

PARENT/STUDENT HANDBOOK 2016-2017

Fr. Ralph DuWell, Pastor
Mr. Nathan Nadeau, Principal
Ms. Rebecca Mates, Assistant Principal

Revised 6/15/2016

4005 Edgewater Drive, Orlando, FL 32804
Phone: (407) 293-7691 Fax: (407) 295-9839
School Office Hours: Monday through Friday 7:15 am - 4:00 pm
Website: www.stcharlesschoolorlando.org

St. Charles Borromeo Catholic School (SCBCS), serving students PreK3-Grade 8, is accredited by the Florida Catholic Conference (FCC) and is operated under the auspices of the Diocese of Orlando Office of Schools. The strengths of SCBCS include a certified and dedicated faculty, an extensive integrated arts program, and diverse learning opportunities.

HISTORY

St. Charles Borromeo Catholic School was founded in 1955 open to middle school only with an enrollment of 65 students and 3 faculty members. In the fall of 1955, St. Charles Borromeo Catholic School opened its door to all students grades Kindergarten through middle school. The Sisters of St. Joseph were instrumental in guiding and developing the students for many years. Their charism of union attained through achieving union of neighbor with neighbor and neighbor with God fulfilled their mission.

MISSION STATEMENT

As a faith filled community, St. Charles Borromeo Catholic School is committed to proclaiming the Gospel Message of Jesus Christ. We are cultivating responsible, respectful, trustworthy individuals who are confident in their knowledge and compassionate in His service.

BELIEF STATEMENTS

Our school community has identified the following as our most important Beliefs:

- Each student is a unique child of God.
- Parents are the primary educators of their children.
- A safe and comfortable environment promotes learning and success.
- Catholic education is an integral part of the Church's mission to proclaim the gospel message of Jesus Christ, to build faith communities, to celebrate through worship, and to serve others.
- Learning and growth is the goal for all students.
- Mutual respect among and between the students and staff creates a wholesome learning environment.
- A Catholic school reflects the integration of Catholic values with learning and life.
- Students learn in a variety of ways.

SCHOOL MOTTO

"Work Hard, Play Hard, Pray Hard."

SCHOOL MASCOT

Bulldog

SCHOOL COLORS

Black, Red, and White

**This handbook is dedicated to
Saint Thérèse of Lisieux**

TABLE OF CONTENTS

ADMISSIONS.....	1
Age Requirements	
Class Assignment	
Withdrawal	
Immunizations/Health Records	
Non-Discrimination Policy	
ATTENDANCE.....	3
School Hours	
Absences	
Tardiness	
Checkouts During School Hours - Appointments	
PARKING & SAFETY	
PROCEDURES.....	6
Arrival Procedures	
BMCHS Students Arriving in St. Charles Borromeo Parking Lot	
Cars Containing PreK or Kindergarten	
Cars Containing Only Students in Grades 1 – 8	
St. Charles Borromeo students arriving in BMCHS parking lot	
Dismissal Procedures	
Parents not utilizing carline	
BMCHS siblings picking up walkers	
Walkers/Bike riders (not being picked up by parents or siblings)	
Cars Picking Up Students in Grades PreK and/or Kindergarten	
Cars Picking Up Students in Grades 1 – 8	
Carpool Arrangements	
Late Pick-Up	
Rainy Day Dismissal	
Parental Changes in Student Dismissal	
Parent Meetings/Conferences after Dismissal Time	
Arrival/Dismissal Parking Lot Diagram	
Secured Campus	
Educational Outings	
Emergency Closings	
Safety Reminders	
School Meetings/Appointments	
ACADEMICS.....	12
Digital/Hardback/Textbook/Resources	
Homework	
Honors	
National Junior Honor Society	
Promotion/Retention	
Standardized Testing	
Student Progress/Grading Scales	
AFTERCARE PROGRAM.....	17
Afterschool Care	
Non-school day program	
Director contacts	
Discipline Guidelines	
Illnesses and Accidents	
Sign Out Procedures	
ATHLETICS (Grades 5 – 8).....	19
Coaches	

Athletic Directors	
Eligibility	
Fees	
Parental Support	
Sports Even Etiquette	
Uniforms	
BUSINESS.....	19
Asbestos	
Divorced or Separated Parents	
Educational Records	
Financial Obligation	
Fundraising, Commercial Solicitation, and Community Relations	
Insurance	
P.A.W.S Program	
CAFETERIA.....	23
Aramark	
COMMUNICATIONS.....	23
School to Parent	
Conferences	
Paths of Communication	
Parent Portal	
Party Invitations	
Telephone	
Website	
CODE OF CONDUCT.....	28
Discipline	
Discipline Ladder	
Missing or Incomplete Homework	
GUIDANCE.....	30
PARENT VOLUNTEER OPPORTUNITIES.....	31
PERSONAL APPEARANCE.....	31
School Uniform Requirements	
No Uniform To School (N.U.T.S.) Days	
Birthday Celebrations	
PERSONAL PROPERTY.....	35
Lost and Found	
Money-Valuables-Toys	
RELIGIOUS EDUCATION.....	35
Altar Servers	
First Reconciliation and First Holy Communion	
Mass Attendance	
SCHOOL BOARD.....	36
STUDENT/SCHOOL SAFETY.....	37
Harassment and Bullying	
Medications/Medical and Allergic Conditions	
Visitor Policy	
Lunch with your student	
Volunteers	
TECHNOLOGY.....	38
Student iPad Use Guidelines	
Parent Guidelines for Student Use	
PARENTS' ROLE IN EDUCATION.....	40
NETWORK ACCEPTABLE USE POLICY (DNAUP).....	42
iPad USE GUIDELINES.....	48

ACKNOWLEDGEMENT AND SIGNATURE PAGE (MUST BE RETURNED).....51

ADMISSIONS

For further information regarding admission to SCBCS, please contact the school office at 407-293-7691 or email us at stcharles@scbcs.net

Prompt submission of all required information will expedite the application process. Failure to provide pertinent documentation/information may effect a student's admission and/or continued enrollment at SCBCS.

The following records are required to process a student's on-line application:

- Birth Certificate
- Baptismal Certificate (Catholic Only)
- Photo Release Form
- Teacher Recommendation (1st-8th Grade)
- Copy of Recent Progress Report/Report Card (1st-8th Grade)
- Copy of Prior Year Report Card (1st-8th Grade)
- Copy of Standardized Test Scores (if applicable)
- On site Academic Screening (K-8th Grade) See Below
- Non-refundable New Family Fee of \$100 (PreK3, Full Day PreK4, and K-8th families)

Additional records required if applicable:

- Pastor Permission Form (Diocese of Orlando)
- Copy of IEP, 504 Plan, or Additional Testing
- Scholarship Award Letter (McKay, PLSA, AAA or Step Up)
- VPK Eligibility Certificate
- VPK Contract/Influenza Brochure
- Letter of Financial Good Standing (School)
- Letter of Parish Participation (Other Diocese)
- Copy of Custody Documentation

Failure to fully disclose and provide copies of IEP's, 504 Plans and/or additional testing may impact a student's enrollment status and result in a student being denied admissions or asked to disenroll. Individual readiness screening and assessment for Kindergarten & 1st grade is required and administered by SCBCS staff. For incoming students in grades 2-8, STAR Reading and Math is required. After all documents are received, the family will be contacted for either a family interview or receive an email letter of acceptance to include the enrollment contract.

After a family receives the email letter of acceptance, the following must be provided to complete the admission process.

- Official Transcripts from Previous School
- Florida State Entry Health Exam
- Florida Certificate of Immunization (Form 680)
- FACTS Account Number (FACTS agreement can be set-up at www.factsmgt.com or when completing the enrollment contract link)
- Additional Student and Family Fees

SCBCS is approved to participate in the following scholarship programs:

- **VPK** (*Voluntary Prekindergarten*) is free to all children that turn four years of age by September 1st. <http://elcoforangecounty.org/voluntary-prekindergarten-vpk/>

- **Step Up for Students or AAA Scholarships** is a Tax Credit Scholarship offered to students in K-12 who come from low-income families. <http://www.stepupforstudents.org/>
- **McKay Scholarships for Students with Disabilities Program** ensures that no child will be left behind by allowing Florida students with special needs the opportunity to attend a participating private school. <http://www.floridaschoolchoice.org/Information/McKay/eligibility.asp>
- **Personal Learning Scholarship Accounts (PLSA)** helps parents individualize the educational plans for their children with certain special needs. <https://stepupforstudents.org/special-needs-scholarship/plsa>

Please contact the school for further guidelines on any of these programs.

Age Requirements

The age requirements for student admission:

PreK3	-----	Three years of age by September 1 st
PreK4	-----	Four years of age by September 1 st
Kindergarten	-----	Five years of age by September 1 st
First Grade	-----	Six years of age by September 1 st and have successful completion of Kindergarten

Withdrawals

1. In case of withdrawal, parents should give written notice to the school office as soon as the withdrawal date is established.
2. Tuition due for the school year is a prorated amount based on the actual number of days the student is enrolled. The prorated tuition is calculated using the net tuition amount for that school year. If tuition was paid up front, any difference remaining after all fees and charges have been paid will be refunded to family. If tuition is paid monthly by electronic bank draft, the final monthly draft will be adjusted to cover tuition, fees, and charges due and the FACTS agreement will be terminated.

*All fees and charges must be paid in full before records are released.

Immunizations/Health Records

All students seeking enrollment at SCBCS must provide the following once the student is accepted and prior to the first day of school:

- Immunization records verifying all required immunizations
- Completed health examination
- VPK – Signed Influenza Brochure

Failure to submit the appropriate records may result in the student being asked to remain at home until the required paperwork is submitted.

Non-Discrimination Policy

St Charles Borromeo Catholic School does not discriminate against students based on 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.

St. Charles Borromeo Catholic School does not discriminate against students with disabilities of any kind if, with reasonable accommodations and no undue hardship to the school, such students can meet the school's program requirements and parents are in agreement with the proposed accommodations.

ATTENDANCE

It is the shared responsibility of the school and the home to assist students in developing desirable habits of punctuality and attendance. When a student is not present for all of his/her classes it affects his/her academic progress. Except in the case of hospitalization or severe illness, students with more than 12 absences per trimester may be required to withdraw from the school. The administration will work with the family prior to this determination. Any correspondence received from a physician will be considered in making the determination.

School Hours (Full day 3 & 4 year olds & K-8)	7:45 a.m. – 3:00 p.m. (2:10 p.m. on Wednesday)
VPK ONLY Hours (4 year olds)	8:30 a.m. – 11:45 a.m.
VPK Morning Wrap (4 year olds) 7:15 a.m.)	7:45-11:45 a.m. (may be dropped off as early as 7:15 a.m.)
PreK Half Day (3 year olds) early as 7:15 a.m.)	7:45 a.m. – 11:45 a.m. (may be dropped off as early as 7:15 a.m.)
Aftercare	3:00 p.m. – 6:00 p.m. (Late fee incurred after 6:00 p.m.)

- The school day begins at 7:45 a.m.
- Noon dismissals may apply: see school calendar.
- Students who arrive after Morning Prayer has finished will be marked Tardy – Unexcused. The bell for Morning Prayer rings at 7:45am.
- Students may arrive as early as 7:15 a.m. Please do not bring students prior to this time as there is no supervision prior to 7:15 a.m.
- The first bell rings at 7:45 a.m. at which time the school gathers for Prayer and Pledge. All are invited to attend.
- School Mass is held each Wednesday at 8:30 a.m. unless otherwise noted on the calendar. Families are encouraged to attend Mass.

Students still waiting for pick-up after 3:30 p.m. (Wednesdays 2:30 p.m. and Noon Dismissals 12:30 p.m.) will be taken to Aftercare. Aftercare fees are incurred based on the schedule listed in the aftercare section of this handbook.

In the event a student must be checked out of school at a time other than the normal dismissal time, please send a note with your student and turned into their teacher addressed to the school office stating the date, time, and nature of the dismissal. For safety reasons, students will be released from school only to his/her parents/guardians or to persons authorized by parents on the Alternate Pick-up Authorization section of the Online Application/Re-enrollment Form, which is maintained in the school database. Parents must contact the administrative assistance to the school in order to update the list of authorized persons that may pick up their student. The authorized person assumes all responsibility for the student. SCBCS reserves the right to request a picture ID before releasing the student from school.

Absences

Excused Absences – Absences will be considered excused for the following reasons:

1. Personal illness of the student.
2. Medical and dental examination and/or treatment of the student when such appointments cannot be scheduled other than during school hours.
3. Death in immediate family.
4. Reasons of extenuating circumstances determined by the Principal. These reasons must be submitted to the Principal in writing prior to the absence to be considered excused.

Unexcused Absences – Absences will be considered unexcused if a student is absent for reasons other than those listed above. Family trips are not considered excused absences unless prior approval (at least one week in advance) has been given by the principal.

Each student's attendance record is kept by the school and noted on the report card. At the end of the year, the record becomes part of the permanent record. Please note the following:

- Parental verification of the absence must be made to the School Office by 9:15 a.m. every day of the student's absence, or the absence will be considered unexcused. Call the "Attendance" voicemail at 407.293.7691, ext. 400 to report an absence. In the event a verification phone call is not made, the parent will be contacted by the office.
- Upon return to school, a note of explanation for the absence must be given to the office.
- The student will have the number of days equal to the number of absences, up to five days, to complete this work and return it to teachers. For example, if a student is absent for four days, four days after returning to school will be given to complete assignments. If a student is absent the day before a previously announced test, they are still required to take the test. This policy applies to absences due to illness as well.
- Students arriving at school after 11:30 a.m. will be considered a half day absence. Students absent more than half a school day are not eligible to participate in extra-curricular activities on that given day.

Making up missed work/test due to absence (Excused or Unexcused)

It is the responsibility of the student to make up assignments/tests missed. Students have the number of days missed to make up and turn in assignments. Upon returning to school, the student is responsible for seeing the teacher(s) regarding missed assignments and tests. Assignments can also be found on teacher webpages via PlusPortals.

Communicable and Contagious Disease

The school should be notified immediately when a serious and contagious disease is diagnosed. In the case of absence due to contagions, a release card from the Board of Health or a letter from the family physician indicating that the Board of Health regulations have been fulfilled must be presented when the student returns to school.

When a suspected case of chicken pox, measles, impetigo, hepatitis, mumps, conjunctivitis (pink eye), streptococcal infection (including scarlet fever), strep throat, head lice, or other communicable disease is reported, parents will be called immediately to take the student home.

Health Consideration

Please note the following policies related to attendance at school when a student is not feeling well:

- If a student has been ill with fever, fresh cold, sore throat, skin rash, skin eruption, or vomits, he/she should not be in school. Students with a temperature of 100.0°F should stay at home. A student should be free of contagion, fever, and vomiting (without the use of medication) for twenty-four consecutive hours before returning to school. **Students who return prior to the required twenty-four hour wait time will be sent home.**
- If a student becomes ill after arriving at school, the clinic located in the School Office is available. The student should request permission from the teacher prior to reporting to the clinic. If the student is too ill to remain in school, school personnel will call the parents or guardian to pick up the student. Students should not contact their parents to come pick them up and should never leave the premises without first being signed out by the parent in the School Office.
- A student sent home with a temperature of 100.0°F or with vomiting or diarrhea may not return to school for 24 hours (must remain out of school the following school day) and until he/she is fever and symptom-free. For example, a student leaving school on Tuesday with a temperature of 100.0° or higher without the use of medication will not be able to return to school until Thursday.

Tardiness

Excused Tardies – A tardy will be considered excused for the following reasons:

1. Medical and dental examination and/or treatment of the student when such appointments cannot be scheduled at a time other than during school hours. Students must present a note from the doctor's office upon arriving at school for the tardy to be considered excused.
2. Parental verification of personal illness of the student.

Unexcused Tardies – Tardies will be considered unexcused if a student is tardy for reasons other than those listed above.

- Students arriving late to school should report to the office for a late pass.
- After the gates are locked after Morning Prayer (begins at 7:45am), students should report to the front office to sign-in. Students in grades Prek-3 will be escorted to their classroom.
- Students will not be admitted to class without a late pass.

Each student's attendance record is noted on each report card. At the end of the year, the total becomes part of the permanent record. The number of days a student is tardy is recorded by the teacher and verified by the office.

No more than 6 unexcused absences can be earned per trimester in order to qualify for academic honors.

Checkouts During School Hours - Appointments

Checkouts/early dismissals are discouraged. Parents should try to schedule doctor/dentist appointments before or after school hours. Make-up work rarely recreates the learning experience formed in class by a teaching professional. In addition, while releasing/admitting a student during class seems trivial, it is a disruption to the learning experience of other students. To maintain a smooth school dismissal, students should not be checked out after 2:30 p.m., 1:30 p.m. Wednesdays, and 11:30 a.m. on noon dismissals.

PARKING LOT & SAFETY PROCEDURES

This section contains important information that must be followed to assist the school in providing a safe campus. The students' safety is of utmost importance and always takes precedence over convenience.

- Follow morning drop off and afternoon dismissal patterns.
- Adults remain in vehicles at all times.
- Students on carline will only be dismissed to drivers in vehicles. Once students are under the covered carline, parents will not be permitted to walk up to retrieve their students.
- Walkers should report to assigned area not the carline.
- School staff/student safety patrol will be on duty in the parking lot to assist the students.
- Cell phone use or texting is not permitted for drivers while in the school parking lot.
- Refrain from honking the horn while in the car line.
- Right turn only during posted times (enforced by Orange County Sheriff's Office).

Arrival Procedures

Supervision of students begins at 7:15 a.m. Please do not drop students prior to this time. All students must remain in the drop-off/pick-up zone and on sidewalks once they are dropped off. When students arrive, they should proceed directly to the courtyard.

- PreK students: Safety patrol or staff members will walk the PreK students to their classrooms each morning.
- Kindergarten-8th grade go to the courtyard.

Please do not enter or park in the faculty/staff parking area that branches off the back circle during morning arrival. This lot is reserved for faculty and school staff between 6:00 a.m. and 4:00 p.m. on days when school is in session. Visitor parking spaces in front of the office are not to be used for dropping off your student. If a parent is attending Morning Prayer, please park in the church lot and use the white crosswalk in front of the church, walk along the church sidewalk, and continue across the white crosswalk in front of the faculty/staff parking area.

Bishop Moore Catholic Students Arriving in St. Charles Borromeo Parking Lot

Bishop Moore Catholic students may be dropped off in the St. Charles Borromeo parking lot and should walk through the front gate with St. Charles Borromeo students and exit through the courtyard. Bishop Moore Catholic students will not have access through the St. Charles Borromeo campus before 7:15 a.m.

Cars Containing PreK or Kindergarten

Enter the parking lot in the right lane and drive straight all the way into the back circle area to drop off your students. Please follow the directions of the staff employee directing traffic. Older students may be dropped off at this circle if they ride with PreK or Kindergarten students.

Cars Containing Only Students in Grades 1-8

Please enter the parking lot in the left lane; turn left on the red line into the queue. Follow the red line up and down the rows and then pull as far to the north end of the student drop off/pickup zone as possible before stopping your car to drop off students. The through lane is on the driver's side and cars exiting the lot may not expect a car door to open as they drive through. Students on crutches may be dropped off in the circle area.

St. Charles Borromeo Students Arriving in Bishop Moore Catholic Parking Lot

St. Charles Borromeo students may be dropped off at the BMCHS arrival area in the morning. BMCHS students driving SCBCS students are to drop SCBCS students off at the drop-off area before parking in the BMCHS parking lot. SCBCS students should not be walking in the BMCHS student parking lots. SCBCS students are to walk between the BMCHS gym and library and enter the school through the entry way facing BMCHS.

Dismissal Procedures

Important Reminders:

- Remain in your car and follow the traffic pattern.
- Do not park and walk to pick up your student in the afternoon (except in the circumstances outlined below). It is very dangerous for the students and other students as well.
- Teachers and school staff are the only adults in the student zone.
- During morning arrival please do not enter or park in the faculty/staff parking area that branches off the back circle. This lot is reserved for faculty and school staff between 6:00 a.m. and 4:00 p.m. on days when school is in session.

Please do not tell your student to cross with the walkers unless he or she is actually walking home. Students should not be asked or permitted to wait for rides, unsupervised, after they have crossed Edgewater Drive as walkers. If you are unable to pick up your student in the normal way at the end of the school day, please make use of our Aftercare Program to ensure the safety of your student.

Students are not permitted to be dismissed from the back of the campus to the Bishop Moore Catholic High School parking lot.

Parents not utilizing the Carline

Students whose parents choose to not utilize the carline may pick up their student(s) in front of the school office as the class is walking by for carline dismissal. Once the students have made it to the covered dismissal carline, they may only be dismissed through the carline. Students will not be dismissed to anyone at carline unless it is in a vehicle through carline. This is for the safety of the students and staff. Parents that are picking up walkers should park in the first row in the Church parking lot closest to Edgewater and utilize the sidewalk by the Church.

Bishop Moore Catholic Siblings Picking up Walkers

Those students being picked up by Bishop Moore Catholic siblings should meet under the courtyard canopy closest to the Art room facing Bishop Moore Catholic. BMCHS students are not permitted to pick up students in other locations at the school.

Walkers/Bike Riders (not being picked up by parents or siblings)

All walking or bicycle-riding students must have a Release of Liability Waiver on file in the School Office. Parents may access the Release of Liability Waiver on our website or pick up a form in the School Office. Walkers/bike riders will meet a staff member under the canopy closest to the art room facing BMCHS (the same canopy where BMCHS siblings meet). A faculty/staff member will escort students to the traffic light at the Bishop Moore Catholic High School exit

and supervise as they cross Edgewater Drive or the Bishop Moore exit. All walkers/bike riders are expected to leave the campus with their walker group. If your student wants to have another student come home with him/her after school, please follow the procedure in Parental Changes in Student Dismissal.

Cars Picking Up Students in Grades PreK and/or Kindergarten

Enter the right lane immediately and drive straight east to the back circle area following the blue line. At dismissal, the pick-up lane will be directed through the faculty/staff parking lot to the pick-up zone. After picking up all students in the car pool, follow instructions from the faculty/staff member on duty to exit into the through lane. Siblings of PreK and Kindergarten students will wait here and be picked up in this location.

Cars Picking Up Students in Grades 1 - 8

Turn left into one of the two queue lanes next to the crosswalk (red line). Remain in two lanes until the faculty/staff member on duty directs you in merging into one lane before entering the pickup zone. Younger siblings grade 1 and older should all sit with the oldest sibling at the school for dismissal (unless there is a PreK or Kindergarten student in the family).

All cars in the Grades 1-8 pick-up zone must pull forward as far as possible. When the cars have stopped, the students will come to your car. Teacher/staff on duty will assist students and provide direction to make dismissal more efficient.

When you have picked up your students, please continue through the parking lot to the exit. Remain in a single lane and turn RIGHT onto Edgewater Drive.

Carpool Arrangements

Please provide written carpool arrangements to the homeroom teacher at the beginning of the school year. Without this written authorization, the student will follow his/her normal procedure or be sent to Aftercare. If a student will be going home with another student from St. Charles Borromeo and this is not his/her usual dismissal procedure, parents/guardians need to send a dated note to the teacher authorizing the change from the usual procedure. Without this authorization, the student will follow his/her normal dismissal procedure when possible or be sent to Aftercare.

Late Pick-Up

Any student who has not been picked up by 3:30 p.m. (2:30 p.m. Wednesdays and 12:30 p.m. Noon Dismissals) will be automatically taken to the Aftercare Program. Beginning at 3:30 p.m. (2:30 p.m. Wednesdays and 12:30 on Noon Dismissal), parents will be charged based on the schedule in the aftercare section of this handbook.

Rainy Day Dismissal

Look for the Duck Flag displayed by the corner of the covered carport. A decision about rainy day dismissal will be made by 2:45 p.m. (1:45 p.m. Wednesdays and 11:45 a.m. noon dismissals). If the Yellow Duck Flag is posted, please park in the St. Charles Church parking lot and walk to classrooms to pick up your students. Students and carpool members will be in their regular classrooms for pick up. Please use extra caution in the parking lot on rainy days. Students will not be released until after announcements.

Parents that have an infant or have a validly displayed handicap parking pass may pull through the PreK/Kindergarten carline circle (Mary Alice Go Round Circle) where a staff member will get your students name and call for them to come down. This is only for those with younger children in the car or have a handicap pass.

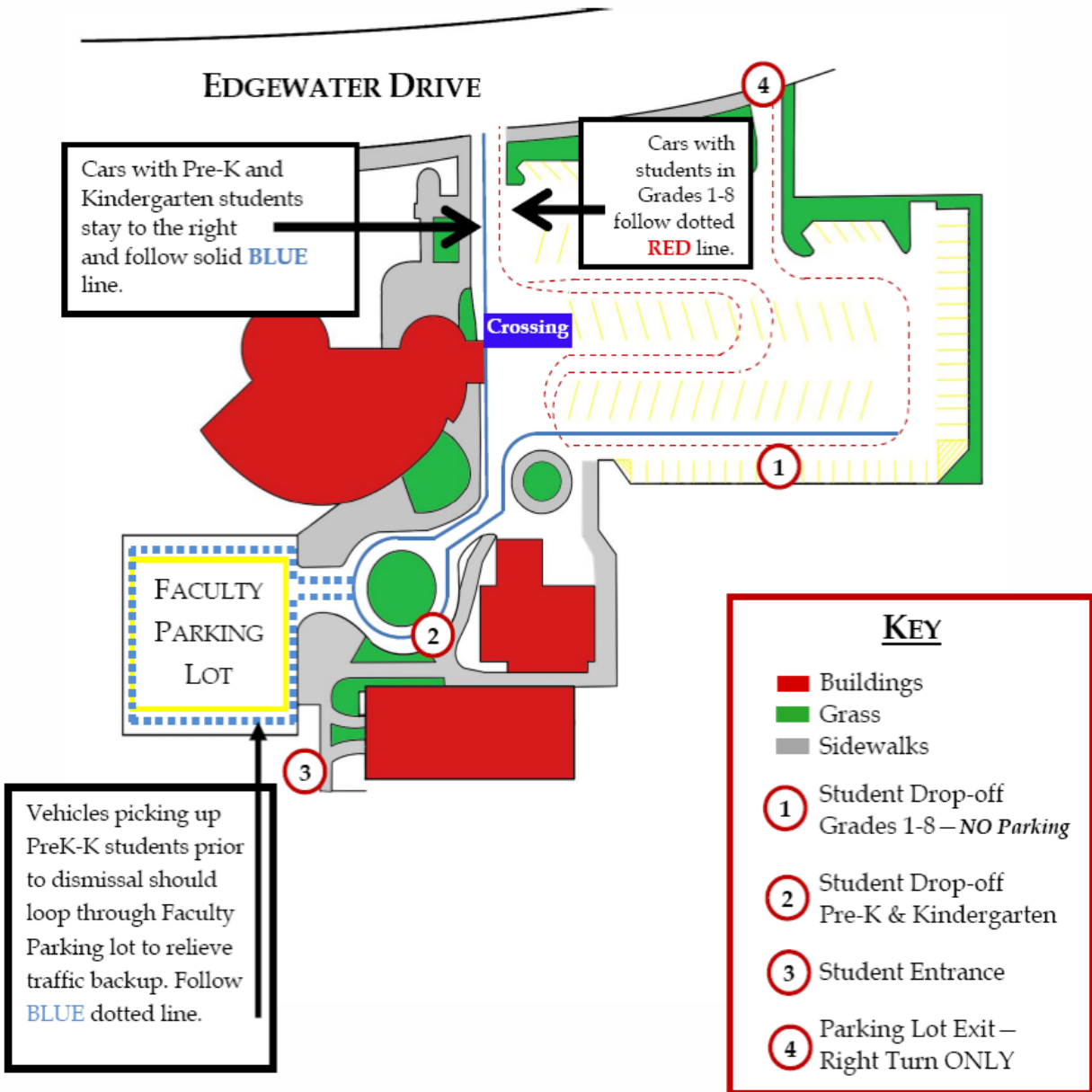
Parental Changes in Student Dismissal

Any changes in a student's dismissal, (temporary or permanent), i.e. visiting a friend after school, require that parents send a dated and signed permission note to the student's teacher. Students who are not regular walkers/bikers, but are going home with a regular walker/biker must follow this procedure. Students who are not regular walker/bike riders will also need a Release of Liability Waiver on file to walk home with their friend. The Release of Liability Waiver can be accessed on the school website or picked-up in the school office. Students without permission slips and Release of Liability waivers will not be permitted to walk home with their friends.

Parent Meetings/Conferences after Dismissal Time

Three visitor parking spaces are available outside the School Office. If these spaces are full, please park in the church parking lot. Use the white crosswalk in front of the church, walk along the church sidewalk, and continue across the white crosswalk in front of the faculty/staff parking lot. Please do not park in the faculty parking lot prior to 4:00 p.m.

ARRIVAL/DISMISSAL PARKING LOT



Secured Campus

SCBCS is a Secured campus. 24/7 security is provided for the safety of all students and faculty/staff. All parents, students, and visitors must enter the campus through the front office. All volunteers and visitors must sign in and have a pass in order to be on campus. Students may not leave the school premises once they have arrived until the regular dismissal time. Students may not leave an extra-curricular activity without the permission of assigned supervising personnel.

St. Charles Borromeo students will periodically use areas of the Bishop Moore Catholic High School campus and visit Morning Star School under the supervision of teachers. It is only under direct supervision or traveling straight to an assigned class that students have permission to be on either the Bishop Moore or Morning Star campus.

Educational Trips/Outings

Field trips are learning experiences which support the school curriculum.

- Students must turn in an official Diocesan Educational Trip/Outing Release Form signed by a parent or guardian.
- Students are transported by commercial vehicles, such as buses, in most cases.
- The Diocese of Orlando policy states that all chaperones/drivers must have full clearance by the Diocese (cleared fingerprint cards, background check, and safe environment training) and forms on file in the School Office.
- Only chaperones meeting the requirements established by the Diocese of Orlando for chaperones will be permitted to assist with the educational trip/outing. (Please reference the volunteer section.)
- Fingerprint clearance can take six weeks, so parents who anticipate signing up to chaperone should begin this process well in advance of the educational trip/outing for which they wish to be a chaperone.
- Not all Educational Trips/Outing require chaperones. If chaperones are needed, teachers will select an appropriate number of chaperones. Teachers are required to submit a Prospective Chaperone List to the Office Manager two weeks in advance of the trip. Only parents with full Diocesan clearance will be approved.
- Last minute chaperone substitutions are not permitted.
- Parents with students on medication should be sure to make appropriate arrangements through the school clinic to take the medication while off campus.
- Ensuring the safety of St. Charles Borromeo Catholic School students is a priority on school sponsored educational trips/outings. Chaperones must give their full attention to the supervision of the students who are assigned to them. For this reason, the following are considerations for parents who wish to attend educational trips/outings:
 - Only designated chaperones may attend school sponsored educational trips/outings unless approved by the Principal.
 - Younger siblings may not attend school educational trips/outings.

Educational Outings are considered a privilege. The administration, with faculty consultation, reserves the right to deny a student's participation for disciplinary reasons or the common good or safety of the group.

Emergency Closings

If it becomes necessary to close school due to weather conditions or unusual circumstances, St. Charles Borromeo Catholic School will follow Orange County Public School's closing, but not necessarily their reopening schedule. To find out information about closing/reopening, there are several options:

- Call the school at 407-293-7691. Messages will be updated as needed.
- Check the Portal under Alerts.
- An e-mail/text message/phone alert will be sent.
- Social media (Facebook and Twitter) will also be used for those following/friends of St. Charles Borromeo.

It is EXTREMELY important to update e-mail addresses and phone numbers. PLEASE update contact information by accessing the Parent Portal or contacting the School Office.

Safety Reminders

- For safety reasons, no student should be walking alone anywhere in the parking lot in the morning unless they are with an adult who is coming to Morning Prayer.
- After parking, please do NOT cross through traffic toward the school. Instead walk with traffic toward the church.
- The sidewalk in front of the church leads to the school. Please remain on this sidewalk once you have crossed the blue crosswalk.
- Please do not cross traffic lanes or walk between cars unnecessarily.

School Meetings/Appointments

If you have business at the school, please drop students in the appropriate zone before parking car in the main church parking lot. The three spaces near the school's front entrance are designated for use by parents/visitors who have business in the School Office from 7:15 a.m. to 3:45 p.m.

ACADEMICS

Digital/Hardback/Textbooks/Resources

Digital textbooks and/or resources are used as part of the program of studies. Students may be issued logins and/or codes in order to access the materials. Students are responsible as part of the program to use only their codes and login information and will be accountable for any activity associated with the login/code.

St. Charles Borromeo hardback texts are provided to the students during the school year. Students are expected to care for the books keeping them covered, mark-free, and out of the elements. Unfortunately, if a book is lost or damaged in any way, the student must pay to replace the textbook. Students who have documentation to support disabilities, accommodations, and physical limitations may qualify for additional textbooks for home use.

Homework

The faculty and administration of St. Charles Borromeo Catholic School believe strongly that all homework should be meaningful, relevant and reflective of the instruction presented in class.

Therefore, homework that is assigned by a teacher is expected to be completed as assigned and submitted in a timely manner as designated by that teacher.

Students that do not do their homework may be assigned consequences that are appropriate in order to assist the student in completing their homework. Students may also lose privileges as determined by teachers and administration.

Honors

Students in grades 3-8 are recognized for academic honors on a trimester basis.

Principal's Honors:

An A in all subject areas.

All 1's in learner behavior marks.

No more than 6 unexcused tardies can be earned during the trimester.

First Honors:

All A's and no more than 1 B in all subject areas.

No 3's for learner behaviors in any subject.

No more than 6 unexcused tardies can be earned during the trimester.

Second Honors:

All A's and no more than 3 B's in all subjects.

No 3's for learner behaviors.

No more than 6 unexcused tardies can be earned during the trimester.

National Junior Honor Society

Membership in the St. Charles Borromeo Catholic School chapter of the National Junior Honor Society (NJHS) is open to 6th, 7th and 8th grade students who have been in attendance for the first and second trimester. Eligibility is based upon guidelines established by the National Association of Secondary School Principals as set forth in the National Junior Honor Society Handbook.

NJHS members are expected to conduct themselves in a manner that exemplifies high ideals with regard to academics, character, leadership, service, and citizenship. The student must meet the criteria set in each of the following areas.

- **Academics:** To be eligible for membership in NJHS, the candidate must have earned an academic grade point average (GPA) of 3.5 or higher in the first trimester of the school year based upon grades earned in the areas of Religion, English/Language Arts, Mathematics, Science and Social Studies. In addition, students may not have any 3's for learner behaviors on their report card.
- **Character:** A student of character is one with integrity and is honest, courteous, respectful, reliable and able to own up to mistakes. She/he will treat other classmates well, both in and out of the classroom, as well as at events both on and off campus.

- Leadership: A student can exercise leadership by exhibiting a positive attitude and demonstrating leadership in the classroom (i.e. volunteers to help teachers and classmates). A student is a role model who influences peers in upholding school ideals and is able to do the right thing even when others are not.
- Service: A student shows service by cheerfully rendering requested service to church, community, teachers, and school (i.e. represents the school in inter-school academic activities, contests, safety patrol, good attitude about clean-up in the cafeteria and homeroom duties, church ministries, etc.) and is willing to help when asked to do so.
- Citizenship: A student demonstrates citizenship by obeying all rules and requests and by active involvement in school and parish life through activities such as clubs, athletics, plays, band, church groups, and Boy/Girl Scouts, etc.

All students meeting the academic requirements are then evaluated in other areas. Some of the criteria used are easily quantifiable, while others are not. The quantifiable criteria, such as meeting the academic guidelines, participating in school and parish life, and volunteering are very evident and easily identifiable. Students should be mindful, however, that the actions they display at school and in the classroom on a day-to-day basis are also critical factors.

Continuance in the NJHS is dependent upon maintaining all the standards for which the student was originally recognized. Once inducted into NJHS, the student must maintain an academic GPA of 3.5, as well as no 3's for learner behaviors, for every trimester. Students will be evaluated for these requirements each trimester; if the criteria are not met, the student will be given one probationary grading period to meet the requirements. If the requirements are still not met after the subsequent trimester, the student may not be allowed to continue as an NJHS member and will be referred to the Faculty Council for review.

Certain behaviors, such as cheating on tests or assignments, plagiarism, vandalism of personal or community property, severe disrespect, fighting, or harassment or any action deemed serious by the administration may result in immediate dismissal from NJHS with no warning or probation given.

Promotion/Retention

Promotion to seventh and eighth grades will be earned by passing all major academic subjects: Religion, Math, Science, Social Studies and Language Arts. A passing grade is determined by the average of all grading periods.

A student who fails one subject may only be promoted if he/she receives intensive tutoring during the summer and passes an exam prepared by the subject area teacher. Before tutoring begins, the subject area teacher will provide a detailed outline to the student. An administrative fee of \$100.00 must be paid when the outline is received. A student who fails more than one major subject may not be promoted to the next grade.

Graduation requirements are the same as the promotion requirements. An eighth grader who fails one subject will receive a blank diploma at graduation and will have the diploma mailed to him/her upon successful completion of the conditions described above. An eighth grader who fails two or more subjects will not graduate.

Primary (K-2) and intermediate (3-5) students must pass language arts and mathematics. If a primary teacher determines that a student should be retained and the parent objects, the parent may request in writing that the child be assigned to the next grade. If the principal grants the request, the child's records will be marked "assigned" to grade ____ instead of "promoted."

Maturity may also be a consideration for promotion in Primary grades.

Standardized Testing

- Iowa Assessments

Each spring all Catholic Schools in the Diocese of Orlando administer the Iowa Assessments in grades 2-8, as a means of assessing each student's progress and achievement. The results are used to evaluate and improve the instructional program as it relates to the student as an individual and to the class as a whole.

- Assessment of Catechesis/Religious Education (ACRE) Test

Students in grades 5 and 8 are administered the ACRE test each spring to evaluate the religious education program at SCBCS.

Student Progress

- Conferences

Teachers and/or parents may request a conference at any time throughout the school year with teachers and/or administration.

- Plus Portals (grades 3 to 8)

Admin Plus provides online access to students' academic progress through the Parent Portal. Teachers upload and post grades to assist parents in remaining informed of their students' progress.

- Report Card

Report cards are issued at the end of each trimester for students in grades PreK through 8. See grading scale below. The grades for each period are based on different forms of assessment such as daily work assignments, projects, and tests. Reports will be delivered electronically for first and second trimester and mailed after the third trimester. Financial holds may affect the receipt of report cards in a timely manner.

Grading Scale

PreK

√	Demonstrated consistently
X	Emergent
/	Non-emergent

PreK - 2nd Grade Report Card Key

P	Proficient: Student work is <u>secure and meets</u> grade level expectations for this trimester with accuracy and quality.
DP	Developing Proficiency: Student work is <u>developing</u> , but is not consistently meeting grade level expectations for this trimester.
EP	Emerging Proficiency: Student work is <u>beginning</u> to show progress/ understanding, but it is not yet meeting grade level expectations for this trimester.
IP	Insufficient Proficiency: Student work shows insufficient progress/ understanding and is significantly below grade level.
N/A	Not Taught OR Not Assessed during this trimester.
AP	Advanced Proficiency: Student work <u>consistently surpasses</u> grade level expectations for this trimester with independence, accuracy and a high level of quality.

Grading Scale (Grades 3 - 5) Religion, Mathematics, Science, English/ Language Arts, and Social Studies

A	B	C	D	F
90-100	80-89	70-79	60-69	Below 60

Grading Sale (Grades K-5) Integrated Arts

P	Proficient: Student work is <u>secure and meets</u> grade level expectations for this trimester with accuracy and quality.
DP	Developing Proficiency: Student work is <u>developing</u> , but is not consistently meeting grade level expectations for this trimester.
EP	Emerging Proficiency: Student work is <u>beginning</u> to show progress/ understanding, but it is not yet meeting grade level expectations for this trimester.
N/A	Not Taught OR Not Assessed during this trimester.
AP	Advanced Proficiency: Student work <u>consistently surpasses</u> grade level expectations for this trimester with independence, accuracy and a high level of quality.

Grading Scale (Grades 6-8) Religion, Mathematics, Science, English/ Language Arts, Social Studies, and Integrated Arts

A	B	C	D	F
90-100	80-89	70-79	60-69	Below 60

Middle School students will receive a conduct grade on the report card each trimester based on the average of weekly conduct grades.

AFTERCARE PROGRAM

SCBCS partners with the YMCA of Central Florida to provide educational and recreational based aftercare programs to serve the student population in grades 1-8 hosted in Mary Martha Hall. SCBCS also offers age specific aftercare for students in PreK 3 – Kindergarten in room 102 next to the courtyard playground.

Both programs offer a minimum 18:1 ratio of staff members to students in a safe and nurturing environment.

Students in the YMCA program will have snack, followed by quiet homework time and then supervised recreational time each day (weather permitting). Students in the PreK 3 – Kindergarten program will be provided with a snack and will then have supervised recreational time.

Aftercare fees are per child per week and are as follows:

After School 3PM – 6PM (2PM on Wednesdays), snack provided

The program fees would be \$42 a week per student with a onetime registration fee for afterschool (covers student insurance). A reduced rate of \$26 a week per student would be applicable for weeks of 3 days or less.

Families are charged on a weekly basis only for the weeks they utilize the services and do not need to notify the school on a weekly basis.

Families that have a student in both programs may go to the PreK 3 – Kindergarten (Room 102) program and request the older student(s) at Mary Martha Hall be released or walked over from the YMCA program to them. Alternatively, parents may wish to visit both programs to check out their students. Parents may not go to the YMCA program and request that the PreK 3 – Kindergarten student be brought to Mary Martha Hall.

School Days Out (holidays or non-school days) 7AM – 6PM, meals not provided

Both programs will operate out of Mary Martha Hall on non-school days. PreK 3 – Kindergarten students must pre-register for non-school days care to ensure proper staffing.

Weekly rates would be \$135 per week. Daily rates would only apply when a weekly rate is not being offered. The daily rate would be \$35 per day.

Students who are not picked up by 3:30 (2:30 on Wednesdays) will be brought to the age correct aftercare. If the student is picked up within 15 minutes, no charges will apply. If the student is not picked up, there is a onetime drop in fee of \$10 for the day. If the student drops in a second time in the same week, the family shall be charged the full weekly rate.

The following phone numbers may be used to reach aftercare staff:

Director: Adreana Jules
YMCA (Mary Martha Hall):

Direct Line: 407-293-6852
School # with Ext: 407-293-7691 x261
Email: ymca@scbcs.net

Director: Debbie Saunders
PreK 3 – Kindergarten program (Room 102):
School # with Ext: 407-293-7691 x237
Email: dsaunders@scbcs.net

Discipline Guidelines

- All school rules apply.
- Behave respectfully and courteously toward all staff and students.
- No toys from home.
- Electronic devices (cell phone, electronic readers, etc.) are not permitted. 5th – 8th graders may use their school iPad for school work only. Once school work is completed, the iPads must be put away.

Illnesses & Accidents

All emergency information must be on file with the director through the Plus Portals System. First aid will be administered for minor accidents. Medication will not be given unless a written statement from the physician detailing the method, amount, and procedure for distribution is on file in the school clinic.

Sign Out Procedures

- Parents, guardians or drivers authorized to do so on the Alternate Pick-up Authorization section of the Online Application Form must sign out the student(s) on the Aftercare attendance sheet.
- Individuals not listed on enrollment forms will not be allowed to pick up students without the written consent from parent or guardian.

ATHLETICS

St. Charles Borromeo Catholic School subscribes to the philosophy that sports and team participation are valuable ingredients for building mature and well-rounded individuals. Therefore, we actively participate in, and support, Catholic Youth Sports (CYS).

Students who choose to participate are expected to meet certain requirements. These include: maintaining satisfactory grades, appropriate conduct, the practice of good sportsmanship on and off the field, the display of respect for coaches, the fostering of team spirit, and attendance at all practices and games. The use of profanity is not tolerated.

Coaches

The Athletic Director(s) will seek qualified, experienced, adult coaches for every sports team. As mandated by the Diocese, student coaches under the age of 21 will be allowed to act as assistant coaches only. All coaches and assistant coaches must have been fingerprinted, background check, and Safe Environment Training Forms on file in the School Office. They must attend the CYS sponsored Coaches Clinic at the beginning of the season and must view the concussion training video course, take and pass the test at the video's conclusion, and file a copy of the certificate with the school. No practices can take place until all of the above requirements are satisfied.

Athletic Directors

Please contact the following for questions regarding sports/athletics:

Scooter Hartmann shartmann@scbcs.net

- Collection of uniforms after season
- Coordinates with BMCHS for dome use for practice of teams
- Assists with sports banquet

Zulia Barrera zbarrera@scbcs.net

- Distribution of uniforms
- Re-schedule rain out/loss of game to new day
- Confirms payment of students for each sport
- Verify each coach is fingerprinted, background check cleared and taken concussion safety course
- Sports banquet
- Recruiting for coaches grades K-5 (formerly CYL) & 5-8 (formerly CMAC)

David Bundy dbundy@scbcs.net

- On site director for home games
- Coordinates with league for meetings
- Recruiting for coaches grades 5-8 (formerly CMAC)

Eligibility

Playing on a school team is a privilege and not a right. Athletic teams include Soccer, Basketball, Track, Volleyball, and Cheerleading. All students shall be given equal opportunities to try-out. To be academically eligible, a student must have an overall GPA of 2.5 and maintain conduct in line with the expectations of the philosophy of the school. Students may not participate if they presently have an F in any class. This includes all subject areas. Performance in all Integrated Arts and Bulldog T.I.M.E classes must be satisfactory.

Eligibility in terms of conduct will follow the school Discipline Policy and Conduct Code, which outlines specific consequences for inappropriate behavior. Consequences take priority over all practices and scheduled games. Any student receiving detention during the regular season must attend detention before attending practice or playing in a game. Any student receiving an in-school suspension, (ISS), or out-of-school suspension (OSS) is also suspended from participating in practices and games, or any related activities, for the duration of the suspension.

The principal may, at any time, declare an athlete ineligible due to lack of school attendance or improper conduct. To be eligible to participate in an after school sports event, a student must have been present at school on game day. Students must be at school at least one-half day on the day of the event to be eligible to participate in extra-curricular activities after school.

Students must stay until or arrive before 11:30 a.m. Students who leave school sick may not participate that day.

Coaches will choose athletes based on the following criteria: ability, sportsmanship, respect for coaches/parents/teachers/peers, team spirit, and attendance. The judgment of the coaches and the Athletic Director in consultation with the principal will be final based on the above criteria. Please remember, your student may be selected for a team, but may not get equal playing time due to his/her athletic ability.

Fees

There is a \$90.00 fee for each sport and \$60 for track. Please go to www.catholicyouthsports.com to pay the fee. A uniform will not be issued until all fees are paid in full.

For Cheerleading, there is a \$100.00 fee paid directly to the school and turned into the front office. Please make check payable to St. Charles Borromeo. A practice shirt, shorts, socks, bloomers, and a cheerleading bow will be provided as a part of the fee.

Parental Support

All parents are expected to support the sports program and display Christian sportsmanship while in attendance at sports events. Parents who have any concerns should contact the Athletic Director. Parents must never confront a coach or referee in front of players. If you have concerns at an event, please find the CYS representative on duty.

Sports Event Etiquette

Conduct of Spectators:

- Conduct oneself in a Christ-like manner as an adult or student representing the school.
- Comply with all school regulations.
- Respect the property of others and the authority of those who administer the competition.
- Control one's temper and refrain from criticism of officials, coaches, and/or students/athletes.
- Cheer in a sportsman-like manner.
- Respect the judgment and strategy of the coach and do not criticize players or coaches for loss of a game.
- Appreciate a good play, no matter who makes it.
- Coaching by spectators is prohibited.
- Spectators may be asked to leave sporting event if not following school policies.

Uniforms

Uniforms are provided for each player selected for a team. It is the player's responsibility to maintain the uniform in satisfactory condition. The uniform must be returned to the Athletic Director in good condition at the end of each season or the uniform will have to be replaced at the player's expense. A player will not be permitted to try-out for the next seasonal sport until all uniform requirements are met. Moreover, report cards will be held at the end of the year until such time as the uniform has been returned.

BUSINESS

Asbestos

In accordance with the Asbestos Hazard Emergency Response Act (AHERA), 40 CFR 763.93(g), the Management Plan for Asbestos-Containing materials as developed by Law Engineering is available without restriction for your inspection at the school's administrative office. Please make an appointment if you wish to review the plan.

Divorced or Separated Parents

It is required that the custodial parent provide the school with an official, updated copy of the custody section of the divorce or separation papers. St. Charles Borromeo Catholic School respects the rights of non-custodial parents. In the absence of a court order to the contrary, SCBCS will, upon written request, provide non-custodial parents with access to academic records and other school related information regarding the student.

Educational Records

Student information is private and confidential. Educational records are official and confidential documents that are protected by privacy protection laws (Family Education Rights and Privacy Act – FERPA). Therefore, school personnel are not at liberty to discuss a student's progress, academic standing, behavior, or medical condition with anyone other than a parent, stepparent, or legal guardian. In the event of divorce or separation, non-custodial parents have the same educational rights as custodial parents. A stepparent also has the same educational rights as biological parents provided the stepparent is present in the home with the student on a day-to-day basis. A release form signed by parents is required in order for school personnel to discuss educational matters with anyone other than parents, stepparents, or legal guardians.

Financial Obligation

School tuition is a family financial obligation. Payment is made through FACTS and will be deducted from the designated checking or savings account on the 5th or 20th of each month July through June (twelve months). Annual and semi-annual payment options are also available.

If a family is not fulfilling their financial obligation:

- Student Grades, Report Cards, and Records will not be available
- Diploma will be held
- Records and transcripts will not be transferred
- Ineligible for enrollment in another Diocese of Orlando Catholic School (Diocesan policy)
- A student may be prohibited to continue attendance if their account is two or more months behind per Diocesan policy.

Fundraising, Commercial Solicitation, and Community Relations

SCBCS holds various fundraising events each year. Planning and organizing for these events takes place throughout the year with the assistance of many volunteers. Additional fundraisers may take place during the school year based on need and opportunity. The Principal must approve all fundraisers.

- All funds collected by various activity groups of the school must be turned in to the school accountant daily. Those funds shall be distributed by the school in the approved procedure for purchasing and disbursements.
- Students should not be soliciting gifts or donations on city streets, in public places, or on a house-to-house basis unless such solicitation has been authorized by the Principal/Pastor and parent in each case.

- Unless previously designated and approved by the Principal/Pastor or as stated by a donor, all funds raised on behalf of the school or its associates are ultimately used at the discretion of the Principal.

Use of distribution lists and contact information may be used only if approved in advance by the Principal. Additionally, this correspondence (e-mail or hard copy) must also be approved by the Principal.

Insurance

Every child in SCBCS is covered by the Diocesan insurance plan for the hours he/she is under school supervision. Twenty-four hour coverage is available at an extra charge. Applications for such coverage will be distributed at the beginning of the school year.

Students in the Aftercare Program must pay an additional fee to cover the hours they participate in this program. The insurance fee will be assessed after using the services of the Aftercare Program for at least two days.

Parents Actively Working with St. Charles Borromeo (P.A.W.S.) Program

A mandatory service hour program, P.A.W.S., has been instituted at St. Charles Borromeo Catholic School. Parent volunteers must sign in at School Office and later submit their hours online to the x2Vol program. Each family will be responsible for 20 hours of service per year. Families that do not satisfy this requirement may be given a lower priority acceptance rate the following school year.

CAFETERIA

Aramark

SCBCS has partnered with Aramark to provide a daily and healthy lunch for our students.

- Lunch portion meal sizes and prices will be available:
 - o \$4.00 for PreK through 2nd grade students
 - o \$4.75 for 3rd-8th grade students
- Monthly menu posted on the St. Charles Parent Portal one month in advance.
 - o Print menu and check off selections
 - o Send in to school each week by Wednesday for the following week or for the entire month
- Parents can pay to an online account – myschoolbucks.com or send in exact cash.
- The Café Supervisor is Darlene Kennedy.

- Students who forget their lunch or have not pre-ordered may order a salad or cold lunch option only.
- Students who have charged 2 meals will only be able to order a PB&J or Cheese sandwich for \$4.00.
- All snacks must be purchased daily with cash.

If you have any questions regarding your account or lunch program please contact Marc Pierson of Aramark.

Marc Pierson
 407-293-7561 ext. 276
 Pierson-marc@aramark.com

For additional information for online lunch ordering, please see the school website or contact the administrative assistant at ext. 226.

COMMUNICATIONS

SCBCS believes that communication is essential to the overall academic success of the students. A variety of communication methods and strategies are used because we understand that everyone may have a different preferred method of communication and that community members can be reached if information is shared multiple times using a variety of formats. The goal is to ensure effective communication amongst the various members of the school community. Available options include, but are not limited to, those listed below. All community members are encouraged to access any and all of the forms of communication noted.

School to Parent

Bulldog Bark Weekly School E-Newsletter	<ul style="list-style-type: none"> • Athletic Information (Catholic Youth Sports – CYS) • Curriculum Updates • Guidance Column • Mark Your Calendar (3-weeks school calendar) • Event Information • News • Volunteer Information
College Park Community Paper	<ul style="list-style-type: none"> • Monthly School News Article
E-blast E-mail via Constant Contact	<ul style="list-style-type: none"> • Bulldog Bark • Important Notifications • Message from the Principal • Volunteer Opportunities
Facebook Instagram Twitter	<ul style="list-style-type: none"> • Advertising the school • News • Save the Date

Home and School Association & Sign up Genius Homeroom Mother Communication	<ul style="list-style-type: none"> • General Classroom Information • Volunteer Sign-ups – School-wide and Classroom
Meet Your Teacher	<ul style="list-style-type: none"> • Aftercare • Aramark – Lunch Program • Athletic Association • Band • Boy/Girl Scouts • Clinic • Catholic Youth Sports • Fingerprint Clearance • Gala • Home and School Association (Volunteer Opportunities) • Jesus Anchors Me (JAM) Grades 6-8 Parish Youth Group • Risse Brothers – School Uniform • School Board • Spirit Store
Home and School Association (HSA) Meetings	<ul style="list-style-type: none"> • Principal reports • HSA updates • Fundraising updates • Curriculum updates
Coffee with the Principal	<ul style="list-style-type: none"> • Current events • Question and Answer
Parent Portal Online Student Information System	<ul style="list-style-type: none"> • Attendance/Tardies • Calendar – School and Homework • Daily Announcements • Directory – Faculty/Staff and Family • E-mail Faculty and Staff • Links – Athletic Website and 2XVol • Lunch Menu • News (Headlines) • Notifications and Alerts • Progress/Grades • Report Card • Resources • Students’ E-Locker • Students’ Schedules • Teacher – Assignments, Homework, Resources • Update Information
St. Charles Borromeo Parish Bulletin	<ul style="list-style-type: none"> • Enrollment • Open House • School Event Save the Date • Summer Camp – Day, Enrichment, Sports

Text Blast	<ul style="list-style-type: none"> • Emergency Alerts – Weather, Code Red/Yellow • Deadline Reminders • Duck Day Dismissal (rainy day)
Website	<ul style="list-style-type: none"> • Academics • Admission • Athletics • Calendar – School • Daily Announcements • Development • Event Ticket Purchase • Links - Athletic Website, 2XVol, BMCHS • Lunch Menu • Headlines (News) • Quick Links • Resources • Sponsorship Information • Summer Camp Registration for new families

Communication with parents about student progress is critical. A typical communication sequence may progress from phone calls with an e-mail follow-up. Once rapport is established, e-mail communication may be used. If there is not adequate student progress, a parent conference is the next step.

Conferences

To schedule a parent-teacher conference, please contact the teacher directly via e-mail. Check with your student's teacher regarding the location of the conference. The teacher will also provide direction regarding student attendance at the conference. In order to gain as much helpful input as possible, the conference will generally include other teachers on staff. If unable to attend, please contact the teacher(s) via e-mail or through the School Office as soon as possible.

Paths of Communication

Please communicate your concerns and keep the lines of communication open by accessing the following the paths of communication.

Admin Plus/Parent Portal Support

Contact the Administrative Assistant, JoAnn Hart, at 407-293-7691 or jhart@scbcs.net

Athletic Programs/Field Care/Sport Teams' Uniforms

Please contact the following for questions regarding sports/athletics:

Scooter Hartmann shartmann@scbcs.net

- Collection of uniforms after season
- Coordinates with BMCHS for dome use for practice of teams
- Assists with sports banquet

Zulia Barrera zbarrera@scbcs.net

- Distribution of uniforms
- Re-schedule rain out/loss of game to new day
- Confirms payment of students for each sport

- Verify each coach is fingerprinted, background check cleared and taken concussion safety course
- Sports banquet

David Bundy dbundy@scbcs.net

- On site director for home games
- Coordinates with league for meetings

Behavior/Social/Emotional

Contact the School Counselor, Mrs. Cristina Lorenz-Hansen, at 407.297.7691, ext. 246 or by e-mail at chansen@scbcs.net.

Policy/Safety

Contact the Principal, Mr. Nathan Nadeau, at nnadeau@scbcs.net.

School Operations

Please contact the Principal, Mr. Nathan Nadeau, nnadeau@scbcs.net.

Spiritual Guidance

As pastoral leader, Father Ralph DuWell is available to assist families, especially for spiritual direction and support. He can be contact by calling the Parish Office 407-293-9556.

Volunteer Work/Fundraising/PAWS/Room Parents/Parent Education Programs/Parent Ambassador Program

Contact the Home & School Association President, Diana Useche at dianamucch@hotmail.com

Parent Portal

There are many forms of communication from school to home. The Parent Portal is a great source of information for school families. Information is updated regularly and details of all that is available as listed in the Parent Portal section of the School to Home Communication Chart.

Party Invitations

Students may only distribute invitations to a party while at school if all of the class is invited or, if it is the preference, all of the same gender is invited only. Otherwise, distribution of invitations should be done outside of school. The timing of distribution is determined by the teacher.

Telephone

There is a telephone in the School Office for student use at the discretion of the teacher or office staff. The phone is for unexpected events or rare needs. Students are encouraged to be responsible, organized, and prepared. The phone will not be used to request forgotten items (packed lunches, books, homework, etc.) or to organize after-school plans that could have been arranged previously. Students are not permitted to use cell phones during the school day (including field trips) or while under the supervision of SCBCS staff (Aftercare, help sessions, clubs, etc.). Students bringing a cell phone to school must keep it turned off during the school day and keep it in their locker or book bag. Cell phones that ring may be confiscated and turned into the Principal. Parents can make arrangements to pick up the cell phone from the principal for the first offense. The device may not be returned on the second offense.

Website

The website is another communication tool. Below is a list of information updated regularly on the website:

- Registration Procedures
- Cold Weather Days
- Swap Shop/Car Pool
- Food Service
- Services for Families

Code of Conduct

Discipline

Central to the mission of SCBCS is the maintenance of a learning environment which upholds the dignity of all individuals through faith, justice and love.

In our school community mutual respect, cooperation, and self-control are necessary. Violations of these basic principles detract from the Christian environment, which is fostered at SCBCS. When students make poor choices there will be consequences for their actions.

The following are among actions that will be dealt with by the supervising teacher and for which detention may be given:

1. Dress code infractions
2. Chewing gum
3. Tardiness

4. Running, yelling or otherwise disturbing the school atmosphere
5. Violation of classroom or lunch/recess rules

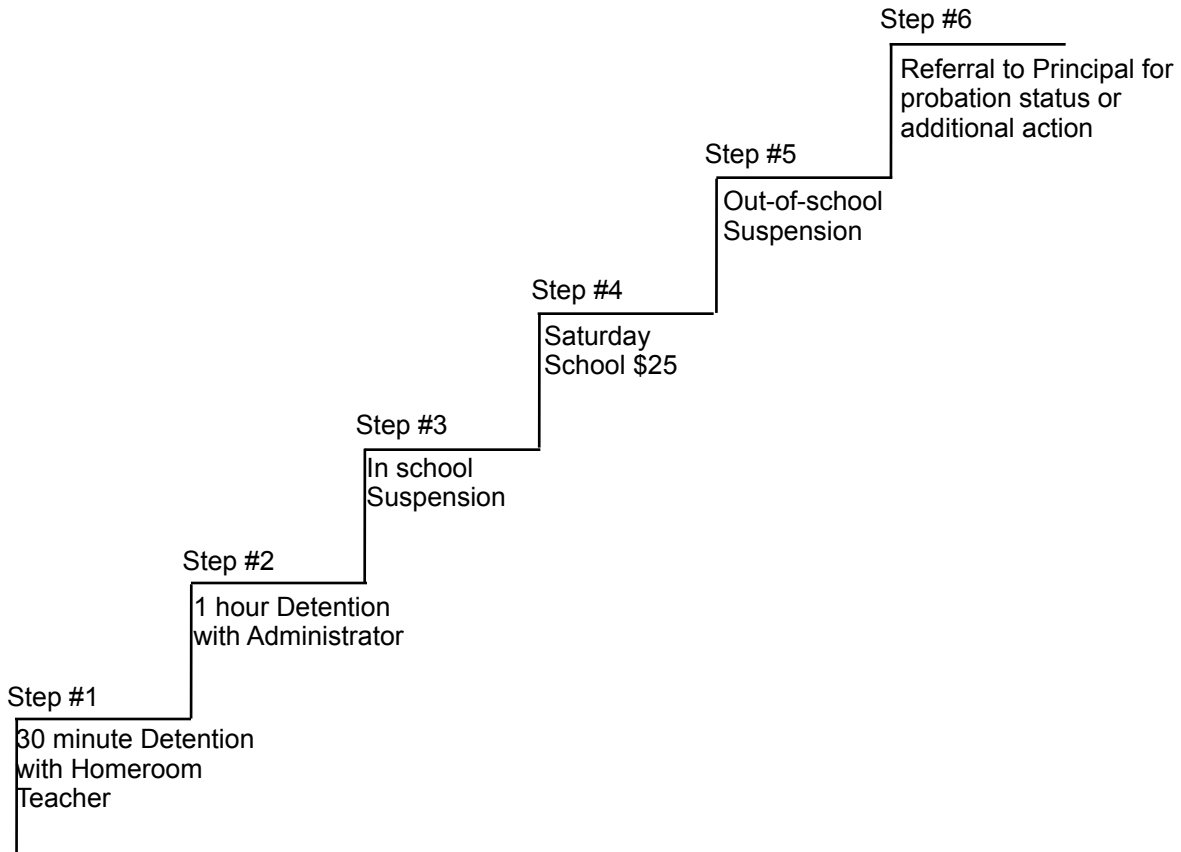
The following behaviors are offenses that can lead to immediate required withdrawal from St. Charles Borromeo.

1. Disobedience, insubordination, or disrespect for authority
2. Language or behavior which is immoral, profane, vulgar, or obscene
3. Use, sale, distribution, or possession of drugs, alcohol, or any other legally controlled substance
4. Injury or harm to persons or property or serious threat of same whether in person or by electronic communication, including, but not limited to, cyber bullying
5. Unauthorized absence or continued tardiness
6. Assault with, or possession of, a lethal instrument or weapon
7. Theft or dishonesty
8. Outrageous, scandalous, or serious disruptive behavior
9. Habitual lack of effort leading to academic failure in classroom work
10. Conduct at school or elsewhere which would reflect adversely on SCBCS and the Church
11. Cheating
12. Consistent disrespect for other students such as sexual harassment of another student
13. Violation of Diocesan Network Acceptable Use Policy
14. Plagiarism

Serious offenses will be reported to parents as promptly as possible. What students do off-campus can detrimentally impact the school's reputation; therefore the administration reserves the right to discipline students for off-campus conduct. Conduct, whether inside or outside of school, and including use of the internet or social sites, which may be detrimental to the school, may be grounds for dismissal from school. If parents do not agree with the principal's decision to suspend or remove a student from school, an appeal may be made in writing to the pastor.

Discipline Ladder

Educating the students of St. Charles Borromeo Catholic School spiritually, academically, and socially is a priority of all the faculty, staff, and members of the administration. In an effort to create a positive school climate, students are encouraged to respect themselves and others at all times. Positive behavioral strategies and coaching techniques are implemented throughout the school on a daily basis. As in life, it is important to learn the lesson that there are consequences for making poor choices. To assist in the development of these social skills, the following discipline ladder will be implemented for those who need assistance in learning to act appropriately in a school environment. Students involved in incidents of a serious nature may still be referred directly to administration.



Step #1 – Teachers in grades K-5 will determine if a student detention is necessary to discuss a child’s behavior at school. A middle school student will earn a 30 minute detention when they receive their fourth infraction on the behavior card or if deemed necessary by a teacher. This time together will give the teacher the opportunity to discuss the student’s behavioral choices and with them develop strategies with which they can improve their actions in the future.

Step #2 – Students at this level on the discipline ladder will serve a one hour detention from 3:20 – 4:20 with an administrator. This step is designed to reinforce positive decision making in the future and may include manual labor.

Step #3 – Having already served two detentions, a student that reaches the third level on the discipline ladder will be required to serve an in-school suspension. Students on this step will be given the opportunity to complete all of their daily assignments.

Step #4 – The fourth step on the discipline ladder requires the student to attend Saturday School from 8:00am – 12:00pm. During this time, students will participate in a character education program and may be assigned manual labor. These sessions will be conducted by a member of the administration. Students attending Saturday School will be charged a \$25 fee.

Step #5 – At this step on the discipline ladder, students will be assigned an out-of-school suspension. This will be classified as an unexcused absence and disqualify the student from earning honors.

Step #6 – If a student reaches this step on the ladder, the individual will be referred directly to the Principal. At this point, a probationary status and/or removal from the school will be considered.

If a student fails to report to the designated authority on time at any level, their tardiness constitutes being moved to the next step on the discipline ladder. As partners in educating the children of SCBCS, it is vital to reinforce the importance of making positive choices. Knowing the consequences that accompany poor choices will hopefully encourage a more positive school climate. Trusting that students who have advanced through various steps of the discipline ladder will have learned from the experience, the system begins anew in January.

Missing or Incomplete Homework

Teachers will create guidelines on a class by class basis for handling students that have not completed their homework.

GUIDANCE

The School Counselor works with families to provide a variety of services to support each student in progressing with his/her academic, social, emotional, and physical abilities. This is achieved through individual, group and classroom guidance; meetings with students, teachers, administration, parents, and outside entities; coordination of services from outside entities; attendance at parent orientation meetings; delivery of parent outreach workshops and presentations; and student observation and evaluation as needed. Our goal is for students to become successful and responsible members of church and society.

PARENT VOLUNTEER OPPORTUNITIES

SCBCS parents are an integral part of school life and critical to a successful school experience. Parents are encouraged to participate in and provide leadership for a variety of school events.

The school community and parent volunteers work together to meet the following objectives:

- Promote open communication among the parents, faculty, and administration.
- Promote clearer understanding of the mutual educational responsibilities of parents and teachers.
- Encourage each other in the involvement and participation of spiritual, intellectual, social, and physical programs of the parish and school.
- Be available to offer support, assistance, and advice to the Pastor, Principal, and the school board members on policies and improvements designed for the enrichment of school life.

- Offer well-planned programs, information, and entertainment of particular interest to parents.
- Encourage and cultivate high standards of Catholic family life.
- Engender a greater appreciation of Catholic School education.
- Foster the political action of parents as advocates regarding national, state, and local legislation that affects Catholic schools as well as the lives of students and parents.

The standing parent volunteer committees are: Home Room Parent Coordinator, Teacher Appreciation, P.A.W.S. Program, Gala, St. Patty’s Day celebration, Movie on the Field, Parent Ambassadors, Grandparents’ Tea, Sunday Donut Day, Swap Shop, Box Tops for Education, and Parish Festival.

PERSONAL APPEARANCE

The SCBCS uniform is a visible reminder of our identity as a Catholic community with cherished traditions and values. Wearing the SCBCS uniform emphasizes an atmosphere of respect, courtesy, and responsibility. A feeling of community and equality is established within the school, distraction in the classroom minimized, self-discipline promoted, and high personal standards encouraged.

Students in grades PreK-8 are expected to adhere to the uniform code everyday throughout the entire school year. Teachers check uniforms daily and will notify the parent of non-compliance. Parents may be called to correct the problem if a student arrives at school out of uniform. Further consequences for chronic uniform infractions are at the discretion of the administration.

School Uniform Requirements

The uniform guidelines listed below are the only acceptable options for school uniforms. Regular (non PE) uniforms must be purchased from **Risse Brothers Uniform Company**. Information can be found on the school website at www.stcharlesschoolorlando.org. The PE uniform is purchased through the Athletic Association (forms in the front office). Students as expected to be in uniform on all school days. It is the shared responsibility of students and parents to ensure that all students come to school in proper uniform. Uniforms must be clean, neat, properly sized, labeled, and in good repair (no holes, rips, or cuts). The administration has the right to judge the acceptability of a student’s appearance.

Kindergarten – 8		
ITEM	DESCRIPTION	LOGO

Shoes	<ol style="list-style-type: none"> 1. Solid white or black athletic shoes. No high-tops or mid-tops, laced correctly and tied securely. 2. Girls may wear brown or black Mary Jane type shoes on non PE days. <p>No boots, sandals, slides, backless shoes, clogs, uncovered or open shoes, platform soles, heels greater than 1 inch. The backs of shoes should be worn properly, not “stomped down”.</p>	
Belt	Solid black or brown belt must be worn with pants and shorts.	
Undershirt	Solid white, short sleeve undershirt may be worn under the uniform shirt.	
Sweatshirt	Black or red with SCBCS embroidery logo.	Yes
Sweatpants	Solid black with White PE paw print.	Yes
Outerwear	Jackets or coats may be worn to and from school on cold days. Zip up red fleece jacket with logo may be purchased through Risse Brothers. All jackets must be taken off in the classroom. SCBCS logo sweatshirts are the only sweatshirts that may be worn in classroom.	
PE Uniform	<ol style="list-style-type: none"> 1. Red T-shirt with bulldog logo. 2. Black mesh shorts with white paw logo (not CYS Logo). (Shorts cannot be more than three inches above the knee). 3. Solid white socks that must be visible and cover at least the ankle – no logos. 4. Solid white or black athletic shoes. No high-tops or mid-tops. 	Yes
Socks	<ol style="list-style-type: none"> 1. Solid white socks that must be visible and cover at least the ankle – no logos. 2. (Optional) White knee socks with Mary Jane type shoes (girls only). 	
Pants	Gray uniform pants: pants must be worn at the natural waistline, not baggy.	

Elementary School (Kindergarten – 5

ITEM	DESCRIPTION	LOGO
Shirt	White or red knit short sleeve shirt with SCBCS logo may be worn with shorts or pants only. Shirts must fit properly, must not be oversized, and must be long enough to stay tucked in.	Yes
Shorts	Gray uniform shorts: shorts must be worn at natural waistline and end between the fingertips and top of the kneecap. Shorts must fit properly, not baggy (girls may also wear the plaid uniform shorts). Shorts cannot be more than three inches above the knee.	
Jumper & Blouse (Girls only)	Plaid uniform jumper, worn with white Peter Pan blouse (Girls only). The Peter Pan blouse may not be worn with the gray or plaid shorts.	

Middle School (6		
ITEM	DESCRIPTION	LOGO
Shirt	White or black knit short sleeve with SCBCS logo. Shirts must fit properly, must not be oversized, and must be long enough to stay tucked in.	Yes
Shorts	Gray uniform shorts: shorts must be worn at natural waistline and end between the fingertips and top of the kneecap. Shorts must fit properly, not baggy (girls may also wear the plaid uniform shorts). Shorts cannot be more than three inches above the knee.	
Skorts (Girls only)	Plaid uniform skorts: (Girls only) <ul style="list-style-type: none"> • May not be rolled at the waist. • Skorts must not be more than three inches above the knee. 	
Other Applicable Standards for all Students (including preschool)		
Jewelry Jewelry may not be worn on PE days	<ol style="list-style-type: none"> 1. No rings. 2. Only one set of earrings may be worn – one earring in each ear. Earrings must be button-type and no larger than ½ inch in width. 3. Boys may not wear earrings. 4. No visible tattoo or body piercing is permitted. 5. Only one Catholic/Christian necklace may be worn. The necklace must be a chain and gold or silver toned. No chokers allowed. 6. No lapel buttons may be worn on any part of the SCBCS uniform. 7. One bracelet. 8. Expensive jewelry should not be worn to school. The school will not be responsible for lost or damaged jewelry. 	
Make-up	<ol style="list-style-type: none"> 1. Make-up of any kind is not permitted. 2. Artificial nails and nail polish is not permitted. 	

Extreme hair styles/hair colors are not allowed. If appearance is judged unacceptable, the parent will be called. The student has until the next school day to correct the problem to the satisfaction of the administration.

Preschool Uniform Guidelines		
Shirt	Red Preschool shirt purchased in the school office. Features “Work Hard, Play Hard, Pray Hard” on the back.	
Shorts	Black Preschool mesh shorts purchased in the school office. Features a round crest logo on the leg.	
Shoes	<p>Solid white or black athletic shoes. No high-tops or mid-tops, laced correctly and tied securely. Velcro is also permitted.</p> <p>No boots, sandals, slides, backless shoes, clogs, uncovered or open shoes, platform soles, or heels.</p>	
Sweatshirt	Black or red with SCBCS embroidery logo.	Yes
Sweatpants	Solid black with White PE paw print.	Yes

Outerwear	Jackets or coats may be worn to and from school on cold days. All jackets will be taken off in the classroom. SCBCS logo sweatshirts are the only sweatshirts that may be worn in classroom.	
Socks	Solid white socks that must be visible and cover at least the ankle – no logos.	

N.U.T.S. (No Uniform To School) Days

Students are expected to dress appropriately for the school environment and maintain the same level of modesty and neatness that is required throughout the school year.

- Skirt and short length still applies. **No shorter than three inches above the knees.**
- Students wearing sundresses or tops with spaghetti straps must be covered by a jacket to be worn all day.
- No platform, open back, spike heels, or heels higher than 1 ½ inches.
- No wide-legged or "sagging" pants or shorts may be worn.
- T-shirts referencing inappropriate slogans and pictures may not be worn.
- Oversized T-shirts are not permitted.
- Nice jeans are permitted, but they must not be patched or torn. Leggings or Yoga pants are not permitted.
- No cut off shorts, slacks, or jeans.
- Tight shorts or slacks are not permitted.
- Tights and/or leggings without skirts or knee-length shorts are not permitted.
- Beach shoes, flip-flops, and crocs are not permitted. Shoes must be closed, front and back. Open toe shoes are only permitted for girls 6-8 for special dress up occasions.
- Midriff must be covered.
- No "short" shorts, shorts should be **no shorter than 3 inches above the knee.**

Birthday Celebrations

We at SCBCS feel a child's birthday is a special day. We would like to share the joy of that day by offering a NUTS day. The birthday child may wear regular clothes. Follow guidelines printed earlier in the handbook for "NUTS" Days. If the child has a summer birthday, you may celebrate a half-birthday six-months after/before the actual birthday. If a child wears NUTS clothes on a mass day, they should dress in clothing appropriate for attending a sacred event. Except in the case of illness, an absence on a child's birthday forfeits the privilege of wearing NUTS attire to school.

PERSONAL PROPERTY

Lost and Found

Please mark students' clothes and belongings with their names in permanent marker including cold weather clothes like sweatpants & jackets. Check the School Office for lost and found items. At the end of each month, unclaimed items will be donated to the Swap Shop or Brother's Keeper.

Money-Valuables-Toys

Students are discouraged from bringing excess money, valuables, and toys to school. These items and/or their misplacement or loss can be a disruption to the learning process. Parents are discouraged from giving students large amounts of money to bring to school. Students should not lend or borrow money or other valuables. Cell phones, iPods, or any other electronic devices (see iPads exception) are prohibited during the school day. If in use by a student, the item will be confiscated and given to the principal. Items will be returned at the discretion of administration. SCBCS is not responsible for lost, stolen, or damaged personal items (including iPads).

St. Charles Borromeo Catholic School administration reserves the right to check student lockers, backpacks, cell phones, and iPads.

RELIGIOUS EDUCATION

The religious education program is based on the document, To Teach as Jesus Did. Students learn the mysteries of the faith according to their own levels of understanding and experience.

Teachers integrate basic Christian principles of the Catholic Church with all other aspects of the instructional program. Students are given numerous opportunities to participate in liturgical and paraliturgical functions, and to participate in service projects for the Church and community.

Students participate in "Single Step", a program to promote lifelong habits of donation and service. Each week during the all school Mass, students bring forward to the altar non-perishable items and monetary donations to be given to Brother's Keeper, a ministry of St. Charles Borromeo Catholic Church. Additionally, students participate in special projects during Advent and Lent to benefit others.

Through prayer and worship, the students grow in their knowledge of the Catholic faith and become aware of the increasing interdependence among people and nations of the world. They are asked to translate their Christian values and beliefs into action for peace and social justice. Teachers also encourage Christian behavior in the classroom and during school activities.

Our Pastor and Associate Pastors visit classrooms as their schedules permit to discuss with students the teachings of the Church.

Altar Servers

All Catholic students in grades four through eight have the opportunity to be an altar server. Special training is given in the parishes in preparation for service at the altar of the Lord.

First Reconciliation and First Holy Communion

During the spring, Catholic students who are members of **St. Charles Borromeo Catholic Parish** and are in the second grade will receive the Sacraments of First Reconciliation and First Holy Communion. Candidates for First Eucharist will receive the Sacrament of Reconciliation prior to First Eucharist. Preparation for these sacraments is an important part of parish life. Parents are required to be active partners in the preparation of their children for these Sacraments. The Sacraments of Reconciliation and Eucharist are celebrated with children baptized in the Roman Catholic tradition. The dates for reception of these Sacraments will be announced as soon as they are selected.

Mass Attendance

Mass is celebrated school-wide on Wednesdays at 8:30 a.m. at St. Charles Borromeo Catholic Church and on other special occasions. Students have the privilege to serve as cantors, musicians, readers, and altar servers. They also read petitions and participate in the offertory procession. Students are expected to enter and exit reverently and quietly and participate fully in the Mass. Parents are invited and encouraged to attend Mass.

School families who are of the Roman Catholic Tradition are expected to support their children's Catholic education by bringing them regularly to worship. Our Catholic faith is not a matter of extra teaching in school but is a way of life. A family's weekly encounter with Jesus Christ in word and sacrament brings them strength and blessing.

In order to qualify for the St. Charles Parishioners rate for tuition, it is expected that families of Catholic students are registered members of the parish, attend Mass on a regular basis and support the parish by using the envelope system.

SCHOOL BOARD

The SCBCS School Board has as its' purpose and duties to serve in an advisory capacity to the administration of the school. The Board supports established school policies and procedures set forth by the Pastor and Principal.

The Board maintains the following standing committees: Finance, Development, Facilities, Nominating, Strategic Planning, and Mission Effectiveness (Catholic Identity). Interested applicants can contact the Principal.

STUDENT/SCHOOL SAFETY

Harassment and Bullying

At St. Charles Borromeo Catholic School, each person has the right to be treated with respect and dignity. No student has the right to treat another in a way that will cause physical or emotional pain. Harassment occurs in many ways, including, but not limited to: verbal or written threats, bullying, cyber-bullying, emotional, psychological, physical, racial, and/or sexual.

Bullying is when someone repeatedly hurts or scares another person intentionally.

Reporting of incidents is critical to follow-up by staff members.

If a student feels he/she is being bullied or harassed in any way, he/she should follow these steps:

First: Tell the person to stop. Clearly state, “I don’t like what you are doing and I want you to stop.” Give the person the opportunity to stop, then walk away from the student.

Second: If the same student bothers you, tell him/her to stop, and that you will report the situation to the teacher. Immediately report it to the supervising teacher.

Any subsequent repeated offenses by the same student should immediately be reported to the teacher and/or administration.

Faculty and Staff members will follow these steps:

1. Each reported incident of bullying will be documented in writing.
2. At the time of a second reported incident, the parents of the offending student will be contacted and appropriate disciplinary measures taken.
3. If continued incidents occur and a pattern of bullying can be established, the offending student may be asked to leave the school. This decision is made by administration, the pastor and the Office of Catholic Schools.

Medications/Medical and Allergic Conditions

Frequently parents request that students take medications during school hours. Parents are encouraged to give medications at home, before and after school hours. Please refer to the guidelines under Health Considerations – Absences. However, if medications must be administered during school hours, the following guidelines must be followed:

- A Medical Permission Form must be completed by a parent or guardian before any medication will be administered. These forms are available in the School Office and must be completed by a parent/guardian.
- All medications must be in an original pharmacy labeled container, with name of student, name of medication and dosage instructions. (Extra containers for school may be obtained when the prescription is filled.) Non-prescription, over-the-counter medications must be in manufacturer labeled containers.
- All medicines must be brought to the school office. Students may not carry medication on their person during the school day and/or school-related functions.

The school reserves the right to deny requests to administer medications. The school must be notified through the School Office of any health concerns, allergies, chronic medical conditions (i.e. Asthma). Parents are encouraged to also notify the School Office of any treatments or prescription medications administered to the student at home that could impact student academic performance. If your student has had or is having a reaction to a known allergen, inform the School Office of your treatment plan. If a medication is used to treat the reaction, there must be appropriate instructions and medications on hand in the clinic. Appropriate arrangements must be made for taking medication when your student is on a field trip via the School Nurse.

Visitor Policy

For the safety of all involved, all visitors must check in each time they enter the campus in the School Office; this includes events such as conferences and special classroom functions. A nametag is provided for visitors and must be worn while on campus. All visitors must also sign out in the School Office and log any volunteer hours. Volunteers may not disrupt classes, students, or staff unless pertaining to the volunteer task assigned.

Lunch with your student

If a parent or guardian would like to have lunch with their student, they can do so the last Friday (or day before if no school) of the month. The parent or guardian must be fingerprinted and have

a cleared background check on file with the school. The parent or guardian must also make a reservation with the school receptionist on or before Wednesday of that week. Parents or guardians should also notify their teacher of their intent. This is only for parents or guardians and not extended relatives or friends of the family.

Volunteers

SCBCS benefits greatly from the involvement of volunteers. In the interest of security, it will be necessary for all volunteers (including parents, coaches, chaperones, Bishop Moore Catholic students [14+], and parishioners) to comply with the Diocesan background check policy. All volunteers must have cleared fingerprint clearance and safe environment training forms on file in the School Office before beginning volunteer activities (this can take six [6] weeks or more). There is a fee for the fingerprinting/background check and it is valid for five years. When registering on-line to be fingerprinted, be sure to select St. Charles Borromeo Catholic School. Volunteers are required to follow the visitor's policy each time you arrive on campus. Your cooperation in this matter is greatly appreciated.

Volunteers are expected to log volunteer hours on x2Vol each time they volunteer. Hours will be verified.

TECHNOLOGY

The use of technology during school hours for educational purposes at St. Charles Borromeo Catholic School includes, but is not limited to, the use of the Internet, computers, iPads and digital textbooks and resources. It is the policy of the school to mandate and expect that all forms of technology be used in a responsible manner. Students shall have no expectation of privacy when using St. Charles Borromeo Catholic School's electronic information resources. Any e-mail, computer application, information in the school computer system and/or any related technology is subject to monitoring by staff and/or administration. Students will abide by the expectations and procedures as detailed in these guidelines as well as related policies found in the St. Charles Borromeo Catholic School Handbook and the Diocese of Orlando Acceptable Use Policy (found at the end of this handbook).

The filtering system (blocking and monitoring inappropriate websites) is maintained for school use on computers as well as the iPad. The school cannot guarantee that access to all inappropriate sites will be blocked. It is the responsibility of the user to follow guidelines for appropriate use of the network on the internet. Students may not attempt to bypass or circumvent school filters.

Wi-Fi is available for student use on the iPad and should be used only with the permission of a faculty or staff member. Students using their iPad for other purposes will have their iPad taken away and the matter will be referred to administration. Administration reserves the right to ask students to unlock their devices brought to school and inspect the contents of the device. Login credentials will be issued to students in grades 5-8, not only for accessing the internet from their iPad, but for digital textbooks and instructional resources. Students are not allowed to share login credentials and will be held responsible for any activity (having someone else complete their work, inappropriate web surfing, use of Snapchat, Instant Messaging, etc.) that takes place when their login credentials are used.

Student iPad Use Guidelines

- Students are required to bring their iPad to school each day, with a fully charged battery. Students leaving their iPad at home may be required to complete assignments using

alternate means (as determined by the teacher). Failure to bring an iPad or any other class material(s) does not release the student from their responsibility for class work.

- Students will use the iPads for only educational purposes during school hours (including at aftercare). Students will not use the iPad for online games or other off-task activities as identified by the teacher. If a student accesses a game or app that is not for educational purposes, the teacher/administration reserves the right to require the app to be deleted immediately on the spot.
- Students will not access or use personal email or text anyone during the school day unless permission is given by the teacher. Parents should not send a text or email to their student as this will cause the student to potentially have consequences at school.
- Students will practice appropriate and ethical use of technology and obey all copyright laws. Students will not copy work, plagiarize documents or use materials (text, photos, videos, etc.) without citing sources for all materials.
- Students will practice internet safety. Students will not give out personal information such as name, address, phone number, etc. Students will not take part in chat room or social networking sites.
- Students will not record using video, photos, or audio any students or staff members without permission of the individual(s) and with an educational purpose.
- Students will keep their iPad on mute unless permission is obtained from the teacher for instructional purposes.
- Failure to follow the iPad Use Guidelines may result in a loss of iPad privileges or more serious disciplinary action.
- The iPad affords limited electronic storage space. Students are responsible for backing up their work to an independent storage space. It is the student's responsibility to ensure that work is not lost due to mechanical failure, accidental deletion, or re-imaging. Students may be required to delete media that impedes the device from being used for educational purposes.
- Administration reserves the right to ask students to unlock their devices brought to school and inspect the contents of the device.
- Students will use the network to research, create, and collaborate. Students will not use the iPad or network to insult, bully, or otherwise harass others.
- Students will alert the teacher immediately if they come across any information that makes them feel uncomfortable. Students will not create, access, display, distribute or download offensive messages, images, or materials.
- Students may not use the iPad while in the hallway, bathroom, at lunch, or in assemblies. It is only to be accessed when given permission by the teacher for an educational purpose.

Parent Guidelines for Student Use

- Your son/daughter will be using an iPad in the classroom to improve and assist in learning. It is essential that the guidelines be followed to ensure the safe, efficient, and ethical operation of this device.
- Discuss your family's values and expectations regarding the use of the Internet at home.
- Students must bring the iPad to school each day fully charged for class.
- Monitor and set time limits for usage of the iPad at home.
- Have the iPad in an area of the home where you are able to see what is happening at all times.
- Students have no expectations of privacy in regards to use of the iPad. Review the importance of safe searching and always be aware of the sites your student visits when online.
- Read and understand the Diocesan Acceptable Use Policy as well as the Parent Student Handbook regarding technology use.

- Help your student develop a routine. Many parents have found success by creating and monitoring a routine for appropriate use and care of the iPad.

Parents' Role in Education

“The special character of the Catholic school and the underlying reason for its existence...is precisely the quality of the religious instruction integrated into the overall education of the students.”

The Religious Dimension of Education in a Catholic School
Sacred Congregation for Catholic Education

Parents, as the primary educators of their students, have the responsibility to be the primary role models for the development of the student's life -- physically, mentally, spiritually, emotionally, morally, and psychologically. The staff of St. Charles Borromeo Catholic School considers it a privilege to cooperate with parents in the education of their children. The parents' choice of St. Charles Borromeo Catholic School involves a commitment and exhibits a concern for helping the student to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Personal relationship with God, with each other, and with the Church community will affect the way your student relates to God and others. Ideals taught in school are not well rooted in the student unless they are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in family life.

It is essential that a student takes responsibility for his/her behavior and grades he/she has earned and is accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

The St. Charles Borromeo Catholic School staff makes a commitment to partner with parents as we begin the pilgrimage of this school year. Together parents and staff will support one another as we call students to their individual greatness in all that they do.

Parents of St. Charles Borromeo Catholic School students are asked:

- To support the religious and educational goals of the school.
- To support and cooperate with all school policies and procedures.
- To ensure your student is familiar and complies with school policies and procedures as outlined in the Parent/Student Handbook.
- To treat teachers/staff with respect and courtesy in discussing student issues.
- To set rules, times, and limits so that your student:
 - o Gets to bed early on school nights.
 - o Arrives at school on time and is picked up on time at the end of the day.
 - o Is dressed according to the school dress code.
 - o Completes class assignments on time.
 - o Has breakfast and lunch every day.
- To actively participate in school activities.
- To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student.
- To notify the School Office of any address change and/or important phone numbers.
- To meet all financial obligations to the school.
- To inform the school of any special situation regarding the student's well-being, safety, and/or health.
- To complete and return to school promptly any requested information.
- To read all school information.
- To support all fundraising activities.

Right to Amend

St. Charles Borromeo Catholic School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via e-mail and/or posted on the school website.

Diocese of Orlando / Office of Catholic Schools

Student Technology Responsible Use Policy

2016-2017

1. Introduction

St. Charles Borromeo Catholic School recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 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 St. Charles Borromeo Catholic School network is intended for educational purposes.
- All activity over the network or 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.
- St. Charles Borromeo Catholic School makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the school network or other technologies are expected to alert Administrator, Technology staff or teacher immediately of any concerns for safety or security.

2. Definition

2.1 Authorized Users:

- **Student:** any child 18 years or younger enrolled in St. Charles Borromeo Catholic School
 - **Faculty/Staff:** any person who is employed by St. Charles Borromeo Catholic School, whether part-time or full-time, who provide instruction to students
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
 3. **Internet:** includes both external and internal access of communications and data storage equipment, either owned or reserved for use by St. Charles Borromeo Catholic School.
 4. **Technologies Covered:** St. Charles Borromeo Catholic School may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more. Also, St. Charles Borromeo Catholic School may allow students to bring their personal devices which will also be covered by this policy.

As new technologies emerge, St. Charles Borromeo Catholic School will attempt to provide access to them. The policies outlined in this document are intended to cover **all available technologies**, not just those specifically listed.

3.0 Usage Policies

All technologies provided by the school are intended for education 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, St. Charles Borromeo Catholic School will investigate and may have disciplinary repercussions at the discretion of the school according to the Code of Conduct.

1. Web Access

St. Charles Borromeo Catholic School provides its students with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with Diocesan Social Communication Policy, CIPA (Children's Internet Protection Act) regulations and school policies. Web browsing 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.

2. Email

St. Charles Borromeo Catholic School may provide students with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies. If students are provided with email accounts, they should be used with care. Students should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; 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. Social/Web 2.0 / Collaborative Content

Recognizing the benefits collaboration brings to education, St. Charles Borromeo Catholic School may provide students with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users.

Students are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging will be monitored by teachers and the sites will be protected from outside viewers. Students should be careful not to share personally-identifying information online.

4. Mobile Devices Policy

St. Charles Borromeo Catholic School may provide students with mobile computers or other devices to promote learning outside of the classroom. Students should abide by the same acceptable 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 your 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.

5. Personally-Owned Devices Policy

St. Charles Borromeo Catholic School may allow students to bring personally owned devices to use in the classroom after it has been approved by the Technology staff. Students should keep personally-owned devices (including laptops, tablets, e-readers, smart phones, and cell phones) 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, they should not be used over the school network without express permission from the Technology staff. For the Technology staff to grant permission, students need to submit the required paperwork with the appropriate information. In some cases, a separate network may be provided for personally-owned devices.

Students are expected to follow the same code of conduct for use of personally owned devices on St. Charles Borromeo Catholic School campus or at other functions, whether on or off property, related to the St. Charles Borromeo Catholic School.

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 you believe a computer or mobile device you are using might be infected with a virus, please alert IT. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

7. Downloads

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

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

8. Netiquette

Students should always use the Internet, network resources, and online sites in a courteous and respectful manner.

Students should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Students should use trusted sources when conducting research via the Internet.

Students should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it's out there—and can sometimes be shared and spread in ways you never intended.

9. Plagiarism

Students should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Students should not take credit for things they

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. Personal Safety

Students should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. 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 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 if you're using the device at home) immediately.

5.0 Cyber Bullying

Cyber bullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyber stalking are all examples of cyberbullying. 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 Acceptable Use

I 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 Unacceptable Use

I 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

St. Charles Borromeo Catholic School implements an effective internet filtering and reporting solution 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 from unauthorized access, including "hacking" and other unlawful activities by minors online
- ✓ Faculty provides internet safety instruction integrated in their curriculum or as part of a technology class that covers appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyber bullying

- ✓ Technology Acceptable Use Policy and Internet Safety Plan will be published in the parent/student handbook and St. Charles Borromeo Catholic School will hold an informational meeting to address the policy.

9.0 Limitation of Liability

St. Charles Borromeo Catholic School will not be responsible for damage or harm to any personal devices, files, data, or hardware brought to the school by students.

- ✓ While St. Charles Borromeo Catholic School employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.
- ✓ St. Charles Borromeo Catholic School will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

10.0 Violations of this Acceptable Use Policy

Violations of this policy may have disciplinary repercussions at the discretion of St. Charles Borromeo Catholic School, according to the Code of Conduct, and including but not limited to:

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

11.0 References

- ✓ Children's Internet Protection Act – <http://www.fcc.gov/cgb/consumerfacts/cipa.html> , <http://ifea.net/cipa.html>
- ✓ Children's Online Privacy Protection Act - <http://www.ftc.gov/ogc/coppa1.htm>
- ✓ Protecting Children in the 21st Century - http://www.ntia.doc.gov/legacy/advisory/onlinesafety/BroadbandData_PublicLaw110-385.pdf
- ✓ Consortium for School Networking – <http://www.cosn.org>

**Acknowledgement and Agreement to
St. Charles Borromeo Catholic School
Student iPad Use Guidelines
and
Parent Guidelines for Student Use**

It is mandatory that you read, sign, and print this page and return it to St. Charles Borromeo Catholic School with your youngest student by the end of the first full week of school (one per family).

Student iPad Use Guidelines

- Students are required to bring their iPad to school each day, with a fully charged battery. Students leaving their iPad at home may be required to complete assignments using alternate means (as determined by the teacher). Failure to bring an iPad or any other class material(s) does not release the student from their responsibility for class work.
- Students will use the iPads for only educational purposes during school hours. Students will not use the iPad for online games or other off-task activities as identified by the teacher (this includes afterschool care and offsite field trips). If a student is using an app for something other than education, the teacher/school reserves the right to ask the student to delete the app immediately.
- Students will not access or use personal email or text anyone during the school day unless permission is given by the teacher.
- Students will practice appropriate and ethical use of technology and obey all copyright laws. Students will not copy work, plagiarize documents or, use materials (text, photos, videos, etc.) without citing sources for all materials.
- Students will practice internet safety. Students will not give out personal information such as name, address, phone number, etc. Students will not take part in chat room or social networking sites.
- Students will not record using video, photos, or audio any students or staff members without permission of the individual(s) for an educational purpose.
- Students will keep their iPad on mute unless permission is obtained from the teacher for instructional purposes.
- Failure to follow the iPad Use Guidelines may result in a loss of iPad privileges or more serious disciplinary action.
- The iPad affords limited electronic storage space. Students are responsible for backing up their work to an independent storage space. It is the student's responsibility to ensure that work is not lost due to mechanical failure, accidental deletion, or re-imaging. Students may be required to delete media that impedes the device from being used for educational purposes.
- Students will use the network to research, create, and collaborate. Students will not use the iPad or network to insult, bully, or otherwise harass others.
- Students will alert the teacher immediately if they come across any information that makes them feel uncomfortable. Students will not create, access, display, distribute or download offensive messages, images, or materials.
- Students may not use the iPad while in the hallway, bathroom, at lunch, or in assemblies.

Parent Guidelines for Student Use

- Your son/daughter will be using an iPad in the classroom to improve and assist in learning. It is essential that the guidelines be followed to ensure the safe, efficient, and ethical operation of this device.
- Discuss your family's values and expectations regarding the use of the Internet at home.
- Students must bring the iPad to school each day fully charged for class.
- Monitor and set time limits for usage of the iPad at home.
- Have the iPad in an area of the home where you are able to see what is happening at all times.
- Please do not text or contact your student during the school day through electronic means via iPad.
- Students have no expectations of privacy in regards to use of the iPad. Review the importance of safe searching and always be aware of the sites your student visits when online.
- Read and understand the Diocesan Acceptable Use Policy as well as the school handbook regarding technology use.
- Help your student develop a routine. Many parents have found success by creating and monitoring a routine for appropriate use and care of the iPad.

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**Acknowledgement and Agreement to
St. Charles Borromeo Catholic School:**

1. Student/Family Handbook
2. Diocese of Orlando
Network Acceptable Use Policy
3. iPad use and Guidelines

It is mandatory that you read, sign and print this page then return it to St. Charles Borromeo Catholic School with your youngest student by the end of the first full week of school.

I, the undersigned, have gone over the 2016-2017 Parent/Student Handbook with my student(s). I understand, acknowledge and accept the policies and procedures in the handbook.

I, the undersigned, have gone over the Diocese of Orlando Network Acceptable Use Policy (DNAUP) as provided in the Parent/Student Handbook: 2016-2017 Edition, with my student(s). I understand, acknowledge and accept the policy.

By signing this form, I agree:

- To adhere to all policies in the school's Parent/Student Handbook: 2016-2017 Edition,
- To adhere to the Diocesan of Orlando Network Acceptable Use Policy (DNAUP), and
- To make sure that my student(s) understand(s) the implications of the policies and the consequences of non-compliance.
- That I have read and discussed the iPad use and Guidelines.

Signed _____ (Parent Name)

Please Print Full Name: _____

Date: _____

Primary E-mail address: _____

Please **print** your child's/children's name(s), grade(s), and teacher's name:

Student Name: _____ Grade: _____ Teacher: _____

Student Name: _____ Grade: _____ Teacher: _____

Student Name: _____ Grade: _____ Teacher: _____

Student Name: _____ Grade: _____ Teacher: _____

Student Name: _____ Grade: _____ Teacher: _____