

*"Be sure that you first preach by the way you live."*  
-Saint Charles Borromeo

# **PARENT & STUDENT HANDBOOK**

## **2024 - 2025**



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*An interesting and challenging experience awaits 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.*

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

## INFORMATION

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.

### 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.

### SCHOOL MOTTO

*"Work Hard, Play Hard, Pray Hard."*

### SCHOOL MASCOT

Bulldog

### SCHOOL COLORS

Black, Red, and White

## ACADEMICS

### **Digital/Hardback/Textbooks/Resources**

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

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

### **Faithful Citizenship**

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

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

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

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

### **Homework**

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

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

Students 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.

## **Honors**

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

### **Principal's Honors:**

An A in all subject areas. All 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.

## **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 in their GPA calculations for admission purposes.*

## **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 50% in the gradebook. Students will need to comply with classroom policies to complete the missing or late work to receive a grade other than 50%.

## **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.

## **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 As with no more than two Bs or all As 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 3s 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 3s 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, harassment, or any action deemed serious by the administration may result in immediate dismissal from NJHS with no warning or probation given.

### **Promotion/Retention**

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

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

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

8<sup>th</sup> grade Graduation requirements are the same as the promotion requirements. An 8<sup>th</sup> grader who fails one subject will not be promoted to 9<sup>th</sup> grade unless adequate remediation has been done by the end of June the same summer. An eighth grader who fails two or more subjects will not graduate.

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

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

### **Standardized Testing**

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.

### Student Progress

- Conferences: Teachers and/or parents may request a conference at any time throughout the school year with teachers and/or administration. Teachers are not permitted to conference one on one with parents.
- FACTS Family Portal (grades K to 8): Provides online access to student's academic progress through the Parent Portal. Teachers upload and post grades to assist parents in remaining informed of their student's progress.
- Report Card and Progress Reports: 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. See the grading scale below. The grades for each period are based on different forms of assessment, such as daily work assignments, projects, and tests. Reports will be delivered electronically for 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 – Grade 5

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.
N/A	<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.

**Numerical Grading Scale Grades 3 – 5  
Religion, Mathematics, Science, English/Language Arts, and Social Studies**

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

**Middle School Grading Scale  
Religion, Mathematics, Science, English/Language Arts, Social Studies, and Integrated Arts**

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

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

**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 if, in consideration of human and instructional resources, the school cannot appropriately address the needs of an individual child. Parents are expected to cooperate fully with any proposed accommodation plan.

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.

Students must be full-time enrolled students to attend classes and participate in school activities. Homeschooled children are not an exception to this rule.

For further information regarding admission to SCBCS, please contact the school office at 407- 293-7691.

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

## **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

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

## **Immunization and Health Records**

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. A Florida Certificate of Immunization (Form DH 680) completed by a healthcare 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.

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

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

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

## **Non-discrimination Policy**

St Charles Borromeo Catholic School does not discriminate against students based on race, color, gender, or national and ethnic origin in the administration of its educational policies, admission policies, financial aid and loan programs, athletic programs, and other school programs.

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

## **Required Documents**

The following records are required to process a student's online application:

- Birth Certificate
- Baptismal Certificate (Catholic Only)

- Teacher Recommendation (1<sup>st</sup> - 8<sup>th</sup> Grade)
- Copy of Recent Progress Report/Report Card (1<sup>st</sup> - 8<sup>th</sup> Grade)
- Copy of Prior Year Report Card (1<sup>st</sup> - 8<sup>th</sup> Grade)
- Copy of Standardized Test Scores (if applicable)
- On-site Academic Screening (K - 8<sup>th</sup> Grade) See Below
- Non-refundable New Family Fee of \$100 for the first student and \$25 for each additional student (PreK3, Full Day PreK4, and K - 8<sup>th</sup> families)

Additional records required if applicable:

- Pastor Permission Form filled out from the Parish you attend
- Copy of IEP, 504 Plan, or Additional Testing and final results
- Scholarship Award Letter
- VPK Eligibility Certificate
- Influenza Brochure (VPK)
- Letter of Financial Good Standing (if previously in a diocesan Catholic school)
- Letter of Parish Participation (if new to Orlando Diocese)
- Copy of Custody Documentation

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

After a family receives the email enrollment packet, the following must be provided to complete the admission process:

- Official Transcripts from Previous School
- Florida State Entry Health Exam
- Florida Certificate of Immunization (Form 680) / A current physical (within the last year) on the Florida Health form
- Additional Student and Family Fees

## Scholarships

SCBCS is approved to participate in the following scholarship programs:

- **VPK** (*Voluntary Prekindergarten*) is free to all children that turn four years of age by September 1<sup>st</sup>. <http://elcoforangecounty.org/voluntary-prekindergarten-vpk/>
- **AAA Scholarship** offered to students in K-12 who come from low-income families: <http://www.aaascholarships.org/parents/>
- **Florida Tax Credit Scholarship (FTC) and Florida Empowerment Scholarship for Educational Opportunities (FES-EO)** is a Tax Credit Scholarship now available to Florida residents, regardless of household income, who are eligible to attend a K-

12 public school: <https://www.stepupforstudents.org/scholarships/private-school/>

- **Florida Empowerment Scholarship for Unique Abilities (FES-UA)** available to students age 3 through grade 12 or age 22, whichever comes first, who have a specific diagnosis: <https://www.stepupforstudents.org/scholarships/unique-abilities/>

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

## 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 as part of the IDEA Child Find process by the public-school district, or through a private psychological-educational evaluation approved by the Office of Catholic Schools. The school administration reserves the right to determine the ability of the school to provide the appropriate accommodations required to address individual student need. Admission may be denied if it is determined that the school, in consideration of human and instructional resources, cannot appropriately address the needs of an individual child. Parents are expected to cooperate fully with any proposed accommodation plan.

## Withdrawals

1. In case of withdrawal, parents should give written notice to the school office as soon as the withdrawal date is established. This can be done through email as well.
2. Tuition due for the school year is a prorated amount based on a 10-month school year (August-May) with regard 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.

## AFTERCARE PROGRAM

SCBCS offers a rich educational and recreational based Aftercare Program to serve the student population for PreK – 8<sup>th</sup> grade. Champions provides service for Kindergarten through 8th grade students. PreK students receive aftercare supervision from SCBCS staff.

The Champions and 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, Global Learning, etc.) through-out the day.

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

The Champions program fees are outlined here:

<https://www.discoverchampions.com/>

SCBCS Pre-K Aftercare fees are outlined here:

<https://stcharlesschoolorlando.org/wp-content/uploads/2024/07/SCBCS-Pre-K-Aftercare-Program-Registration-Form-2024-2025.docx>

### **Contact**

Champions Director: **Kristyn Marie Ellis**

(407) 280-4592 (1:00-6:00 pm) or [ch001621@discoverchampions.com](mailto:ch001621@discoverchampions.com)

SCBCS PreK Aftercare Program and Billing: **Marjit Phipps**

(407) 293-7691 or [mphipps@scbcs.net](mailto:mphipps@scbcs.net)

**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.**

### **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.

## Emergency Drop-Off

Students who are not picked up after carline or after an after-school activity will be brought to Aftercare and charged the daily rate.

If the student is not previously registered with Champions, they may be charged twice the daily rate. Please refer to the fee schedule provided in the following link:

<https://www.discoverchampions.com/our-locations/orlando/fl/001621>

## Illnesses & Accidents

All emergency information must be on file with the director through the Plus Portals System. First aid will be administered for minor accidents. Medication will not be given unless a written statement from the physician detailing the method, amount, and procedure for distribution is on file in the school clinic. For major accidents, 911 will be called.

## Sign Out Procedures

- Parents, guardians, or drivers authorized to do so on the Alternate Pick-up Authorization section of the 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.

## ASBESTOS

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

## ATHLETICS

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

The school recognizes the following sports, activities, and clubs: School Sponsored Clubs (NJHS, Robotics, Speech & Debate, Band, Voices), Major School Sponsored Activities: (Cheerleading, Art), School Sponsored Dances (Middle School Dance), School Sponsored Athletics (CYS Sports-Basketball, Volleyball, Soccer, Flag Football, Track).

Parents acknowledge that participation in these sports, activities, or clubs may be inherently dangerous, and the school cannot ensure the safety of all students involved in its activities and programs.

Prior to participation in any sport, each student must complete the Parent Consent and Release of Liability form and other forms required by the sport-governing agency. Participation includes pre-season conditioning, open gym, tryouts, and practice. Forms will include FHSAA or Catholic Youth League required forms where applicable. **Parents, by executing this acknowledgment of receipt of this Handbook, HEREBY RELEASE the school, the Diocese of Orlando, and their corporate members, officers, employees, and agents from any claims or liabilities that allegedly arise from or are related to participation in any sports, leagues, clubs, activities, or volunteer service-hour programs.**

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.

For purposes of this handbook, a club is defined as a group of individuals dedicated to a particular interest or activity, and a league is defined as a group of teams or individuals participating in an athletic activity. Only those students who are enrolled full-time in a Diocesan school may participate in extracurricular activities.

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

## **Athletic Director**

Please contact Coach Hartmann for questions regarding sports/athletics at [shartmann@scbcs.net](mailto:shartmann@scbcs.net).

## **Coaches**

The Athletic Director(s) will seek qualified, experienced adult coaches for every sports team. As mandated by the Diocese, student coaches under 21 will be allowed to act as assistant coaches only. All coaches and assistant coaches must complete the online Safe Environment Training and the fingerprinting process with a background check through the Orlando Diocese. A copy of these will be filed with the school. They must attend the CYS-sponsored Coaches Clinic at the beginning of the season, view the

concussion training video course, take and pass the test at the video's conclusion, and file a copy of the certificate with the school. No practices can take place until all of the above requirements are satisfied.

## **Eligibility**

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

**Prior to the first practice of the season, students must be passing all classes. If students are not passing by the first practice of the season, they will be placed on a two-week suspension from practices and games. They may not attend either. Suspension will end at the completion of the two-week period if grades are back to compliance. If grades are still not in compliance, the two-week suspension will restart. Students must complete the full suspension before grades are rechecked.**

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

The Principal may, at any time, declare an athlete ineligible due to lack of school attendance or improper conduct. To be eligible to participate in an after-school sports event, a student must have been present at school on game day. Students must be at school for at least half a day on the day of the event to be eligible to participate in extracurricular activities after school. Students must stay until or arrive before 11:30 AM. Students who leave school sick may not participate that day.

Coaches will choose athletes based on the following criteria: ability, sportsmanship, respect for coaches/parents/teachers/peers, team spirit, and attendance. The judgment of the coaches and the Athletic Director, in consultation with the Principal, will be final based on the above criteria.

Please remember that your student may be selected for a team but may not get equal playing time due to his/her athletic ability.

## **Fees**

There is a fee for each sport. Please go to [www.catholicyouthsports.com](http://www.catholicyouthsports.com) to find out more information on how to register and how much fee to pay for your sport. A uniform will not be issued until all fees are paid in full.

For Cheerleading, there is a \$100.00 fee paid directly to the school and will be billed through your FACTS account. Practice shirt, shorts, socks, bloomers, and a cheerleading bow will be provided as a part of the fee.

## **Parental Support**

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

## **Sports Event Etiquette**

### Conduct of Spectators:

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

## **Uniforms**

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

## **ATTENDANCE**

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. 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 to discuss the student's ability to complete enough face to face academic time to justify completion of the academic course. Students who do not comply with the school's published attendance policy may be retained, lose class credit, be suspended, be asked to withdraw, or be expelled. Students enrolled in the Florida School Choice Scholarship Program who are out of compliance with Diocesan attendance requirements risk the loss of the scholarship.

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 for 181 days. Attendance at retreats, days of reflection, special events, school prayer services, and Masses is mandatory for all students.

A student is considered absent when he/she is either not in the school building or fully present in a virtual setting. Whether or not the absence is excused or unexcused is determined by the administration. For students in grades K–8, attendance must be taken at the start of the day. For students in grades 9-12, attendance should be taken by instructional period. Students in K-12 are considered absent when more than 50% of the school day is missed. There is no virtual option for any specific student. Virtual options are only available when the entire school is operating virtually due to inclement weather or other health and safety reasons.

The parent/guardian is required to communicate with the 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 a 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.

## School Hours

### **Daily Hours\***

Full day 3 & 4-year-olds & K – 8

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 (4-year-olds)

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

### VPK Morning Wrap (4-year-olds)

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)

### **Aftercare**

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

\*Noon dismissals may apply; see the school calendar.

Students who arrive after the Morning Prayer bell has finished ringing will be marked Tardy – Unexcused. The bell for Morning Prayer rings at 7:45 AM for 1 minute. 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

The first bell rings at 7:45 AM at which time the school gathers for Prayer and Pledge. All are invited to attend.

School Mass is held each Wednesday at 8:30 AM unless otherwise noted on the calendar. Families are encouraged to attend Mass.

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 Aftercare section of this handbook. Students may not wait unsupervised outside the school for their ride.

### **Attendance Record**

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

- Parental verification of the absence must be made to the School Office by 9:15 AM every day of the student's absence, or the absence may not be considered excused. Report an absence by calling the School Office at 407.293.7691 or emailing the School Nurse at [sballesteros@scbcs.net](mailto:sballesteros@scbcs.net) to report an absence. In the event a verification phone call or email is not made, the parent will be contacted by the office.
- Upon return to school, a written note of explanation for the absence must be given to the office.
- **The student will have the number of days equal to the number of absences, up to five days, to complete this work and return it to teachers.** For example, if a student is absent for four days, four days after returning to school will be given to complete assignments. If a student is absent the day before a previously

announced test, they are still required to take the test. This policy applies to absences due to illness as well.

- Students are considered absent when more than 50% of the school day is missed. As such, **students arriving at school after 11:30 AM or leaving before 11:30 AM will be considered a half day absence**. Students absent more than half a school day are not eligible to participate in extra-curricular activities on that given day.

## 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 must 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 will not be checked out after 2:30 PM, 1:30 PM Wednesdays, and 11:30 AM on noon dismissals 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.**

## Excused and Unexcused Absences

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;
- College site visit; or
- Special event, excused at the principal's discretion with permission from the principal in writing five days prior to the scheduled event, including pre-arranged event of educational value.

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.

For long-term or extensive absences due to medical conditions, parents should enroll student in the applicable county public school district for home instruction or arrange with the school administrator for continued academic progress.

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.

Tardiness is sometimes necessary due to illness, death in the family, or 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.

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.

### **Excessive Absences**

No student can be absent in excess of 30 days, excused or unexcused. If the number of days are exceeded, the student may be asked to withdraw or be retained because of impact to academic progress or asked to not enroll the following school year.

In situations with excessive absences (excused or unexcused) the school may be obligated to report the attendance issue to the appropriate scholarship organization. This may result in the loss of an annual scholarship and/or a request that the student be withdrawn from the school.

**Parents of a student with 10 or more excused/unexcused absences must meet with the Principal and Pastor.**

### **Make-up Work Due to Absence (Excused or Unexcused)**

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

### **Tardies**

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

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

Unexcused Tardies – A tardy will not be considered excused if a student is tardy for reasons other than those listed above.

- Students arriving late to school should report to the office for a tardy slip.
- After the Morning School Bell stops ringing (begins at 7:45 AM for 1 minute), students should report to the School Office to sign in.
- Students will not be admitted to class without a tardy slip.

### **Excessive Tardies**

Students with more than 45 tardies in a school year (combined excused and not excused) may be asked not to return the following school year. Parents/Guardians may be asked to meet with administration when their student has started to exhibit patterns of excessive absences and/or tardiness.

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

### **VPK Attendance/Tardy/Pick up Policy**

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

Attendance Policy: We follow the Early Learning Coalition guidelines for attendance. If your child misses more than 20% of class time, the program reserves the right to terminate your child from the program immediately as your 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.

### **Pre-School 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.

*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.*

## 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.

Summer birthdays are typically celebrated in May. However, you may celebrate a half-birthday six months before or after their actual summer 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.

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) and 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.** 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.

## CHILD PROTECTIVE SERVICES AND LAW ENFORCEMENT

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

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

### **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.

## DIVORCED OR SEPARATED PARENTS

It is required that the custodial parent provides the school with an official, updated copy of any custody or court orders pertaining to the education or custody of their child(ren). St. Charles Borromeo Catholic School respects the rights of non-custodial parents. In the absence of a court order to the contrary, SCBCS will upon request, provide non-custodial parents with access to academic records and other school-related information regarding the student. SCBCS will assume that either parent has full decision-making rights with regard to a student's education unless the school has a valid, current court order that states differently. If St. Charles Borromeo incurs legal fees resulting from custody disputes in court involving a student's parents/guardians, St. Charles may assess the family for said fees. If a dispute arises between parents who are separated or are separating but do not have a court order yet, SCBCS reserves the right to maintain the status quo for pickups, sign outs or educational access until a court order is received. These decisions will be made by administration and will have the best interest of the students in mind and not the convenience of the parents or guardians.

### **Custody Agreements**



*Divorced or separated parents must file a court-certified copy of the current custody section of the divorce or separation decree with the principal's office, including any current parenting plan. 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. In the absence of a court order to the contrary, St. Charles Borromeo Catholic School will, upon request, provide the non-custodial parent with access to academic records and other school-related information regarding the child. The school does not allow a non-custodial parent physical access to their child during school hours or on school premises unless the custodial parent has consented or the school has a court order permitting access. 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.*

## **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.*

## **CAFETERIA**

### **Aramark**

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

- Lunch portion meal sizes and prices will be available:
  - \$4.00 for PreK through 2nd-grade students
  - \$4.75 for 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.
- 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 forget their lunch or have not pre-ordered, may avail of a salad or a cold lunch option only.
- Students who have overcharged 2 meals will only be able to order a PB&J or Cheese sandwich for \$4.00.

- A student whose account is in arrears more than \$25 may not be served lunch.
- All snacks must be purchased daily with cash.

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)

For additional information on online lunch ordering, please see the school website or contact the Administrative Assistant.

**Breakfast**

SCBCS has partnered with Aramark to offer a limited breakfast menu for students. Beginning August 14th, breakfast will be served daily from 7:15 to 7:35 AM at a cost between \$1 and \$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 (NO LUNCHES IN FAST FOOD CONTAINERS). 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 are not permitted to bring fast food items or other options at their student's lunchtime.**

**COMMUNICATIONS**

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 dynamically updated)
- Bulldog Bark
- Facebook/Twitter/Instagram
- Text messaging
- Phone

- Sign-Up Genius
- Parish Bulletin

## **Conferences**

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. The teacher will also provide direction regarding student attendance at the conference. In order to gain as much helpful input as possible, the conference will generally include other teachers on staff. If unable to attend, please contact the teacher(s) via e-mail or the School Office as soon as possible. Teachers are not permitted to conference one-on-one with parents.

## **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. In addition, Parents/Guardians, by executing the acknowledgment of receipt of this Handbook, HEREBY AGREE to receive and be bound by electronic acknowledgments.

## **FACTS**

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

### 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 teacher (or homeroom teacher in the case of middle school) so they may be distributed when convenient to the class. Students or

parents who break this policy may be prohibited from distributing invitations in the future at school.

## Telephone 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 in to 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.

## COMMUNITY SERVICE ACTIVITIES

Community service activities are not school activities and St. Charles Borromeo Catholic School does not mandate or direct any specific location or locations in the community where these services are to be performed. Students are free to select the location where they wish to perform community service so long as the location and the activity meet the requirements of the school. St. Charles Borromeo Catholic School does not operate or control the locations where students choose to perform community service and consequently the school, its agents, and affiliates do not assume responsibility for any injuries, damages, or losses incurred in the course of performing these services in the community. Students perform these services at their own risk.

## DISCIPLINE

Educating the students of St. Charles Borromeo Catholic School spiritually, academically, and socially is a priority of all the faculty, staff, and members of the administration. In an effort to create a positive school climate, students are encouraged to respect themselves and others at all times. Positive behavioral strategies and coaching techniques are implemented throughout the school on a daily basis.

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

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

1. Dress code infractions
2. Chewing gum
3. Tardiness
4. Running, yelling, or otherwise disturbing the school atmosphere
5. Violation of classroom or lunch/recess rules
6. Use of unauthorized electronic devices, including, but not limited to, texts to/from the student's parent

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

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

As in life, it is important to learn the lesson that there are consequences for making poor choices. To assist in the development of these social skills, the following consequences may be utilized for those who need assistance in learning to act appropriately in a school environment. Students involved in incidents of a serious nature may still be referred directly to the administration.

Serious offenses will be reported to parents as promptly as possible. What students do off-campus can detrimentally impact the school's reputation; therefore, the administration reserves the right to discipline students for off-campus conduct. Conduct, whether inside or outside of school, including use of the internet or social sites, which may be detrimental to the school, may be grounds for dismissal from school.

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

## **Bullying**

At St. Charles Borromeo Catholic School, each person has the right to be treated with respect and dignity. No student has the right to treat another in a way that will cause physical or emotional pain. Harassment occurs in many ways, including, but not limited to, verbal or written threats, bullying, cyberbullying, and emotional, psychological, physical, racial, and/or sexual. Bullying is when someone repeatedly hurts or scares another person intentionally. Reporting incidents is critical to follow-up by staff members.

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

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

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

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

Faculty and Staff members will follow these steps:

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

## **Disciplinary Consequences**

### **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 (7 infractions for middle school).

**In-School Suspension**

An in-school suspension is assigned by the administration (8 infractions for middle school). 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.

**Probation or Dismissal**

At this point, the individual will be referred directly to the Principal. A probationary status and/or removal from the school will be reconsidered.

If a student fails to report to the designated authority on time for an assigned consequence, an additional consequence may be assigned in addition to the already assigned consequence. As partners in educating the children of SCBCS, it is vital to reinforce the importance of making positive choices. Knowing the consequences that accompany poor choices will hopefully encourage a more positive school climate. Middle school students will begin anew in January with no infractions carrying over from the first semester.

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).

**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.

The following offenses could lead to immediate required withdraw

- 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 in excess or greater than 30 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 (put Policy in appendix)

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.

## **Drug and Alcohol Policy**

The use or possession of illegal drugs or illegal mood-altering substances, alcoholic beverages, drug-related paraphernalia, or the abuse of prescription or over-the-counter drugs by any student on school property or while attending or participating in any school-sponsored activity or at any time the student is wearing a school uniform is forbidden. Transgression of this rule will result in disciplinary action, which may include administrative withdrawal from the school, even for a first offense.

Any student selling drugs on school property or at school functions may result in a disciplinary response, up to and including administrative withdrawal.

The school is committed to a drug-free environment. This commitment may, under some circumstances, prompt a need for testing of students for evidence of substance abuse. It may also involve the use of drug dogs and other methods in the discretion of the school administration, which seek to deter the use and/or distribution of illegal drugs or alcohol.

If a student exhibits the symptoms, or is suspected of substance abuse, the school may require that the student undergo substance abuse testing at the parents' expense. If



the results of the test suggest abuse (and the substance was not used on or brought to campus or a school-related activity), the school will normally use this information to help the student seek assistance. Refusal to participate in such a test may result in administrative withdrawal from the school.

At times, the school may choose to conduct random drug testing of the student body at the parents' expense. A school may conduct random searches as set forth in this handbook.

The school administration will cooperate fully with all law enforcement agencies in matters regarding substance use or abuse whether on or off campus.

## **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.

The 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.

## **Search and 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 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.

## **Sexting**

The electronic transmission or receipt from one minor 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.

## **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.

## **Threats of Violence**

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

1. Immediate suspension from the school;
2. Treatment or consultation by a psychologist or psychiatrist at the parents' expense and/or by the school counselor, both of whom may be asked to submit a written evaluation. 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 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 principal.

3. 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 from school;
4. The school should inform the Office of Catholic Schools of these cases. The school may submit an informational report to the police.

The school administration will cooperate fully with all law enforcement agencies in matters related to the safety whether on or off campus. Threats of Endangerment

The school takes all threats to oneself or others seriously. Threats communicated 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.

## **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.

## **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.

Weapons or threats of using weapons, construed or otherwise, of any kind are strictly forbidden on school property or at any school related function. Threats communicated verbally, in writing, or electronically may result in suspension or expulsion. Physical violence in any form will not be tolerated. A student found in violation of this policy may be subject to immediate expulsion, with the school having the option of referring the matter to local law enforcement agencies.

The term "weapons" shall include, by way of illustration, 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).

## GUIDANCE

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

The school Guidance Counselor is Mrs. Sheri Damery, and her email is [sdamery@scbcs.net](mailto:sdamery@scbcs.net)

## EDUCATIONAL RECORDS

St. Charles Borromeo Catholic School voluntarily complies with the Buckley Amendment (1974). Student information is private and confidential. Educational records are official and confidential documents protected by privacy protection laws (Family Education Rights and Privacy Act – FERPA). Therefore, school personnel are not at liberty to discuss a student's progress, academic standing, behavior, discipline, or medical condition with anyone other than a parent, stepparent, or legal guardian. In the event of divorce or separation, non-custodial parents have the same educational rights as custodial parents. A stepparent also has the same educational rights as the biological parents, provided the stepparent is present in the home with the student on a day-to-day basis. A release form signed by parents is required in order for school personnel to discuss educational matters with anyone other than parents, stepparents, or legal guardians.

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

## FINANCIAL OBLIGATION

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

The satisfaction of all financial obligations to the school, including tuition and fees, constitutes a material condition for continued enrollment in the school. The school may

disallow students from taking quarterly, semester, or final examinations if the parents or legal guardians fail to meet any financial obligation to 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 the 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.

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

If a family is not fulfilling their financial obligation:

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

## FUNDRAISING

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.

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

- All funds collected by various activity groups of the school must be turned in to the school accountant daily. Those funds shall be distributed by the school in the approved procedure for purchasing and disbursements.
- Students should not be soliciting gifts or donations on city streets, in public places, or on a house-to-house basis unless such solicitation has been authorized by the Principal/Pastor and parent in each case.
- Unless previously designated and approved by the Principal/Pastor or as stated by a donor, all funds raised on behalf of the school or its associates are ultimately used at the discretion of the Principal.

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

## HEALTH

### **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. 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 judgement 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.*

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

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

### **Health Considerations When a Student is Sick**

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

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

## Health Records

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.

## Immunizations

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. A Florida Certificate of Immunization (Form DH 680) 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.

## Insurance

Every child in SCBCS is covered by the Diocesan insurance plan for the hours he/she is under school supervision. This does not extend to students on campus when school is out and not part of a school-sponsored event.

Students in the Aftercare Program must pay an additional fee to cover the hours they participate in it. The insurance fee will be assessed after they have used the Aftercare Program's services for at least two days.

## **Medication Guidelines**

Except as authorized by the school, 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), Narcan, 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. In those cases,
- Parents hereby release the school, the Diocese, and their corporate members, officers, employees, affiliates, and agents from any claims or liabilities that allegedly arise from or are related to the provision of those health care interventions that are beyond minor adjustments. Additionally, 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.

### **Medications/Medical and Allergic Conditions**

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

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

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

### **PARENT VOLUNTEER OPPORTUNITIES**

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

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

- Promote open communication among the parents, faculty, and administration.
- Promote a clearer understanding of the mutual educational responsibilities of parents and teachers.
- Encourage each other in the involvement and participation in spiritual, intellectual, social, and physical programs of the Parish and school.
- Be available to offer support, assistance, and advice to the Pastor, Principal, and School Board members on policies and improvements designed for the enrichment of school life.
- Offer well-planned programs, information, and entertainment of particular interest to parents.
- Encourage and cultivate high standards of Catholic family life.
- Engender a greater appreciation of Catholic School education.
- Foster the political action of parents as advocates regarding national, state, and local legislation that affects Catholic schools as well as the lives of students and parents.

The standing parent volunteer opportunities are Home & School, Gala, Grandparents' Day, Swap Shop, and Mega Blast.

## PARENTS' ROLE IN EDUCATION

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

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

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

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

It is essential that a student takes responsibility for his/her behavior and the grades he/she has earned and is accountable for homework, long-term assignments, major

tests, service projects, and all other assignments. This responsibility also extends to times of absence.

The St. Charles Borromeo Catholic School staff commits to partnering with parents as we begin this school year's pilgrimage. Together, parents and staff will support one another as we call students to their individual greatness in all they do.

## **Code of Conduct for Parents, Guardians, Caregivers, Volunteers and Visitors (Diocesan Policy)**

*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.*

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.

## **Partnership with Parents**

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's partnership with the school is irretrievably broken.

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

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

## **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
- To have confidentiality over sensitive issues respected by faculty/staff

## **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 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.
- 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
- 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

### **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.
2. If for some reason this is not possible, 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.
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 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 a 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 and guardians in the local school community are expected to demonstrate respectful behavior at all times with faculty, administration, support staff, students, and volunteers, whether on or off school grounds or at school-related events or activities.

Inappropriate behaviors on the part of a parent, guardian, caregiver, volunteer, and/or visitor parent may result in the parent being barred from attending school sponsored activities and sporting events.

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

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

## 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. Once they are dropped off, all students must remain in the drop-off/pick-up zone and on sidewalks. 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.
- Teachers and school staff are the only adults in the student zone. Parents should not be under the canopy during dismissal.

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

Students are not permitted to be dismissed alone from the back of the campus to the Bishop Moore Catholic High School parking lot. They must be picked up by an authorized Bishop Moore Catholic student driver under the pavilion in the Courtyard.

BMCHS 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 BMCHS student is driving the SCBCS student home

Students may be picked up by Bishop Moore Catholic siblings **who are drivers and have a designated parking spot in the BMCHS parking lot or the St. Charles Church parking lot**. They should meet in the Social Hall and proceed directly to the Bishop Moore Catholic parking lot or the assigned parking spot at the St. Charles lot. If the BMCHS student is not driving, the St. Charles student should report to carline with the rest of the class as normal. Families must complete a Release Form 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 under

the pavilion closest to the Art room. 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. Younger siblings, grade 1 and older, should all sit with the oldest sibling at the school for dismissal (unless there is a PreK or Kindergarten student in the family).

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

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

### **Carpool Arrangements**

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

### **Rainy Day Dismissal**

Look for the Duck Flag displayed by the corner of the covered carport. A decision about rainy day dismissal will be made by 2:35 PM (1:35 PM Wednesdays and 11:35 AM noon dismissals). If the Yellow Duck Flag is posted, please park in the St. Charles Church parking lot and walk to classrooms to pick up your students. Students and carpool members will be in their regular classrooms for pick up. Please use extra caution in the parking lot on rainy days. St. Charles Borromeo will utilize Rainy Day procedures anytime there is lightning within 8 miles of the school in the last 30 minutes. Students will not be released until after announcements.

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

Please note that BMC siblings who are not drivers MAY NOT pick up from the classroom.

### **Parental Changes in Student Dismissal**

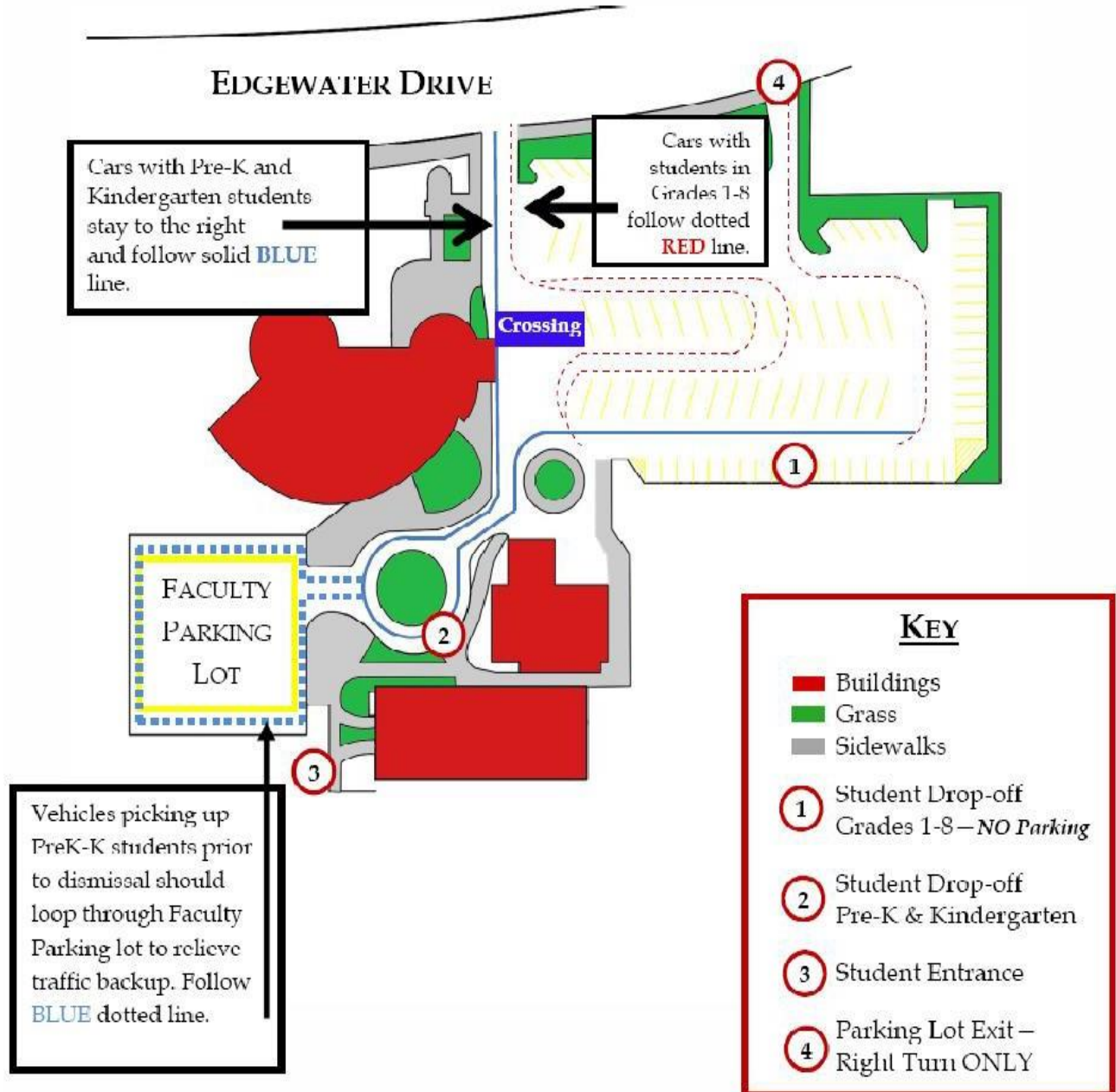
Any changes in a student's dismissal, temporary or permanent (such as visiting a friend after school), require that parents send a dated and signed permission note to the student's homeroom teacher. *(Any changes phoned in cannot be authorized unless it is accompanied by an email to the homeroom teacher.)* 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/s. 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 friend/s.

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.**

## ARRIVAL/DISMISSAL PARKING LOT



## **Educational Trips/Outings**

Field trips are learning experiences which support the school curriculum.

- Students must turn in an official Diocesan Educational Trip/Outing Release Form signed by a parent or guardian.
- Students are transported by commercial vehicles, such as buses, in most cases.
- Per Diocesan policy, all field trips must begin and end at the school. This policy includes chaperones. When making the commitment to chaperone a field trip, plan to meet at the school and return to the school when the field trip has ended.
- Only chaperones meeting the requirements established by the Diocese of Orlando for 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 supervising the students assigned to them. For this reason, the following are considerations for parents who wish to attend educational trips/outings: Only designated chaperones may attend school-sponsored educational trips/outings unless approved by the Principal.
- Younger siblings may not attend school educational trips/outings.

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

## **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 the ParentAlert, an automated phone and email messaging system, and on local television and radio news stations. We will close when County Schools close, but our reopening may not coincide.

If there is inclement weather or if school has been closed, please check your voicemail, email, or listen to the TV or radio for updates.

To find out information about closing/reopening, there are several options:

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

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

### **Safety Reminders**

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

### **School Meetings and Appointments**

If you have business at the school prior to 7:15 AM, please park your vehicle in the main church parking lot. The two spaces near the school's front entrance are designated for use by parents/visitors who have business in the School Office between the hours of 7:15 AM to 3:45 PM.

### **School-Sponsored Events**

*The school does not sponsor, oversee, or in any way control parties or social functions at private residences. 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.*

**Parents, by executing the acknowledgment of receipt of this Handbook, HEREBY RELEASE the school, the Diocese of Orlando, and their corporate members, officers, 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/attendance at events not identified in the school calendar or in written notices from the school, including field trips, excursions, or parties.**

Students engaged in conduct that is contrary to the mission and philosophy of the school may be subject to disciplinary action regardless of whether the conduct occurred at a school-sponsored function.

## Secured Campus

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

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

Portions of SCBCS are monitored by video surveillance systems maintained by Bishop Moore Catholic, Morning Star Catholic and St. Charles Borromeo. This surveillance may be used by SCBCS administration if needed to assist with school/campus security and/or safety including conduct or behavior. Surveillance video may not be shared or viewed by parents. This includes circumstances where their student is disciplined based on the footage on the video.

## PERSONAL APPEARANCE

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

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

Students who continually wear the incorrect uniform to school may be issued new uniform items the school has on supply and charged through their FACTS account. This includes wearing the wrong-colored socks, wearing CYS shorts instead of SCBCS PE shorts, or wearing non-school clothing that is similar in looks.

## School Uniform Requirements

The uniform guidelines listed below are the only acceptable options for school uniforms. The regular uniforms (not the PE uniforms) must be purchased from **Risse Brothers Uniform Company**. Information can be found on the school website at [www.stcharlesschoolorlando.org](http://www.stcharlesschoolorlando.org). The PE uniform is purchased through the Athletic

Association (forms are in the School Office). Students are expected to be in uniform on all school days. It is the shared responsibility of students and parents to ensure that all students come to school in proper uniform. Uniforms must be clean, neat, properly sized, labeled, and in good repair (no holes, rips, or cuts). The administration has the right to judge the acceptability of a student's appearance.

Kindergarten – 8 <sup>th</sup> Grade General Dress Code for all Students		
ITEM	DESCRIPTION	LOGO
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 inches. The backs of shoes should be worn properly and not "stomped down."</li> </ol>	
Belt	Solid black or brown belt <b>must be worn</b> 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	Yes
Fleece	Red SCBCS embroidery logo purchased from Risse Brothers	Yes
Sweat-Pants	Solid black with white paw print purchased from Risse Brothers; may be worn on a PE day over PE shorts during cold weather days	Yes
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 leggings 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</i> CYS Logo) - shorts cannot be more than three inches above the knee.</li> </ol>	Yes



	<ol style="list-style-type: none"> <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	<ol style="list-style-type: none"> <li>1. Solid white socks that must be visible and go above the ankle and no logos.</li> <li>2. Optional: White knee socks with Mary Jane-type shoes (girls only).</li> </ol>	

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

**Girls Regular Uniform (non-PE or non-Mass day)** Logo

Shirt	Red SCBCS logo shirt purchased from Risse Brothers	Yes
Shorts	Gray girl's shorts purchased from Risse Brothers	
Jumper	Red plaid jumper with white Peter Pan blouse purchased from Risse Brothers	
Pants	Gray long 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	Yes
Shorts	Gray boys shorts purchased from Risse Brothers	
Pants	Charcoal long pants (also used on Mass day) purchased from Risse Brothers and may also be worn during cold weather days	

**Mass Day Uniform (Wednesdays)**

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

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

**Girls Regular Uniform (non-PE or non-Mass day)** Logo

Shirt	Red SCBCS logo shirt purchased from Risse Brothers	Yes
Skort	Red plaid skort purchased from Risse Brothers	
Shorts	Gray girls shorts purchased from Risse Brothers	
Pants	Gray long 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	Yes
Shorts	Gray boys shorts purchased from Risse Brothers	
Pants	Charcoal long pants (also used on Mass day) purchased from Risse Brothers	
<b>Mass Day Uniform (Wednesdays)</b>		
<b>Girls</b>	White ¾ length blouse with SCBCS logo (untucked) and red plaid skort; both purchased from Risse Brothers	Yes
<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	Yes
<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>		Logo
Shirt	Black SCBCS logo shirt purchased from Risse Brothers	Yes
Skort	Red plaid skort purchased from Risse Brothers	
Shorts	Gray girls shorts purchased from Risse Brothers	
Pants	Gray long 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	Yes
Shorts	Gray boys shorts purchased from Risse Brothers	
Pants	Charcoal long pants (also used on Mass day) purchased from Risse Brothers and may also be worn during cold weather days	
<b>Mass Day Uniform (Wednesdays)</b>		
<b>Girls</b>	White ¾ length blouse with SCBCS logo (untucked) and red plaid skort; both purchased from Risse Brothers	Yes
<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	Yes
<b>Other Applicable Standards for all Students (including preschool)</b>		

Jewelry - Jewelry may not be worn on PE days	<ol style="list-style-type: none"> <li>1. No rings.</li> <li>2. Only one set of earrings may be worn – one earring in each ear lobe. Earrings <b>must be button-type ONLY</b> and no larger than ½ inch in width. No hoop or dangling earrings. No cartilage piercings allowed. No nose piercings allowed.</li> <li>3. Boys may not wear earrings.</li> <li>4. No visible tattoo or body piercing permitted.</li> <li>5. Only one necklace may be worn. The necklace must be a chain and gold or silver-toned. Administration has final say if a necklace is not appropriate for school. No chokers allowed.</li> <li>6. No lapel buttons may be worn on any part of the SCBCS uniform.</li> <li>7. Expensive jewelry should not be worn to school. The school will not be responsible for lost or damaged jewelry.</li> <li>8. All shorts/skorts must not be shorter than 3 inches above the knee.</li> </ol>
Make-up	<ol style="list-style-type: none"> <li>1. Make-up of any kind is <b>not</b> permitted.</li> <li>2. Artificial nails are <b>not</b> permitted.</li> <li>3. Only <b>clear nail polish</b> is permitted.</li> <li>4. Nails need to be properly trimmed.</li> </ol>

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. Student's hair must appear natural in color (judged by the administration) and may not have highlights or "tips."

Students who need their hair changed back to a natural color should have it done within 3 days. 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 or trim their hair or even to wear the hair in a different style that is appropriate for a Catholic school. The administration has the 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.

<b>Preschool Uniform Guidelines</b>		
<b>PreK 3 and PreK 4</b>		<b>Logo</b>
Shirt	Red Preschool shirt purchased in the school office. Features "Work Hard, Play Hard, Pray Hard" on the back.	Yes
Shorts	Black Preschool shorts purchased in the school office. Features a round crest logo on the leg with a paw inside of it.	Yes

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). No high-tops or mid-tops, laced correctly and tied securely. Velcro is encouraged until the student is able to tie own shoes. No boots, sandals, slides, backless shoes, clogs, uncovered or open shoes, platform soles, or heels.	
Sweatshirt	Black SCBCS embroidery logo purchased from Risse Brothers.	Yes
Fleece	Red SCBCS embroidery logo purchased from Risse Brothers	Yes
Sweat-Pants	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.	

## Out-of-Uniform Days

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

- Skirt and short length still apply. **No shorter than three inches above the knees.**
- Students wearing dresses or tops with spaghetti straps must be covered by a jacket or a sweater to be worn all day.
- No platform, open back, spike heels, or heels higher than 1 ½ inches. (students will wait in the School Office if they wear these shoes until appropriate shoes can be brought into school as this is a safety concern).
- No wide-legged or "sagging" pants or shorts may be worn.
- T-shirts referencing inappropriate slogans and pictures may not be worn.
- Oversized T-shirts are not permitted.
- Nice jeans are permitted, but they must not be patched, torn, or frayed. Leggings, Yoga pants, or bicycle/cycling shorts are not permitted.
- No cut-off shorts, slacks, or jeans.
- Tight shorts or slacks are not permitted.
- Tights and/or leggings, without skirts or knee-length shorts, are not permitted.
- Beach shoes, flip-flops, and Crocs are not permitted. Shoes must be closed, front and back. Open-toe shoes are only permitted for girls in grades 6-8 for special dress-up occasions. (Students will wait in the School Office if they wear these

shoes until appropriate shoes can be brought into the school as this is a safety concern).

- Midriff must be completely covered.
- No "short" shorts. Shorts should be **no shorter than 3 inches above the knee**.

*\*If a student arrives at school in attire that is not appropriate according to the guidelines, the parent will be contacted to bring a change of clothes. If the parent is unable to bring the appropriate clothing, the student will be sent to the Swap Shop to "borrow" uniform that will need to be returned to the school. If the student fails to return the borrowed uniform, their FACTS account will be charged \$5 for each piece of clothing.*

## PERSONAL PROPERTY

### Gifts to Students

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

### Lost and Found

Please mark students' clothes and belongings with their names on a permanent marker, including cold-weather clothes like sweatpants and jackets. Check the School Office for lost and found items. At the end of each month, or more frequently if needed, unclaimed items will be donated to the school Swap Shop.

### Money-Valuables-Toys

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

### Smart Watches

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

## **Water Bottles**

Students are permitted to bring a reusable, spill-resistant, small water bottle (with water inside) to class. They 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.

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

## **RELIGIOUS EDUCATION**

The religious education program is based on the document, To Teach as Jesus Did. Students learn the mysteries of the faith according to their own levels of understanding and experience. Teachers integrate the basic Christian principles of the Catholic Church with all other aspects of the instructional program. Students are given numerous opportunities to participate in liturgical and Para liturgical functions and to participate in service projects for the Church and community.

Each week on Wednesday morning, students bring non-perishable food item donations to the courtyard, which will be given to the Agape Food Pantry, a ministry of Catholic Charities. Additionally, students participate in special projects during Advent and Lent to benefit others.

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

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

## **Altar Servers**

All Catholic students in grades 4-8 have the opportunity to be altar servers. Special training is given in the Parishes in preparation for service at the Lord's altar.

## **First Reconciliation and First Holy Communion**

During the spring, Catholic students who are members of **St. Charles Borromeo Catholic Parish** and are in the second grade will receive the Sacraments of First Reconciliation and First Holy Communion. Candidates for First Eucharist will receive the Sacrament of Reconciliation prior to First Eucharist. Preparation for these sacraments is an important part of Parish life.

Parents are required to be active partners in the preparation of their children for these Sacraments. The Sacraments of Reconciliation and Eucharist are celebrated with children baptized in the Roman Catholic tradition. The dates for the reception of these Sacraments will be announced as soon as they are selected. Additional questions regarding the reception of Sacraments for students should be directed to the Parish Director of Religious Education, Mrs. Lydia Britton, and can be emailed at [lbritton@stcharlesorlando.org](mailto:lbritton@stcharlesorlando.org).

## **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 Catholic tuition rate for their children at St. Charles Borromeo Catholic School should be active Parishioners of St. Charles Borromeo Catholic Church or another Catholic Parish. The Pastor's recommendation will be followed for the assignment of tuition rates.

Factors that the Pastor may consider when determining which families are truly active Parishioners include:

- Regular attendance at Mass using the envelope system. The regular use of offertory envelopes, **with or without a monetary contribution**, is used to determine attendance and whether a family is actively participating in the Parish's faith life.
- 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.

## RESTROOM/LOCKER ROOM 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 and refuses to depart when asked to do so by any school personnel 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.

## SCHOOL BOARD

The SCBCS School Board has as its purpose and duties to serve in an advisory capacity to the administration of the school. The Board supports established school policies and procedures set forth by the Pastor and Principal. Those who are interested in serving on the school board should contact the administration. All members must secure their fingerprint clearance and have their criminal background checked through the Diocese of Orlando.

The Board maintains the following standing committees: Finance, Facilities, Technology, and Enrollment. Interested applicants can contact the Principal.

## STUDENT AND SCHOOL SAFETY

### **Child Abuse Reporting**

St. Charles Borromeo Catholic School cooperates with investigations concerning reported cases of child abuse. In compliance with state law, SCBCS will report all incidents in which we have reason to suspect child abuse, neglect, or endangerment to the Department of Children and Families (DCF).

### **Emergency Drills**

Fire and other safety drills are conducted on a regular basis during the school year. Safety drills include fire, lockout, 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, and 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.

### **Emergency Communication & Procedures**

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**

- **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.

#### **Harassment and 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, marital status, veteran status, citizenship 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 the 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.

### **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. 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, by executing the acknowledgment of receipt of this Handbook HEREBY RELEASE the school, the Diocese, and their corporate members, religious officers, employees, affiliates, and agents from any claims or liabilities that allegedly arise from or are related to the provision of private tutoring, coaching, therapy, or other similar private lessons or services, regardless of where they may occur.

### **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 with regard to 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.

### **School Supervision Provisions**

Reasonable care is given to supervise all children during the school day and during school-sponsored activities [7:15 AM – 3:45 PM]. 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 which 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 the designated times.

If children are participating in before or after school care, parents must comply with the rules established by the program for drop-off and pick-up. The school playground is

supervised during the normal school day. When used before or after school hours, the school is not liable for injury or accidents.

## **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 main 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 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.

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

## **Volunteers**

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

## **TECHNOLOGY**

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

Charles Borromeo Catholic School Handbook and the Diocese of Orlando Acceptable Use Policy (found at the end of this handbook).

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

## **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 used, students need to use proper citation.

## **Student E-Reader Use Guidelines**

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

## **RIGHT TO AMEND**

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

## APPENDIX

# Diocese of Orlando / Office of Catholic Schools Student Technology Responsible Use Policy 2024 - 2025

### 1.0 Introduction

St. Charles Borromeo Catholic School recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21<sup>st</sup>-century technology and communication skills.

To that end, we provide access to technologies for student and staff use.

This Technology Responsible Use Policy outlines the guidelines and behaviors that students are required to follow when using school technologies or personally owned devices on and off school campus.

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

### 2.0 Definitions

#### 2.1 Authorized Users:

- **Student:** any child 18 years or younger enrolled in St. Charles Borromeo Catholic School
- **Faculty/Staff:** any person who is employed by St. Charles Borromeo Catholic School, whether part-time or full-time, who provides instruction or supports the

school operations.

- 2.2 School Network:** communications systems connecting two or more computers and their peripheral devices to exchange information and share resources, it includes wired and wireless
- 2.3 Internet:** includes both external and internal access of communications and data storage equipment, either owned or reserved for use by St. Charles Borromeo Catholic School.
- 2.4 Technologies Covered:** St. Charles Borromeo Catholic School may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more. Also, St. Charles Borromeo Catholic School may allow students to bring their personal devices which will also be covered by this policy.

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

### **3.0 Usage Policies**

All technologies provided by the school are intended for education purposes. All students are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; do not try to get around technological protection measures; use good common sense; and ask if you do not know. In the event that the inappropriate behavior happens outside of the school, it is disrupting instruction, and it is brought to the Principal's attention, St. Charles Borromeo Catholic School will investigate and may have disciplinary repercussions at the discretion of the school according to the Code of Conduct.

#### **3.1 Web Access**

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

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

### **3.2 Email**

St. Charles Borromeo Catholic School may provide students with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies.

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

Students are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived. Student's password(s) are not to be shared with anyone.

### **3.3 Social / Web 2.0 / Collaborative Content**

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

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

The use of personal social media sites for enjoyment is prohibited on campus during instructional hours. Students must refrain from taking and posting pictures and videos of themselves, other students or teachers at school during instructional hours. Also, creating fake accounts using the school's name, logo or any other symbol that identifies as a school sanction account will be asked to be deleted and the student will face disciplinary action and loss of privileges.

### **3.4 Livestreaming**

For distance education, St. Charles Borromeo Catholic School will implement a video conferencing platform that will allow teachers to livestream instruction to students at home. It is important to know that classes will be streamed in a secured platform with encryption of data in transit, password protection, will not be recorded, and only students assigned to the class will have access to it. The camera will be focused on the teacher and the content presented to the class.

Students are expected to communicate with the same appropriate, safe, mindful, courteous conduct as if they were present in the classroom. In addition, they must not try to record or take screenshots of the livestream. If they need



further assistance, they should schedule time to talk to the teacher. It is required that students at home wear their school uniforms and that a quiet space is provided to avoid disruptions or distractions to the teacher and other students.

### **3.5 Mobile Devices Policy**

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

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

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

### **3.6 Personally-Owned Devices Policy**

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

Because of security concerns, when personally-owned mobile devices are used on campus requiring the use of data, these devices must only be on the school network, data services must be disabled and permission from the Technology staff is required. For the

Technology staff to grant permission, students need to submit the required paperwork with the appropriate information such as MAC address and serial number. In some cases, a separate network may be provided for personally-owned devices.

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

### **3.7 Security**

Students are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing

infected files or programs and not opening files or programs of unknown or untrusted origin.

If the student believes a computer or mobile device the student is using might be infected with a virus, IT must be alerted immediately. The student must not attempt to remove the virus or download any programs to help remove the virus. Passwords need to be unique to each student and not shared with other students.

### **3.8 Downloads**

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

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

### **3.9 Netiquette**

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

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

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

### **3.10 Plagiarism**

Students should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Students should not take credit for things they did not create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

## **4.0 Personal Safety**

Students should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without

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

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

## **5.0 Cyber Bullying**

Cyber bullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyber stalking are all examples of cyberbullying. Do not be mean. Do not send emails or post comments with the intent of scaring, hurting, or intimidating someone else.

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

## **6.0 Sexting**

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

## **7.0 Examples of Responsible Use**

I, the student, will:

- Use school technologies for school-related activities.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully, and alert staff if there is any problem with their operation.

- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- Use school technologies at appropriate times, in approved places, for educational pursuits.
- Cite sources when using online sites and resources for research.
- Recognize that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of others and myself.
- Help to protect the security of school resources.
- This is not intended to be an exhaustive list. Students should use their own good judgment when using school technologies.

## **8.0 Examples of Irresponsible Use**

I, the student, will not:

- Use school technologies in a way that could be personally or physically harmful.
- Attempt to find inappropriate images or content.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- Try to find ways to circumvent the school's safety measures and filtering tools.
- Use school technologies to send spam or chain mail.
- Plagiarize content I find online.
- Post personally identifying information, about others or myself.
- Agree to meet someone I meet online in real life.
- Send or distribute obscene, lewd or sexually explicit images.
- Use language online that would be unacceptable in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, or content that is not intended for my use.
- This is not intended to be an exhaustive list. Students should use their own good judgment when using school technologies.

## **9.0 Internet Safety Plan**

- St. Charles Borromeo Catholic School implements an effective internet filtering and reporting solution {Name Solution}, that monitors internet activity, and uses current technologies to detect inappropriate usage and block and/or filter visual depictions that are obscene, pornographic or in any way harmful to minors as defined in CIPA
- The internet filtering solution is in place to control access by minors to inappropriate matter on the Internet and the World Wide Web and restrict access to materials that may be harmful to minors

- Policies and procedures are in place that covers category blocking, automated weekly reports on internet activity, and identification of emerging threats
- School network is secure with {Name Solution} to prevent from unauthorized access, including "hacking" and other unlawful activities by minors online
- Faculty provides internet safety instruction integrated in their curriculum or as part of a technology class that covers appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyber bullying
- Technology Responsible Use Policy and Internet Safety Plan will be published in the parent/student handbook and St. Charles Borromeo Catholic School will hold an informational meeting to address the policy.

### **10.0 Limitation of Liability**

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

### **11.0 Violations of this Responsible Use Policy**

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

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

### **12.0 References**

- Children's Internet Protection Act – <http://www.fcc.gov/cgb/consumerfacts/cipa.html> , <http://ifea.net/cipa.html>
- Children's Online Privacy Protection Act - <http://www.ftc.gov/ogc/coppa1.htm>
- Protecting Children in the 21<sup>st</sup> Century - [http://www.ntia.doc.gov/legacy/advisory/onlinesafety/BroadbandData\\_PublicLaw110-385.pdf](http://www.ntia.doc.gov/legacy/advisory/onlinesafety/BroadbandData_PublicLaw110-385.pdf)
- Consortium for School Networking – <http://www.cosn.org>

# Image Photo Release Policy

Inserted for Reference. All families signed the policy in the FACTS enrollment packet.



## 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 the Purpose of Digital Learning Policy

Inserted for Reference. All families signed the policy in the FACTS enrollment packet.



## Digital Audio and Visual Release for Participation in School Livestream Events, Recordings and Live Learning Sessions

I \_\_\_\_\_, for valuable consideration received, and for being allowed access to digital recordings of \_\_\_\_\_ School's digital learning live sessions and my child/ward's participation in \_\_\_\_\_ School's digital learning live sessions and other school livestream events, expressly assign to \_\_\_\_\_ School and the Diocese of Orlando including 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 video, recordings, photographs, or audio recordings of, or made by, me and/or my child/ward during any and all digital learning classes and other livestream events 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 me 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 of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Parent/Guardian

\_\_\_\_\_  
Name of Student

\_\_\_\_\_  
Name of Student

\_\_\_\_\_  
Name of Student

## **Parent Code of Conduct**

Inserted for Reference. All families signed the policy in the FACTS online enrollment packet.





***A Code of Conduct  
for  
Parents, Guardians, Caregivers,  
Volunteers, and Visitors  
of Catholic Schools  
in the  
Diocese of Orlando***

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

*-Psalm 139*

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
- To have confidentiality over sensitive issues respected by faculty/staff

### **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 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.

- 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
- 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
- During livestreaming instruction, parents/guardians must not record or take screenshots of the instruction or share the livestream link with others. A quiet space needs to be provided to the student only, to avoid disruptions or distractions to the teacher and other students. If parents/guardians have any concerns with the livestream instruction, they need to schedule time with the teacher outside of class time

### **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:

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.
2. If for some reason this is not possible, 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 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.*