

PARENT/STUDENT HANDBOOK

2018-2019

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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 to love God and to love our neighbor lives on in the school this day.

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**

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ADMISSIONS

For further information regarding admission to SCBCS, please contact the school office at 407-293-7691 or email us at rmates@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 for the first student and \$25 for each additional student. (PreK3, Full Day PreK4, and K-8th families)

Additional records required if applicable:

- Pastor Permission Form filled out from the parish you attend
- Copy of IEP, 504 Plan, or Additional Testing and final results
- Scholarship Award Letter (McKay, Gardiner, AAA or Step Up)
- VPK Eligibility Certificate
- VPK Contract/Influenza Brochure
- Letter of Financial Good Standing (School)
- Letter of Parish Participation (if new to Orlando 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 leave the school. 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/> or <http://www.aaascholarships.org/parents/>
- **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.fldoe.org/schools/school-choice/k-12-scholarship-programs/mckay/mckay-parent-info.shtml>
- **Gardiner (Personal Learning Scholarship Accounts)** 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

SCBCS prefers that students have attained their next year of age on or before the start of school at the beginning of the year as our start date is approximately a month before the September 1st cut off.

Students who transfer from home schooling to a Catholic school must provide evidence of academic achievement. If the student cannot provide adequate evidence, the school shall administer appropriate testing to determine grade level assignment.

As of July 2016, four-year-old VPK children with birthdays from February 2 through September 1 are eligible to enroll in VPK that year or postpone enrollment to the next year.

All students at St. Charles Borromeo Catholic School must be fully toilet trained prior to enrollment in the school.

New students are conditionally accepted until the office has received and approved transcripts and records from the previously attended school(s), and the student has satisfactorily completed an academic screening. Acceptance is finalized when the student's initial report card from SCBCS indicates satisfactory achievement and behavior. Failure to meet acceptable standards will be considered just cause for disenrollment. Students new to SCBCS are automatically placed on academic and behavioral probation for the first trimester of the year. All kindergarten students are considered "new" students at SCBCS, even if they matriculate from SCBCS' preschool. All students at SCBCS may be asked to not re-enroll the following year at the discretion of administration. The decision not to re-enroll a student for the following school year may be based on, but not limited to, student performance, excessive student absences or

tardies, student behavior, family involvement or support, past tuition debts, parental/guardian actions or behaviors, or the school's available resources to provide for the needs of the student. The School Administration can place a student on academic or behavioral probation as data supports.

Withdrawals

1. In case of withdrawal, parents should give written notice to the school office as soon as the withdrawal date is established. This can be done through email as well.
2. Tuition due for the school year is a prorated amount based on a 10 month school year (August – May) with regards to withdrawals. The prorated amount due is calculated by the month in which the last day the student was enrolled (i.e. if a student's parent/guardian withdraws their student on March 5, then the tuition will be prorated by 2 months for April and May). A student is still considered enrolled until they have been withdrawn by their parent/guardian. If tuition was paid up front, any difference remaining after all fees and charges have been paid will be refunded to family.

*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, 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 as well as the instruction of the other students in the class.

School Hours	7:45 a.m. – 3:00 p.m. (2:00 p.m. on Wednesday) (Full day 3 & 4 year olds & K-8)
VPK ONLY Hours (4 year olds)	8:30 a.m. – 11:50 a.m. (may be dropped off as early as 8:20 a.m.)
VPK Morning Wrap (4 year olds)	7:45-11:45 a.m. (may be dropped off as early as 7:15 a.m.) Student specials will occur before VPK hours.
PreK Half Day (3 year olds)	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 the Morning Prayer bell has finished ringing will be marked Tardy – Unexcused. The bell for Morning Prayer rings at 7:45 a.m. for 1 minute.
- 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. Students may not stay in the front office for supervision after these times and will be taken to aftercare. Students may not wait unsupervised outside the school for their ride.

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 turn it 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.

Not excused Absences – Absences will not be considered excused 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 may not be considered excused. 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.

No student can be absent in excess of 30 days, excused or unexcused, without an academic progress plan approved by the school administrator. If number of days are exceeded, the student may be asked to withdraw or be retained because of impact to academic progress or asked to not enroll the following school year.

In situations where the student exceeds 30 days (excused or unexcused) without an approved academic progress plan, the school is obligated to report the attendance issue to the appropriate scholarship organization. This may result in the loss of annual scholarship and/or a request that the student be withdrawn from the school.

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 fever 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 fever, 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 twenty-four consecutive hours. 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 at the earliest.**

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.

Not excused Tardies – Tardies will not be considered excused 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 Morning School Bell stops ringing (begins at 7:45am for 1 minute), students should report to the front office to sign-in.
- 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.

Students with more than 45 tardies in a school year (combined excused and not excused) may be asked to not return the following school year. Parents/Guardians may be asked to meet with

administration when their student has started to exhibit patterns of excessive absences and/or tardiness.

No more than 6 not excused absences can be earned per trimester in order to qualify for academic honors.

VPK Attendance/Tardy/Pick up Policy

Attendance is an integral part of the VPK program at St. Charles. The curriculum builds from the beginning of the year to the end of the year so daily attendance is necessary for your child's learning.

Attendance Policy: We follow the Early Learning Coalition guidelines for attendance. If your child misses more than 20% of class time, the program reserves the right to terminate your child from the program immediately as your students success is dependent on consistent attendance as well as SCBCS' funding. This is an administrative decision.

Tardies: We know that at times, it is difficult to avoid being tardy to class on occasion. However, tardiness disrupts the flow of class learning as we start at 8:30 promptly. We ask that you arrive on time so the learning process goes as smoothly as possible. If your child has an appointment, please let the office know so the teacher will be expecting the interruption and can plan accordingly. Excessive tardies may also be grounds for removal from the program.

Late Pick-Up: The VPK pick up is at 11:50 a.m. We ask that you arrive for pick-up on time. If you are later than 12:15 more than 3 times, you will be subject to a late fee as determined by administration.

Please note that morning wrap and full-day students have different arrival and pick-up times.

Please be aware of the following policies regarding participation in the VPK program:

- Parents/Guardians are required to sign their student in and out each day in the VPK/PreK4 classroom. Signatures must be the parent/guardian's full name.
- Arrival for VPK hours is between 8:20-8:30am only (unless Full day or Morning Wrap option is selected).
- More than two tardies in a single week may require a meeting with administration. Continued tardiness may result in removal from the program.
- Daily attendance in the VPK classroom is necessary for success; however, there is an allowance for absences up to 20% of instructional days but not to exceed three (3) per month.
- Absences of five (5) consecutive instructional days may be considered a withdrawal from the VPK program.
- At the end of each month parents/guardians are required to review and confirm their child's recorded attendance on the VPK 03L form provided by the teacher. By signing the attendance form the parent is not only verifying attendance, but also directs the Early Learning Coalition of Orange County to send payment for the month's VPK program to SCBCS. It also indicates that you continue to choose SCBCS to provide your child's VPK program for the upcoming month.

PreSchool Bathroom Policy

All students at St. Charles Borromeo Catholic School must be fully toilet trained prior to enrollment in the school.

Preschool offers several scheduled toilet breaks throughout the school day. If a student needs to use the bathroom in addition to these scheduled breaks, they will be permitted to use the bathroom right away.

School personnel may assist students who have “wet” their pants or “pooped” their pants but may not change the students. Students are not permitted to wear “pull ups” or diapers to school.

In the event that a student “wets” their pants, the child will be offered their change of clothes and wet wipes to clean themselves with adult instruction.

In the event that a student “poops” their pants, the student will be given their change of clothes and wet wipes and may clean themselves with adult instruction and minimal assistance by an adult if needed. If the student needs more assistance than can be provided through instruction and minimal assistance, the parents may be asked to come to the school and take the student home. After the student has been bathed at home, they may return them to school if the parent desires.

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 will not be checked out after 2:40 p.m., 1:40 p.m. Wednesdays, and 11:40 a.m. on noon dismissals without administrative approval (this includes for doctor appointments).**

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.
- Please do not park your car after dismissal has begun and walk up to the student loading area.
- 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. There are no exceptions to this policy as it is for student safety.**
- 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 or students 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 will report directly to the classroom for the first half of the year and not the Courtyard.
- 1st-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 with St. Charles Borromeo Student(s) in the Same Vehicle.

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. Please contact the church office for questions regarding access prior to 7:15 a.m. for Bishop Moore Catholic students who park in the church parking lot. BMCHS students may not be dropped off in the SCBCS parking lot without SCBCS students in their vehicle (unless the SCBCS student is out sick). BMCHS students who do not follow this rule may be referred to BMCHS administration.

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). This is a safety situation as it is very dangerous for the students.
- Teachers and school staff are the only adults in the student zone. Parents should not be under the canopy during dismissal.

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 alone, they must be picked up by a Bishop Moore Catholic student or other authorized adult under the pavilion in the Courtyard.

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 into a car. 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 pavilion closest to the Art room facing Bishop Moore Catholic and then proceed to Bishop Moore Catholic dismissal lot. SCBCS students who are being picked up by vehicle in the SCBCS parking lot may not be picked up under the walker pavilion. The only exception is if the BMCHS student has an assigned parking spot at St. Charles. 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.

Forgot Lunch

If a student has forgotten their lunch, a parent may bring it to the front office before 10:00am with their student's name and grade on it (no lunches in fast food containers). At 10:05am, all lunches in the front office will be brought to the cafeteria for students to retrieve when they get to the cafeteria. Students who do not have lunch will be permitted to purchase a salad or cold lunch option from Aramark.

Parents are not permitted to bring fast food items or other options at their student's lunch time.

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 2:35 p.m. (1:35 p.m. Wednesdays and 11:35 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. St. Charles Borromeo will utilize Rainy Day procedures anytime there is lightning within 8 miles of the school in the last 30 minutes. 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 (Styx Circle) where a staff member will get your student's name and call for them to come down. This is only for those with younger children in the car or have a handicap pass.

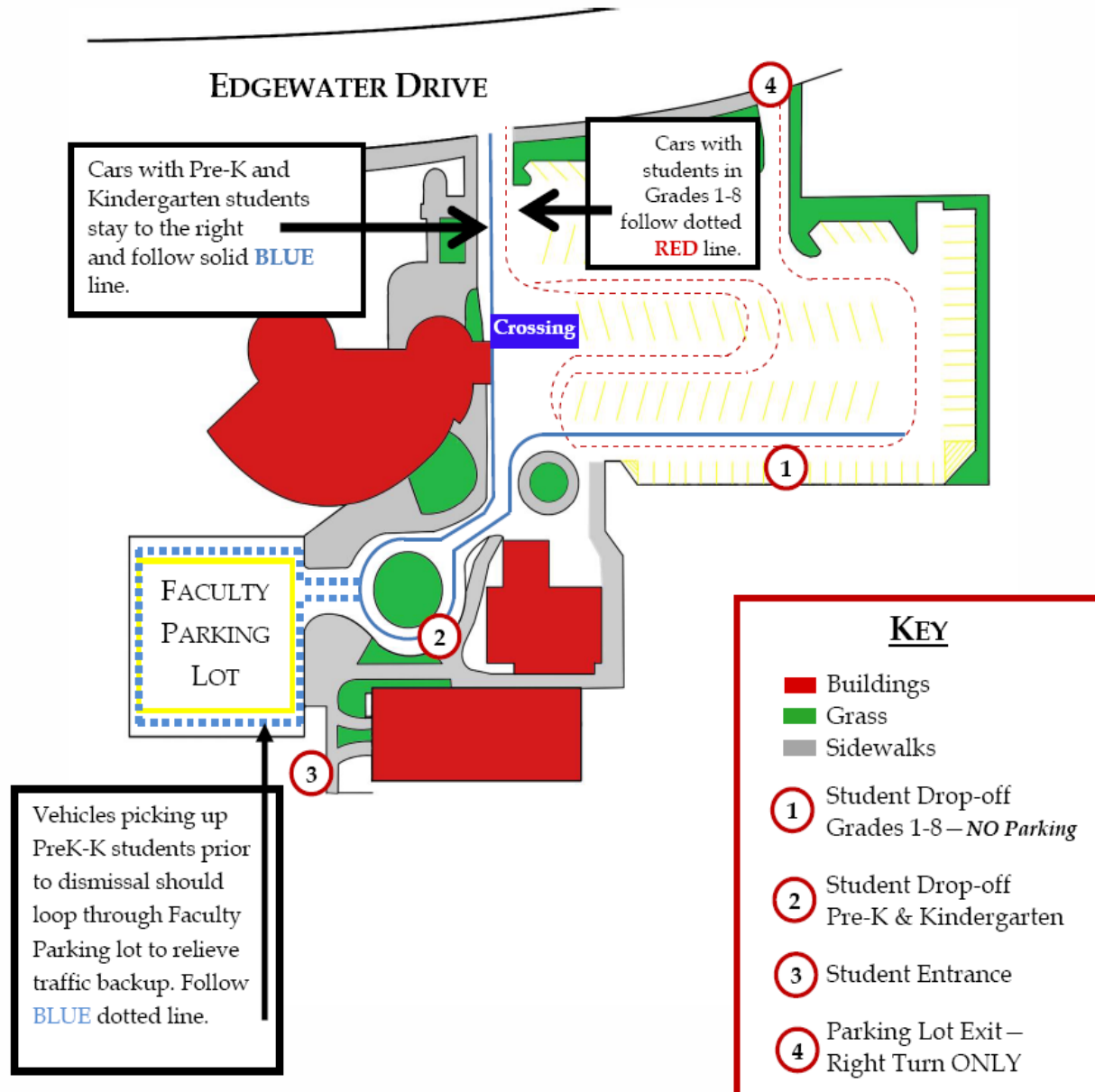
Parental Changes in Student Dismissal

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.

Portions of SCBCS are monitored by video surveillance systems maintained by Bishop Moore Catholic and St. Charles Borromeo. This surveillance may be used by SCBCS administration if needed to assist with school/campus security and/or safety including conduct or behavior.

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.
- Per Diocesan policy, all field trips must begin and end at the school. This policy includes chaperones. When making the commitment to chaperone a field trip, plan to meet at the school and return to the school when the field trip has ended.
- Only chaperones meeting the requirements established by the Diocese of Orlando for chaperons 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 receptionist two weeks in advance of the trip. Only parents with full Diocesan clearance will be approved.
- Last minute chaperone substitutions are not permitted.
- Parents who are not approved chaperones may not meet a group at the field trip location. Parents who break this rule may be prohibited from volunteering at or for the school in the future.
- 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.
- 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 RenWeb 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.

Faithful Citizenship

The diocesan curriculum shall include the teaching of citizenship, government and current affairs in an effort to instill faithful citizenship, encourage an obligation to study the issues, and with the hope that students will become politically involved.

Advocating a specific political stance, party affiliation, and/or party agenda shall not be exercised by faculty, parents, or students anywhere on the school premises, in the name of the school or during school or school-sponsored activities.

The posting of political materials in a Diocesan school or on a school's property is strictly forbidden.

Political candidates or advocates are not permitted to speak on campus during the election period except as part of a formal debate (within four months prior to the election date).

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

A student may be required to repeat a grade whenever the principal decides, after consulting the teacher and parent/guardian that it is in the best interest of the student to do so. Should a parent refuse to adhere to this recommendation, then the principal may require the student's withdrawal.

Promotion 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 or does not show sufficient academic gain may be asked to not enroll the following school year. This is an administrative decision that is made on a case by case basis.

8th grade Graduation requirements are the same as the promotion requirements. An 8th 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 failed course. The details of how to complete the failed course are worked out on a case by case basis. An eighth grader who fails two or more subjects will not graduate.

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.

No 8th grade student shall be allowed to participate in the graduation ceremonies if he/she has outstanding tuition or fees, unless a mutually acceptable agreement has been made with the principal.

Standardized Testing

All schools in the Diocese of Orlando are required to administer standardized testing as an integral part of the total instructional program. This testing, however, is *not* "high-stakes" – the results are not used to determine teacher efficacy, nor are they used solely to determine a child's promotion or retention. Test results/scores are simply one measure of the total composite of a child's individual academic progress; thus, the information is used to assist teachers in meeting the specific and targeted learning expectations for a child's appropriate developmental level. This information is critical in helping our teachers provide the best educational opportunities for our students.

Given the number of benefits derived from the standardized testing, the Diocese of Orlando does not allow a parent or a student the choice of "opt-out" of testing. Students who are absent for any reason, including medical absences, during the school's designated testing window will be rescheduled for testing upon his/her return to school at the discretion of the school's administration. Students will not be exempted from taking standardized tests.

Accommodations or modifications will be offered as required to meet the qualified child's learning needs. This means accommodations or modifications are allowed *only* when specifically indicated through testing via a professional evaluation completed as part of the IDEA Child Find process by the public school District, or through a private psychological-educational evaluation approved by the Office of Catholic Schools.

In addition, Catholic schools in the Diocese of Orlando do not write 504 Student Disability plans. Accommodations or modifications are offered at the sole discretion of the school staff and must be based on an evaluation of the documentation provided and other factors deemed relevant by the school staff.

Student Progress

- Conferences
Teachers and/or parents may request a conference at any time throughout the school year with teachers and/or administration.
- RenWeb (grades K 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; however, student progress may be monitored continuously through RenWeb and exceeds a minimum reporting of four times a year. 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.

Middle School Test Retakes

Middle School teachers may offer test retakes at their discretion on summative assessments (not quizzes or homework) based on the middle school policies established each year. This may include a maximum percent able to be achieved on the retest, a timeframe for a retest to be conducted (generally one week after the return of the test), a voiced intent from the student to retake the test, and a commitment from the student to stay after school on an assigned Tuesday to complete the test.

Teachers are not permitted to give a retest at the end of the trimester in a last minute effort of the student or parent to change an upcoming report card grade.

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.

The Y After School Programs at St. Charles Borromeo school, nurtures the potential of every child. At the Y, children are cultivating the values, skills, and relationships that lead to positive

behaviors, better health, and academic achievements. Students in the YMCA program will receive a small snack, followed by Homework time and then supervised activities (structure sports, art education, STEM, Global Learning, etc.) through-out the day.

SCBCS also offers age specific aftercare for students in PreK 3 – Kindergarten in room 122 (in the PreSchool classroom).

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

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

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

The program fees are \$42 a week per student with a onetime registration fee for afterschool (covers student insurance) of \$12. A reduced rate of \$26 a week per student would be applicable for the four school weeks of three days or less (December 17-18, January 2-4, April 15-17 and May 28-29).

Payments are due bi-weekly, every Wednesday with a check, credit card (YMCA only) or Money order.

Families that have a student in both programs may go to the PreK3 – Kindergarten (Room 122) program and request the older student(s) at the YMCA program 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 PreK3 – Kindergarten student be brought to the YMCA program.

Emergency Drop-Off

Students who are not picked up by 3:30 p.m. (2:30 p.m. on Wednesdays) from regular dismissal or after an after school activity (such as sports, band etc.) will be brought to aftercare. There is a \$10 per day per student charge for emergency Drop-Offs. This program should be used only for emergencies when parents/guardians are not able to pick up at dismissal times. After three emergency Drop-Offs per trimester, students who come for a fourth or more will be automatically registered and charged the full weekly rate (\$42). The end dates for the trimesters are November 2 and February 15. This goes for both the YMCA and PreK3 – Kindergarten program. Student's attendance will be tracked monthly. Please see the chart below:

Program Name	Weekly Rate (per child)	Program Details
Afterschool Weekly	\$42.00	Registered students are in program from St. Charles dismissal time to 6:00pm, Mon-Fri.
Short Week	\$26.00	This program rate is <u>only</u> offered for 3 or less open days at St. Charles Borromeo : December 17-18, January 2-4, April 15-17 and May 28-29.
Emergency Drop-off	\$10.00 <u>per day</u>	This program is <u>only</u> used for emergencies when parents/guardians are not able to pick up at dismissal time. Student attendance will be tracked monthly. <u>Parents who are frequently late for dismissal will be automatically registered for YMCA and charged our weekly rate after the 3rd use of emergency drop off in a single trimester.</u>
Payments are due bi-weekly, every Wednesday with a check, credit card or Money order. There is a one-time \$12.00 registration fee for each child.		

Trimesters end November 2 and February 15 at which time the number of emergency drop-offs resets.

There is no aftercare offered on non-student attendance days.

Director Contacts

The following contact information may be used to reach aftercare staff:

On-Site Program Coordinator: Courtenay Smith
YMCA (1st – 8th grade) hosted in Tech Lab (Room 106)
School # with Ext: 407-293-7691 x2641
Email: ymca@scbcs.net

Program Director for YMCA: Mandy Dihal
YMCA off-site director
407-204-2307
Email: mdihal@cfymca.org

Director: Debbie Saunders
PreK 3 – Kindergarten program (Room 122):
School # with Ext: 407-293-7691 x2861
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, etc.) are not permitted. Students should not have their cell phones out, if they need to contact their parents, they may request permission to use the school phone or their cell phone with permission. Student computers are also available for homework.

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. For major accidents, 911 will be called.

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 (including the timely completion of assignments), 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 be fingerprinted, with a background check, and have completed the 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

- Distribution and collection of uniforms before and after season
- Coordinates with BMCHS for dome use for practice of teams
- Assists with sports banquet
- Verify each coach is fingerprinted, background check cleared and taken concussion safety course
- Recruiting for coaches grades K-5 (formerly CYL) & 5-8 (formerly CMAC)

TBA

- Confirms payment of students for each sport
- 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 K-5 (formerly CYL) & 5-8 (formerly CMAC)
- Re-schedule rain out/loss of game to new day

Eligibility

Playing on a school team is a privilege and not a right. Athletic teams include Soccer, Basketball, Track, Volleyball, Flag Football 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 TIME 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 \$110.00 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.

Child Protective Services and Law Enforcement

SCBCS shall comply with authorized law enforcement and Child Protection agencies when they request to interview, question or request protective custody of a student.

SCBCS will follow the direction of the law enforcement agency with regards to parental notification of any such visit by law enforcement or child protection agencies.

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 request, provide non-custodial parents with access to academic records and other school related information regarding the student. SCBCS will assume that either parent has full decision making rights with regards to a student's education unless the school has a valid, current court order that states differently. If St. Charles Borromeo incurs legal fees as a result of custody disputes in court involving a student's parents/guardians, St. Charles may assess the family for said fees.

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, discipline, 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. This includes grandparents, even if someone other than the parents are paying tuition on behalf of the student. The school may still decline to disclose educational information to non-custodial parents (such as grandparents) even if such permission has been given in writing.

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.

Financial and Educational accounts are separate and are protected differently. SCBCS will only discuss financial accounts with the person(s) listed on the financial statement on file in the finance office.

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. 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:
 - \$4.00 for PreK through 2nd grade students
 - \$4.75 for 3rd-8th grade students
- Monthly menu posted on the St. Charles Parent Portal one month in advance.
 - Print menu and check off selections
 - 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.

Breakfast

SCBCS has partnered with Aramark to offer a limited breakfast menu for students. This will be served daily beginning August 14th. Breakfast will be served from 7:15 a.m. to 7:35 a.m. at a cost between \$1 - \$3. Please check the school website for current offerings and prices.

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 • 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

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
RenWeb 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 • 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.

RenWeb 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

- Distribution and collection of uniforms before and after season
- Coordinates with BMCHS for dome use for practice of teams
- Assists with sports banquet
- Verify each coach is fingerprinted, background check cleared and taken concussion safety course
- Recruiting for coaches grades K-5 (formerly CYL) & 5-8 (formerly CMAC)

TBD

- Confirms payment of students for each sport
- 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 K-5 (formerly CYL) & 5-8 (formerly CMAC)
- Re-schedule rain out/loss of game to new day

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 school receptionist, Cindy Elzer at celzer@scbcs.net

RenWeb

There are many forms of communication from school to home. RenWeb 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 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. Students should turn the invitations in to their teacher (or homeroom teacher in the case of middle school) so they may be distributed when convenient to the class. Students or parents who break this policy may be prohibited from distributing invitations in the future at school.

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
6. Use of unauthorized electronic devices, including texts to/from a student's parent.

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

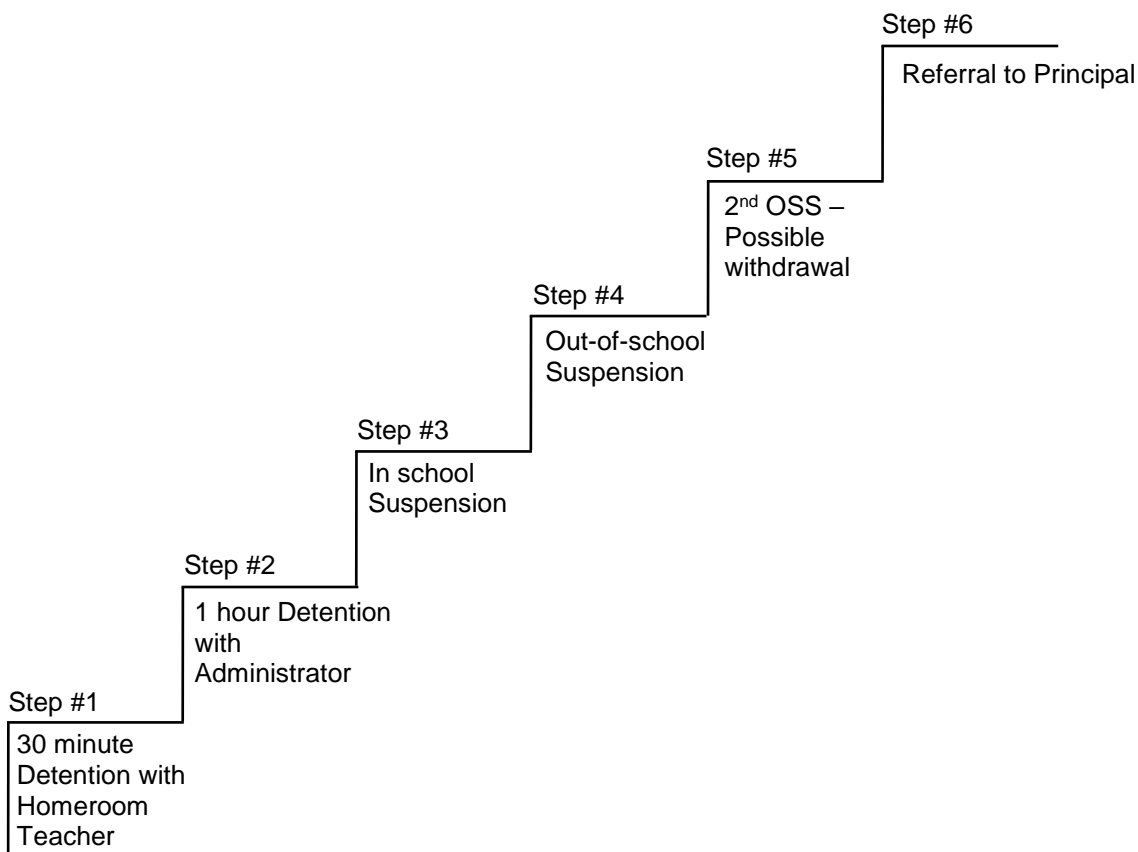
1. Disobedience, insubordination, or disrespect for authority
2. Language or behavior which is immoral, profane, vulgar, or obscene
3. Use, sale, distribution, or possession of drugs, alcohol, or any other legally controlled substance
4. Injury or harm to persons or property or serious threat of same 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.

Students who display conduct, whether in or out of the school community, that reflects negatively on the Church or Catholic schools, may be subject to disciplinary action, up to and including withdrawal, particularly when the name of the school, its teachers, or students are impacted by the behavior of the student.

Discipline Ladder (Grades K-5)

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. 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. A parent email or phone call is required at this step by the teacher to the parent.

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 cleaning the campus or other service activities. A parent/teacher conference is required at this step within 5 school days of being assigned the one hour detention.

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 assigned by administration. Students on this step will be given the opportunity to complete all of their daily assignments. A Parent/Administrator conference is required within 5 school days after the student is assigned the in-school suspension.

Step #4 – The fourth step on the discipline ladder requires the student be assigned an out-of-school suspension assigned by administration. A Parent/Administrator/Pastor conference is required within 5 school days of the suspension.

Step #5 – At this step on the discipline ladder, students will be assigned a second out of school suspension by administration and may be asked to withdraw their student from the school. A Parent/Administrator/Pastor conference is also be required within 5 school days if the student has not been asked to withdraw. Any student who is permitted to stay in the school at this point will be placed on a probationary status for the remainder of the school year.

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 re-considered.

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, all K-5 students will be put back to step #1 in January for the second semester. Students who were placed on probationary status would remain on probation for the remainder of the school year.

SCBCS reserves the right to disallow students to continue attending class if the parents/guardians do not show up for the scheduled conference (or have not made themselves available for a conference related to discipline).

Middle School

Reward/Discipline Blue Card (Grades 6-8)

Grades 6-8 utilize a two sided card system to assist them in tracking their positive and negative behaviors. This card is referred to as the “Blue Card”, middle school students are required to keep their Blue Card in their planner at all times. Negative infractions on the Blue Card will also be recorded in RenWeb.

On the positive choices side of the Blue Card are potential rewards that students may attain by making good choices that are above and beyond. In addition to getting positive marks for good choices, students who have received no negative infractions each week

are eligible to receive a positive mark for their good choices over the past week. Every four positive marks on the card will earn a new reward such as a free ice cream at lunch, a no homework pass, a sneakers pass and a NUTS pass.

On the negative side of the Blue Card are two levels of behaviors and consequences associated with student choices. Level 1 infractions are lower level violations which may include choices such as, but not limited to, disturbing others at work, chewing gum, hallway behavior, inappropriate language, tardy to class and dress code violations.

Level 2 infractions are higher level violations which include choices such as, but not limited to, disrespect or defiance of adults, cheating, stealing, inappropriate language or gestures, leaving an area without authorization etc. Some choices may fit into Level 1 or Level 2 and as such, may be assigned for either Level (but not both).

Parents/guardians will be notified via email or RenWeb by a teacher/teaching assistant when a student receives an infraction on the negative side of their Blue Card. Every four Level 1 infractions will result in a consequence (similar to the Discipline Ladder for elementary school).

Level 1

4 infraction = 1 hour detention on the following Tuesday 3:05 p.m. - 4:05 p.m. and a parent phone call from homeroom teacher.

8 infractions = 1 hour administrative detention on a day assigned by administration from 3:20 p.m. – 4:20 p.m. and requires a parent teacher conference within five school days of notification by administration.

12 infractions = In School Suspension and requires a Parent/Administration conference within five school days of notification by administration. Student may also be placed on probation at this time.

16 infractions = Out of School Suspension and a Parent/Administration/Pastor conference within five school days of notification by administration and possible withdrawal from the school or not invited back the following school year. If student is permitted to continue at SCBCS, they will be on probation for the remainder of the school year.

Level 2 (one infraction equals 4 Level 1 infractions)

1 infraction = 1 hour detention on the following Tuesday 3:05 p.m. - 4:05 p.m. and a parent phone call from homeroom teacher.

2 infractions = 1 hour administrative detention on a day assigned by administration from 3:20 p.m. – 4:20 p.m. and requires a parent teacher conference within five school days of notification by administration.

3 infractions = In School Suspension and requires a Parent/Administration conference within five school days of notification by administration. Student may also be placed on probation at this time.

4 infractions = Out of School Suspension and a Parent/Administration/Pastor conference within five school days of notification by administration and possible withdrawal from the school or not invited back the following school year. If student is permitted to continue at SCBCS, they will be on probation for the remainder of the school year.

SCBCS reserves the right to disallow students to continue attending class if the parents/guardians do not show up for the scheduled conference (or have not made themselves available for a conference related to discipline).

Egregious choices may result in immediate referral to administration and consequences may be assigned as necessary by administration.

Middle School Students will receive a new, clean Blue Card after the first semester (after Christmas break); however, a student who is on probation will stay on probation for the remainder of the school year.

Missing or Incomplete Homework

Teachers will create guidelines on a class by class basis for handling students that have not completed their homework. This may include missing recess, detention and/or not participating in other school activities so they have time to complete their work.

Middle School Missing/Late work or homework

If a middle school student is missing homework assignments, he/she will be placed into study hall during Bulldog Time for one week. This extra time in study hall is given to help the student complete the work and turn it in to their teacher.

If a middle school student has been in study hall for two consecutive weeks for the same assignment(s), they will be placed in In School Suspension until they have successfully completed the assignment and turned it in. When the student has completed the assignment, they may return to class. This In School Suspension is not part of the discipline ladder and is not recorded as such.

Search of Students and their Property

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

Given the Diocese's dedication to create and maintain a safe environment, students will not have any expectation of privacy with respect to any and all property brought on school grounds or to school events including, but not limited to, electronic devices.

The search of a student's person or any item carried by the student is permissible when there is any suspicion that the student may be carrying contraband or participating in activities that may subject the student to immediate expulsion from the school. Contraband is defined as any weapon, dangerous object, illegal drug, drug paraphernalia or other item prohibited by law or by school policy.

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

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

If a student refuses to voluntarily empty pockets or to open or make available his or her contents such as a book bag or electronic device, the student will be detained by administration and the parents/guardians will be contacted. Parents will be informed that the student is risking possible suspension or required withdrawal for refusing to comply with the directive.

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.

The school guidance counselor is Mrs. Christina Lorenz-Hansen, her email is chansen@scbcs.net

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 Magazine Drive.

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.

Students who continually wear the incorrect uniform to school may be issued new uniform pieces the school has on supply and charged through their FACTS account.

School Uniform Requirements

The uniform guidelines listed below are the only acceptable options for school uniforms. The regular uniforms (not the 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 are in the front office). Students are 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 – 8th Grade General Dress Code and Guidelines

ITEM	DESCRIPTION	LOGO
Shoes	<ol style="list-style-type: none"> 1. Mostly 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 or fleeces are the only outer wear that may be worn in classroom. Students may not wear leggings underneath their uniform.	
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. Mostly 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 – 5th grade) Specific Dress Code

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. The Peter Pan blouse may not be worn with the gray or plaid shorts.	

Middle School (6 th – 8 th grade) Specific Dress Code		
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: (Middle School 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"> No rings. 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. Boys may not wear earrings. No visible tattoo or body piercing is permitted. Only one necklace may be worn. The necklace must be a chain and gold or silver toned. Administration has final say if a necklace is not appropriate for school. No chokers allowed. No lapel buttons may be worn on any part of the SCBCS uniform. One bracelet. 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"> Make-up of any kind is not permitted. Artificial nails are not permitted. Clear or slightly tinted solid colored nail polish is permitted. Nail polish cannot be chipped or peeling. Administration has final say on whether a style or shade of nail polish is appropriate for school. 	

Extreme hair styles/hair colors are not allowed. If appearance is judged unacceptable by administration, the parent will be called. The student has until the next school day to correct the problem to the satisfaction of the administration. Student's hair must appear natural in color (judged by administration) and may not have highlights or "tips". Students who need to have their hair changed back to a natural color should have it done within 3 days to the satisfaction of administration. If a student continues to not have the correct hair color, they may be denied attendance in the school. SCBCS may ask a student to cut, trim their hair or even to wear the hair in a different style that is appropriate for Catholic school. Administration has final say on all hair styles for students.

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 shorts purchased in the school office. Features a round crest logo on the leg with a paw inside of it.	
Shoes	Mostly white or black athletic shoes. No high-tops or mid-tops, laced correctly and tied securely. Velcro is also permitted. No boots, sandals, slides, backless shoes, clogs, uncovered or open shoes, platform soles, or heels.	
Sweatshirt	Black or red with SCBCS embroidery logo.	Yes
Sweatpants	Any dark sweatpants purchased by the parents on their own. (Cold weather months only, should be worn over the regular uniform shorts).	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 <u>only</u> 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. (students will wait in the front office if they wear these shoes until appropriate show wear can be brought in as this is a safety concern).
- 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. (Students will wait in the front office if they wear these shoes until appropriate show wear can be brought in as this is a safety concern).
- 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.

In addition, birthday treats may be brought to school with the teacher's permission in accordance with the policies of that class. The day for the treat must be cleared with the teacher at least 24 hours in advance. The treat must be packaged or cut into individual servings (cookies, cupcakes). Be sure to talk with the teacher about what you are sending in for the class. A member of the class may be allergic to chocolate or nuts. "Goody bags" may not be passed out. These and inappropriate treats will be sent home. We are doing our best to celebrate with your child and yet not disturb the teaching/learning cycle. We ask that you allow the teacher to help your child distribute the treat at the time the teacher feels is appropriate.

For safety reasons, trinkets on cupcakes or cookies are not allowed. Please, no balloons, etc.

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, or more frequently if needed, unclaimed items will be donated to the Swap Shop or Brother's Keeper.

Gifts to Students

Students should not distribute gifts at school for birthdays or holidays unless it is part of an approved school sponsored gift exchange. The exchanging of gifts can be a huge distraction to the students and possibly cause unintended embarrassment as well. If students are given a gift at school such as balloons, stuffed animals, chocolates, etc. these items will be held in the school office and the recipient may come and retrieve them at the end of the day.

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 e-reader 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 e-readers).

Smart Watches

Smart Watches, such as the Apple Watch or the Samsung Gear, that connect to a Smart Phone or other device and allow for text or other communications to occur are not permitted at school. Students who have these devices should have them in their locker or backpack. SCBCS is not responsible for lost, damaged or stolen Smart Watches.

Water Bottles

Students are permitted to have a reusable, spill resistant, small water bottle (with water inside of it) in class with them. Students may not carry a disposable water bottle with them in the classroom or recess. The classroom teacher may have additional policies and procedures for student water bottles in their class.

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

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. Additional questions regarding the reception of Sacraments for students should be directed to the parish Director of Religious Education, Sr. Marie Skebe and can be emailed at srmarie@stcharlesorlando.org

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.

Families are expected to be active members of their parish of choosing and should inquire with their parish for affirmation that they qualify for the active parishioner rate highlighted on the Pastor Permission Form. The following is the policy outlined by St. Charles Borromeo Catholic Parish who are seeking the Active Parishioner Rate:

Families wishing to receive the Catholic tuition rate for their children at St. Charles Borromeo Catholic School should be active parishioners of St. Charles Borromeo Catholic Church or another Catholic parish. The pastor's recommendation will be followed for the assignment of tuition rates.

Factors which the pastor may consider when determining which families are truly active parishioners include:

- Regular attendance at Mass using the envelope system. The regular use of offertory envelopes, **with or without a monetary contribution**, is used to determine attendance and whether a family is actively participating in the faith life of the parish.
- Current involvement in parish ministry (lector, usher, Eucharistic Minister, parish projects, etc.)

Questions or inquiries regarding the assignment of the Active Parishioner Rate should be directed to the parish the family belongs to as the school does not have authority over the assigned rate.

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. Those who are interested in serving on the school board should contact administration. All members must be fingerprinted and back ground checked through the Diocese of Orlando.

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 offensives 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. Anyone not wearing a nametag while on campus during school hours may be stopped and escorted by security.

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 on that Friday) 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 same 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 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.

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.

Student E-Reader Use Guidelines

- Students may bring a Kindle or other E-Reader to school for reading purposes. This is only for E-Readers that utilize a blank reading background similar to a "Paperwhite" or "Glowlight" background. Kindle Fire or other internet ready devices such as iPad or Samsung Galaxy tablets may not be brought to school (even though they may have a reading component to them). Devices that allow integration or use of social media or audio/video recording are not permitted. If you are unsure about a specific device, please contact administration for guidance prior to purchase.

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:
 - Gets to bed early on school nights.
 - Arrives at school on time and is picked up on time at the end of the day.
 - Is dressed according to the school dress code.
 - Completes class assignments on time.
 - 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.

Parent and Guardian Conduct

Parents and guardians in the local school community are expected to demonstrate respectful behavior at all times with faculty, administration, support staff, students, and volunteers, whether on or off school grounds or at school-related events or activities.

Parents should demonstrate support of the school's and Diocesan educational mission, personnel, policies and procedures.

Inappropriate behaviors on the part of a parent may result in the parent being barred from attending school sponsored activities and sporting events.

Inappropriate behavior or failure to support the school policies and mission may result in the student's exclusion from the school.

Parent or family members who are convicted and registered sex offenders may not enter the school grounds with the exception of driving and picking up students then immediately leaving property.

Right to Amend

St. Charles Borromeo Catholic School reserves the right to amend this Handbook throughout the school year as necessary. Notice of any substantial 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

2018-2019

1.0 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 required to follow when using school technologies or personally owned devices on and off school campus.

- The St. Charles Borromeo Catholic School network is intended for educational purposes.
- All activity over the network or when using school technologies may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources or personal devices while connected to the school network or outside 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 required to alert Administrator, Technology staff or teacher immediately of any concerns for safety or security.

2.0 Definitions

2.1 Authorized Users:

- **Student:** any child 18 years or younger enrolled in 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 provides instruction to students

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

2.3 Internet: includes both external and internal access of communications and data storage equipment, either owned or reserved for use by St. Charles Borromeo Catholic School.

2.4 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; do not try to get around technological protection measures; use good common sense; and ask if you do not 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.

3.1 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 should not be, the student should follow school protocol to alert Technology staff or submit the site for review.

3.2 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.

3.3 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.

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

3.4 Mobile Devices Policy

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 responsible use policies when using school devices off the school network as on the school network.

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

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

3.5 Personally-Owned Devices Policy

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, cell phones, and smart watches) turned off and put away during school hours unless as instructed by a teacher or staff for educational purposes or in the event of an emergency.

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

Students must 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.

3.6 Security

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

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

3.7 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, only for education purposes, and following copyright laws.

3.8 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 and follow copyright laws for their use.

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

3.9 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 did not create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

4.0 Personal Safety

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

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you are at school; parent or legal guardian if you are 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. Do not be mean. Do not 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 Sexting

Any student taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as “sexting,” which can include, but is not limited to, pictures of themselves, other students or friends without appropriate clothing or in compromising or suggestive positions, will be disciplined according to the Student Code of Conduct, may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement. This type of behavior needs to be immediately reported to the parent/guardian, and if it involves other students in the school it should be reported to the teacher or principal.

7.0 Examples of Responsible Use

The student will:

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

8.0 Examples of Irresponsible Use

I, the student will **not**:

- ✓ Use school technologies in a way that could be personally or physically harmful.
- ✓ Attempt to find inappropriate images or content.
- ✓ Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- ✓ Try to find ways to circumvent the school’s safety measures and filtering tools.
- ✓ Use school technologies to send spam or chain mail.
- ✓ Plagiarize content I find online.
- ✓ Post personally identifying information, about others or myself.
- ✓ Agree to meet someone I meet online in real life.
- ✓ Send or distribute obscene, lewd or sexually explicit images.

- ✓ 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 is not intended for my use.

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

9.0 Internet Safety Plan

- ✓ St. Charles Borromeo Catholic School implements an effective internet filtering and reporting solution CIPA Filter that monitors internet activity, and uses current technologies to detect inappropriate usage and block and/or filter visual depictions that are obscene, pornographic or in any way harmful to minors as defined in CIPA
- ✓ The internet filtering solution is in place to control access by minors to inappropriate matter on the Internet and the World Wide Web and restrict access to materials that may be harmful to minors
- ✓ Policies and procedures are in place that covers category blocking, automated weekly reports on internet activity, and identification of emerging threats
- ✓ School network is secure with CIPA Filter to prevent 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 Responsible 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.

10.0 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.

11.0 Violations of this Responsible 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

12.0 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/online-safety/BroadbandData_PublicLaw110-385.pdf
- ✓ Consortium for School Networking – <http://www.cosn.org>

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DNAUP Acknowledgment and Signature Page

**Acknowledgement and Agreement to:
Diocese of Orlando / Office of Catholic Schools
Student Technology Responsible Use Policy (DNAUP)
2018-2019**

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 understand that inappropriate and irresponsible use and conduct while using the device and/or other technology resources and/or school network shall result in appropriate disciplinary action. I agree to be a responsible digital citizen and user and will conduct myself appropriately while online. I have read and understood this Responsible Use Policy and agree to abide by it:

Student Name #1: _____ Grade: _____ Teacher: _____

Student Signature: _____ Date: _____

Student Name #2: _____ Grade: _____ Teacher: _____

Student Signature: _____ Date: _____

Student Name #3: _____ Grade: _____ Teacher: _____

Student Signature: _____ Date: _____

Student Name #4: _____ Grade: _____ Teacher: _____

Student Signature: _____ Date: _____

As a parent/guardian, I will or have discussed Responsible Use Policy, user guide, and all other policies with my child and will support the school in guiding my child in using the device at home as an educational tool. I understand that I am responsible for monitoring and guiding my child's activity while he/she is not at school.

(Parent/Legal Guardian Printed Name)

(Parent/Legal Guardian Signature)

(Date)

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Handbook Acknowledgement and Signature Page

Acknowledgement and Agreement to St. Charles Borromeo Catholic School: Parent/Student Handbook

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 2018-2019 Parent/Student Handbook with my student(s). I understand, acknowledge and accept the policies and procedures in the handbook.

By signing this form, I agree:

- To adhere to all policies in the school's Parent/Student Handbook: 2018-2019 Edition,
- To make sure that my student(s) understand(s) the implications of the policies and the consequences of non-compliance.

Signed _____ (Parent Name)

Please Print Full Name: _____ Date: _____

Student Name #1: _____ Grade: _____ Teacher: _____

Student Name #2: _____ Grade: _____ Teacher: _____

Student Name #3: _____ Grade: _____ Teacher: _____

Student Name #4: _____ Grade: _____ Teacher: _____

Please use the space below for any additional students you may have at St. Charles Borromeo.