

*"Be sure that you first preach by the way you live."*

**-Saint Charles Borromeo**

# **PARENT & STUDENT HANDBOOK**

## **2026 - 2027**



Rev. Roberto Marquez, Pastor  
Dr. Jamie Rodriguez, Principal  
Ms. Rebecca Mates, Assistant Principal

**4005 Edgewater Drive, Orlando, FL 32804**  
**Phone: (407) 293 - 7691    Fax: (407) 386 - 7594**  
**Website: [www.stcharlesschoolorlando.org](http://www.stcharlesschoolorlando.org)**

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## **PURPOSE AND PHILOSOPHY OF CATHOLIC EDUCATION**

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At St. Charles Borromeo Catholic School, we believe that the greatest service we can provide for our students is to instill in them a love of learning and to provide them with the necessary skills to pursue their education in high school and beyond.

The integration of Catholic Christian values underlies all aspects of student learning and behavior. Learning involves a partnership of administration, faculty, staff, students, parents, parishes, and community. Learning integrates all aspects of the total person (spiritual, intellectual, physical, emotional, and social). Every student will be encouraged to be a responsible, active, contributing member of the St. Charles Borromeo Catholic School and society as a whole. Each student will be challenged and supported in their learning. Life-long learning demands ongoing evaluation that leads to self-directed learning, creativity, growth, and improvement.

### **INTRODUCTION TO HANDBOOK**

We welcome you as a student or parent at St. Charles Borromeo Catholic School. To answer some of your questions concerning the school's policies, the school has prepared this Student-Parent Handbook. Please read it thoroughly and retain it for future reference. The policies stated in this handbook are only guidelines and are subject to change at the sole discretion of the school, as are all other policies, procedures, or programs of the school. From time to time, you may receive updated information concerning changes in policy. However, the school has the right to add, delete or revise any school policy or procedure with or without notice. This handbook is not a contract, express or implied, and none of the policies or provisions should be construed as such. If you have any questions about the school's policies, please ask the principal for assistance.

### **RIGHT TO AMMEND**

The school reserves the right to amend this handbook and change policies. This is a living document, and it will reflect the date of the most recent updates. This handbook does not create a right of your student to attend St. Charles Borromeo Catholic School. St. Charles Borromeo Catholic School has the right to control enrollment and can remove a student based on either the student's or parent's conduct in its sole discretion. It also has the right to remove a student due to failure to timely pay tuition.

# **GENERAL SCHOOL INFORMATION**

## **SCHOOL HISTORY**

St. Charles Borromeo Catholic School, founded in 1955, opened 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 doors to Kindergarten through middle school students.

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 to this day.

## **ACCREDITATION**

St. Charles Borromeo Catholic School is accredited by the Florida Catholic Conference. The school also is a member of the National Catholic Education Association.

## **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.

## **VISION STATEMENT**

At our Catholic school, we believe that every child is a unique and cherished child of God, entrusted to us in partnership with parents, the primary educators of their children. Rooted in our Catholic faith and the mission of the Church, we strive to create a safe, nurturing, and faith-filled environment where students grow in wisdom, virtue, and love of Christ.

We are committed to fostering a community of mutual respect and compassion, where the dignity of each person is honored, and where learning is celebrated as a lifelong journey. We recognize that children learn in diverse ways, and we embrace instructional practices that nurture their individual gifts and talents.

Through prayer, worship, service, and academic excellence, we seek to integrate faith with life, guiding our students to become disciples of Jesus Christ who are prepared to succeed, to serve, and to make a positive difference in the world.

## **BELIEFS**

As a Catholic school community, we hold these beliefs at the heart of all we do:

- Every child is a unique and unrepeatable creation of God, deserving dignity, love, and respect.
- Parents are the first and primary educators of their children, and we partner with them in faith and learning.
- A safe, nurturing, and welcoming environment is essential for students to grow, learn, and thrive.
- Catholic education is central to the Church's mission.
- Learning and personal growth are lifelong goals for all students.
- Mutual respect, kindness, and collaboration among students, families, and staff foster a strong and joyful learning community.
- A Catholic school integrates faith and values into every aspect of learning and daily life.
- Students are blessed with diverse gifts and learn in many different ways; we honor these differences by nurturing their individual strengths.

**SCHOOL MOTTO**

*“Work Hard, Play Hard, Pray Hard.”*

**SCHOOL CREST**

All materials bearing the St. Charles Borromeo Catholic School Crest and/or the Athletic logo, including publications, postcards, advertisements, social media posts, websites, all indoor and outdoor building signage, and promotional products (pens, banners, notebooks, apparel, etc.) must be designed and approved by administration.

**ATHLETIC SCHOOL MASCOT**

St. Charles Borromeo Catholic School is the owner of all rights, title, and interest in the logo. The logo may not be modified or added to in any way.

**SCHOOL HOURS OF OPERATION**

|                          |                                                                               |
|--------------------------|-------------------------------------------------------------------------------|
| School Office:           | Monday-Friday 7:15 AM – 3:45 PM                                               |
| Student Supervised Hours | Monday/Tuesday/Thursday/Friday 7:15 AM -3:00 PM; Wednesday 7:15 AM – 2:00 PM  |
| Unless Early Dismissal:  | (tardy bell rings at 7:45 AM)                                                 |
| Aftercare:               | Monday/Tuesday/Thursday/Friday 3:00 PM – 6:00 PM; Wednesday 2:00 PM – 6:00 PM |

Reasonable care is given to supervise all students during the school day and during school-sponsored activities. Parents are required to follow the times stipulated when dropping off or picking up students. The school is not responsible for supervision of students before or after the times stated above. The school is not liable for any injuries or accidents that may occur before or after the times stated above. If the student is participating in a scheduled, supervised activity before or after school, specific arrangements must be made for drop-off and/or pick-up at designated times.

**SOCIAL MEDIA**

Facebook: @stcharlesschoolorlando  
Instagram: @schorromeocp

**2026 – 2027 CALENDAR**

**St. Charles Borromeo Catholic School Calendar 2026-27**

Updated 06/22/26

**July 2026**

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
|     |     |     | 1   | 2   | 3   | 4   |
| 5   | 6   | 7   |     |     | 10  | 11  |
| 12  | 13  | 14  | 15  | 16  | 17  | 18  |
| 19  | 20  | 21  | 22  | 23  | 24  | 25  |
| 26  | 27  | 28  | 29  | 30  | 31  |     |

**August 2026**

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
|     |     |     |     |     |     | 1   |
| 2   | 3   | 4   | 5   | 6   | 7   | 8   |
| 9   | 10  | 11  | 12  | 13  | 14  | 15  |
| 16  | 17  | 18  | 19  | 20  | 21  | 22  |
| 23  | 24  | 25  | 26  | 27  | 28  | 29  |
| 30  | 31  |     |     |     |     |     |

Aug. 7 Meet the Teacher  
 Aug. 10 First Day 1:00 pm Dismissal  
 Aug. 11 1:00 pm Dismissal

**September 2026**

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
|     |     | 1   | 2   | 3   | 4   | 5   |
| 6   | 7   | 8   | 9   | 10  | 11  | 12  |
| 13  | 14  | 15  | 16  | 17  | 18  | 19  |
| 20  | 21  | 22  | 23  | 24  | 25  | 26  |
| 27  | 28  | 29  | 30  |     |     |     |

**October 2026**

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
|     |     |     |     | 1   | 2   | 3   |
| 4   | 5   | 6   | 7   | 8   | 9   | 10  |
| 11  | 12  | 13  | 14  | 15  | 16  | 17  |
| 18  | 19  | 20  | 21  | 22  | 23  | 24  |
| 25  | 26  | 27  | 28  | 29  | 30  | 31  |

Sept. 4 Diocesan PD Day  
 Sept. 7 Labor Day  
 Oct. 12 Diocesan PD Day  
 Oct. 30 End of 1st Trimester

**November 2026**

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| 1   | 2   | 3   | 4   | 5   | 6   | 7   |
| 8   | 9   | 10  | 11  | 12  | 13  | 14  |
| 15  | 16  | 17  | 18  | 19  | 20  | 21  |
| 22  | 23  | 24  | 25  | 26  | 27  | 28  |
| 29  | 30  |     |     |     |     |     |

**December 2026**

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
|     |     | 1   | 2   | 3   | 4   | 5   |
| 6   | 7   | 8   | 9   | 10  | 11  | 12  |
| 13  | 14  | 15  | 16  | 17  | 18  | 19  |
| 20  | 21  | 22  | 23  | 24  | 25  | 26  |
| 27  | 28  | 29  | 30  | 31  |     |     |

Nov. 23-27 Thanksgiving Break  
 Dec. 18 1:00 pm Dismissal  
 Dec. 21-Jan. 1 Christmas Break

**January 2027**

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
|     |     |     |     |     | 1   | 2   |
| 3   | 4   | 5   | 6   | 7   | 8   | 9   |
| 10  | 11  | 12  | 13  | 14  | 15  | 16  |
| 17  | 18  | 19  | 20  | 21  | 22  | 23  |
| 24  | 25  | 26  | 27  | 28  | 29  | 30  |
| 31  |     |     |     |     |     |     |

**February 2027**

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
|     | 1   | 2   | 3   | 4   | 5   | 6   |
| 7   | 8   | 9   | 10  | 11  | 12  | 13  |
| 14  | 15  | 16  | 17  | 18  | 19  | 20  |
| 21  | 22  | 23  | 24  | 25  | 26  | 27  |
| 28  |     |     |     |     |     |     |

Jan. 1 Christmas Break  
 Jan. 18 MLK Day (Hurricane Make-Up)  
 Feb. 10 Ash Wednesday  
 Feb. 12 End of 2nd Trimester  
 Feb. 15 Diocesan PD Day

**March 2027**

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
|     | 1   | 2   | 3   | 4   | 5   | 6   |
| 7   | 8   | 9   | 10  | 11  | 12  | 13  |
| 14  | 15  | 16  | 17  | 18  | 19  | 20  |
| 21  | 22  | 23  | 24  | 25  | 26  | 27  |
| 28  | 29  | 30  | 31  |     |     |     |

**April 2027**

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
|     |     |     |     | 1   | 2   | 3   |
| 4   | 5   | 6   | 7   | 8   | 9   | 10  |
| 11  | 12  | 13  | 14  | 15  | 16  | 17  |
| 18  | 19  | 20  | 21  | 22  | 23  | 24  |
| 25  | 26  | 27  | 28  | 29  | 30  |     |

Mar. 15-19 Spring Break  
 Mar. 25-29 Easter Break  
 Mar. 29 Hurricane Make-up Day  
 Apr. 3 Auction Dinner 6:00 pm  
 Apr. 22 Kids Rule the School  
 Apr. 23 Diocesan PD Day

**May 2027**

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
|     |     |     |     |     |     | 1   |
| 2   | 3   | 4   | 5   | 6   | 7   | 8   |
| 9   | 10  | 11  | 12  | 13  | 14  | 15  |
| 16  | 17  | 18  | 19  | 20  | 21  | 22  |
| 23  | 24  | 25  | 26  | 27  | 28  | 29  |
| 30  | 31  |     |     |     |     |     |

**June 2027**

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
|     |     | 1   | 2   | 3   | 4   | 5   |
| 6   | 7   | 8   | 9   | 10  | 11  | 12  |
| 13  | 14  | 15  | 16  | 17  | 18  | 19  |
| 20  | 21  | 22  | 23  | 24  | 25  | 26  |
| 27  | 28  | 29  | 30  |     |     |     |

May 27-28 1:00 pm Dismissal  
 May 28 Last Day 1:00 pm Dismissal  
 May 31 Memorial Day

First Day of School  1:00 pm Dismissal  No School

All dates are tentative

**ADMINISTRATION**

Rev. Roberto Marquez  
 Parochial Administrator

Dr. Jamie Rodriguez  
 Principal

## **CONTACT INFORMATION**

4005 Edgewater Drive, Orlando, FL 32804

Phone: (407) 293 - 7691      Fax: (407) 386 - 7594

Email: [stcharles@scbcs.net](mailto:stcharles@scbcs.net)

Website: [www.stcharlesschoolorlando.org](http://www.stcharlesschoolorlando.org)

## **FACULTY AND STAFF CONTACT INFORMATION**

Please refer to the St. Charles Borromeo Catholic School website at [www.stcharlesschoolorlando.org](http://www.stcharlesschoolorlando.org) for the most up to date information.

# ADMISSIONS

St. Charles Borromeo Catholic School admission policies shall not discriminate on the basis of 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. Nor shall the admissions policies discriminate against students with disabilities of any kind. The school, however, may decline admission or further enrollment of disabled students if, accommodation requires a fundamental or substantial alteration of our school program or services, creates undue financial and administrative burdens, or jeopardizes the safety of other students. Accordingly, we cannot accommodate a child, if using our current staff, the school cannot appropriately address the needs of any individual child or an accommodation would place other students at risk of adequate supervision, as determined solely by the school. Parents are expected to cooperate fully with any proposed accommodation plan. Admission of a disabled student does not create a right to continued enrollment. The school reserves the right to end enrollment if it determines that it cannot reasonably accommodate the student as set forth above.

School admission policies reflect the primary purpose of Catholic schools; to assist families in the religious formation and education of their children in the Catholic faith. We will always teach and act consistent with the tenets of the Catholic Church. No student shall be refused admission to the Catholic schools due to the marital state of his/her parent or the suggestion or belief that the parent is not living in accordance with the teaching of the Church. A student’s enrollment and/or graduation from school does not confer a legal status as citizen nor does it serve to regularize an undocumented student.

## APPLICATION PROCESS

### Incoming Students for Upcoming School Year

|                   |                                                                                 |
|-------------------|---------------------------------------------------------------------------------|
| September         | Online inquiries submitted; tours scheduled as needed                           |
| October           | Middle School Open House; online inquiries submitted; tours scheduled as needed |
| November-December | Online inquiries submitted; tours scheduled as needed                           |
| January           | Current family re-enrollment period begins                                      |
| Early February    | Current family re-enrollment period ends                                        |
| Late February     | Applications available for new families                                         |
| March             | Prospective student academic screening and admissions notifications             |
| April-July        | Rolling admissions                                                              |

St. Charles Borromeo Catholic School reserves the right to not accept rising 8<sup>th</sup> grade students that are not moving into the area from out of state or without a bona-fide changed address from Florida, that requires the family to relocate to the Diocese of Orlando or surrounding area.

## AGE REQUIREMENTS

The age requirements for student admission:

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

St. Charles Borromeo Catholic School 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 1<sup>st</sup> cut-off.

Students who transfer from homeschooling 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 assignments.

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.

## **CONDITIONAL STATUS**

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. Failure to meet acceptable standards will be considered just cause for disenrollment. Failure to disclose IEP, 504, or testing evaluations at the time of application will also be considered just cause for disenrollment. Students new to SCBCS are automatically placed on academic and behavioral probation for their first year at SCBCS. 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 including failure to support teachers or administration or disparaging the school, or the school’s available resources to provide for the needs of the student. The school administration can place any student on academic or behavioral probation.

## **PRESCHOOL BATHROOM POLICY**

All students at St. Charles Borromeo Catholic School must be fully toilet trained prior to enrollment in the school. Students may not wear diapers or pull-ups to school.

Students should be able to clean themselves with minimal or no assistance. All classes include several scheduled bathroom breaks during the day. If a student needs to use the bathroom in addition to the scheduled breaks, he/she will be allowed to do so.

On rare occasions, an “accident” may occur. Should this happen, school personnel may assist the student who has “wet” or “soiled” his/her pants by giving him/her direction and instruction.

School personnel may assist, but do not typically change the student. Young children are required to have a change of clothes available at the school and will be offered those in order to re-clothe themselves. Parents/Guardians will be notified when “accidents” occur. If a student needs more assistance than can be provided by the school, the parent should be notified and may be asked to remove the student until such time as he/she is fully toilet trained. Schools may, at their discretion, “hold” a space for a student needing additional time to become fully toilet trained.

## **TRANSFER STUDENTS DURING CURRENT SCHOOL YEAR**

St. Charles Borromeo Catholic School has rolling admissions based on availability. Applications submitted after the school year begins will only be reviewed up to September 1st. Exceptions may be made for a family moving into the area because of military placement or government work transfer.

Tours are available upon request through the Admissions Office. Prospective student’s academic, attendance, discipline records are reviewed.

Interviews will take place with prospective students, family and Admissions.

## **RE-ENROLLMENT FOR CURRENT FAMILIES**

Re-enrollment priority period for current families: January 4, 2027 – January 29, 2026

January 4 – FACTS Family Portal opens for enrollment

February 1 – Enrollment review for new families begins

## FINANCIAL OBLIGATIONS

The satisfaction of all financial obligations to the school, including tuition and fees, constitutes a material condition for continued enrollment in the school. In addition, the school may withhold the issuance of transcripts or any other student records and/or disallow participation in or access to school activities, and/or administratively withdraw the student if any financial obligations are not met. Students administratively withdrawn for financial reasons may not register/re-register in any Diocesan school the following year until all accounts are paid in full.

Accounts are considered delinquent after the last day of the month and will incur a late fee. Accounts that remain delinquent after 60 days will result in termination of access to the parent portal site until the account is brought current. Accounts delinquent past 90 days are considered to be in default of contract and may be turned over to an attorney or collection agency for final resolution. Any additional expense incurred as a result of the collations will become the responsibility of the parent and/or legal guardian. This policy applies regardless of who agreed to pay (non-custodial parent, grandparent etc.) or is required to pay tuition for the student in a divorce settlement.

### TUITION & ADDITIONAL FEES

As per Diocesan mandate, all St. Charles Borromeo Catholic School tuition payments, including annual payments, are made through our tuition management company, FACTS. Each family has a billing account and can choose their preferred payment option: Annual, Semester, or Monthly. FACTS tuition accounts must remain valid and active all year. Catholics must be a verified, active, supporting member of a Catholic parish in the Diocese of Orlando.

Tuition rates for the 2026-2027 school year:

Active Catholic Parishioner Tuition Rate: \$ 9,656

General Community Tuition Rate: \$ 12,296

Monthly Payments - 12 months – due on the 5<sup>th</sup> or 20<sup>th</sup> of each month

Active: \$ 805

General: \$ 1,025

Semi-annual Payments - Twice per year due on due on the 5<sup>th</sup> or 20<sup>th</sup> of each month

Active: \$ 4,828

General: \$ 6,148

### MASS ATTENDANCE

Mass is celebrated school-wide on Wednesdays at 8:30 AM and on other special occasions at St. Charles Borromeo Catholic Church. 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 choice 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 for families seeking the Active Parishioner Rate:

*Families wishing to receive the Active Parishioner 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 that the pastor may consider when determining which families are truly active parishioners include:*

- *Regular attendance at weekend 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 that the family belongs to, as the school does not have authority over the assigned rate.

## **HOLD ON RECORDS**

All tuition, fees, and accounts must be in good standing to avoid a hold on systems access, records and transcripts.

## **LATE TUITION PAYMENT AND TUITION REFUND POLICY**

Questions regarding tuition payments and refunds can be directed to the school office.

## **ADDITIONAL FEES (APPROXIMATE COST)**

- Application: Prospective families pay a \$100 application fee per student.
- Registration: Students must register every year. The non-refundable enrollment fee is \$285.
- Security Fee: A \$100 fee towards security costs is applied to each student in September.
- FACTS Fees: A one-time FACTS Family Service Fee applies to all tuition accounts: \$46 for a monthly plan, \$20 for a semester and annual payment plans.
- Uniforms: It is expected that uniforms be purchased each year to ensure an appropriate fit for each student. New sets of uniforms are purchased exclusively through Risse Brothers.

## **STATE SCHOLARSHIPS FOR TUITION**

To ensure students will receive the full award of a state scholarship, students should be completely enrolled by deadlines communicated by Step Up. Please be advised that state scholarships will not cover the entire cost of tuition or additional fees. Parent/guardian will be responsible for any remaining balance due or fees incurred. Parents/guardians will also be responsible for completing all necessary steps through SUFS EMA platform to include enrolling their child in the school and approving payments to be sent to the school from SUFS throughout the year.

## **STATE SCHOLARSHIP COMPLIANCE**

Schools will provide 30 days notice to the School Choice Office if school changes ownership in order to maintain compliance.

## PARTNERSHIP WITH PARENTS/GUARDIANS

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The school views the education of a student as a partnership between the parents and the school. Parents and students are expected to comply with the school rules and policies, and to accept and support the authority of school officials, whether it be at school events, on or off school campus, or on social media or another public forum. Just as a parent can withdraw a child from the school if desired, the school has the right to administratively withdraw a student if it determines at its discretion that the parent or student partnership with the school is irretrievably broken.

### PARENT CODE OF CONDUCT

The Diocese of Orlando recognizes that parents/guardians are the primary educators of their children. 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. 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.

In cases of serious or repeated noncompliance by a parent/guardian with the school policies or procedures, the administration reserves the right to withdraw that parent's/guardian's child(ren) from the school. Please note that harassing teachers or administration over disciplinary decisions, threatening civil legal action over disciplinary decisions, and initiating civil legal actions against other students are considered to be an irretrievably broken school/parent relationship. This in no way prevents a parent from notifying law enforcement if they believe a crime has been committed. 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 student then immediately leaving property.

This Code of Conduct applies to all parents, guardians, caregivers, volunteers, and visitors who interact with our schools and Catholic Education in the Diocese of Orlando. It also applies to all parents, guardians, caregivers, volunteers, and visitors who are present at school and school sponsored activities, meetings, and/or functions within and outside of school hours. As parents, guardians, caregivers, volunteers, and visitors, there is an expectation of support for the Vision and Mission of Catholic Education in the Diocese of Orlando.

It is the expectation of the school that all parents/guardians/caregivers/volunteers and visitors always model acceptable behavior within the school setting, at school sponsored activities or in any social or professional media involving the school and/or Diocese. "It is incumbent upon parents to cooperate closely with the school teachers to whom they entrust their children to be educated; and in fulfilling their duty, teachers are to collaborate closely with parents who are to be willingly heard and for whom associations or meetings are to be inaugurated and held in great esteem" (The Code of Canon Law, Canon 796, Para. 2).

This Code is designed to guide all stakeholders in their dealings with staff, other parents, students, and the wider school community. The Code stands beside but does not exclude or replace the rights and obligations of individuals under common law while recognizing the rights of the Diocese of Orlando as a Catholic religious entity and the religious nature of Catholic schools.

Mission Statement: Catholic schools in the Diocese of Orlando proclaim the Gospel message within an academic environment of excellence that challenges students to be creative and critical thinkers who integrate faith, moral leadership and compassionate service in order to create a more just and humane world.

### Rights of a Parent, Guardian, Caregiver, Volunteer, and Visitor:

- To be treated with respect and courtesy by staff, students and other parents.
- To be listened to and clearly communicated with by the school in a timely manner, regarding your child(ren)'s education and development. This does not mean that school staff can always respond within 24 hours.

- To have confidentiality over sensitive issues respected by faculty/staff. This does not limit staff's ability to conduct investigations into disciplinary issues.

**Responsibilities of a Parent, Guardian, Caregiver, Volunteer, and Visitor:**

- Value and advocate for your school and its reputation. Be mindful of the hurt and damage social media may cause to faculty/staff members, other parents, and students.
- Respect the rights of faculty/staff members and other individuals.
- Respect the reputation of teachers, coaches, and administrators and be mindful of communications especially social media; e.g. tone of emails.
- Follow the correct procedures to resolve a grievance or conflict, as outlined in the school's handbook.
- Parents must follow the instructions and directions of the teacher. While at the school, a parent may remind students of the rules, but at no time issue consequences and should refer the student to the teacher if the behavior continues.
- As valued members of the school community, parents/guardians should attend and participate appropriately in school liturgies, extra- curricular or special events including athletics, concerts, academic and cultural events.

**As a Parent, Guardian, Caregiver, Volunteer, and/or Visitor, we ask that you:**

- Cooperate with school/campus security protocols when on school grounds in order to support the overall safety and security of all children in our care Please note that each school in the Diocese of Orlando has a "Raptor" comprehensive visitor check- in/check-out system located at the front reception desk to prevent school access to unauthorized persons. Using a valid driver's license, "Raptor" runs all visitors against the National and State Sex Offender Registry each time he/she visits the campus. ALL visitors and volunteers must always wear their name badges/lanyards in plain sight while on school grounds or at school-related events.
- Support in words and actions the philosophy of Catholic Education.
- Under no circumstances should a parent/guardian approach/contact another student to address, discuss or reprimand them because of actions towards your own child(ren). These issues should be addressed by school administration. This includes the use of digital/social media to address or air grievances or talk negatively about another student.
- Respect teachers' preparation and assigned supervisory time before, during, and after school. Make an appointment for long discussions at a mutually convenient time. If you wish to speak to a teacher, please do not expect a meeting unless pre-arranged. Protect our children and do not discuss any grievances or perceived failings in front of any student regarding the school.
- Respect the decisions made by the administration and faculty, even if you disagree with them. Continued demands to re-visit administration and faculty decisions is not acceptable.
- Listen to your child(ren) but remember that a different version of the event may be interpreted by others.
- Understand the importance of a healthy parent/teacher/child relationship and communicate any concerns to your school in a constructive and appropriate manner.
- Observe the school's policies, as outlined on the school web pages and/or the school's handbook and endeavor to support them in the home.
- Cooperate where your child's behavior has overstepped accepted school standards, as outlined in the Student Code of Conduct, and follow specified protocol for communication with faculty/staff members.
- Value the school community and its reputation especially when engaging with social media.
- Do not smoke or use offensive language on school premises.
- Respect the decisions made by the administration on how to comply with court ordered custody and parenting plans for separated parents.

**Addressing concerns regarding situations involving your student(s)**

Our Catholic schools want to work in partnership with our families. If anyone has a current complaint, criticism, or concern, it is expected the following steps be followed in the first instance:

1. Speak to the appropriate school person involved (e.g. class teacher) first and try to resolve the concern with mutual respect and clear communication. Where/if possible, make an appointment with the relevant person. Follow the chain of command. Do not expect to meet with a teacher/staff member or administration without an appointment.
2. If for some reason this is not possible to address it with the teacher/staff member, then make an appointment to see an administrator, or other designated leadership personnel.
3. The Administrator (or designee) should attempt to mediate and find resolution in the presence of both parties.
4. If, having followed Steps 1-3 with no satisfaction, the parents must contact the pastor. Only after steps 1-4 have occurred with no resolution, then you may contact the Office of Catholic Schools using information on the website of the Diocese of Orlando - Office of Catholic for further facilitation (<https://www.orlandodiocese.org/ministries-offices/schools/>).
5. Understand that parents, caregivers, guardians, etc. will not receive disciplinary or conflict resolution details that involve children other than their own. This is in accordance with Florida Statutes.

It is important to note that criticism regarding a faculty/staff member will only be heard if it is related to their professional conduct.

Breaches and/or the inability to respect the Diocese of Orlando – Office of Catholic Schools Code of Conduct for Parents, Guardians, Caregivers, Volunteers, and Visitors, or exasperating complaints, may result in exclusion of a parent, guardian, caregiver, volunteer, and/or visitor from a school, and/or possible termination of enrollment of their child(ren).

If your complaint relates to Sexual Abuse by a faculty/staff member towards a child in both an historical or current matter, you should, contact the statewide toll-free abuse and neglect registry at 1-800-96ABUSE (1-800-962-2873) and/or law enforcement. The Diocese of Orlando also offers the service of a Victim Assistance Coordinator. The number is 407-246-7179. Excerpts of this policy have been used by permission of the Diocese of St. Petersburg, FL.

Parents, Guardians, and/or Caregivers, when signing off on accepting the school's policies in the Enrollment Application Form, and by the act of accepting enrollment at a Diocese of Orlando Catholic School, are accepting of this Code of Conduct in its entirety.

## **STUDENT EDUCATIONAL RECORDS**

The school has the right and responsibility to collect and maintain educational records on all students. Parents or eligible students have the right to inspect their child's educational records upon request within 45 days of the request. The right to educational records does not include every written statement or document involving a student.

When a child's parents do not live together, both parents have the right of access to all information relating to their child's education unless there is a court document on file in the school which specifically prohibits it. A copy of any court documents relating to custody or like agreements should be provided to the school. When/if updated or changed, a copy must be provided to the school.

Parents or eligible students may ask the school to amend a record they believe is inaccurate. They should write to the principal, clearly identify the part of the record they want changed and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify him or her of the decision.

Educational records will not be released without the written consent of the parent or eligible student except:

- To other educational institutions
- At the order of the court or valid subpoena
- The health or safety of the student in an emergency
- To third-party entity under contract to handle school records that is subject to confidentiality requirements

The school complies with the Family and Educational Rights and Privacy Act ("FERPA"). You have a right to inspect and review your students' Education Records within 45 days of receiving the request. For copies of Education Records, the school may charge a fee.

Education Records are records, files, documents, and other materials that: contain information directly related to a student; and are maintained by the school.

Education Records do not include:

- Records or notes kept in the sole possession of instructional, supervisory, or administrative personnel, not accessible or revealed to others (except temporary substitutes);
- Records that are created for law enforcement purposes; and
- Employment records relating exclusively to an individual's capacity as an employee and not used for any other purpose.
- When a child's parents do not live together, both parents have the right of access to all information relating to their child's education unless there is a court document on file in the school which specifically prohibits it. A copy of any court documents relating to custody or like agreements should be provided to the school. When/if updated or changed, a copy must be provided to the school.
- Parents or eligible students may ask the school to amend a record they believe is inaccurate. They should write to the principal, clearly identify the part of the record they want changed and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify him or her of the decision and will include the written request in the student's file.

Educational records will not be released without the written consent of the parent or eligible student except:

- To other educational institutions
- At the order of the court or valid subpoena
- The health or safety of the student in an emergency
- To third-party entity under contract to handle school records that is subject to confidentiality requirements
- Federal law requires schools to provide Directory Information to military recruiters.

## **STUDENT RECOMMENDATIONS, REFERENCES AND REFERRALS**

Catholic schools within the Diocese of Orlando do not provide student references for transfer purposes. The only student references provided are for high school students seeking higher education admission, scholarships, awards, or participation in recognized programs such as Boys State, Girls State, or elementary award applications.

## **CHANGE OF ADDRESS, NAME, OR CONTACT INFORMATION**

To ensure accurate and timely communication with families, students must notify the school in writing, within five days of any change of address, home telephone number, cell phone numbers, email addresses, as well as change of work or emergency numbers. This also applies to name changes for parents and students.

## **GUARDIANSHIP**

St. Charles Borromeo Catholic School follows the Buckley Amendment concerning custody and parental rights. A notarized copy must be submitted to the Main Office of pertinent court records where there are specific concerns. Students must reside with a parent or legal guardian (even if the student is over 18 years of age).

Parents/Guardians who are going to be out-of-town and who will leave another party responsible for their student must send a notarized statement to the Student Services Office with pertinent names and dates. Absent such a statement, access to the child, student records, and other confidential information shall only be granted to parents and legal guardians unless stated otherwise in court-ordered documents.

## PARENT ACCESS TO STUDENT RECORDS

Student grades can be accessed via the FACTS Family Portal and on the Progress Report and Report Card distributed throughout the year. Learner behavior and absences can be found on the Report Card. Absences can be found on the FACTS Family Portal or by calling the school office.

## STUDENT WITHDRAWAL

Student withdrawal must be accomplished in written format to the principal explaining the circumstances and date of the withdrawal. The parents are asked to confer with the school office to ensure that tuition and all fees are paid up as of the date of the withdrawal. School records will be sent when financial responsibilities and student obligations are fulfilled. A student's permanent record will be sent after a request from the new school has been received. Health records may be taken by the parent at the time of withdrawal if all of the above is in order.

## OUTSIDE SOLICITATION/FUNDRAISING

Tuition and fees do not include fundraising expectations for families and students. Monetary donations are not permitted in lieu of family volunteer hours. No student or family member may solicit funds in the school's name unless such solicitation has been authorized in writing by the principal. Clubs, parent organizations, athletic teams and other school sponsored organizations, must have all fundraisers approved in writing by the principal.

## PARENT/GUARDIAN CONFERENCES

Teachers and/or parents may request a conference at any time throughout the school year with teachers and/or administration. Teachers may ask other staff to join in the conference. Please contact the teacher directly via e-mail to schedule a parent-teacher conference. Check with your student's teacher regarding the location of the conference. If unable to attend, please contact the teacher(s) via e-mail or through the School Office as soon as possible.

## PARENT/GUARDIAN COMMUNICATION

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

- FACTS
- Email
- School Website (Calendar is electronically updated)
- Bulldog Bark
- Facebook/Twitter/Instagram
- Text messaging
- Phone
- Sign-Up Genius
- Parish Bulletin

### FACTS Support

Contact the Administrative Assistant, JoAnn Hart, at 407-293-7691 or [jhart@scbcs.net](mailto:jhart@scbcs.net).

### 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 in the invitations to their homeroom teacher 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 Use

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.

### Text Messaging/Telephone Calls

The school may use text messages and automated telephone calls to alert parents/guardians of important information related to the school's mission, operations, and activities. Parents/guardians acknowledge and consent to the receipt of these messages when providing their telephone numbers. *Parents/Guardians are not permitted to request their child come to the office during the school day to relay a message or visit with the student.*

## ELECTRONIC ACKNOWLEDGMENTS

Periodically, the school may require that parents or guardians make electronic acknowledgments confirming the receipt and/ or acceptance of various policies, procedures, notices, releases or updates. Any time a parent/guardian makes an electronic acknowledgment by clicking "submit" or "accept" on an electronic document, that individual agrees that he/she has read, understood, and agrees to be bound by the contents of the electronic document. Electronic acknowledgments and signatures are valid and binding and may serve as consent to the contents of any electronic communication. Parents and guardians are responsible for reviewing the contents of any electronic document prior to making any electronic acknowledgments.

## 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 an out-of-uniform day. The birthday child may wear regular clothes. Follow guidelines printed earlier in the handbook for out-of-uniform days. If the child has a summer birthday, you may celebrate a half-birthday six months after/before the actual birthday. If a child's birthday falls on a Mass day, they may wear their out-of-uniform attire the day after Mass. Except in the case of illness, an absence on a child's birthday forfeits the privilege of wearing out-of-uniform attire to school. Summer birthdays are celebrated in May.

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 pre-packaged or cut into individual servings (cookies, cupcakes). Treats must be store-bought. Please do not send in homemade treats. Be sure to talk with the teacher about what you are sending in for the class as a member of the class may have allergies. **"Goody bags" may not be passed out. Lunch may not be purchased for the class.** 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. No balloons or any form of decorations please.

## **CAMPUS MINISTRY**

Liturgies are a vital and integral part of the Christian community life at St. Charles Borromeo Catholic School. Attendance is mandatory for all students. Late arrivals and absences should be avoided on these days. Reverent and respectful behavior is essential. Although Catholic schools do not compel students to profess any religious ideology, it is expected that all students, regardless of their beliefs, will participate in the religious education program of the school. Students will attend all religious services and are expected to conduct themselves respectfully and reverently during daily prayer, liturgy, and any religious service. Students are expected to wear dress uniforms for liturgies unless otherwise noted by the principal.

### **CLASS RETREATS**

Class retreats give our students the opportunity to trust in God's grace and discover who they are through the teachings of the Catholic Church, scripture, and the sacraments. Retreats are planned throughout the year and will be communicated by the teacher(s) and/or administration.

### **RECONCILIATION**

Twice a year, during Advent and Lent, students are offered an opportunity to receive the Sacrament of Reconciliation. The Sacrament of Reconciliation is one of the most unique and beautiful aspects of Catholicism. Jesus Christ, in His abundant love and mercy, established the Sacrament of Confession, so that we as sinners can obtain forgiveness for our sins and reconcile with God and the Church. The sacrament "washes us clean," and renews us in Christ.

## ATTENDANCE

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Attendance in school is a major predictor of student academic success. Students must attend school punctually and regularly, and conform to the attendance policies of the school, the Diocese of Orlando, and the laws of the State of Florida. The Diocese of Orlando and its schools require regular school attendance and expect our families to comply with the State of Florida's attendance mandates. Students are expected to arrive to school at the designated start time each school day and must remain on campus until the end of the last period of each school day unless the administration grants specific permission to arrive late or leave early.

A student is considered absent when he/she is not in the school building. Whether or not the absence is excused or unexcused is determined by administration. Students are considered absent when more than 50% of the school day is missed. There is no virtual option for any specific student. Students who are frequently absent or tardy may be considered by the school to be a failure to meet mandatory attendance requirements.

**If a pattern of nonattendance is developing for which the reasons are unknown, whether excused or not, OR if a student surpasses 5 unexcused absences in a 30-day period or 10 unexcused absences within a 90-day period, the principal or designee will meet with the parent and the student to identify potential remedies and develop a corrective action plan.** The principal or designee will document this meeting to include date, time, attendees, and the corrective action plan decided upon to improve the student's attendance and for academic recovery. Included in this corrective action plan, the student may be subject to a loss of privileges, such as: removal from sports teams, exclusion from extracurricular activities, or other consequences the school administration deems appropriate.

Continued attendance and academic recovery will be closely monitored by the school's administration. At the school administration's discretion, privileges may be reinstated if attendance improves and the student has completed all academic recovery expectations. **If a pattern of nonattendance continues, whether excused or not or if a student surpasses 10 absences, whether excused or not per semester may result in academic failure.** Students enrolled in certain Florida state scholarships who are out of compliance with Diocesan attendance requirements risk the loss of the scholarship.

Failure to meet the expectations set forth in the corrective action plan may result in failure and/or administrative withdrawal of the student from the school. All decisions concerning attendance and discipline are at the discretion of the school administration.

The school requires regular school attendance and expects that its students comply with the State of Florida's mandate (Section 1003.21, Florida Statutes). The Diocese of Orlando requires that a student is in attendance 181 days. Attendance at retreats, days of reflection, special events, school prayer services and Masses are mandatory for all students.

The parent/guardian is required to communicate with school each day their child is absent. It is the parent's/guardian's responsibility to contact the school if their child will be absent and to state the reason for the absence. The principal is authorized to require satisfactory explanation from the legal/custodial parent or guardian for the absence of a pupil for all or any part of the school day. The explanation must be obtained in writing and retained as documentation. Failure to provide this will result in an automatic, unexcused absence.

A physician's note is needed when the student:

- Has been absent for three or more consecutive days;
- Has had surgery;
- Is returning to school after a hospitalization;
- Has been under a doctor's care for a significant illness; or
- Is returning to school after being excluded because of a communicable disease.

Students with either excused or unexcused absences are expected to make-up missed work.

Excused absences include the following:

- Illness or injury to the student;
- Serious illness or death in the student's family;
- Scheduled medical appointment;
- Required court appearance or supervised visitation;
- Having or being suspected of having a communicable disease or infestation including but not limited to head lice, ringworm, impetigo, and scabies;
- Approved school-sponsored events, school athletic events, retreats;

Unexcused absences include but are not limited to the following:

- Vacations or pleasure trips;
- Suspension from school;
- Truancy; or
- Other avoidable absences not included on the "Excused Absence" list above.

### **Absences or tardiness in excess or greater than 20 days may result in retention or withdrawal**

For long-term or extensive absences due to medical conditions, parents should enroll the student in the applicable county public school district for home instruction. Exceptions may be made with the principal's approval in consultation with the Office of Catholic Schools.

Should there be a need to quarantine individual students or groups of students as required by the local departments of health and in accordance with Diocesan protocols, asymptomatic students are expected to participate in the school's established academic continuity process which could include, but is not limited to digital instruction, recorded instruction, online meetings, and learning packets

If a parent checks a student out early, they must provide a reason so the attendance clerk can record whether the absence is excused.

Tardiness is sometimes necessary due to illness, death in the family, a doctor or dental appointment and accommodations should be made by the school (with appropriate document) to not impact a student's academic record. All tardiness excused and unexcused must be recorded on legal attendance records. Excessive tardiness will be monitored by the school and a corrective action plan may be put into place by the school administration. Failure to meet the expectations set forth in the corrective action plan may result in failure and/or administrative withdrawal of the student from the school.

## **MAKE-UP WORK POLICY FOR ABSENCES**

Students are required to complete missed assignments. Students have the number of days missed to make up missed work. For example, a student out three days has three days to turn in missed work.

A student with an absence on the day of a test, quiz, or other in-class assessment must be prepared to make-up the work within the number of excused absence days they were out.

The grade may be entered as “Missing” until the work has been submitted.

In exceptional circumstances, such as extensive absences resulting in multiple make-up work assessments and assignments, the teacher, with the permission of an administrator, may extend these deadlines.

## **PRE-ARRANGED ABSENCES**

Requests are reviewed by administration to ensure academics and attendance are in good standing. Pre-arranged absences are strongly discouraged, where possible. Family vacations are not excused absences. Please note that submitting a request for a pre-arranged absence does not guarantee that the absence will be excused; rather, it serves as a way to notify the school in advance. Teachers are not responsible or expected to give work to students with pre-arranged absences. Giving work out in advance is challenging as it puts an undue burden on teachers. It is also challenging to know exactly which content will have been covered during the time the student is absent.

## **EXCESSIVE ABSENCES**

- A phone call or letter to parent/guardian will be made when a student has a record of 5 absences.
- Students whose absences exceed 5 unexcused absences within a calendar month or 10 unexcused absences within a 90-calendar day period shall be referred to the principal for a conference to be held with the student, his or her parent(s) or legal guardian(s), and the school administration.
- If a student is absent 10 or more days (excused or unexcused), a student will be placed on an academic improvement plan.
- See Attendance section for further detail.

School sponsored activities and short-term medical absences will not factor into the excessive absence category.

## **TRUANCY**

A student who has 15 or more unexcused absences in a rolling period of 90 days is considered truant by the state of Florida.

## **EXCESSIVE TARDIES/EARLY DISMISSALS**

Tardiness or Early Dismissal is sometimes necessary due to illness or doctor appointment. All tardies/early dismissals are recorded on the student’s official attendance record whether excused or unexcused. Students with excessive tardies/early dismissals may be subject to disciplinary action from detentions up to and included expulsion.

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

## **ARRIVAL AND DISMISSAL**

School hours are from 7:45 AM – 3:00 PM Monday/Tuesday/Thursday/Friday and 7:45 AM – 2:00 PM on Wednesdays. Students should not be dropped off before 7:15 AM in the morning and they should be picked up immediately at afternoon dismissal or sent to After School Care unless staying for a prearranged meeting with a teacher, club, or sport.

## 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 student's 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 AM 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 (15 or more per trimester) may also be grounds for immediate removal from the program.

**Late Pick-Up:** The VPK pick up is at 11:30 AM. We ask that you arrive for pick-up on time. If you are later than 11:45 AM more than 3 times, you will be subject to a late fee of \$10 per 15 minutes.

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 students 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 AM - 8:30 AM only (unless Full day or Morning Wrap option is selected).
- More than two tardies in a single week may require a meeting with the 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 directing 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.

## EARLY CHECKOUT OF STUDENTS

In the event a student must be checked out of school at a time other than the normal dismissal time, please send a signed and dated written note with your student and turn it into their homeroom teacher or email the teacher and copy 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 may contact the Administrative Assistant to the school at [jhart@scbcs.net](mailto:jhart@scbcs.net) 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.

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. *Parents are also discouraged to sign out their student/s during Mass, a pre-scheduled school, event, or testing, unless the early dismissal has been pre-arranged with the homeroom teacher.*

**To maintain a smooth school dismissal, students may not be checked out 30 minutes or less before dismissal time without administrative approval, (this includes for doctor appointments). Parents or guardians who refuse to comply**

**with this policy may risk the student's continued enrollment in the school.**

## PARKING LOT AND 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 in 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 the 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 on Edgewater during posted times (enforced by Orange County Sheriff's Office).

## ARRIVAL PROCEDURES

Supervision of students begins at 7:15 AM. Please do not drop-off 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 AM and 4:00 PM 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.

### 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.

### Procedures for SCBCS/BMC combined arrivals

***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 walkway between St. Charles and Bishop Moore. Bishop Moore Catholic students will not have access through the St. Charles Borromeo campus before 7:15 AM. 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. Once the gate has closed at 7:45 AM BMCHS students must walk to Bishop Moore Student Services to check in to the school.

***St. Charles Borromeo Students Arriving in Bishop Moore Catholic Campus with Bishop Moore Student Driver***

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 (car loop between the gym and the dome) 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 Student Center and enter the school through the entryway 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.
- Parents should not be under the awning 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 alone from the back of the campus to the BMC parking lot. They must be picked up by an authorized BMC student driver from the school's designated pick-up area.

BMC students may not be picked up at St. Charles unless they are riding with a St. Charles student or have an assigned parking spot at St. Charles.

### 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 outside the gate 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 the 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 – only if the BMC student is driving the SCBCS student home

Students may be picked up by BMC siblings **who are drivers and have a designated parking spot in the BMC parking lot or the St. Charles Church parking lot.** They should meet in the Art classroom, Room 104, and then proceed directly to the BMC parking lot or the assigned parking spot at St. Charles lot. **If the BMC student is not driving, then the St. Charles student should report to carline with the rest of the class like normal.** Families utilizing this type of dismissal must complete a Release Form that can be found in our School Office.

### 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 in the Social Hall. A faculty/staff member will escort the students off campus. 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 carpool, 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 at 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 to merge into one lane before entering the pickup zone. Older siblings should sit with the youngest sibling at the school for dismissal.

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 signed and dated note to the homeroom teacher authorizing the change from the usual procedure. Without this authorization, the student will follow his/her normal dismissal procedure when possible or be sent to Aftercare.

## **Late Pick-Up**

Any student who has not been picked up by **3:20 PM (2:20 PM Wednesdays and 12:20 PM Noon Dismissals)** will be automatically taken to the Aftercare Program. Once students are checked into Aftercare, parents will be charged based on current Aftercare pricing.

## **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 PM (1:35 PM Wednesdays and 11:35 AM noon dismissals) or later if a weather notification was received. If the 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 with an infant or a validly displayed handicap parking pass may pull through the PreK/Kindergarten carline circle where a staff member will get your student's name and call for them to come down. Again, this is only for those with younger children in the car or have a handicap pass.

Please note that BMC siblings MAY NOT pick up students on a Rainy Day dismissal. Parents must park and pick up siblings from their classrooms. The exception is only for BMC student drivers with authorization.

Rainy days may also be called if there are special events that require parking considerations such as late masses or funerals at the church.

## Parental Changes in Student Dismissal

Any changes in a student's dismissal, temporary or permanent (such as visiting a friend after school), require that parents send a dated and signed permission note to the student's homeroom teacher. *(Any changes phoned in cannot be authorized unless it is accompanied by an email to the homeroom teacher.)* Students who are not regular walkers/bike riders but are going home with a regular walker/biker must follow this procedure. Students who are not regular walkers/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 or go home with their friends.

No changes in dismissal will be entertained after 2:00 PM (1:00 PM on Wednesdays, 11:00 AM on noon dismissals) with the exception of an emergency.

## Parent Meetings/Conferences after Dismissal Time

Two 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 PM.**

On occasion due to after-school activities, pick-up or drop-off procedures may be changed. Parents are asked to observe such changes and cooperate with the expectations that will provide the safety of all involved

## WALKERS/BIKE RIDERS

Students are permitted to walk or ride their bike to and from school. Schools will make reasonable efforts to provide a space for students to place their bikes safely out of the way during the school day. Parents allowing their child(ren) to walk/ride their bike to/from school must complete the form required for all students who walk/ride their bike or electronic bike or scooter to/from school. School administration reserves the right to deny this request on certain days due to weather conditions or for other reasonable causes.

# ACADEMICS

## GRADING

Pre-K - Grade 2: Standards-based report cards are distributed three times per academic year. This report shows the student level of progress toward attainment of the skills and standards required for each grade level.

Grades 3 – 5: Standards-Based Report Card are distributed three times per year, including letter grades for each subject as well as the degree of proficiency earned on standards taught and assessed throughout the school year.

Grades 6 – 8: Traditional report cards distributed three times per year.

Letter Grading Scale Grades 3 – 8

A = 89.5 – 100

B = 79.5 – 89.4

C = 69.5 – 79.4

D = 59.5 – 69.4

F = 59.4 or below

## STANDARDS-BASED GRADING SCALE PREK – GRADE 5

|     |                                                                                                                                                        |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| P   | Proficient: Student work is secure and meets grade level expectations for this trimester with accuracy and quality.                                    |
| DP  | Developing Proficiency: Student work is developing, but is not consistently meeting grade level expectations for this trimester.                       |
| EP  | Emerging Proficiency: Student work is beginning 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.                                                                                                      |

## LEARNER BEHAVIORS

For grades 3-8 the Standards-Based Report Card includes letter grades for each subject as well as an assessment of Learner Behaviors. The purpose of including the degree of proficiency earned on the standards is to provide more information about the student's strengths and areas for improvement of skills and content knowledge.

The key for the Learner Behaviors is as follows:

**Responsibility:** Student successfully adapts to classroom practices and routines

**Participation:** Student actively participates in classroom discussion and activities

**Assignment Completion:** Student completes assigned tasks within the assigned time limits

**Interpersonal Skills:** Student displays respect for others; interacts appropriately in cooperative groups, classrooms, and school settings

**Behavior Scale:**

1 – Student consistently demonstrates this behavior

2 – Student sometimes demonstrates this behavior

3 – Student seldomly demonstrates this behavior

Report Cards are important tools for communication. Parents are encouraged to keep up with student progress by monitoring the FACTS Parent Portal every week.

## MIDDLE SCHOOL ALGEBRA 1

Algebra 1 is a foundation for all subsequent high school math courses. All incoming students are required to take the Diocesan Algebra Proficiency Exam to appropriately place the student in a high school math class. All students enrolling in Catholic High Schools in the Diocese of Orlando must complete 4 years of Math during their time enrolled in high school in order to meet the Diocesan graduation requirements. The grade for Algebra 1 earned at the middle school level will not be counted in the high school grade point average however, colleges and universities may use this their GPA calculations for admission purposes.

## 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 trimesters. 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 of 3.5 (All A's with no more than two B's or all A's and only one C) or higher in the most recent report card 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. He/She 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, 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 all the requirements are still not met (even if not the area of probation) 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.

## STANDARDIZED TESTING

The Terra Nova Assessment is given to students in Grades 2 through 8. The ACRE Test (Assessment of Catechesis Religious Education) is given to students in Grades 5 and 8. PSAT, ACT, or SAT is given to high school students. 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 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.

## ACADEMIC PROGRESS

Academic progress may be monitored online by parents and students via the FACTS Parent Portal. Parents are expected to monitor student academic progress regularly. If the need arises, parents are asked to contact the teacher via email for a teacher/parent conference.

## ACADEMIC PROBATION POLICY

A student may be placed on academic probation if any of the following conditions exist:

- The student has failed one or more subjects during the marking term (trimester).
- The student has a cumulative GPA below 2.0 or equivalent in K-8.

It is the responsibility of the parent to check FACTS Family Portal and monitor the progress of his/her student.

The Administration team will evaluate the academic status of students on academic probation to determine whether a student may continue at St. Charles Borromeo Catholic School.

The principal may ask for a student to withdraw if it is determined that it is not possible to adequately meet the academic needs of the student or if it is not in the best educational interest of the student to remain enrolled at the school. In the case that a voluntary withdrawal does not take place, the school reserves the right to administratively withdraw the student if the terms of the academic probation contract are not met.

It is the responsibility of the parent to check FACTS/Family Portal and monitor the progress of his/her student

## ACADEMIC INTEGRITY/CHEATING/PLAGIARISM

Academic integrity is the moral and ethical code for authentic scholarship. This includes the avoidance of plagiarism, cheating, and any representation of work that is not the student’s own. Students are expected to have an obligation to intellectual honesty in commitment to the mission of the school. There will be a commitment to honesty, fairness, trust, respect, and responsibility.

As a community that affirms traditions and values of Christianity and the Catholic faith, the school expects academic integrity and ethical conduct in all areas of school life. Students, parents, teachers, staff, and administrators work together to maintain and enforce an atmosphere of honesty and respect for individual work and ideas in all areas of campus life. Personal integrity is essential for building community and promoting social justice. Behavior that reflects a disregard for the importance of ethical conduct in connection with academic work will be addressed by administration.

Cheating or plagiarism will not be tolerated in any form at St. Charles Borromeo Catholic School. Should it be determined by the teacher, he/she will write a referral to the appropriate administrator regarding all situations of cheating. Infractions of this policy can prevent a student from being admitted to and or removed from an honor society. Cheating is defined as the act of deceiving. This would include (but is not limited to) any of the following behaviors:

- Copying another person's test answers.
- Allowing someone else to copy test answers.
- Divulging test questions and answers to other students.
- Copying another person's homework.
- Allowing someone else to copy homework.
- Using electronic devices to capture, send, or retrieve data, images, or voice/video information during assessments.
- Using "cheat sheets" of any kind.
- Copying portions of written work (including reports in books, encyclopedias, and magazines, those written by other students, or from Internet/online sources) without giving credit to the author. It is unacceptable to borrow any work (or pay another person to do one's work) and then hand in that work as one's own.
- Using artificial intelligence for any part of the assignment unless designated by the teacher.

Consequences may include but are not limited to:

- Student receives a failing grade on the assignment but may still be required to re-do the assignment or an equivalent; credit may be given at the discretion of the teacher
- A note is entered in FACTS/Family Portal for documentation purposes
- Student may complete an activity that is designed to create a reflection on the moral dimensions of violating the integrity policy
- Student may be placed on academic or disciplinary probation
- Student may be suspended or expelled
- Other consequences may apply as deemed appropriate by the Administration
- Suspension from participation in an honor society

Note: Students may be required to submit their work through a platform like Turnitin – or sites similar.

## ARTIFICIAL INTELLIGENCE

Artificial Intelligence (AI) technology is fluid and evolving, as such the school policy will be as well. Initial guidelines will be based on good judgment and what is currently known about the AI generating tools available at the time. AI can serve as a helpful tool for many processes including brainstorming ideas, gaining insight, and improving writing skills. However, age-appropriate AI tools should not replace a student's own work.

Students should actively engage in ethical practices, carefully consider the validity of AI generated content, and ensure their work reflects their original thoughts and understanding. **Presenting material using AI without teacher's approval will be considered academic dishonesty and will result in consequences.** When AI is permitted, students need to use proper citation. Teachers will communicate with students when age-appropriate use of AI tools may be permissible for assignments in certain classes.

## 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 who 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. Middle school students will receive an "M" for missing homework.

Students with missing assignments, including homework, may be held from playing sports or participating in other special events, such as: field trips, class parties, etc. The teacher will review all assignments, either individually or as a whole-group activity; this will allow children to understand how well they performed.

## **HONOR ROLL**

The honor roll is reported for students in grades 3-8. Eligibility will be determined by reviewing students' academic grades as well as their Learner Behaviors.

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

Principal's Honors:

An A in all subject areas. All 1s and no more than one 2 in learner behavior marks for 3<sup>rd</sup> – 5<sup>th</sup> grades and no more than four 2s in learner behavior marks for 6<sup>th</sup> – 8<sup>th</sup> grades.

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

First Honors:

All As and no more than 1 B in all subject areas. No 3s for learner behaviors in any subject.

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

Second Honors:

All As and no more than 3 Bs in all subjects. No 3s for learner behaviors.

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

## **MAKE-UP WORK & LATE WORK POLICY**

The school recognizes the need for students to develop punctuality and responsibility as two life-long skills and stresses the need for all work to be submitted on time.

## **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 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, they may receive an "M" in the gradebook for the missing work. An "M" calculates as a 0% in the gradebook. Students will need to comply with classroom policies to complete the missing or late work to receive a grade other than 0%.

## **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 percentage 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.

## **RELIGION CURRICULUM**

All students must take formal classes in religion as it is an integral part of the academic program of St. Charles Borromeo Catholic School. When a student enrolls in a Catholic school, that student automatically commits himself/herself to participate in the school's Religion program. Although Catholic schools do not compel students to profess any religious ideology, it is expected that all students, regardless of their beliefs, will participate fully in the religious education program at the school by attending scheduled liturgies, prayer services, class retreats, reconciliation, weekly mass and other opportunities for faith development. Students are committing to wearing the appropriate uniforms as required for these days, for example, full dress uniform on all mass days. Students will conduct themselves with the proper respect and demeanor when participating in all activities, especially if it is a religious one.

## **REPORT CARDS**

Report cards are issued at the end of each trimester for students in grades PreK through 8. Halfway through each trimester, progress reports are sent home for parents to view, sign, and return to school. Additionally, student progress may be monitored continuously through Family Portal. 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 the first and second trimester and mailed after the third trimester. Financial holds may affect the receipt of report cards in a timely manner.

## **PROMOTION/RETENTION**

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. Students failing ONE or more subjects will be required to meet with their teachers and/or administration to formulate a plan to ensure improvement and understanding of the necessary skills to pass. Students who do not demonstrate the necessary skills to pass may be retained, which will be indicated on the third trimester report card. Catholic schools are not required to provide summer school and thus, alternative options may need to be explored for students to ensure preparedness for high school.

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.

## **TEXTBOOKS, DEVICES & OTHER INSTRUCTIONAL RESOURCES**

Textbooks are provided to every student at the beginning of each school year. Where applicable, students will be given a technological device. Parents may be required to sign an additional contact/document stating the expectations for use, to include that the school is not liable for damage to the device when in the student's possession.

## **PRIVATE TUTORING, COACHING OR LESSONS**

Except as specifically noted in this Handbook, the school does not sponsor, oversee, or otherwise provide private tutoring, coaching, therapy or other similar private lessons or services. The school may approve some vendors to provide afterschool activities or clubs. These activities are optional and not supervised by school personnel. Parents who engage school staff members for the provision of these services do so at their own risk and expense and are hereby advised that such services are outside the scope of the staff member's employment with the school. Parents who choose to undertake private tutoring, coaching, therapy or other similar private lessons or services, regardless of where they may occur, do so at their own risk.

## **AFTERCARE PROGRAM**

SCBCS offers a rich educational and recreational based Aftercare Program to serve the student population for PreK – 8<sup>th</sup> grade. PreK and kindergarten aftercare is offered in Room 102. First through eighth grade aftercare is offered in the portable located at the south end of the soccer field.

The SCBCS Aftercare Programs nurture the potential of every child. Children are cultivating the values, skills, and relationships that lead to positive behaviors, better health, and academic achievements. Students in the Aftercare Program will receive a small snack, followed by homework time and then supervised activities (structured sports, art education, STEM, etc.).

SCBCS utilizes the social hall and modular building near the soccer field as well as the playground and other athletic recreational locations.

### ***Aftercare Hours***

***3:00 PM – 6:00 PM (2:00 PM - 6:00 PM on Wednesdays), snack provided***

Aftercare Fees are \$65 a week or a drop-in rate of \$25 per day (up to 2 days or \$50 Maximum).

**There is no Aftercare on the last school day before Christmas Break or on the last day of school. There is no Aftercare offered on non-student attendance days.**

## **CONTACT**

Director Contact: Christina Barrett  
(407) 293-7691 x102 for PreK/K and x??? for  
[cbarrett@scbcs.net](mailto:cbarrett@scbcs.net)

## **DISCIPLINE GUIDELINES**

- All school rules apply.
- Behave respectfully and courteously toward all staff and students.
- No toys or personal items from home.
- Respect staff and program supplies/ property.
- **Electronic devices (cell phones, tablets, 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.
- When necessary, the blue card signature system will be utilized.
- Repeated offenses may lead to temporary or permanent removal from the Aftercare Program.

## **UNSCHEDULED OR UNREGISTERED DROP-INS**

Students not picked up after carline is completed or following an afterschool activity will be taken to Aftercare and charged the one-day drop-in fee through FACTS.

## **ILLNESSES & ACCIDENTS**

All emergency information must be on file with the aftercare director through the FACTS Family 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 application form must sign out the student(s) on the **Aftercare attendance sheet. Students will not be released until she or he is signed out.**
- Individuals not listed on enrollment forms will not be allowed to pick up students without the written consent from parent or guardian.
- Please register with a cell number that accepts text messages.

## SCHOOL COUNSELING SERVICES

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School counselors and the school pastor are available to all students, faculty and staff. School counselors act as consultants to school personnel and families in providing information and procedures to promote and achieve greater communication. Due to the school setting, counselors may share information with parents/guardians, teachers, and/or administrators or school personnel within St. Charles Borromeo Catholic School or the Office of Schools. This communication would be on a need-to-know basis so that we may better assist the student as a team. All staff members on campus are mandated reporters of child abuse, and as such will contact proper authorities as dictated by Florida law.

Some School Counselors' responsibilities are:

- Small group or individual meetings with students.
- General academic & academic probation counseling.
- Coordination with academic support teachers for identified students.
- Appropriate in-service to faculty and staff.
- Support during Parent-Teacher conferences.

## SCHOOL COUNSELOR

Information disclosed to a school counselor by you or your student is normally kept confidential. Below are some exceptions to confidentiality when you or your student speaks to a school counselor at St. Charles Borromeo Catholic School.

Please note that while our school counselors may be licensed therapists, they are not serving as therapists in their role as school counselor. Instead, they are providing emotional support for students.

- Because services are provided in a school setting, pertinent information may be shared with parents/guardians, teachers, and/or administrators or school personnel within St. Charles Borromeo Catholic School or the Office of Schools.
- If the student threatens harm or death to himself/herself or another person, the counselor is legally, ethically, and morally required to take action to protect the safety of the threatened person. Actions could include: informing the intended victim, arranging for hospitalization, notifying family or support system, or alerting law enforcement.
- When a student reports suicidal/homicidal/dangerous thoughts, tendencies, or behaviors that are life threatening, the school has the discretion to inform law enforcement, the Department of Children and Families, parents/legal guardians and send the student home for an evaluation by a licensed community mental health professional. The student may return to school upon confirmation from the mental health professional that the student is under the professional's care and the student is not a threat to themselves or others. The school reserves the right to not allow the student to return after making a threat to others regardless of the mental health professional's determination.
- If abuse or neglect of a child, an aged person, or disabled person is known or suspected, school personnel are required by Florida law to report concerns to the Department of Children and Family Services. It also is possible

that the school will notify law enforcement. This information may not be shared with you if the alleged abuse or neglect is by parents.

- Counselors are available during school hours and will not be on campus during school holidays. Messages can be left with the school office. Should the counselor be absent for any reason; the counselor will return your call as soon as possible.
- If you have a life-threatening emergency, immediately call 911 or go to an emergency room. Electronic communication is not a guarantee that the counselor has received notice of a crisis situation, please secure confirmation from the counselor that your notice has been received.

## **PARENT/GUARDIAN CONFERENCES**

Teachers and/or parents may request a conference at any time throughout the school year with teachers and/or administration. Teachers may ask other staff to join in the conference.

If the school requests a parent conference, the parents must attend.

## **STUDENTS WITH SPECIAL NEEDS**

Catholic schools within the Diocese of Orlando do not write 504 Student Disability plans. Accommodations or modifications must be based on an evaluation of a professional evaluation completed 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. The school administration reserves the right to determine the ability of the school to provide the appropriate accommodation required to address individual student need. Admission may be denied if accommodation requires a fundamental or substantial alteration of our school program or services, creates undue financial and administrative burdens, or jeopardizes the safety of other students. Accordingly, we cannot accommodate a child, if using our current staff, the school cannot appropriately address the needs of an individual child or an accommodation would place other students at risk of adequate supervision, as determined solely by the school. Parents are expected to cooperate fully with any proposed accommodation plan. The school reserves the right to end enrollment if it determines that it cannot reasonably accommodate the student as set forth above.

# STUDENT CODE OF CONDUCT

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Students and Parents are expected to behave consistent with the mission, philosophy and spirit of the school and the moral teachings of the Catholic faith as determined by the Bishop of the Diocese of Orlando. Because the school cannot anticipate all conduct that violates this policy, it reserves the right to take any form of (1) student disciplinary action, including administrative withdrawal, and/or (2) restrictions against any behavior that violates this policy, even if not specifically stated in this handbook.

## RATIONAL

All students are expected to model self-discipline and responsible behavior in keeping with our Catholic tradition. The following Code of Conduct helps outline the expectations of honesty, integrity, self-discipline, and personal honor.

In light of these beliefs, St. Charles Borromeo Catholic School will insist that its students respond to school policies in a positive manner. For those students who will not or cannot abide by these expectations, the school reserves the right to impose appropriate sanctions. Since discipline has such a profound effect on academic performance, all students must adhere to the St. Charles Borromeo Code of Conduct. School Administration will impose appropriate disciplinary action befitting the severity of the violation of the Code. Any conduct, in or out of school, which is determined to be detrimental to the St. Charles Borromeo community may result in expulsion. The expectation exists that the behavior of students on campus and at school-related events be consistent with the Catholic code of moral conduct.

The following offenses could lead to immediate expulsion or required withdrawal from the school:

- Immoral behavior which is profane, vulgar, obscene, or contrary to Catholic tenets.
- Use, sale, distribution, or possession of drugs, alcohol, or any other legally controlled substances.
- Injury or harm to persons or property or serious threat of same whether in person or by electronic communication, including, but not limited to cyberbullying.
- Significant violation of the attendance and tardiness policy.
- Assault with, or possession of, a lethal instrument or weapon.
- Theft.
- Outrageous, scandalous, or serious disruptive behavior.
- Habitual lack of effort leading to academic failure in classroom work.
- Conduct at school or elsewhere which would reflect adversely on the Catholic school and the Church.
- Consistent disrespect for other students such as sexual harassment of another student.
- Violation of Student Technology Responsible Use Policy.
- Bringing a weapon to school or a school activity.
- Making threats of violence against another person.

These standards are not all-inclusive, and the administration reserves the right to declare a member in violation of the code for any conduct that is inconsistent with Christian morals. Self-dignity and self-control are expected of each member. Violation of this code jeopardizes membership in the honor societies.

Discipline up to or including expulsion may be administered for violation of this code and will result in administrative action, which includes but is not limited to:

- Parent/Student/Dean/Administrator conference
- Online Modules
- Detention
- Saturday School
- Disciplinary Probation
- Expulsion/required withdrawal

Any of the above may be warranted (even for a first offense).

Please note that St. Charles Borromeo Catholic School is limited in its ability to investigate reported off-campus activity. Parents may be contacted when news of such activity becomes known to the administration and may be encouraged to contact outside authorities depending on the nature of the issue. Off-campus activities may impact student's standing at school.

## **LEAVING SCHOOL GROUNDS**

Students are not permitted to leave the school campus without appropriate permission from their parent/guardian who has also notified the appropriate school personnel.

## **EXTRACURRICULAR ACTIVITIES**

- Any student with two (or more) F's at the first progress report and/or by subsequent report cards may be ineligible to participate in extracurricular activities. Student MAY be granted formal approval to participate in extracurricular activities by Administration via specific additional requirements to assist the student getting back into good standing academically.
- Any student who is on Academic Probation or Disciplinary Probation is ineligible to participate in extracurricular activities unless granted formal approval by Administration.
- Students must continuously maintain a strong attendance record (including a record of arriving to school on time) in order to participate in extracurricular activities. Unexcused tardies/absences impact students' ability to participate in extracurricular activities.
- A student who is representing St. Charles Borromeo Catholic School in an extracurricular activity (including but not limited to athletic events, performances, etc) must be in compliance with all school grooming guidelines to participate.
- Non-Participation in Extracurricular Activities - Student action that is not consistent with the philosophy/objectives of St. Charles Borromeo Catholic School or violates the Code of Conduct to a degree warranting administration intervention may not be allowed to participate in extracurricular activities as determined by the administration.

If a student is deemed ineligible to participate in extracurricular activities, the teacher will inform administration and the parent/guardian.

## **DISCIPLINARY REGULATIONS**

The following list of regulations is not intended to be all-inclusive, but rather a guideline for student conduct.

After school, students are not permitted to roam campus and must be in a designated location with supervision by school personnel or a cleared volunteer who has signed in at the school office.

No student may be on campus during evening hours unless they are involved in an authorized school activity.

- The administration of St. Charles Borromeo Catholic School reserves the right to discipline any student whose actions are deemed detrimental to the name and/or reputation of the school. This includes all actions which fall under the Code of Conduct, and any other actions detrimental to the institution.
- Students are expected to make a conscious effort to maintain a clean, safe campus.
- Chewing gum on campus is prohibited.
- Students are to attend school daily and be dressed properly in school uniform the entire school day. Exceptions are allowed only with administrative approval.
- No sporting equipment of any kind is to be carried to classes. All sporting equipment must be stored in the Athletic Department, locker rooms, or Student Center closet.
- Students may not gamble on campus or possess items related to gambling.
- Teachers and administrators have the right to confiscate any item deemed inappropriate, detrimental or distracting to the learning environment. Possession of the above will result in disciplinary action. Confiscated

items must be reclaimed in the school office by a parent. St. Charles Borromeo Catholic School will not be responsible for the loss of or possible damage to any confiscated item.

- A false alarm of any type is a criminal offense and will be treated as such. Any such action may warrant immediate expulsion and criminal prosecution.
- Any student in the company of a student violating the Code of Conduct will assume responsibility for being in violation of the Code and will be subject to the appropriate penalty.
- Student pranks are unacceptable and may result in expulsion and criminal prosecution.
- The administration has the authority to regulate any conduct or action it deems inappropriate and does not meet the standard of moral teachings of the church.

## **OFF-CAMPUS BEHAVIOR**

St. Charles Borromeo Catholic School reserves the right to discipline students for on and off-campus conduct that is not consistent with behavior expectations of students during the school day. Conduct, whether inside or outside of the school community, that reflects negatively on the Church or Catholic school, may be subject to disciplinary action, up to and including required withdrawal, particularly when the name of the school, its faculty and staff, or students are impacted by the behavior of the student.

## **PUBLIC DISPLAY OF AFFECTION (PDA)**

In keeping with our Catholic morals, values and standards, public displays of affection are not permitted on campus. It is inappropriate for students to engage in public displays of affection anywhere on school property or at any off-campus school sponsored event.

## **CLASSROOM DISCIPLINE**

Each student is expected to behave appropriately at all times, respect the rights of others, and adhere to all classroom rules and school regulations. Classroom teachers are responsible for discipline within their own rooms. Students are expected to comply with all class rules set forth by that teacher, as well as whatever disciplinary actions are imposed for noncompliance.

## **RESTROOM/LOCKER ROOM PRIVACY POLICY**

St. Charles Borromeo Catholic School complies with the requirements of §553.865, Florida Statutes, The Safety in Private Spaces Act. Except where facilities are specifically designated as unisex, the school's bathroom and locker rooms/changing facilities are designated exclusively for use by biological females or biological males. Any student who willfully enters a school restroom or locker room/changing facility designated for the opposite sex will be subject to disciplinary consequences as established by the school principal unless a specific statutory exception applies. This provision shall be considered a part of the school's code of student conduct and the instructional personnel Code of Ethics.

## **PERSONAL PROPERTY**

Students should take particular care in safely storing personal property. St. Charles Borromeo Catholic School will not be held responsible for any lost, missing, or damaged articles. If a student finds personal property that does not belong to him/her. He or she should turn the found items into the school office immediately.

## **PROFANITY AND VULGARITY**

Students are expected to keep verbal, physical, and written communication free from profane and vulgar language. Communication is expected to be in line with the teachings of the Catholic church.

## DRUG AND ALCOHOL POLICY

### I. Policy

- A. It is illegal and unacceptable for students to use, abuse, misuse, distribute, or sell Controlled Substances on campus or at any school-sponsored event.
- B. A student found to be engaging in Substance Abuse, in possession or under the influence of a Controlled Substance of any kind, at school, on school property, or at a school-sponsored event shall be subject to discipline up to and including possible required withdrawal from school. Substance Abuse, regardless of where such Abuse takes place, also may warrant discipline up to and including required withdrawal. The Diocese also considers its pastoral obligations to students with a goal of rehabilitation.
- C. The definition of terms for this policy is as follows:
  - 1. "Controlled Substances" are defined as, but not limited to, illegal drugs and drug paraphernalia, anabolic steroids, performance enhancing drugs, tobacco, restricted or controlled chemicals, alcohol, inhalants, restricted or controlled solvents, and prescription or over-the-counter drugs used by someone other than the prescribed or intended user or used for purposes other than those for which they are indicated or in a manner or in quantities other than directed by a physician or an authorized medical prescriber.
  - 2. "Abuse" or "Substance Abuse" means the consumption or use of any substance for purposes other than the treatment of sickness or injury as prescribed or administered by a physician or an authorized medical prescriber, including, but not limited to the possession, use, delivery, transfer, or sale of Controlled Substances, chemicals or any substance or material designed to look like or be represented as such by students, on school premises, in school buildings, or at school-sanctioned events.

### II. Procedures/Guidelines

- A. If a student is found to be in possession of Controlled Substances at school, on school property, or at a school-sponsored event, or if a student is found to be selling or distributing Controlled Substances at school, the following steps should take place:
  - 1. Law enforcement must be called, and the student would then be turned over to law enforcement.
  - 2. Parents/guardians should be contacted and informed of the situation.
  - 3. The parents should be informed orally and in writing that the student has been suspended pending further investigation by school and law enforcement.
  - 4. Complete cooperation with law enforcement must be provided.
  - 5. The Superintendent must be notified immediately and will work with the school administrator to develop appropriate actions to be taken.
  - 6. An incident report must be filed within 24 hours and sent to Office of Catholic Schools.
  - 7. After the situation has been thoroughly investigated, the student may be expelled or otherwise disciplined.
  - 8. Substance abuse counseling must be offered and/or required whether or not the student remains in school.

## **SMOKING/VAPING**

It is a violation of Florida law for any minor to knowingly possess any tobacco product, nicotine product, or nicotine dispensing device. In addition, the use of tobacco products, electronic cigarettes, and vaping carry known health risks that can be very serious. The use of any tobacco products, electronic cigarettes, and/or vaping in any form is prohibited on school property and at any school events. Violation of this policy will result in disciplinary consequences which may include administrative withdrawal from school.

## **VANDALISM**

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

## **HARASSMENT & DISCRIMINATION**

Harassment and discrimination are contrary to Gospel values and have no place in the Catholic school. All students are entitled to study in a school environment that is Christ-centered and free of harassment and discrimination. The school is committed to providing an environment that is free of discrimination and harassment. In keeping with this commitment, the school will not tolerate harassment or discrimination on the basis of a person's protected status, such as gender, color, race, ancestry, national origin, age, physical disability, mental condition, or veteran status.

In addition, this policy applies to all conduct occurring on school grounds, at assignments outside the school, or at school-sponsored events. Schools shall include in their regular instructional programs lessons that teach the dangers and consequences of harassment. Special assemblies or speakers may be part of the curriculum to inform and educate students. Schools shall be proactive in dealing with incidents of harassment, working closely with families, parents, and guardians.

Harassment includes any form of treatment or conduct that could create an offensive, intimidating, or hostile environment or otherwise be unwelcomed by a student or group of students. Harassment occurs in many ways, including, but not limited to: verbal or written threats, bullying, cyber-bullying, emotional, psychological, physical, racial, and/or sexual.

The following examples are a non-exhaustive list of possible forms of harassment:

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

All students are responsible for helping to assure that any harassment or discrimination is reported. If a student witnesses or learns of any conduct that violates this policy, the student must immediately report the incident to his/her principal. If, however, the principal is the individual who is believed to have engaged in inappropriate conduct, the

student should notify the Superintendent of Schools of the Diocese of Orlando. The school will treat complaints of harassment seriously and will respond to such complaints in a prompt, confidential, and thorough manner. Harassment of any type will not be tolerated and appropriate disciplinary action will be taken.

Any student found to have violated this policy may be subject to appropriate disciplinary action, which may include: temporary removal from the classroom, loss of privileges, detention, counseling, parent conference, suspension, administrative withdrawal, and/or notification to appropriate authorities. The disciplinary action may be unique to the individual incident and may vary in method and severity based on the principal's discretion. False reports or accusations of bullying also constitute a violation of this policy and may subject the offending party to appropriate remedial action which may include, but is not limited to, the assessment of costs incurred by the school in its investigation and review of any reports deemed to have been made in bad faith.

## **BULLYING**

Includes cyberbullying and means systematically and chronically inflicting physical hurt or psychological distress on one or more students. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve but is not limited to:

- Teasing or Name Calling
- Social Exclusion, Slurs, Rumors, Jokes
- Threat
- Intimidation, False Accusations
- Stalking
- Physical violence
- Theft
- Sexual, religious, or racial harassment
- Public or private humiliation
- Destruction of property

This policy prohibits bullying that occurs either:

- On school premises before, during, or after school hours.
- During any school function, extracurricular activity or other school-sponsored event or activity.

Cyberbullying means bullying through the use of technology or any electronic communication, which includes, but is not limited to, any transfer of signs, signals, writing, images, recording, sound, data of any nature transmitted in whole or in part via an electronic device, electronic mail, Internet communications, instant messages etc. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person, or the knowing impersonation of another person as the author of posted content or messages; also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying. Cyberbullying includes the following misuses of digital technology: teasing, intimidating, or making false accusations about another student by way of any technological tool, such as sending or posting inappropriate email messages, instant messages, text messages, digital images or website postings (including blogs and social network sites).

## **REPORTING INCIDENTS**

Each student and parent has a duty to report any bullying to the school immediately. If a student experiences (or a parent learns of) any incident of bullying, the incident must be promptly reported to an Administrator, Counselor or Teacher. Complaints filed anonymously may limit the school's ability to investigate and respond to the alleged violations.

## **DISCIPLINARY ACTION**

Any student found to have violated this policy may be subject to appropriate disciplinary action, which may include temporary removal from the classroom, loss of privileges, detention, counseling, parent conference, suspension, expulsion, required withdrawal, and/or notification to appropriate authorities. The disciplinary action may be unique to the individual incident and may vary in method and severity based on the discretion of the school administration.

False reports or accusations of bullying also constitute a violation of this policy and may subject the offending party to appropriate disciplinary action.

## **LEGAL ACTIONS REGARDING STUDENTS**

Parents are required to notify the school administration of any legal actions that impact one of our students. Issues like restraining orders, custody agreements, or any information impacting the safety, health, or welfare of a St. Charles Borromeo Catholic School student or of the St. Charles Borromeo Catholic School community must be shared with the school and when updated or changed, must also notify the school of this change by providing an updated copy of the order/agreement.

## **STUDENT TECHNOLOGY/COMPUTER POLICY**

The technology/computer policy exists to maximize the benefits of its computer resources and minimize potential liability. These rules apply to the school network, school internet access, and any school or personnel devices (i.e. iPads, tablets, laptops) connected to the School network. All computer users are obligated to use these resources responsibly, professionally, ethically, and lawfully. Students are given access to the St. Charles Borromeo Catholic School computer network to assist them in performing their school-related activities. Students should not have an expectation of privacy in anything you create, store, send, or receive on the computer system. The school network and other devices belong to the school and may only be used for educational and professional purposes. Without prior notice, the school may review any material created, stored, sent, or received on its network or through the Internet or any other computer network associated and or sponsored by St. Charles Borromeo Catholic School. The school holds the right to place a filtering software/program (i.e. Go Guardian) on school-owned devices to monitor/filter student behavior online and Internet searches, ensuring alignment and compliance with diocesan policies.

Using a VPN to circumvent the Internet while on campus is prohibited.

Students and parents should have the Diocesan Digital Audio and Visual release form signed and on file in FACTS/Family Portal.

Students and parents must have the Student Technology Responsible Use Policy signed and on file in FACTS/Family Portal.

Use of technology resources for any of these activities is strictly prohibited:

- Sending, receiving, downloading, displaying, printing, or otherwise disseminating material that is sexually explicit, profane, obscene, harassing, fraudulent, racially offensive, defamatory, or otherwise unlawful.
- Disseminating or storing commercial or personal advertisements, solicitations, promotions, destructive programs (that is, viruses or self-replicating code), political information, or any other unauthorized material
- Wasting technology/electronic/computer resources by, among other things, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, printing multiple copies of documents, or otherwise creating unnecessary network traffic
- Using or copying software in violation of a license agreement or copyright
- Violating any state, federal, or international law. If you become aware of someone using computer resources for any of these activities, you are obligated to report the incident immediately to the administration
- Students may not download files from the Internet that are not related to schoolwork while on campus
- Anyone misusing the campus hardware/software will be prohibited from all network access and be required to repair and/or replace any damaged items

- Personal laptop computers are prohibited on campus

The use of technology for educational purposes provides students with tools for fantastic opportunities in the present and in the future. However, as with all tools, technology for education can be misused. Therefore, the administration has put the following guidelines in place.

All electronic devices will be subject to search at any time. All electronic devices must be free of pornography, media that promotes hate speech and/or violence, media that promotes bullying or degrading behavior of other people at all times. The administration reserves the right to make the final interpretation on what “appropriate media entails.”

## **STUDENT USE OF ELECTRONIC DEVICES ON CAMPUS**

- Cell phones should be stowed away in silent mode during class. At no point during the school day or during After School Care should a student be using their phone.
- Students may not take cell phones and other electronic devices into restrooms.
- Student wireless access is allowed on approved devices only.
- Smart watches (i.e. Apple Watch) or any other electronic device are prohibited to be worn on campus. A watch used for telling time only is permitted unless the Administration approves otherwise.
- Cell phones and/or headphones and earbuds will be confiscated if they are being used inappropriately on campus. Confiscated items will be turned into the school office for parent / student to retrieve at the end of the day.
- Cell phones and other electronic devices may be subject to a search. This search includes but is not limited to text messages, contact list, call history, and photos.
- Students using their technology device for other purposes will be subject to disciplinary consequences.
- Students may not utilize cellular connectivity while on the St. Charles Borromeo Catholic School campus as students are required to utilize the Wi-Fi provided by the school. Students who have this capability are to disable it upon arrival at school. Students who are found to be in violation of this expectation will be subject to disciplinary probation.
- Devices, although owned by the parents, while on campus may be confiscated if inappropriate use of the device is suspected by a teacher and other supervisor.
- Personal Safety – In using the network and Internet, users should not reveal personal information such as home address or telephone number.

## **CELL PHONES**

The administration reserves the right to confiscate and search any cell phone and require the student to unlock the cell phone. This policy also applies to tablets, smart watches or other smart devices. Recording audio or video of students and/or teachers at any time without their expressed permission is prohibited

## **META OR SMART GLASSES**

As a school, the use of smart glasses is prohibited on campus to ensure student privacy, safety, and an appropriate learning environment. Students should not wear smart glasses that can record audio and/or video, display information or data from the internet or other sources, or allow for texting or phone calling, while on campus or during off-campus extracurricular events. Students must also ensure that smart glasses are not the only pair of eyeglasses they possess for daily use at school. We appreciate your cooperation with this policy.

## **PORNOGRAPHY**

Pornography is not allowed on campus or at school-sponsored events in physical or digital form. Appropriate disciplinary action will be taken if a student is found in violation.

## SEXTING

The electronic transmission or receipt from one student to another of any photograph or video that depicts nudity or sexual conduct may constitute illegal sexting. Students engaged in sexting will be subject to serious disciplinary consequences which may include administrative withdrawal from school. In addition, the school administration may report instances of sexting to the Florida Department of Children and Families or local law enforcement for appropriate investigation as to violations of law. The electronic transmission of sexually explicit language by a student may also constitute grounds for disciplinary action.

## HAZING

Hazing refers to any activity expected of someone joining a group, club, or athletic team (or to maintain full status in a group) that humiliates, degrades, or risks emotional and/or physical harm, regardless of the person's willingness to participate.

All such behaviors are a direct violation of school policies and will not be tolerated. All infractions should be reported to the administration or a faculty member. Appropriate disciplinary action will be taken.

## WEAPONS

The possession of a concealed firearm or weapon, at school-sponsored events or on the property of the school, including the buildings, parking areas, and other premises, is strictly prohibited. The school will deal with such incidents according to the federal, state, and local law and accepted educational practices. **Bringing a weapon of any kind to school or a school event will result in expulsion. Please speak to your children about the consequences of these actions. Even good children make bad mistakes that have significant consequences.**

The term "weapons" shall include, but are not limited to, the following enumerated items: any loaded or unloaded firearm (including but not limited to pistol, blank pistol, signal pistol, starter pistol, revolver, rifle, shotgun, crossbow); any knife (including but not limited to Bowie, Dirk, lock-blade, hunting pen, pocket, switchblade, utility); any defensive weapon (including but not limited to gas repellent, pepper gas, mace, stun gun); any martial arts device (including but not limited to Chinese stars, nun chucks) or any tool or instrument which school administrative staff could reasonably conclude as being capable of inflicting bodily harm (including but not limited to chain, club, knuckles, nightstick, pipe, studded bracelet); or which by virtue of its shape or design gives the appearance of any of the aforementioned (including but not limited to air pistol, air rifle, BB gun, water pistol/gun).

## VIOLENCE/FIGHTING

Physical violence in any form will not be tolerated. All infractions should be reported to the administration or a faculty member. Appropriate disciplinary action will be taken.

## THREATS OF VIOLENCE

The school takes all threats to oneself or others seriously. The disciplinary consequences for a student whose statements, gestures, verbal or written comments, including email or social media messages, that threaten serious bodily harm or sexual violence to another student or member of the faculty or staff or destruction of property, may include, but not be limited to:

- Immediate suspension or expulsion from the school;
- Referral to law enforcement;
- Minors are not to return to school or parish activities until they can provide a certificate from a psychologist or a licensed mental health professional that they are not a threat to themselves or others.

- If it is determined that the child was serious about the threat and has the capacity to carry it out, the child may be administratively withdrawn or expelled from the school. If it is determined that the child did not seriously intend to do harm to others, the child may be allowed to return to the school, at the discretion of the school.
- If allowed to return to school, the child may be placed on probation with an indication that, should a similar threat occur, the child will be administratively withdrawn or expelled from school;
- The school must inform the Office of Catholic Schools of these cases.
- The school administration will cooperate fully with all law enforcement agencies in matters related to safety whether on or off campus.
- The school takes all threats to oneself or others seriously. Threats communicated by gestures, verbally, in writing or electronically may result in suspension or expulsion. The school administration will cooperate fully with all law enforcement agencies in matters related to the safety whether on or off campus.

## **SEARCH & SEIZURE POLICY**

The principal and his/her designee have access to any lockers, handbags, electronic devices, cell phones, book bags, desks, cars or any other object that is brought onto the campus of the school or any school-sponsored event, and may remove or confiscate any object which is illegal or contrary to school policy.

If a student refuses to voluntarily empty pockets, unlock a smart device, lift up his or her shirt just enough to reveal the waistband of pants or skirts; lift up pants legs to knee length, or to open his or her book bag or purse, etc., the student will be detained under the supervision of an administrator until parents are contacted and arrive on campus. A student is risking possible suspension or required withdrawal for refusing to comply with the directive. These rules are for the safety of the other students and staff. You consent to these searches of your student and his or her possessions by enrolling your student at the school.

## **DISCIPLINARY VIOLATIONS AND SANCTIONS**

- Any administrator, counselor, faculty or staff member may refer disciplinary action. Notification of the due date and time is emailed to the parent/guardian when the infraction is processed.
- Students assigned detention must report no later than the date indicated by administration or designee (i.e. teacher).
- Students must be in complete school uniform when serving a detention.
- Students that anticipate missing a detention must provide a doctor's note or official note of appointment for re-schedule.
- Detentions will not be rescheduled for sporting events, practices, or extracurricular activities.
- Students will not be allowed to use any electronic devices during detention.
- During detention there will be no sleeping, eating, or drawing/doodling of any kind.
- Students may not work on school assignments in detention.
- Detentions always have priority over all extracurricular activities and job obligations.

## **MIDDLE SCHOOL BLUE CARD**

### 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 FACTS.

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 an OUT-OF-UNIFORM pass.

On the negative side of the Blue Card is a demerit tracker that lists consequences associated with students' choices. These behaviors may include, but are not limited to, disturbing others at work, chewing gum, disruptive hallway behavior, inappropriate language, tardiness to class, and dress code violations.

Parents/guardians will be notified via email or FACTS by a teacher when a student receives an infraction on the negative side of their Blue Card.

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 the administration, and consequences may be assigned as necessary by the 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. Students on probation may be asked to withdraw if their choices continue to be out of line with the spirit and mission of the school, regardless if the behaviors are related to the original probationary actions.

## **DETENTION**

### **Regular Detention**

Teachers in grades K-5 will determine if a student detention with their teacher is necessary to discuss a child's behavior at school. A middle school student will earn a 30-minute detention when they receive 4 infractions, a 45-minute detention when they receive 5 infractions, and a one-hour detention when they receive 6 infractions on the behavior card or if deemed necessary by a teacher. This time together will give the teacher the opportunity to discuss the student's behavioral choices and with them develop strategies with which they can improve their actions in the future. A parent email or phone call by the teacher is required at this step.

### **Administrative Detention**

Students will serve a one-hour detention from 3:00 PM – 4:00 PM 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 when an administrative detention has been assigned or after 7 infractions on the middle school blue card.

Detentions are held on Tuesdays after school or as issued by administration.

## **SUSPENSION**

### **In-School Suspension**

An in-school suspension is assigned by the administration or after 8 infractions on the middle school blue card. Students will be given the opportunity to complete all of their daily assignments. A Parent/Administrator conference is required within 5 school days.

### **Out-of-School Suspension**

The student may be assigned an out-of-school suspension by the administration (9 infractions in middle school). A Parent/Administrator/Pastor conference is required within 5 school days.

### **Same-Day Suspension**

If deemed necessary by the administration, any student may be sent home immediately during the school day for conduct. In this case, the parent, guardian, or designated person is required to pick up the student from school within 1 hour of being called. Parents that refuse to pick up their child may risk additional days of suspension or a forced withdrawal of their child.

- If a student is suspended, parents will immediately be notified by telephone in order to have the student picked up from school.
- Suspension prohibits students from participating in extracurricular activities and school-related functions during the suspension period. This includes team practices, contests, dances, club meetings and any other school function.
- Suspended students may not be on campus during the suspension until notified.
- Suspensions will be assigned at the discretion of the administration for conduct and or actions that are deemed inappropriate.
- Students may be assigned a suspension for a first-time offense.
- Students must turn in any missed work upon return to school.

Suspension may be given for the following offenses:

- Fighting/Assault - may be referred for administrative review to continue enrollment
- Use of racial slurs or sexist comments
- Inappropriate use of technology
- Attempted truancy
- Stealing/Theft
- Inappropriate behavior during off-campus activities as well as traveling to and from school
- Bullying/cyber bullying
- Unauthorized recording of others
- Construction and use of websites, apps, and/or social media that defame students, school personnel, or other entities as deemed inappropriate by St. Charles Borromeo Catholic School administration
- Violation of Internet, Technology, and/or iPad Responsible Use Policy/Agreement
- Major disregard of student regulations
- Chronic failure to complete assigned consequence(s)
- Defiance
- Threatening to fight or harm a person
- A student may be placed on “Temporary Leave Pending Investigation” into inappropriate conduct, including investigations by law enforcement or DCF involving alleged inappropriate conduct by the student.

## **EXPULSION**

Expulsion is the final disciplinary action taken against a student. This action will take place only after other avenues have been exhausted. On occasion, a first offense or violation, if deemed severe enough may warrant immediate expulsion. Students whose behavior harms or threatens to harm other students, staff or property may lead to expulsion and notification of law enforcement. Bringing a weapon of any kind to school or a school event will result in expulsion. Please speak to your children about the consequences of these actions. Even good children make bad mistakes that have significant consequences. The ELC Director or Principal may ask for a voluntary withdrawal of a student for disciplinary issues. In the case that a voluntary withdrawal does not take place, the school reserves the right to expel the student. Students who are expelled or administratively withdrawn from a Diocesan school cannot transfer or matriculate to another Diocesan school.

## **WITHDRAWAL**

Withdrawal or expulsion are the final disciplinary actions taken against a student. On occasion, a first offense or violation, if deemed severe enough may warrant immediate withdrawal.

The following offenses could lead to immediate required withdrawal. This is not an exhaustive list:

- Immoral behavior which is profane, vulgar, or obscene;
- Use, sale, distribution, or possession of drugs, alcohol, or any other legally controlled substance;
- Injury or harm to persons or property or serious threat of same whether in person or by electronic communication, including, but not limited to, cyberbullying;

- Absences or tardiness in excess or greater than 20 days may result in retention or withdrawal;
- Assault with, or possession of, a lethal instrument or weapon;
- Outrageous, scandalous, or serious disruptive behavior, theft;
- Habitual lack of effort leading to academic failure in classroom work;
- Conduct at school or elsewhere which would reflect adversely on the Catholic school/Church;
- Consistent disrespect for other students such as sexual harassment of another student;
- Violation of Student Technology Responsible Use Policy.
- Threatening to fight or harm a person
- Students caught trespassing on school grounds after hours will be subject to disciplinary action and may be prosecuted.
- The school assumes no responsibility for unapproved activities including but not limited to pre- or post- dance parties, personal parties, or any other activities before or after school, a school event or graduation.
- Student action that is not consistent with the philosophy/objectives of the school is subject to the review of the administration and may lead to withdrawal or dismissal from school.

A student may be placed on “Temporary Leave Pending Investigation” while investigating inappropriate conduct, including investigations by law enforcement or DCF involving alleged inappropriate conduct by the student.

The Principal may ask for a voluntary withdrawal of a student if it is determined that it is not possible for the school to adequately meet the academic needs of the student or if it is not in the best educational interest of the student to remain enrolled at the school. In the case that a voluntary withdrawal does not take place, the school reserves the right to expel the student.

## **MISCELLANEOUS**

- Students caught trespassing on school grounds after hours will be subject to disciplinary action and may be prosecuted.
- The school assumes no responsibility for unapproved activities including but not limited to pre- or post- dance parties, personal parties, or any other activities before or after school, a school event or graduation.
- Student action that is not consistent with the philosophy/objectives of the school is subject to the review of the administration and may lead to withdrawal or dismissal from school.

# ATHLETIC PROGRAMS

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## ATHLETIC PROGRAMS OFFERED

For the most up-to-date information regarding athletic programs offered, please see the athletic director, William Hartmann, at [shartmann@scbcs.net](mailto:shartmann@scbcs.net).

St. Charles Borromeo Catholic School offers students a wide variety of sports through the Catholic Youth Sports program (CYS).

All students who are academically eligible may register and/or try out for membership on CYS sports teams and in extra-curricular activities. The school is committed to providing everyone a fair chance to participate. Unfortunately, not everyone who tries out can be accepted. The decision of the coach, in conjunction with the Athletic Director or club moderator, in consultation with the principal, is final. Ordinarily, the principal will not intervene in non-selection decisions unless the decision is arbitrary and capricious.

## SPORTSMANSHIP

Sportsmanship is respect for the game and for those who play it. We remind you to take on the responsibility of good sportsmanship. Play strong. Play hard. Play fair. Good sportsmanship is expected by players and fans at all sporting events. Support our players with all your might and respect all opponents as your neighbor.

It is expected that all student-athletes and their parents adhere to all CYS documented policies and procedures.

Parents are required to show good sportsmanship and not interfere in games.

## CYS REQUIREMENTS FOR PARTICIPATION IN ATHLETICS

1. A student within St. Charles Borromeo Catholic School in good academic and behavior standing. Students failing at grade check will have a 2-week probation from the current season of sports.
2. Parents must register their child(ren) through the CYS website made available by the school's Athletic Director and complete all requirements asked for on the website (i.e. CYS Consent and Release from Liability Certificate, or similar documentation).

Students must register for CYS offerings within the registration window. Late registrations will not be accepted.

St. Charles Borromeo Catholic School encourages student athletes to participate in as many sports as possible. It is recognized that some athletes participate in non-school affiliated teams during the school sports seasons. The attendance policy states that all student-athletes must attend/ prioritize all practices, games and team activities.

## STUDENT ATHLETE RESPONSIBILITIES

- Students must continuously maintain a strong attendance record in order to participate in extracurricular activities. Unexcused tardies/absences impact students' ability to participate in extracurricular activities.
- A student who is representing St. Charles Borromeo Catholic School in an extracurricular activity (including but not limited to athletic events, performances, etc.) must be in compliance with school grooming guidelines to participate.
- Athletes who drop out of a sport during the season will be ineligible to participate in another sport until the sport they dropped is over for the season.
- Student action that is not consistent with the philosophy/objectives of St. Charles Borromeo Catholic School or violates the Code of Conduct to a degree warranting administration intervention may not be allowed to participate in extracurricular activities as determined by the administration.

- Students who begin to perform poorly in their academics and/or have behavior infractions may not be eligible to register. If academics are not prioritized or a behavior infraction occurs during a sports season, a student may be required to miss practice and/or games until grades improve and receive administrative approval or until the disciplinary consequence has been satisfied. Students with a failing grade will be placed on a 2-week probation from the current sport.
- St. Charles Borromeo Catholic School reserves the right to discipline students for on and off-campus conduct that is not consistent with behavior expectations of students during the school day. Conduct, whether inside or outside of the school community, that reflects negatively on the Church or Catholic schools, maybe subject to disciplinary action, up to and including required withdrawal, particularly when the name of the school, its faculty and staff, or students are impacted by the behavior of the student.

Throughout the course of the season, Athletic Directors and/or individual coaches will make announcements on practice/team event dates and times.

## **CLUB TEAMS**

The school is not responsible for student participation in any sports, leagues, activities, or clubs not identified above including, but not limited to, rec league sports, off season club sports teams, travel teams, or sports clinics. Parents hereby acknowledge that students who participate in any such program or activity do so at their own risk. Parents further acknowledge that the school does not control or sanction any such program or activity and that it shall not be held liable for any injuries or damages sustained by students or others arising from participation in such program or activities.

## **NIL POLICY**

The Diocese of Orlando's Office of Schools has a policy addressing Name Image and Likeness (NIL) agreements between student athletes and third parties. The policy contains important rules implemented by the FHSAA Violation of this policy by students or parents may result in the student's removal from athletics or expulsion. Please note a middle school student can violate the FHSAA NIL Policy, which may effect the students future high school athletics participation in Florida.

## **COACH FINANCIAL SUPPORT**

St. Charles Borromeo Catholic School prohibits coaches from providing financial support to student athletes unless they are their child. Financial support for students is handled by St. Charles Borromeo Catholic School. We recognize that the state has issued guidelines allowing head coaches to provide financial support to students on their team, but St. Charles Borromeo Catholic School has decided not to allow our coaches to do so.

## SAFETY

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Safety is the first priority at St. Charles Borromeo Catholic School. Security personnel are on campus 24/7. Recorded camera surveillance in various public areas throughout the campus is employed as well. An evaluation is conducted annually to evaluate buildings and sites to identify potential hazards and develop plans to mitigate risks. An Emergency Operations Plan is in place that regulates response to emergencies that maximizes safety and minimizes disruptions. The Emergency Operations Plan is updated annually with local law enforcement. Faculty, staff, and students will be provided with training and will participate in routine emergency preparedness drills and exercises.

### TEXT MESSAGING/TELEPHONE CALLS

The school may use text messages and automated telephone calls to alert parents/guardians of important information related to the school's mission, operations, and activities. Parents/guardians acknowledge and consent to the receipt of these messages when providing their telephone numbers.

### PROHIBITED COMMUNICATIONS

***All staff, administration and clergy are prohibited from communicating with students via email unless the parent is copied on the email. All staff, administration, and clergy are prohibited from communicating with students via text or social media.*** The exception is a closed email system. If the school's email system is a "closed" system for student emails it is not necessary to copy the parent on emails that are general non-specific in nature. A "closed" system means that the student is only able to send and receive emails to those within the school using their school email account. Please confirm with your school's Technology Coordinator to verify you have a "closed system".

Emails and phone calls should be answered within 24 hours.

When communicating with students via email, text, or other electronic communication, always copy/include the parent in the conversation. Use your St. Charles Borromeo Catholic School email address on email communication. This also applies to Clergy.

***No personal emails or personal phone calls are to be made to students. All communication should be of a strictly professional nature. Failure to follow this policy may result in an administrative response. This also applies to Clergy.***

***No staff or clergy are permitted to text students.***

***No staff or clergy are permitted to call, email, text, or communicate via social media with any former students.***

### SAFE ENVIRONMENT TRAINING AND FINGERPRINTING POLICY FOR VOLUNTEERS

The Diocese of Orlando is required by the United States Catholic Conference of Catholic Bishops (USCCB) to follow specific guidelines regarding safe environment training. Therefore, the Diocese of Orlando requires that all employees and volunteers working with children and vulnerable populations must receive the diocesan mandated Safe Environment Training and be fingerprinted. The diocesan requirements must be met in order for individuals to volunteer in any capacity within the school.

Questions and information on fingerprinting may be directed to Marjorie Phipps at [mphipps@scbcs.net](mailto:mphipps@scbcs.net).

### VISITOR CHECK-IN POLICY

In order to ensure a safe environment for your child, all school doors will remain locked during the school day. School visitors (volunteers, parents, etc.) are required to check in at the office and to check out at the time of departure. All visitors must present a valid driver's license or state issued identification. All visitors will be processed processing

through Raptor to be screened in the Sexual Predator/Offender database before being invited into the school. All visitors and volunteers are required to wear a designated nametag and identifying lanyard.

## **SCHOOL SUPERVISION PROVISIONS**

Reasonable care is given to supervise all children during the school day and during school-sponsored activities from St. Charles Borromeo Catholic School to follow the times stipulated when dropping off or picking up students. The school is not liable for any injuries or accidents which may occur before or after the times stated above. If the student is participating in a scheduled, supervised activity before or after school or aftercare, specific arrangements must be made for drop-off and/or pick-up at the designated times.

## **SCHOOL SPONSORED EVENTS**

The school does not sponsor, oversee, or in any way control parties or social functions at private residence. School-sanctioned events including all field trips, excursions or parties, are specifically identified in this Student-Parent Handbook or are identified in the school calendar and/or written notices generated and distributed by the school. It is the Parents' responsibility to supervise any private social functions and they are solely responsible for the event. Failure to properly supervise a private social event may result in termination of the family's enrollment. Parents may not imply in any way that any private social event is a school event. Parents, by executing the acknowledgement of receipt of this Handbook, HERBY RELEASE the school, the Diocese of Orlando, and their corporate members, offices, employees, religious, affiliates, and agents, from any claims or liabilities that allegedly arise from or are related to attendance at parties or social functions at private residences or from participation or attendance at events not identified in the school calendar or in written notices from the school, including field trips, excursions, or parties.

## **CUSTODY AGREEMENTS**

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the registrar. The school will not be held responsible for failing to honor arrangements that have not been made known.

The school respects the rights of the non-custodial parent and will honor all rights set forth in the most recent court order and current parenting plan. A list of adults (with their phone numbers) authorized to pick up students involved in custody settlements must accompany the court-certified decree and will be strictly adhered to.

If the school has on record a court order indicating that one parent has certain limited visitation rights or no visitation rights, and such parent makes an application to volunteer in the school, the principal should not accept the volunteer services of the parent. For limited visitation rights, please notify the Office of Schools for direction on this issue.

In the absence of a court order, the school will provide the non-custodial parent the opportunity, upon request, for a parent- teacher conference. Likewise, the school should share pertinent information with the non-custodial parent in a timely manner.

## **TESTIFYING IN DIVORCE OR CUSTODY PROCEEDINGS**

The Catholic Church recognizes marriage as a Sacrament. In the Union of Christian spouses, the sacrament of matrimony celebrates the relationship of Christ to the Church. Therefore, the school strongly supports the sacrament of matrimony as the foundation of family life and of the domestic Church. In recognition of the importance of the matrimonial sacrament to the Catholic faith, parents agree not to compel the attendance, testimony, or deposition of any school or church employee in any divorce, custody, or other legal proceedings which may in any way involve the dissolution of marriage or the determination of parental/custody rights. In the event that a parent or legal guardian breaches this policy, any school or church personnel who are required to attend legal proceedings may be represented by an attorney. In addition, any and all legal fees and costs incurred by the school will be charged and become the responsibility of the parent or legal guardian issuing the subpoena.

## **CHILD PROTECTIVE INVESTIGATIONS**

Florida law provides that any person who knows or has reasonable cause to suspect that a child is abused or neglected by a parent, legal custodian, caregiver or other person responsible for the child's welfare must report such knowledge to the Florida Department of Children and Families (DCF). The school will cooperate with all child protective investigations by DCF or the local law enforcement agency. Reports should be made to Florida's Department of Children and Families by calling the Abuse Hotline at: 1-800-96-ABUSE (1-800-962-2873).

Child protective investigations by DCF or local law enforcement agencies sometimes include interviews of students at school and may occur without advance notice. When it is reasonably possible, the school will seek to notify the parents that their child has been asked to participate in a child protective investigation. The school may also request the presence of a school staff member during investigative interviews on school property. However, under Florida law, DCF and local law enforcement have the discretion to conduct unannounced interviews and to disallow school staff member's presence during these interviews or disclosure to parents.

## **SEX OFFENDER REGISTRY**

Registered sex offenders may not volunteer for school events and are only allowed on campus to pick up/drop off their student(s) only.

## **FIRE ALARMS & EXTINGUISHERS**

St. Charles Borromeo Catholic School is equipped with accessible fire alarms and extinguishers that are inspected regularly.

## HEALTH

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### **AUTOMATED EXTERNAL DEFIBRILLATOR (AED)**

AEDs are located throughout campus to assist in emergency situations.

### **ASBESTOS NOTICE**

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. We ask that you make an appointment if you wish to review the plan.

### **IMMUNIZATION REQUIREMENTS AND HEALTH EXAM**

The Diocese of Orlando requires that, prior to attendance in school, each student present or have on file with the school a certificate of immunization for the prevention of those communicable diseases for which immunization is required by the Department of Health or the Diocese of Orlando. Catholic tenets support the immunization of students for the protection of all children and, as such, may require immunizations beyond that required by the Department of Health. A Florida Certificate of Immunization (Form DH 680) and Diocese form completed by a health care provider participating in Florida Shots is required to document the administration of prescribed immunization doses or to document a permanent or temporary exemption therefrom.

An exemption from immunization requirements is permissible only with a physician's certification as to the need for either a temporary or permanent medical exemption and requires approval of the Superintendent of Catholic Schools. An exemption from immunization requirements is not permissible for religious, philosophical, personal, or other reasons because Catholic tenets support the immunization of students for the protection of all children.

### **HEALTH RECORDS AND PROOF OF STUDENT INSURANCE**

Student health records may be submitted during enrollment or to the school nurse during the school year. Proof of student insurance is submitted during enrollment and if changes during the school year, contact the School Registrar to update. Health records and proof of insurance is loaded into FACTS and is only accessible by approved personnel such as the school nurse, administration, and registrar.

Parents are required to notify the school in writing of any student allergies, serious medical conditions, medications, and emergency contact information. The school must be notified of any changes that occur during the school year.

### **ACCIDENTS AND BLOOD BORNE PATHOGENS**

All accidents and health emergencies are reported to the school nurse. If warranted, parents are notified to come pick up their student. If there is a serious, life-threatening emergency, the school will call 911 and parents will be contacted. It is imperative to keep email addresses and phone numbers current in FACTS.

Faculty and staff follow procedures set forth by annual Blood Borne Pathogen training.

### **ILLNESS DURING THE SCHOOL DAY**

Students who become ill during the school day should ask permission from the supervising adult to report to the nurse's office and/or school office. The nurse will, at his/her discretion, allow the student to contact a parent. All students must call a parent or guardian to be granted permission to be picked up.

Students will only be released to people in the contact list to pick up the student. Identification will be asked for before the student is released.

During the regular school day, no student is to ever leave campus without permission from the school office. Students who may be too ill to report to the clinic will report to the nearest classroom for assistance.

Students who are to be picked up must be signed out by their parent/guardian or those authorized on the student emergency contact form in the school office/FACTS SIS.

In the event of a serious illness or emergency, every attempt will be made to notify the parents. If these efforts are not successful, the student will be transported by ambulance to the hospital if deemed necessary. It is critical to keep email addresses and phone numbers current.

## **INJURIES**

If a student sustains an injury at school or off campus and treatment(s) and/or accommodations are required to be put in place medical documentation is required. This documentation must include the type of treatment(s), accommodations as well as the anticipated length of time treatment(s) and/or accommodations need to be in place. This documentation must come from a licensed healthcare provider, physician, athletic trainer, or physical therapist.

## **CONCUSSIONS**

A concussion is a type of traumatic brain injury that interferes with the normal function of the brain. It occurs when the brain is rocked back and forth or twisted inside the skull as a result of a blow to the head or body. What appears to be only a mild jolt or blow to the head or body can result in a concussion. Any suspected concussion must be taken seriously.

Students need to be evaluated by a physician in order to return to school and/or receive accommodations.

The teachers in collaboration with the school counselor and the student will develop a schedule for the student to submit classwork, homework, tests, and take assessments in a way that is congruent with the concussion protocol as ordered by the physician. Students will not be allowed to participate in any athletic event until cleared by a physician with a note provided to the school office declaring this clearance.

## **MEDICATION**

Students are not permitted to carry or distribute any prescription or non-prescription drugs or treatments, including aspirin, on the school grounds or at any school function. The administering of medicine to a student outside the doctor's office or a health institution is a parental responsibility and should only be delegated to school personnel when necessary and authorized by the school. Parents should ask their physicians if it is possible to prescribe medication so it can be administered at home. Only when necessary, will the school allow the administration of medication on campus, and only under the following guidelines:

- An authorization form must be completed and submitted by a parent or legal guardian of the student. The name of the medication and dosage should be indicated on the form.
- Medications to be dispensed at school should be labeled with the child's name and the exact dosage. The name and telephone number of the physician should also be on the label.
- While the school may monitor a student taking the medication, the school will not remind students to come and take their medication.
- The staff shall record as soon as possible the administration of the medication. The record must include the name of the student, medication, time of providing medication dose and the person administering. Any unusual reactions should be noted on the report immediately.
- Exceptions to this policy may be made for the use, supply and administration of an epinephrine auto-injection (EpiPen), or as otherwise authorized in writing by the school. In particular circumstances, the school may agree to administer medication or otherwise provide health care interventions that go beyond a minor adjustment for a particular student
- Students who suffer from asthma, allergies, diabetes, or other conditions that require the immediate use of medication shall be permitted to carry such medication and to self-administer such medication without

supervision by school personnel only if the school has on file for the student a current and completed Parental/Guardian Medical Information & Consent Form permitting self-administration. Ability to self-administer such medication will depend on the maturity of the student, nature of the medical condition, and any federal, state or local law regarding self-administration.

The school retains the right to deny requests to administer medication. If the school denies a request for the administration of medication, parents/guardians must make other arrangements for the administration of medication to students.

## ADMINISTRATION BY SCHOOL PERSONNEL

- No school personnel shall administer any prescription or non-prescription medicine unless the school has the student's current and complete Medication Authorization Form signed by the parent/guardian who gives written permission to the school for medication dispensation. A new form must be completed at the start of each school year.
- The school retains the right to deny requests to administer medication. If the school denies a request for the administration of medication, parents/guardians must make other arrangements for the administration of medication to students.
- The staff will record as soon as possible the administration of the medication. The record must include the name of the student, medication, time of providing medication dose and the person administering. Any unusual reactions should be noted on the report immediately.

## SELF-ADMINISTRATION

- A student may self-administer medication at school if so ordered by his or her licensed prescriber per the student's current and completed Medication Authorization Form. A new form must be completed at the start of each school year.
- Students who suffer from asthma, allergies, diabetes, or other conditions that require the immediate use of medication shall be permitted to carry such medication and to self-administer such medication without supervision by school personnel only if the school has on file for the student a current and completed Medication Authorization Form permitting self-administration as well as an action plan completed by their healthcare provider. A new action plan must be submitted at the beginning of each school year.
- Certain medications must be stored in a locked cabinet under the control of the school and the self-administration of medication shall be under the supervision of the nurse or appropriate school staff.
- In appropriate circumstances, a school may refuse to allow a student to self-administer medications.

## APPROPRIATE CONTAINERS

It is the responsibility of the parents/guardian to provide the school with all medication in appropriate containers that are:

1. Prescription labeled by a pharmacy or licensed prescriber.
2. Manufacturer labeled for non-prescription over-the-counter medication.

Non-prescription over the counter medication must be in a new unopened container.

## STORAGE OF MEDICATION

Medication received by the school in accordance with a completed Medication Authorization Form can be stored at school.

Any student taking medication of any kind must bring it, in its original container with a completed Medication Authorization Form, to the clinic/school office before the school day begins. Students must return to the clinic/school office at the prescribed time to take their medication. The administration, faculty, and staff of the school are prohibited

from dispensing any form of medication to students, including common over-the-counter drugs without a completed Medication Authorization Form.

## **COMMUNICABLE DISEASE**

Parents must call the school if their child is diagnosed with a communicable disease. The school must notify their county Health Department. All reports are confidential. Despite various measures to reduce the risks of transmission, the possibility of infection from COVID-19 or other communicable diseases is nonetheless present. Parents expressly assume such risks by allowing their children to attend school and participate in school activities and/or by coming onto the school campus and attending school activities themselves.

In the event of a natural disaster, disease outbreak, or any other circumstances which in the judgment of the school administration make it unfeasible, unsafe or otherwise imprudent to continue campus- based education, school educational programs shall resume as soon as practical by way of distance learning and/or other methods. There will be no suspension, reduction, or refund of tuition in these circumstances.

# SCHOOL UNIFORMS

All required school uniform attire must be purchased through the official uniform company: Risse Brothers, located at **555 FL-436 Suite 1002, Casselberry, FL 32730**. They may be reached at 407-339-1486.

## RATIONALE

St. Charles Borromeo Catholic School, in its attempt to educate the whole person, established a dress code policy for the following reasons:

- To honor the charism of our Catholic school.
- To maintain a proper academic tone within the school community.
- To reduce superficial competitiveness in dress among students.
- To support the dignity of the individual based on character rather than appearances.

Students who do not comply with the established uniform guidelines established in this handbook will be subject to disciplinary consequences.

## UNIFORM GUIDELINES & PERSONAL APPEARANCE EXPECTATIONS

| Kindergarten – 8 <sup>th</sup> Grade General Dress Code for all Students |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|--------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ITEM                                                                     | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Shoes                                                                    | <ol style="list-style-type: none"> <li>1. Athletic shoes that are all white or all black. The sole of the shoes should not be a color other than the shoe itself (i.e. black shoes with white soles or other colored soles). If unsure before purchasing school shoes, parents should take a picture of the shoes and email the administration for clarification.</li> <li>2. No high-tops or mid-tops.</li> <li>3. Girls may wear black Mary Jane-type shoes on non-PE days.</li> <li>4. No boots, sandals, slides, backless shoes, clogs, uncovered or open shoes, platform soles, or heels greater than 1 1/2 inch. The backs of shoes should be worn properly and not “stomped-down.”</li> </ol> |
| Belt                                                                     | Solid black or brown belt must be worn with pants and shorts. (Grades 2-8).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Undershirt                                                               | Solid white, short sleeve undershirts may be worn under the uniform shirt.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Sweatshirt                                                               | Black SCBCS embroidery logo purchased from Risse Brothers.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Fleece                                                                   | Red SCBCS embroidery logo purchased from Risse Brothers.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Sweatpants                                                               | Solid black with white paw print purchased from Risse Brothers; may be worn on a PE day over PE shorts during cold weather days                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Outerwear                                                                | Jackets or coats may be worn to and from school on cold weather days. Zip-up red fleece with logo may be purchased through Risse Brothers. <b>All</b> jackets must be taken off in the classroom. SCBCS logo sweatshirts or fleeces are the <b>only</b> outerwear that may be worn in the classroom. Students may wear white or black, opaque tights underneath their skorts or skirts only on cold weather days.                                                                                                                                                                                                                                                                                    |
| PE Uniform                                                               | <ol style="list-style-type: none"> <li>1. Red T-shirt with Bulldog Logo purchased directly from the school.</li> <li>2. Black mesh shorts with white School Logo purchased directly from the school (<i>not CYS Logo</i>) - shorts cannot be more than three inches above the knee.</li> <li>3. Solid white socks that must be visible and go above the ankle and no logos.</li> <li>4. Solid white or solid black athletic shoes. See description above for further clarification of approved athletic shoes. No high-tops or mid-tops.</li> </ol>                                                                                                                                                  |
| Socks                                                                    | Solid white socks that must be visible and go above the ankle and no logos.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

|  |                                                                    |
|--|--------------------------------------------------------------------|
|  | Optional: White knee socks with Mary Jane-type shoes (girls only). |
|--|--------------------------------------------------------------------|

### Preschool Uniform Guidelines

#### PreK 3 and PreK 4

|            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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      | Athletic shoes that are all white or black. The sole of the shoes should not be a color other than the shoe itself (i.e. black shoes with white soles or other colored soles).<br>No high-tops or mid-tops, laced correctly and tied securely. Velcro is encouraged until the student is able to tie own shoes.<br>No boots, sandals, slides, backless shoes, clogs, uncovered or open shoes, platform soles, or heels.                                                                    |
| Sweatshirt | Black SCBCS embroidery logo purchased from Risse Brothers.                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Fleece     | Red SCBCS embroidery logo purchased from Risse Brothers                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Sweatpants | Any solid dark color sweatpants purchased by the parents on their own. (Should be worn over the regular uniform shorts during cold weather days only).                                                                                                                                                                                                                                                                                                                                     |
| Outerwear  | Zip-up red fleece with the school logo may be purchased through Risse Brothers. Any solid dark color sweatshirt may be purchased by the parents on their own. Non-uniform jackets or coats may be worn to and from school on cold weather days. All non-uniform jackets or coats must be taken off in the classroom. SCBCS logo fleeces or any solid dark color sweatshirt are the only outerwear that may be worn in the classroom. Students may not wear tights underneath their shorts. |
| Socks      | Solid white socks that must be visible and go above the ankle and no logos.                                                                                                                                                                                                                                                                                                                                                                                                                |

### Kindergarten – 3<sup>rd</sup> grade Specific Dress Code

#### Girls Regular Uniform (non PE or non Mass day)

|        |                                                                                                   |
|--------|---------------------------------------------------------------------------------------------------|
| Shirt  | Red SCBCS logo shirt purchased from Risse Brothers                                                |
| Shorts | Gray girls shorts purchased from Risse Brothers                                                   |
| Jumper | Red plaid jumper with white Peter Pan blouse purchased from Risse Brothers                        |
| Pants  | Gray long girls pants purchased from Risse Brothers and may also be worn during cold weather days |

#### Boys Regular Uniform (non PE or non Mass day)

|        |                                                                                                  |
|--------|--------------------------------------------------------------------------------------------------|
| Shirt  | Red SCBCS logo shirt purchased from Risse Brothers                                               |
| Shorts | Gray boys shorts purchased from Risse Brothers                                                   |
| Pants  | Gray long boys pants purchased from Risse Brothers and may also be worn during cold weather days |

#### Mass Day Uniform (Wednesdays)

|       |                                                                                                                                              |
|-------|----------------------------------------------------------------------------------------------------------------------------------------------|
| Girls | Red plaid jumper with white Peter Pan blouse purchased from Risse Brothers                                                                   |
| Boys  | Charcoal long pants, short sleeve embroidered white button up shirt, clip on tie, all purchased from Risse Brothers, and black or brown belt |

### 4<sup>th</sup> – 5<sup>th</sup> grade Specific Dress Code

#### Girls Regular Uniform (non PE or non Mass day)

|       |                                                    |
|-------|----------------------------------------------------|
| Shirt | Red SCBCS logo shirt purchased from Risse Brothers |
|-------|----------------------------------------------------|

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| Skort                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Red plaid skort purchased from Risse Brothers                                                                                                          |
| Shorts                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Gray girls shorts purchased from Risse Brothers                                                                                                        |
| Pants                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Gray long girls pants purchased from Risse Brothers and may also be worn during cold weather days                                                      |
| <b>Boys Regular Uniform (non PE or non Mass day)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                        |
| Shirt                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Red SCBCS logo shirt purchased from Risse Brothers                                                                                                     |
| Shorts                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Gray boys shorts purchased from Risse Brothers                                                                                                         |
| Pants                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Gray long boys pants purchased from Risse Brothers and may also be worn during cold weather days                                                       |
| <b>Mass Day Uniform (Wednesdays)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                        |
| <b>Girls</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | White $\frac{3}{4}$ length blouse with SCBCS logo (untucked) and red plaid skort; both purchased from Risse Brothers                                   |
| <b>Boys</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Charcoal long pants, long sleeve embroidered white button up shirt, full tie (not clip on), all purchased from Risse Brothers, and black or brown belt |
| <b>Middle School (6<sup>th</sup> – 8<sup>th</sup> grade) Specific Dress Code</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                        |
| <b>Girls Regular Uniform (non PE or non Mass day)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                        |
| Shirt                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Black SCBCS logo shirt purchased from Risse Brothers                                                                                                   |
| Skort                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Red plaid skort purchased from Risse Brothers                                                                                                          |
| Shorts                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Gray girls shorts purchased from Risse Brothers                                                                                                        |
| Pants                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Gray long girls pants purchased from Risse Brothers                                                                                                    |
| <b>Boys Regular Uniform (non-PE or non-Mass day)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                        |
| Shirt                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Black SCBCS logo shirt purchased from Risse Brothers                                                                                                   |
| Shorts                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Gray boys shorts purchased from Risse Brothers                                                                                                         |
| Pants                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Gray long boys pants purchased from Risse Brothers and may also be worn during cold weather days                                                       |
| <b>Mass Day Uniform (Wednesdays)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                        |
| <b>Girls</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | White $\frac{3}{4}$ length blouse with SCBCS logo (untucked) and red plaid skort; both purchased from Risse Brothers                                   |
| <b>Boys</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Charcoal long pants, long sleeve embroidered white button up shirt, full tie (not clip on), all purchased from Risse Brothers, and black belt          |
| <b>Other Applicable Standards for all Students (including preschool)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                        |
| <ol style="list-style-type: none"> <li>1) Jewelry should be minimal: <ol style="list-style-type: none"> <li>a) No rings</li> <li>b) Only one set of earrings (one earring in each ear) worn on ear lobes. Earrings <b>must be button-type ONLY</b> and no larger than <math>\frac{1}{2}</math> inch in width. No hoop or dangling earrings. No cartilage piercings allowed. Boys may not wear earrings.</li> <li>c) Only one necklace permitted. Necklace should be modest. Administration has final say if a necklace is not appropriate for school. No chokers allowed.</li> <li>d) Minimal bracelets permitted. Administration has final say if bracelets are not appropriate for school.</li> <li>e) Expensive jewelry should not be worn to school. The school will not be responsible for lost or damaged jewelry.</li> </ol> </li> <li>2) No visible tattoo or body piercing permitted.</li> <li>3) No lapel buttons may be worn on any part of the SCBCS uniform.</li> <li>4) All shorts/skorts must not be shorter than 3 inches above the knee.</li> <li>5) Make-up is <b>not</b> permitted.</li> <li>6) Nails: <ol style="list-style-type: none"> <li>a) Artificial nails are <b>not</b> permitted, including gel, acrylic, and dip.</li> <li>b) Only <b>clear nail polish</b> is permitted on the natural nail.</li> </ol> </li> </ol> |                                                                                                                                                        |

- c) Nails should be properly trimmed.
- 7) Hair: Students' hair must be neat and well-trimmed. Boys' hair must be above the eyebrows, clear of the ears, and above the shirt collar, and they must be clean-shaven at all times. Boys may not wear their hair in a ponytail or bun. Students' hair must appear natural in color (judged by administration) and may not have highlights or "tips." 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, or wear the hair in a different style that is appropriate for Catholic school. Administration has final say on all hairstyles for students. A parent who refuses to adjust their child's hair for compliance may be prevented from attending St. Charles Borromeo until the child's hair has been corrected.

## OTHER EXPECTATIONS

- St. Charles Borromeo Catholic School uniforms are not to be altered in any way and the logo(s) may not be used without the express written permission of use from the Administration.
- Uniforms should be clean, in good repair, free of stains, and free of wrinkles at all times.
- Repeated violations of the dress code will result in disciplinary action and loss of privileges, probation, or other consequences.
- No uniform substitutions are permitted without written approval by the principal.
- Dress at all St. Charles Borromeo Catholic School activities must be appropriate and in conformity with the outlined dress expectations for the event. Uniforms are not interchangeable; girls and boys must wear their designated uniform pieces.
- Leggings, trench coats, denim, army fatigues are not appropriate and not permitted to be worn to school. Hats/head coverings may not be worn or carried on campus.
- Shoes must be worn completely on the foot covering the heels.
- Students should never wear boots, slippers, sandals, flip-flops, crocs, or shoes without backs. Shoes must not have heels higher than 1.5 inches.
- If a clothing article is not listed, it is not acceptable to wear to school, as it is not considered a part of the dress code.

## DRESS DOWN DAYS

The school uniform plays a vital role in maintaining a structured and respectful learning environment. For that reason, dress-down days are rare and held to clear standards.

When dress-down days are announced, all clothing must be modest. For bottoms, this means loose-fitting garments. For tops, sleeves are required, and neither midriffs nor backs may be visible.

### Permitted Clothing

- Jeans
- Sneakers or tennis shoes
- Loose-fitting shorts no shorter than three inches above the knee
- Skirts (females) no shorter than three inches above the knee, with shorts underneath
- Skorts (females)
- Sweatshirts
- Dresses (females)
- Slacks

### Not Permitted

- Tight-fitting bottoms (including skin-tight sweatpants, leggings, or tights under short skirts/long sweaters)
- Boots with heels
- Flip-flops or open-back shoes
- Tank tops

- Low-cut tops or any shirt exposing the midriff or shoulders
- Torn or frayed jeans
- Any skin-tight clothing
- T-shirts with inappropriate language or graphics
- Shoes with wheels or lights
- Costumes (except on announced special school activities/presentations)
- Bike shorts
- Nail polish
- Pajama pants
- Make-up
- Hats

Students and parents/guardians should review clothing choices on dress-down days to ensure appropriate attire has been selected to be worn to school. The administration holds the right to contact families to send a child home and/or ask the parent to bring an appropriate change of clothes.

## COLD WEATHER DAYS

Jackets or coats may be worn to and from school on cold days. **All** jackets must be taken off in the classroom. SCBCS logo sweatshirts or fleeces are the **only** outerwear that may be worn in the classroom.

Girls: SCBCS logo sweatshirt and sweatpants are permitted on cold PE days. On regular uniform days and Mass days, girls may wear regular uniform with white or black opaque tights underneath skorts or dresses. Girls may wear long gray pants with uniform shirt.

Boys: SCBCS logo sweatshirt and sweatpants are permitted on cold PE days. On regular uniform days, boys may wear gray uniform pants purchased from Risse Brothers, as pictured above.

PreK Boys and Girls: SCBCS logo sweatshirt and sweatpants are permitted on any cold days.

On rare occasions and with unusually cold temperatures, the principal may send an alert to allow jeans to be worn to school.

## PERSONAL APPEARANCE GUIDELINES

Jewelry: should be minimal. No rings. Only one set of earrings (one earring in each ear) worn on ear lobes. Earrings must be button-type **ONLY** and no larger than ½ inch in width. No hoop or dangling earrings. No cartilage piercings allowed. Boys may not wear earrings. Only one necklace permitted. Necklace should be modest. Administration has final say if a necklace is not appropriate for school. No chokers allowed. Minimal bracelets permitted. Administration has final say if bracelets are not appropriate for school. Expensive jewelry should not be worn to school. The school will not be responsible for lost or damaged jewelry.

No visible tattoo or body piercing permitted. Drawings on arms and legs will not be permitted. Temporary or henna tattoos are prohibited

No lapel buttons may be worn on any part of the SCBCS uniform.

All shorts/skorts must not be shorter than 3 inches above the knee.

Make-up is **not** permitted.

Nails: Artificial nails are **not** permitted, including gel, acrylic, and dip. Only **clear nail polish** is permitted on the natural

nail. Nails should be properly trimmed.

**Hair:** Students' hair must be neat and well-trimmed. Boys' hair must be above the eyebrows, clear of the ears, and above the shirt collar, and they must be clean-shaven at all times. Boys may not wear their hair in a ponytail or bun. Students' hair must appear natural in color (judged by administration) and may not have highlights or "tips." 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, or wear the hair in a different style that is appropriate for Catholic school. Administration has final say on all hairstyles for students. A parent who refuses to adjust their child's hair for compliance may be prevented from attending St. Charles Borromeo until the child's hair has been corrected.

## **UNIFORM VIOLATIONS**

Students that are not in proper uniform may be sent home at the discretion of the school administration or asked to work in the school front office until a course of corrective action is determined.

- Violations to the dress code and other expectations may result in disciplinary action, including blue card signatures and/or lunch detentions.
- Failure to wear dress uniform when required may result in an automatic detention and/or loss of privileges.

Students with medical issues impacting uniform compliance may discuss alternatives with administration as needed. The administration reserves the right to judge outlandish or fad styles will not be accepted for either boys or girls.

If appearance is judged unacceptable, the student may be sent home immediately. The student may not be allowed on campus until the problem is corrected to the satisfaction of the administration. All time out of class will be unexcused.

## **SCHOOL SPONSORED EVENT BEHAVIOR AND DRESS**

St. Charles Borromeo Catholic School students should dress appropriately, modestly and tastefully at all school sponsored events. Students that are deemed inappropriately dressed will be denied entry or asked to leave in addition to possible disciplinary action.

The school does not sponsor, oversee, or in any way control parties or social functions at private residence. School-sanctioned events including all field trips, excursions or parties, are specifically identified in this Student-Parent Handbook or are identified in the school calendar and/or written notices generated and distributed by the school. It is the Parents' responsibility to supervise any private social functions and they are solely responsible for the event. Failure to properly supervise a private social event may result in termination of the family's enrollment. Parents may not imply in any way that any private social event is a school event. Parents, by executing the acknowledgement of receipt of this Handbook, HERBY RELEASE the school, the Diocese of Orlando, and their corporate members, offices, employees, religious, affiliates, and agents, from any claims or liabilities that allegedly arise from or are related to attendance at parties or social functions at private residences or from participation or attendance at events not identified in the school calendar or in written notices from the school, including field trips, excursions, or parties.

## **FIELD TRIP DRESS CODE**

Unless otherwise specified, students are to wear their school uniform on field trips.

## EMERGENCY COMMUNICATION AND PROCEDURES

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The school will conduct regular fire and safety drills and instruct students on the procedures to follow in case of an emergency. The cooperation of all students is required in order to practice exiting the school grounds in a quick and orderly fashion. In the case of an actual emergency, the school's emergency management procedures will be followed. Parents should not come to the school unless they are called to pick up their children.

The Diocese of Orlando also requires the following safety precautions and procedures:

- Each school will conduct an annual evaluation of school buildings and site to identify potential hazard and to develop plans to mitigate risk.
- Each school will implement an Emergency Operations Plan to respond to emergencies in a manner that maximizes safety and minimizes disruptions
- The Emergency Operation Plan will be updated annually in consultation with local law enforcement in preparing for potential emergencies
- The school principal will provide training for all staff and students and require all to participate in routine emergency preparedness drills and exercises
- The school will require all visitors, volunteers, and parents to check in and out through the main office and provide a valid government issued photo ID prior to entering the campus
- The school will require all visitors, volunteers, and parents to be processed through Raptor to check against the National Predator/Offender database each time they request access to campus.
- The school follows Standard Response Protocols to manage the movement of people on the campus in the event of an emergency situation.

### STANDARD RESPONSE PROTOCOLS

In the event of the campus being alerted to a threat, St. Charles Borromeo Catholic School follows Diocese of Orlando response protocols as outlined below. Text messaging will be sent to parents' phone numbers on file when these occur when time and occasion permit.

- Hold is initiated when students and staff need to remain at their current location with limited movement for a short period of time due to a potential or actual emergency situation.
- Evacuate is initiated when there are conditions inside the school building that could be unsafe. An off-site evacuation may be necessary depending on the incidents.
- Shelter is initiated when students and staff need to be inside the building for safety from severe weather situations.
- Lockout is initiated when there may be a danger outside of the buildings or off campus that requires everyone be moved indoors and all perimeter doors are locked. Indoor activities may continue but no one is permitted to enter or exit the buildings.
- Lockdown is initiated when there may be an immediate threat or danger on the school campus. All activities cease and the campus is completely locked down.

### EMERGENCY CLOSINGS

In the event of emergency closings due to a hurricane, tropical storm or severe weather event, announcements will be made as soon as possible through FACTS SIS text messaging and email, an automated phone and email messaging system, and/or on local television and radio news stations. We will close when Orange County Schools close, but our reopening may not coincide. If there is inclement weather or if school has been closed, please check your phone for a text message, voicemail, email or listen to the TV or radio for updates.

## **EMERGENCY DRILLS**

Fire and other safety drills are conducted on a regular basis during the school year. Safety drills include fire, lockdown, and shelter practices. While we cannot anticipate every emergency, we do understand that proactive drills are the way to be sure our students are safe, comfortable, not stressed, or anxious. Please note that teachers prepare their students for each drill in a developmentally appropriate manner, using verbiage appropriate for their age and grade level.

## **INCLEMENT WEATHER DURING SCHOOL HOURS**

During inclement weather, for the safety and well-being of all, if necessary, students will be advised over the PA if they should remain in their classrooms. A second announcement will be made to release the class to travel to the next period.

## CAMPUS PROCEDURES AND DIOCESAN POLICIES

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### LOST AND FOUND

To claim a lost item report to the school office. St. Charles Borromeo Catholic School is not responsible for any items - personal or otherwise - which are lost, stolen or damaged on school property. Items remaining at school at the end of the month will be given to charity.

### CAFETERIA

St. Charles Borromeo Catholic School provides cafeteria service for all students.

#### 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:
  - \$4.25 for PreK through 2nd-grade students
  - \$5.00 for 3<sup>rd</sup>-8<sup>th</sup> grade students
- Monthly menu posted on the St. Charles Family Portal one month in advance and in the weekly Bulldog Bark.
- The Café Supervisor is Cheryl Thompson.
- Students who forget their lunch or have not pre-ordered may order a salad or a cold lunch option only.
- Students who have overcharged two meals will only be able to order a PB&J sandwich charged through FACTS for \$4.00.
- All snacks must be purchased daily with cash. Snacks are offered during middle school lunch and on Fridays during 5<sup>th</sup> grade lunch.

If you have any questions regarding your account or lunch program, please contact Kimberly Flatt of Aramark.

#### Kimberly Flatt

407-293-7561 ext. 4

[flatt-kimberly@aramark.com](mailto:flatt-kimberly@aramark.com)

#### Breakfast

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

#### Forgotten Lunch

If a student has forgotten their lunch, a parent may bring it to the School Office before 10:00 AM with their student's name and grade on it. At 10:05 AM, all lunches in the School 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 MAY NOT BRING IN LUNCHES FROM OUTSIDE VENDORS, INCLUDING FAST FOOD RESTAURANTS.

It is imperative that each student shares the responsibility of maintaining the cafeteria. Students are expected to:

- Pick up and properly dispose of all litter
- Keep floor clean and free of spills
- Take turns with lunch clean-up duties

Lunch Payment - Parents can pay to an online account at [myschoolbucks.com](https://myschoolbucks.com) or send in exact cash at the School Office. Online payments take 24 hours to process.

## DELIVERIES

St. Charles Borromeo Catholic School does NOT accept flowers, candy, balloons, pizza, or any other items to be delivered to students, including Uber Eats, Amazon Prime, etc. These deliveries will be refused, and the school will not be held responsible for any expense incurred as a result. Students must bring lunch or purchase lunch each day.

## NON-PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

Student action that is not consistent with the philosophy/objectives of St. Charles Borromeo Catholic School or violates the Code of Conduct to a degree warranting administration intervention may not be allowed to participate in extracurricular activities as determined by the administration.

## FIELD TRIPS

Official parental permission forms for field trips must be completed and turned into the appropriate teacher at least 5 days before a trip. No student will be permitted to attend any trip without a signed permission form. Field trips are part of the official school day and the St. Charles Borromeo Catholic School Code of Conduct applies. Students must wear the appropriate dress announced. All adults who attend field trips must have cleared fingerprints through the Diocese and on file in the school office. All chaperones are required to follow all rules and regulations as determined by the school handbook and the School and Diocesan policies. Students who are on academic, discipline probation and/or attendance contract may not attend field trips.

Students who do not participate in a field trip are not allowed on campus and will be considered absent.

Field trips are learning experiences that 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 chaperones will be permitted to assist with the educational trip/outing. (Please reference the volunteer section.)
- Fingerprint clearance can take six weeks, so parents who anticipate signing up to chaperone should begin this process well in advance of the educational trip/outing for which they wish to participate in.
- 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 School Office 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.

## POSTERS & SIGNS

Any club, organization or fund-raising operation on campus seeking student participation must be approved by the Administration. Posting signs and posters on campus is allowed under the following guidelines:

The signs or posters:

- Are for a St. Charles Borromeo Catholic School sanctioned club, team, organization, or event.
- Are approved by the administration.
- May be placed on brick areas, bulletin boards, and cork strip areas ONLY.
- Taken down the day after the event has occurred by a member of the organization sponsoring the event.

## TECHNOLOGY ON CAMPUS

Students are forbidden to instant message (IM) or engage in web chat that promotes racism, sexism, homophobia, violent and or bullying behavior. Chat that also seeks to degrade or maliciously embarrass another person is expressly forbidden. Students will not be allowed to post racist, homophobic, ethnically insensitive, sexist, and or malicious comments on any social media platform (i.e. Facebook, Twitter, Instagram, Snapchat, etc.)

Students are never allowed to use any device to film or photograph any person within the St. Charles Borromeo Catholic School community without his or her clear consent. Furthermore, if any unsanctioned video or photo(s) are posted to any form of social media without the subject's clear consent, students will be directed to remove the posts in question and be subject to disciplinary action, dismissal, and possible legal prosecution.

Students must disable AirDrop while on campus.

Apps used for entertainment purposes (games, videos, social media) should not be installed on iPads.

Many subjects have moved to digital textbooks and course materials (wherever possible) to increase interactive classroom environments. Assessments can now be given on school devices as well as presentations, video lectures and other interactive modes of learning. The device used is considered an educational tool. It is the expectation of the school that students will use their devices for various assignments including e-readers, production tools, and content specific applications.

- Teachers will use the devices in various and different ways to enhance instruction.
- Students using their device for other purposes may be referred to the Administration for appropriate disciplinary consequences.
- Students may not utilize cellular connectivity while on the school campus, as students are required to utilize the Wi-Fi provided by the school. Students who have this capability are to disable it upon arrival at school. Students who are found to be in violation of this expectation will be subject to disciplinary probation.
- Devices, although owned by the parents, while on campus may be confiscated if inappropriate use of the device is suspected by a teacher and other supervisor.
- Personal Safety – In using the network and Internet, users should not reveal personal information such as home address or telephone number.

## CONFIDENTIALITY OF USER INFORMATION

- Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian.
- Users should never give out private or confidential information about themselves or others on the Internet.

## FORMS

Forms can be found in the appendix or school office.

# **Addendum: Preschool Handbook 2026-2027**

## **Introduction to Handbook**

To answer some of your questions concerning the school's policies specific to the PreK, the school has prepared this Parent Handbook as an Addendum. Please read it thoroughly and retain it for future reference. The policies stated in this handbook are only guidelines and are subject to change at the sole discretion of the school, as are all other policies, procedures, or programs of the school. From time to time, you may receive updated information concerning changes in policy. However, the school has the right to add, delete or revise any school policy or procedure with or without notice. This handbook is not a contract, expressed or implied, and none of the policies or provisions should be construed as such. If you have any questions about the school's policies, please ask the Principal for assistance.

## **Right to Amend**

The school reserves the right to amend the school handbook and change policies. This is a living document, and it will reflect the date of the most recent updates. This handbook does not create the right of your student to attend St. Charles Borromeo Catholic School. St. Charles Borromeo Catholic School has the right to control enrollment and can remove a student based on either the student's or parent's conduct in its sole discretion. It also has the right to remove a student due to failure to pay timely tuition.

## **Welcome to Our PreK Family**

Welcome to St. Charles Borromeo Catholic School PreK! We are delighted to welcome your family to our school community.

As an integral part of St. Charles Borromeo Catholic School, our PreK program provides a nurturing, faith-filled environment where children can learn, grow, and develop a lifelong love of learning. We offer a comprehensive early childhood education experience throughout the year that supports each child's spiritual, social, emotional, and academic development.

This handbook contains important information about the day-to-day operations of our PreK program. Our administration, faculty, and staff are committed to partnering with your family and are available to answer questions, address concerns, and welcome your suggestions. Together, we strive to provide a positive and enriching experience for every child.

Thank you for choosing St. Charles Borromeo Catholic School PreK. We are honored to be part of your child's educational journey and look forward to welcoming your family into our school community.

## **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.

## **Philosophy**

We believe that children are gifts from God, each uniquely created with their own talents and abilities. We strive to provide a nurturing and safe environment where children can grow in faith, knowledge, and love. Through developmentally appropriate experiences, we support their intellectual, emotional, physical, and spiritual growth, always recognizing that they are made in God's image.

Our programs emphasize the importance of play, as we believe that children learn best through meaningful, Christ-centered play. This approach encourages curiosity, discovery, and problem-solving, helping children to develop a positive self-image and a deeper understanding of God's creation. We recognize that parents are the child's first and most important teachers. Therefore, we invite families to actively participate in their child's learning journey, fostering a strong partnership between home, school, and community, as we work together to nurture the faith and development of each child.

*\* The statement and beliefs in this philosophy reflect the position of the National Association for the Education of Young Children (NAEYC).*

## Catholic Identity

As a Catholic PreK, students are exposed to prayer and the love of Christ as early as PreK3. We actively teach prayers in all classrooms. This partnership in education and faith among school and home helps us to teach your child about God's love at every age.

## Accreditation

**St. Charles Borromeo Catholic School PreK** is accredited in conjunction with St. Charles Borromeo Catholic School under the Florida Catholic Conference. This rigorous accreditation process is ongoing including data collection and visits on cycles every three to five years.

## DCF Licensing

St. Charles Borromeo Catholic School PreK is licensed under the Department of Children and Families. This license ensures that our facility meets higher standards in personnel, staff credentials, background screenings, and continuing education. Additionally, our center is visited throughout the year unannounced to ensure that health and safety procedures are strictly followed. DCF#11579

## Staff Qualifications

All teachers meet or exceed the Florida Department of Children and Families (DCF) licensing requirements. Every year, the director, teachers, and assistant teachers must complete the required number of continued training hours. In addition, our staff members genuinely love and understand child development and our play-based philosophy and promote and incorporate the Catholic faith in the classroom.

## Babysitting

**St. Charles Borromeo Catholic School** does not permit teachers to babysit students within their classroom. **St. Charles Borromeo Catholic School** is not liable for staff members whom parents may contract outside of school to babysit. Staff members are not permitted to transport children that are not their own to or from school.

## PreK & VPK Hours and Schedule

### DAILY HOURS\*

#### Full day PreK3 & Full day PreK4

7:45 AM – 3:00 PM (or 7:45 AM - 2:00 PM on Wednesday)

Drop off supervision starts at 7:15 AM

#### VPK ONLY Hours (PreK4)

8:30 AM – 11:30 AM (may be dropped off as early as 8:20 AM)

VPK Morning Wrap (PreK4)

7:45 AM - 11:30 AM (may be dropped off as early as 7:15 AM); student Integrated Arts will occur before VPK hours  
PreK Half Day (3-year-olds)

7:45 AM – 11:30 AM (may be dropped off as early as 7:15 AM)

**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 student's 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 AM 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 (15 or more per trimester) may also be grounds for immediate removal from the program.

## AFTERCARE

3:00 PM – 6:00 PM (late fee incurred after 6:00 PM)

\*Noon/1:00 PM dismissals may apply; see the school calendar.

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 students 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 AM - 8:30 AM only (unless Full day or Morning Wrap option is selected).
- More than two tardies in a single week may require a meeting with the 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 directing 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.

## Drop-off Procedures

Students may arrive as early as 7:15 AM. Please do not bring students prior to this time as there is no supervision prior to 7:15 AM. All students must remain in the drop-off/pick-up zone and on sidewalks once they are dropped off. When students arrive, safety patrol or staff members will walk the PreK students to their classrooms each morning.

## CARS CONTAINING PREK STUDENTS

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.

## Pick-Up Procedure

Students still waiting for pick-up after completion of carline or rainy day dismissal will be taken to Aftercare. Aftercare fees are incurred based on the schedule listed in the

## CARS PICKING UP PREK STUDENTS

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 carpool, 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 at this location.

If the teacher does not recognize the person arriving to pick up your child, she/he must ask for identification. The individual will be verified as authorized on the pick-up list before we release your child. We require an email or a written note if there is any change to a student's authorized pick-up list. A driver's license or picture ID will be required for verification.

Late Pick-Up: The VPK pick up is at 11:30 AM. We ask that you arrive for pick-up on time. If you are later than 11:45 AM more than 3 times, you will be subject to a late fee of \$10 per 15 minutes.

## Rainy Day Drop-Off/Pick Up

The Florida weather is often unpredictable and can change quickly. In severe storms or unsafe weather conditions, the administration may postpone drop-off or pick-up for the safety of the students and staff. Heavy rain, thunderstorms, hurricanes, and a tornado watch or warning qualify as a "Rainy Day."

In the event of severe weather at dismissal, parents should expect a text message alert from FACTS. In addition, 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 PM (1:35 PM Wednesdays and 11:35 AM noon dismissals) or later if a weather notification was received. If the 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 with an infant or a validly displayed handicap parking pass may pull through the PreK carline circle where a staff member will get your student's name and call for them to come down. Again, this is only for those with younger children in the car or have a handicap pass.

Please note that BMC siblings MAY NOT pick up students on a Rainy Day dismissal. Parents must park and pick up siblings from their classrooms. The exception is only for BMC student drivers with authorization.

## Aftercare Program

St. Charles Borromeo Catholic School offers a rich educational and recreational based Aftercare Program to serve the student population for PreK – 8<sup>th</sup> grade. The Aftercare Program nurtures the potential of every child. Children are cultivating the values, skills, and relationships that lead to positive behaviors, better health, and academic achievements. Students in the Aftercare Program will receive a small snack, followed by supervised activities throughout the day.

The PreK students report to room 102. Locations may change based on participation. Parents will be notified of changes in location.

### *Aftercare Hours*

***3:00 PM – 6:00 PM (2:00 PM - 6:00 PM on Wednesdays), snack provided***

## Uniforms

The uniform is a visible reminder of our identity as a Catholic community with cherished traditions and values. Wearing the St. Charles Borromeo Catholic School 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 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.

| PreK 3 and PreK 4 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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             | Athletic shoes that are all white or black. The sole of the shoes should not be a color other than the shoe itself (i.e. black shoes with white soles or other colored soles).<br>No high-tops or mid-tops, laced correctly and tied securely. Velcro is encouraged until the student is able to tie own shoes.<br>No boots, sandals, slides, backless shoes, clogs, uncovered or open shoes, platform soles, or heels.                                                                      |
| Sweatshirt        | Black SCBCS embroidery logo purchased from Risse Brothers.                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Fleece            | Red SCBCS embroidery logo purchased from Risse Brothers                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Sweatpants        | Any solid dark color sweatpants purchased by the parents on their own. (Should be worn over the regular uniform shorts during cold weather days only).                                                                                                                                                                                                                                                                                                                                       |
| Outerwear         | Zip-up red fleece with the school logo may be purchased through Risse Brothers. Any solid dark color sweatshirt may be purchased by the parents on their own. Non-uniform jackets or coats may be worn to and from school on cold weather days. All non-uniform jackets or coats must be taken off in the classroom. SCBCS logo fleeces or any solid dark color sweatshirt are the only outerwear that may be worn in the classroom. Students may not wear leggings underneath their shorts. |
| Socks             | Solid white socks that must be visible and go above the ankle and no logos.                                                                                                                                                                                                                                                                                                                                                                                                                  |

## Change of Clothes

It is essential to keep an extra set of uniform items at school, including underwear and socks. A change of clothes should be stored in a Ziplock bag labeled with your child's first and last name.

## Water Bottles

Students are permitted to bring a leak/spillproof bottle filled with water to school daily. Students must be able to open the water bottle independently. Remember to label the bottle on the front or top with your child's first and last name. Students may not carry a disposable water bottle with them in the classroom or during recess. The classroom teacher may have additional policies and procedures for student water bottles in their class.

## Lunch

Aramark is our lunch provider of a daily and healthy lunch for our students.

- \$4.25 for PreK
- Monthly menu posted on the St. Charles Family Portal one month in advance and in the weekly Bulldog Bark.
- Parents can pay to an online account at [myschoolbucks.com](https://myschoolbucks.com) or send in exact cash at the School Office **prior to 10:00 AM**.
- The Café Supervisor is Cheryl Thompson.
- Students who have overcharged 2 meals will only be able to order a PB&J sandwich charged through FACTS for \$4.00.

If a student has forgotten their lunch, a parent may bring it to the School Office before 10:00 AM with their student's name and grade on it. At 10:05 AM, all lunches in the School 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 MAY NOT BRING IN LUNCHES FROM OUTSIDE VENDORS, INCLUDING FAST FOOD RESTAURANTS. Additionally, FOOD DELIVERY SERVICES ARE NOT ALLOWED. Food delivery companies, such as Uber Eats, will be turned away and not permitted to deliver.**

If you have any questions regarding your account or lunch program, please contact Kimberly Flatt of Aramark.

## Snacks

Please send a healthy snack with your child each day. To help ensure snacks are easily identified and returned to the correct student, please clearly label all snack containers and bags with your child's name. Healthy snack choices may include fruits, vegetables, cheese, yogurt, crackers, or other nutritious options.

## Birthday Snacks

A child's birthday is a special day. We would like to share the joy of that day by offering an out-of-uniform day. The birthday child may wear regular clothes. If the child has a summer birthday, you may celebrate a half-birthday six months after/before the actual birthday. If a child's birthday falls on a Mass day, they may wear their out-of uniform attire the day after Mass. Except in the case of illness, an absence on a child's birthday forfeits the privilege of wearing out-of-uniform attire to school. Summer birthdays are celebrated in May.

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 pre-packaged or cut into individual servings (cookies, cupcakes). Treats must be store-bought. Please do not send in homemade treats. Be sure to talk with the teacher about what you are sending in for the class as a member of the class may have allergies. **"Goody bags" may not be passed out. Lunch may not be purchased for the class.** 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. No balloons or any form of decorations please.

**Accreditation Health and Safety Checklist requires that parents need to make arrangements with the teacher prior to sending in treats for the class, allowing time for the teacher to notify all parents in the class.**

## **Resting Mat**

Please send a nap mat labeled with your child's name. You may also send a small blanket or comfort item to help your child feel comfortable during rest time.

## **Rest Time**

Students have a scheduled rest time after lunch. Quiet music and dim lights help the children relax. During rest time, the children are expected to remain quiet on their nap mats. While not all children will sleep, all children are expected to participate in a quiet rest period.

## **Toileting Policy**

All students at St. Charles Borromeo Catholic School must be fully toilet trained prior to enrollment in the school. Students may not wear diapers or pull-ups to school.

Students should be able to clean themselves with minimal or no assistance. All classes include several scheduled bathroom breaks during the day. If a student needs to use the bathroom in addition to the scheduled breaks, he/she will be allowed to do so.

On rare occasions, an “accident” may occur. Should this happen, school personnel may assist the student who has “wet” or “soiled” his/her pants by giving him/her direction and instruction.

School personnel may assist, but do not typically change the student. Young children are required to have a change of clothes available at the school and will be offered those in order to re-clothe themselves. Parents/Guardians will be notified when “accidents” occur. If a student needs more assistance than can be provided by the school, the parent should be notified and may be asked to remove the student until such time as he/she is fully toilet trained. Schools may, at their discretion, “hold” a space for a student needing additional time to become fully toilet trained.

## **Communication**

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

- FACTS
- Email
- School Website (Calendar is dynamically updated)
- Bulldog Bark
- Facebook/Twitter/Instagram
- Text messaging
- Phone
- Sign-Up Genius
- Parish Bulletin

Regardless of the method you choose to use to reach out to a teacher, we kindly request that you allow us 24 hours to respond.

Weekly newsletters are sent via email from your child's teacher. Be sure to read the newsletter for important updates with classroom-specific and sometimes time-sensitive information. Check email and your child's folder daily. Be sure to keep your contact information updated to be sure you are receiving communications.

## Curriculum

Early Learning is a time for acquiring a wealth of competencies and experiences, including building vocabulary, developing fine and gross motor skills and control, learning social cues and boundaries, managing emotions, establishing fundamental independence and self-help skills, and enjoying the gifts of discovery and play in God's world. Socialization and exploration are important. We believe that children benefit from a hands-on, multisensory, play-based experience.

Our core curriculum includes:

Frog Street Reading Program

Stories of God's Love-2nd Edition (Religion-3/4 yr old-Benziger)

Scholastic Magazine- "Clifford: My Big World"

Learning Without Tears Handwriting Program (3 and 4 year old)

## Early Learning Standards

The PreK uses the Florida Early Learning and Developmental Standards as our guide for lesson planning for all age groups. We use these standards when creating activities and observing milestones with each child. These standards cover the following areas: Physical Development, Approaches to Learning, Social and Emotional Development, Language and Literacy, Mathematical Thinking, Scientific Inquiry, Social Studies, and Creative Expression through the Arts. Please refer to this site for the standards: <https://flbt5.floridaearlylearning.com/>.

## Program Goals

**To provide a strong readiness program for three-to five-year-olds that addresses physical, social, emotional, cognitive, and spiritual development.**

To meet this goal, we promote our three- and four-year-olds' oral language development and encourage their social interaction. Have more opportunities to work more independently, to care for themselves and their own belongings, and to also develop self-motivation. We will also encourage learning through music, literature, and interaction with peers and adults. Encourage small muscle development by using puzzles, lacing, gluing, and scissor activities and introduce large muscle development by movement activities such as hopping, jumping, and changing directions. We will work on mathematical concepts such as more/less, big/small etc. We will encourage each child to explore their world through art, cooking, social and dramatic play, and through indoor and outdoor activities.

## Conferences and Progress Report

Conferences: Teachers and/or parents may request a conference at any time throughout the school year with teachers and/or administration. Teachers may ask other staff to join in the conference.

Report Card and Progress Reports: Report cards are issued at the end of each trimester for students in grades PreK. Halfway through each trimester, progress reports are sent home for parents to view, sign, and return to school. The grades for each period are based on different forms of assessment, such as daily work assignments, projects, and tests. Please note not all skills are assessed each trimester, and most skills will be either EP or DP for most of the school year, as this is typical of most early learning school- aged children. Reports will be delivered electronically for the first and second trimester and mailed after the third trimester. Financial holds may affect the receipt of report cards in a timely manner.

### Standards-based Grading Scale PreK

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

## Toys

Children are not permitted to bring toys to school. We have lots of fun and engaging things to play with in our classrooms, and we need learners to keep their toys safe at home. The only exception to this policy is if a teacher explicitly requests that an item be brought to school. If there is a teacher's request, it will be communicated to parents in writing.

## Field Trips

**St. Charles Borromeo Catholic School** does not take PreK children on off-site field trips. The curriculum may at times bring programs or professionals into the classrooms to enrich the curriculum.

## Illness

Germs spread quickly in a school environment. All children and staff stay healthier when sick people stay at home. Common sense must prevail in the case of colds, which can range from a mild case of sniffles to a full-blown sinus infection or deep cough. If your child is not well enough to participate in ALL aspects of the daily schedule, please keep them home from school.

Please keep your child home if he or she:

- Has a fever or has had one during the previous 24-hour period. To return to school a student must be fever free for 24 hours without the use of medication.
- Has had diarrhea or vomiting during the previous 24-hour period. To return to school a student must have a solid bowel movement before returning to school.
- Has nasal discharge that is anything but clear.
- Exposure to or contraction of a communicable illness.
- Has Pink Eye.
- Head Lice. A student must be treated fully before returning to school.
- If your child has started antibiotics, they must remain home for the first 24-hour period.

If your child develops any of the above symptoms while at school, you will be called to come pick up your child.

Please notify the director if your child is diagnosed with a communicable illness such as Chickenpox, Head Lice, Fifth Disease, Hand, Foot, and Mouth, Flu, Pinworms, etc. Once the school is notified, an email will be sent to the school families advising of the illness.

## **Communicable Disease**

Any child suspected of having a communicable disease must be removed from the program and may not return without medical authorization or until the signs and symptoms of disease are no longer present.

Signs and symptoms of suspected communicable disease include:

- Severe coughing, causing a child to become red or blue in the face or to make a whooping sound.
- Difficult or rapid breathing
- Stiff neck
- Diarrhea (more than one abnormally loose stool within a 24-hour period).
- Temperature of 101 degrees Fahrenheit or higher in conjunction with any other signs of illness (Any infant younger than 2 months of age with fever should get immediate medical attention).
- Pink eye
- Exposed, open skin lesions
- Unusually dark urine and/or gray or white stool
- Yellowish skin or eyes
- Any other communicable disease symptoms.

A child identified as having head lice must not be permitted to return until the following day, and then only if treatment has occurred and been verified. Verification of treatment may include a product box, box top, empty bottle, or signed statement by a parent that treatment has occurred.

The school must notify their county Health Department of communicable diseases. All reports are confidential. Various measures to reduce the risks of transmission, the possibility of infection from COVID-19 or other communicable diseases is nonetheless present. Parents expressly assume such risks by allowing their children to attend school and participate in school activities and/or by coming onto the school campus and attending school activities themselves.

In the event of a natural disaster, disease outbreak, or any other circumstances which in the judgment of the school administration make it unfeasible, unsafe, or otherwise imprudent to remain open. There will be no suspension, reduction, or refund of tuition in these circumstances.

## **Discipline**

PreK uses an age-appropriate, play-based curriculum that promotes safety, positive social interactions, and child-centered learning. Teachers create structured, nurturing environments with clear expectations and guide children's behavior through modeling, redirection, and nonverbal cues. Emphasis is placed on developing self-control, respect for others, and positive self-esteem.

Discipline is understood as a learning process within grace-filled classrooms. Children are taught emotional regulation, problem-solving, and peacemaking skills using developmentally appropriate strategies. Inappropriate behavior is addressed through guidance and redirection and is never managed through physical or verbal punishment, nor by withholding basic needs such as food, rest, or bathroom use. Parents are engaged when safety concerns arise or when additional support is needed to ensure each child's well-being and success.

When a child experiences a particularly challenging time, the school encourages collaboration between parents and teachers to develop appropriate strategies. If a specific situation requires additional attention, the following procedures are followed:

- The teacher observes and documents the child's behavior and addresses it directly with the child using developmentally appropriate strategies. Techniques such as reminders, breathing exercises, or use of a designated Safe Spot may be implemented to reinforce positive choices.
- The teacher communicates with the parent(s) regarding the observed behaviors and the learning-based strategies being used in the classroom.
- The teacher may consult with the Director, School Administration, or School Counselor to discuss additional support.
- The teacher follows up with the parents to share progress and discuss the effectiveness of the strategies in place.
- If concerns persist, a conference may be scheduled with the teacher, parent(s), and administration to discuss further options to support the child's social and emotional development.
- Repeated or severe behaviors that compromise the safety or well-being of the child or others may result in excluding a child from attendance.

Staff members make every reasonable effort to work collaboratively with the child and family to resolve behavioral concerns. Depending on the severity of the situation, an individual behavior plan of action may be implemented at any time. This plan may include additional classroom support, consultation with outside resources, temporary removal from the classroom, and/or contacting a parent to take the child home.

## **Biting**

Biting can happen in an early learning setting, especially with young children who do not have the verbal or emotional control to express their needs/feelings. Children's responses can be related to many environmental factors, as well as internal emotions such as frustration, tiredness, overstimulation, seeking attention, etc. In line with the school's overall behavior policy, teachers provide a nurturing environment that encourages children to maintain self-control. The health and safety of our students are our top priority; however, if three biting incidents occur, the child will be counseled, along with their parents, and removal from the program may be considered.

## **Withdrawal**

Written notice must be provided to the ELC Director or School Administration at least two weeks prior to withdrawal. The account must be paid in full before withdrawing, including tuition for that two-week period. 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 15, 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 the family.

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

*St. Charles Borromeo Catholic School is a child care facility operating under an exemption pursuant to the laws of the State of Florida and is not subject to licensure or regulation by the Department of Children and Families.*

# DIOCESAN POLICIES

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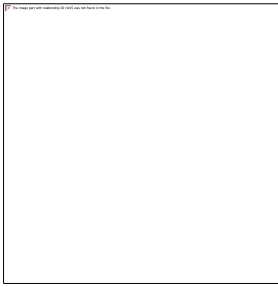












# Image Release Form

(Photography and Image Assignment Waiver, and Release)

I \_\_\_\_\_,  
for valuable consideration received, and for being allowed access to Diocesan property, activities, or events, expressly assign to \_\_\_\_\_ and the Diocese of Orlando, and to all of their current, former, and future agents and related entities (collectively, "the Diocese"), all rights, title and interest in, and to, the use of my and my child/ward's image or likeness, including, but not limited to all videotape recordings, photographs, or audio recordings of, or made by, me and/or my child/ward on Diocesan property, during a Diocesan-sponsored event, or for any other Diocesan purpose ("the Property"). The Diocese shall have, without my consent, the right to assign its rights in the Property, in whole or in part, to any entity, parish, or school within the Diocese of Orlando.

I hereby irrevocably grant the Diocese perpetually and exclusively, the right to use and incorporate (alone or together with other materials), in whole or in part, the Property, in any Diocesan publication, news release, or for any other purpose. Further, I hereby authorize the reproduction, sale, lease, copyright, exhibition, broadcast and/or distribution of the Property without limitation for any purpose whatsoever, and I further waive all rights to any compensation for my and/or my child/ward's appearance or participation in the Property. I understand and have been advised that photographs or videotape of participants may be used in publications, websites or other materials produced from time to time by the Diocese. Participants' names would not be identified, however, without specific written consent. I further understand that the Diocese has no control over the use of photographs or film taken by media that may be covering the event in which my child(ren)/ward(s) participate(s).

I hereby waive any claims against and release the Diocese, its current, former, and future religious, employees, volunteers, agents, and successors and assigns from and against any and all claims, demands, actions, causes of actions, suits, costs, expenses, liabilities, and damages whatsoever that I and/or my child/ward may have against the Diocese in connection with the Property or the use of the Property.

This release shall not obligate the Diocese to use the Property or to use any of the rights granted hereunder, or to exhibit, distribute, or exploit the Property. I acknowledge that the Diocese cannot control all photographic access to its properties, and that my child/ward's name may be printed with photos/images in various publications, including non-Diocesan publications.

I represent that I am eighteen years of age or older, and that I have read and understand the terms of this Assignment, Waiver, and Release.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
If applicable, name(s) of minor children/wards:



## Release of Audio and Visual Recording for Purposes of Digital Learning Recordings

I \_\_\_\_\_ (name of parent/legal guardian), by having my child(ren) receive religious education at \_\_\_\_\_ Parish, and for being allowed access to digital recordings of \_\_\_\_\_ Parish's digital learning live sessions and my child/ward's participation in

\_\_\_\_\_ Parish's digital learning live sessions, expressly assign to \_\_\_\_\_ Parish and the Diocese of Orlando, and to all of their current, former, and future agents and related entities (collectively, "the Diocese"), all rights, title and interest in, and to, the use of my child/ward's image or likeness, including, but not limited to all videotape recordings, photographs, or audio recordings of, or made by, me and/or my child/ward during any and all digital learning classes in which my child participates ("the Property"). The Diocese shall have, without my consent, the right to assign its rights in the Property, in whole or in part, to any entity, parish, or school within the Diocese of Orlando for educational purposes. I hereby irrevocably grant the Diocese perpetually and exclusively, the right to use and incorporate (alone or together with other materials), in whole or in part, the Property, for any other educational purpose. Further, I hereby authorize the reproduction, copyright, exhibition, broadcast and/or distribution of the Property within the Diocese without limitation for any educational purpose whatsoever, and I further waive all rights to any compensation for my and/or my child/ward's appearance or participation in the Property for these limited educational purposes.

I hereby waive any claims against and release the Diocese, its current, former, and future religious, employees, volunteers, agents, and successors and assigns from and against any and all claims, demands, actions, causes of actions, suits, costs, expenses, liabilities, and damages whatsoever that I and/or my child/ward may have against the Diocese in connection with the Property or the use of the Property for these limited educational purposes.

This release shall not obligate the Diocese to use the Property or to use any of the rights granted hereunder, or to exhibit, distribute, or exploit the Property.

I represent that I am eighteen years of age or older, and that I have read and understand the terms of this Assignment, Waiver, and Release.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Name of Children/Wards \_\_\_\_\_,  
\_\_\_\_\_ (additional names may be added)

Parent Code of Conduct 2026-2027

# ***“Search Me, O God, and Know My Heart”***

***-Psalm 139***

The Diocese of Orlando recognizes that parents/guardians are the primary educators of their children. Parents and guardians in the local school community are expected to always demonstrate respectful behavior with faculty, administration, support staff, students, and volunteers, whether on or off school grounds or at school-related events. 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.

In cases of serious or repeated noncompliance by a parent/guardian with the school policies or procedures, the administration reserves the right to withdraw that parent's/guardian's child(ren) from the school. Please note that harassing teachers or administration over disciplinary decisions, threatening civil legal action over disciplinary decisions, and initiating civil legal actions against other students are considered to be an irretrievably broken school/parent relationship. This in no way prevents a parent from notifying law enforcement if they believe a crime has been committed. 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 student then immediately leaving property.

This **Code of Conduct** applies to all parents, guardians, caregivers, volunteers, and visitors who interact with our schools and Catholic Education in the Diocese of Orlando. It also applies to all parents, guardians, caregivers, volunteers, and visitors who are present at school and school sponsored activities, meetings, and/or functions within and outside of school hours. As parents, guardians, caregivers, volunteers, and visitors, there is an expectation of support for the Vision and Mission of Catholic Education in the Diocese of Orlando.

## **Code of Conduct for Catholic Schools in the Diocese of Orlando**

It is the expectation of the school that all parents/guardians/caregivers/volunteers and visitors always model acceptable behavior within the school setting, at school sponsored activities or in any social or professional media involving the school and/or Diocese. “It is incumbent upon parents to cooperate closely with the school teachers to whom they entrust their children to be educated; and in fulfilling their duty, teachers are to collaborate closely with parents who are to be willingly heard and for whom associations or meetings are to be inaugurated and held in great esteem” (*The Code of Canon Law*, Canon 796, Para. 2).

This Code is designed to guide all stakeholders in their dealings with staff, other parents, students, and the wider school community. The Code stands beside but does not exclude or replace the rights and obligations of individuals under common law while recognizing the rights of the Diocese of Orlando as a Catholic religious entity and the religious nature of Catholic schools.

### **Mission Statement:**

Catholic schools in the Diocese of Orlando proclaim the Gospel message within an academic environment of excellence that challenges students to be creative and critical thinkers who integrate faith, moral leadership, and compassionate service in order to create a more just and humane world.

Rights of a Parent, Guardian, Caregiver, Volunteer, and Visitor:

- To be treated with respect and courtesy by staff, students, and other parents
- To be listened to, and clearly communicated with by the school in a timely manner, regarding your child/ren's education and development. This does not mean that school staff can always respond within 24 hours.
- To have confidentiality over sensitive issues respected by faculty/staff. This does not limit the staff's ability to conduct investigations into discipline issues.

Responsibilities of a Parent, Guardian, Caregiver, Volunteer, and Visitor:

- Value and advocate for your school and its reputation. Be mindful of the hurt and damage social media may cause to faculty/staff members, other parents, and students.
- Respect the rights of faculty/staff members and other individuals.
- Respect the reputation of teachers, coaches and administrators and be mindful of communications especially social media; e.g., tone of emails
- Follow the correct procedures to resolve a grievance or conflict, as outlined in the school's handbook
- Parents must follow the instructions and directions of the teacher. A parent may remind students of the rules but at no time issue consequences and should refer the student to the teacher if the behavior continues
- As valued members of the school community attend and participate appropriately in school liturgies, extra- curricular or special events including athletics, concerts, academic and cultural events

As a Parent, Guardian, Caregiver, Volunteer, and/or Visitor, we ask that you:

- Cooperate with school/campus security protocols when on school grounds in order to support the overall safety and security of all children in our care
- *Please note that each school in the Diocese of Orlando has a "Raptor" comprehensive visitor check-in/check-out system located at the front reception desk to prevent school access to unauthorized persons. Using a valid driver's license, "Raptor" runs all visitors against the National and State Sex Offender Registry each time he/she visits the campus. ALL visitors and volunteers must wear their name badges/lanyards in plain sight at all times while on school grounds or at school-related events*
- Support in words and actions the philosophy of Catholic Education
- Under no circumstances approach/contact another student to address, discuss, or reprimand them because of actions towards your own child/ren. These issues should be addressed by school administration. This includes the use of digital/social media to address or air grievances or talk negatively about another student
- Respect teachers' preparation and assigned supervisory time before, during, and after school Make an appointment for long discussions at a mutually convenient time. If you wish to speak to a teacher, please do not expect a meeting unless pre-arranged
- Protect our children and do not discuss any grievances or perceived failings in front of any student regarding the school
- Respect the decisions made by the administration and faculty, even if you disagree with them. Continued demands to re-visit administration and faculty decisions is not acceptable.
- Listen to your child/ren, but remember that a different version of the event may be interpreted by others
- Understand the importance of a healthy parent/teacher/child relationship and communicate any concerns to your school in a constructive and appropriate manner
- Observe the school's policies, as outlined on the school webpage and/or the school's handbook and endeavor to support them in the home
- Cooperate where your child's behavior has overstepped accepted school standards, as outlined in the

- Student Code of Conduct, and follow specified protocol for communication with faculty/staff members
- Value the school community and its reputation especially when engaging with social media
- Do not smoke or use offensive language on school premises
- Respect the decisions made by the administration on how to comply with court ordered custody and parenting plans for separated parents.

Addressing concerns regarding situations involving your student(s):

- Our Catholic schools want to work in partnership with our families. Therefore, the administrative structure for addressing concerns is as follows:
- Speak to the appropriate school person involved (e.g., class teacher) first and try to resolve the concern with mutual respect and clear communication. Where/if possible make an appointment with the relevant person. Follow the chain of command.
- If for some reason this is not possible, then make an appointment to see an administrator, or other designated leadership personnel.
- The Administrator (or designee) should attempt to mediate and find resolution in the presence of both parties.
- If, having followed Steps 1-3 with no satisfaction, the parents must contact the pastor. Only after steps 1-4 have occurred with no resolution, then you may contact the Office of Catholic Schools using information on the website of the Diocese of Orlando - Office of Catholic for further facilitation (<https://www.orlandodiocese.org/ministries-offices/schools/>).
- Understand that parents, caregivers, guardians, etc. will not receive disciplinary or conflict resolution details that involve children other than their own. This is in accordance to Florida Statute.

It is important to note that criticism regarding a faculty/staff member will only be heard if it is related to their professional conduct.

*Breaches and/or the inability to respect the Diocese of Orlando – Office of Catholic Schools Code of Conduct for Parents, Guardians, Caregivers, Volunteers, and Visitors, or exasperating complaints, may result in exclusion of a parent, guardian, caregiver, volunteer, and/or visitor from a school, and/or possible termination of enrollment of their child/ren.*

If your complaint relates to Sexual Abuse by a faculty/staff member towards a child in both an historical or current matter, you should, contact the statewide toll free abuse and neglect registry at 1-800-96ABUSE ( 1-800-962-2873) and/or law enforcement. The Diocese of Orlando also offers the service of a Victim Assistance Coordinator. The number is 407-246-7179.

Parents, Guardians, and/or Caregivers, when signing off on accepting the school's policies in the Enrollment Application Form, and by the act of accepting enrollment at a Diocese of Orlando Catholic School, are accepting of this Code of Conduct in its entirety.

*Excerpts of this policy have been used by permission of the Diocese of St. Petersburg, FL.*