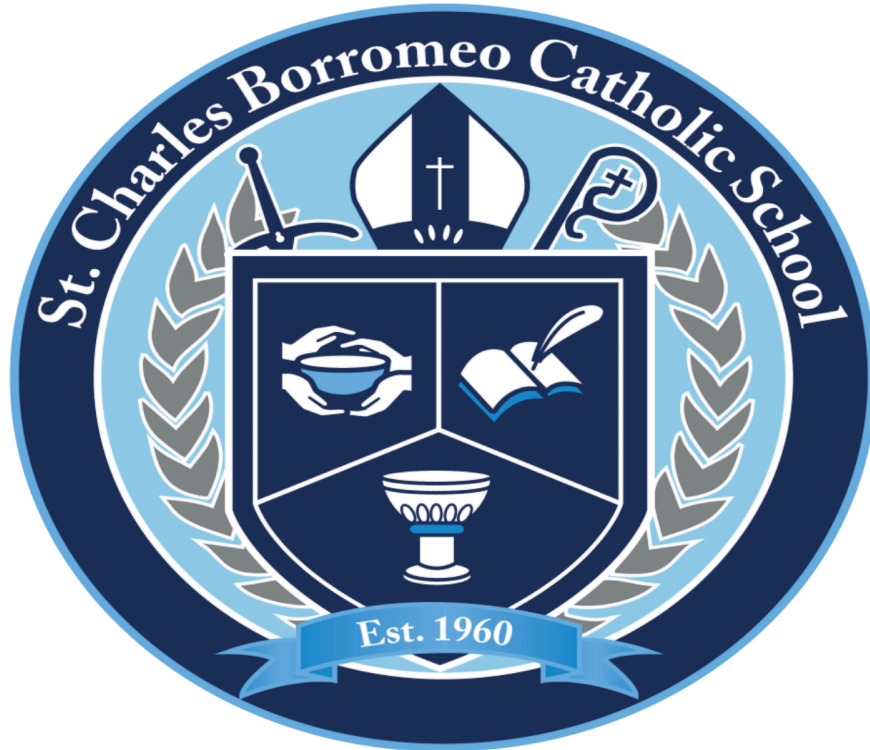


**St. Charles Borromeo Catholic School**  
**Family Handbook**  
**2025-2026**



**Mission Statement**

St. Charles Borromeo Catholic School is a place where every child is spiritually and academically nurtured to their fullest potential, creating lifelong learners who value and live our Catholic faith.

**Vision Statement**

We envision St. Charles Borromeo school to be a place where all children will be assured of a religious and academic education of excellence; a place where students will develop the skills for responsible decision making, reflective of Gospel values; a place where parents are welcome and staff is visible and available; a place where communication with parents is priority; a place where the learning environment is positive and safe; a place where students will develop skills in critical thinking, writing, effective communication and become life-long learners, and a place where we make environmental stewardship a priority through reducing, reusing and recycling.

# FAMILY HANDBOOK

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# **FAMILY HANDBOOK**

## **FAMILY HANDBOOK**

This handbook has been prepared to provide you with important and necessary facts, policies and procedures as they apply to St. Charles Borromeo School. This handbook is an essential component in promoting cooperation and a spirit of support within the school family. Our Family Handbook is part of your contractual agreement with St. Charles Borromeo School. Your signature on the *Family Handbook Agreement* found in Appendix A of this handbook verifies that you agree with and will be governed by the school policies as stated herein. The administration retains the right to amend the Family Handbook at any time. Parents or guardians will be notified of any such changes. Please take the time to read and familiarize yourself and your children with the information contained in this handbook.

**Most questions can be answered by referring to the St. Charles Borromeo School Handbook.**

## **SECTION I - INTRODUCTION**

### **HISTORY OF ST. CHARLES BORROMEIO SCHOOL**

St. Charles Borromeo Catholic School, the only Catholic School in Charlotte County, was founded in 1960 within the Diocese of Venice. The school serves over 300 students in Pre-Kindergarten through 8<sup>th</sup> grade and strives to provide academic excellence for 21<sup>st</sup> century disciples with a strong foundation in our Catholic identity. As a STREAM certified school, we take pride in fostering critical thinking, innovation, and creativity by enabling our students to be grounded by faith, ethical and moral values, while also providing the tools and skills they need to be successful in our ever changing world. In August 2024, after years of planning and through the generosity of private donors, St. Charles Borromeo Catholic School opened a new Gymnasium and Center for Science and Engineering providing our students with a state of the art facility for physical education, competitive sports, science, art and robotics.

Our rigorous academic program is centered on the Florida Catholic Conference learning standards in the core subjects of Language Arts, Math, Science, Social Studies and Religion. Advanced studies allow our 8<sup>th</sup> grade students the opportunity to earn high school credit after successful completion of Algebra 1, Physical Science and Health Opportunities in Physical Education (HOPE) courses. A well-rounded education goes beyond core academic classes. Cultural awareness is fostered through our Spanish foreign language program. Students also have the opportunity to express their creativity through our arts program including classes in music, band, visual arts, and theater. All students also take yearly age appropriate courses in technology designed to develop proficiency and skills to prepare them for higher education professional life. At St. Charles we believe in the importance of extracurricular activities beyond the school day. In addition to regular physical education classes, our students have the opportunity to participate in sports programs through the St. Charles Athletic Association. Our robotics team competes in the Diocese of Venice annual Lion's Cup as well as Lego League competitions. We also offer many other after school clubs and activities to enhance the education of our students.

At St. Charles Borromeo School, your child's progress at school is influenced by many factors, including high expectations for them to put forth their greatest efforts in the achievement of all endeavors, and high expectations for them to treat others the way they would like to be treated. Our goal is to provide the best spiritual, educational, athletic, and artistic experiences for them. You, as the parent and **PRIMARY EDUCATOR**, must continually check on their progress and know what is expected of your child in the

## FAMILY HANDBOOK

areas of discipline, homework, and daily class performance. An orientation for parents and/or guardians is held at the beginning of the school year to better familiarize yourself with our programs and procedures.

### SCHOOL OFFICE HOURS

The school office is open Monday-Friday from 7:30 AM to 3:30 PM.

SCHOOL OFFICE TELEPHONE NUMBER: 941-625-5533

EMAIL ADDRESS: [info@stcbs.org](mailto:info@stcbs.org)

SCHOOL WEBSITE: [www.stcbs.org](http://www.stcbs.org)

FACEBOOK: <https://www.facebook.com/stcbs/>

INSTAGRAM: @stcbscrusaders

### FACULTY AND STAFF DIRECTORY

Pastor	Fr. John Fitch
Principal	Amy Barron <a href="mailto:abarron@stcbs.org">abarron@stcbs.org</a>
Student Support Services	Dr. Judy Dickinson <a href="mailto:jdickinson@stcbs.org">jdickinson@stcbs.org</a>
Admissions Coordinator	Annie Willis <a href="mailto:awillis@stcbs.org">awillis@stcbs.org</a>
Front Office	Peggy Draper <a href="mailto:pdraper@stcbs.org">pdraper@stcbs.org</a>
Advancement Director	Alicia Castello <a href="mailto:acastello@stcbs.org">acastello@stcbs.org</a>
PreK3/VPK	Christine St. Jean <a href="mailto:cstjean@stcbs.org">cstjean@stcbs.org</a>
PreK4/VPK	Divina Dixon <a href="mailto:ddixon@stcbs.org">ddixon@stcbs.org</a>
Kindergarten A	Jen Rhodes <a href="mailto:jrhodes@stcbs.org">jrhodes@stcbs.org</a>
Kindergarten B	Cristina Monch <a href="mailto:cmonch@stcbs.org">cmonch@stcbs.org</a>
Grade 1A	
Grade 1B	Jen Williams <a href="mailto:jwilliams@stcbs.org">jwilliams@stcbs.org</a>
Grade 2A	Ellen Smith <a href="mailto:esmith@stcbs.org">esmith@stcbs.org</a>
Grade 2B	
Grade 3A	Kristy Vizzone <a href="mailto:kvizzone@stcbs.org">kvizzone@stcbs.org</a>
Grade 3B	Brittany Wirtz <a href="mailto:bwirtz@stcbs.org">bwirtz@stcbs.org</a>
Grade 4A	Melissa Elsberry <a href="mailto:melsberry@stcbs.org">melsberry@stcbs.org</a>
Grade 4B	Eileen Galough <a href="mailto:egalough@stcbs.org">egalough@stcbs.org</a>
Grade 5	
Grade 6A/Religion	Colleen Gonzalez <a href="mailto:cgonzalez@stcbs.org">cgonzalez@stcbs.org</a>
Grade 6B/Art	
Grade 7A/Language Arts	Kim Smith <a href="mailto:ksmith@stcbs.org">ksmith@stcbs.org</a>
Grade 7B/Social Studies	Victoria Graham <a href="mailto:vgraham@stcbs.org">vgraham@stcbs.org</a>
Grade 8A/Science	Brenda Hudachko <a href="mailto:bhudachko@stcbs.org">bhudachko@stcbs.org</a>
Grade 8B/Algebra 1/Pre-Alg	Cody Wabiszewski <a href="mailto:cwabiszewski@stcbs.org">cwabiszewski@stcbs.org</a>
Band/Music Teacher	George Mancini <a href="mailto:gmancini@stcbs.org">gmancini@stcbs.org</a>
Physical Education	Larry Taylor <a href="mailto:ltaylor@stcbs.org">ltaylor@stcbs.org</a>
Spanish	Evelyn Williams <a href="mailto:ewilliams@stcbs.org">ewilliams@stcbs.org</a>
Technology/IT	Don Freitas <a href="mailto:dfreitas@stcbs.org">dfreitas@stcbs.org</a>
	Mike O'Malley <a href="mailto:mikeo@stcbs.org">mikeo@stcbs.org</a>

# FAMILY HANDBOOK

## SCHOOL ADVISORY BOARD

The School Advisory Board of St. Charles School works in conjunction with the administrator/pastor and school administration to ensure a sound education program at St. Charles School. The School Advisory Board is made up of the pastor or administrator of St. Charles Parish, up to nine nominated representatives who serve a two-year term, and one representative appointed for a one-year term. Parish representation is taken into consideration.

The School Advisory Board is a consultative, advisory body to the administration of St. Charles School. The board also advises school administration regarding the adequacy of school policies and effectiveness of their implementations, long range planning, and the support of local policies.

### **The School Advisory Board is:**

**Advisory  
Active  
Members are appointed**

### **The School Advisory Board Responsibilities are:**

**Long range planning advice  
Policy development advice  
Budget and financing advice  
Public relations and development assistance**

## THE PARENT/TEACHER ORGANIZATION (PTO)

The Parent/Teacher Organization (PTO) is an active/supportive group. Officers are elected, and membership consists of all parents and school staff. PTO does the following: deals with coordination of activities to support the school, promotes quality Catholic education, provides support and encouragement to faculty and administration, provides support and encouragement to parents, helps build a faith community, encourages positive communication, coordinates social activities, fundraisers and volunteers as needed, provides information about school events. All parents are welcome and encouraged to actively participate in the PTO and PTO sponsored events.

All volunteers are required to attend a Safe Environment Awareness training which may be found on the diocesan website ([www.dioceseofvenice.org](http://www.dioceseofvenice.org)) and be fingerprinted. Volunteer applications are checked and kept in the school office.

**All volunteers are required to attend a Safe Environment Awareness Training which may be found on the diocesan website ([www.dioceseofvenice.org](http://www.dioceseofvenice.org)) and be fingerprinted. Volunteer applications are checked and kept in the school office.**

## COMMUNICATION

Communication between the home and school is a crucial factor in student success. Please make sure that your address, phone number and email are accurate. If there are any changes to this information during the school year, please inform the school in a timely manner so that communication is not disrupted. Communication from the school can be sent out through the following modalities:

## **FAMILY HANDBOOK**

- Phone message - often used to contact individual parents when necessary. The school office can be reached by calling 941-625-5533.
- Text alerts
- Email - Please check your email regularly. This is the preferred method of communication with teachers and the school office. Please see *Faculty and Staff Directory* for a list of all faculty and staff email addresses. Please allow up to 24 hours for a response from faculty or staff.
- Week-in-Preview - A summary of the upcoming week's events will be emailed to parents the Friday beforehand.

### **FACTSMGT.COM —AN ONLINE WEB PORTAL FOR SCHOOL INFORMATION**

St. Charles Borromeo School participates in an online web portal entitled [Family Portal](#). *Family Portal* is an easy way for you to keep-up-to-date online. Once you have activated your free account, and the school has posted information, you can use *Family Portal* to:

- Check your child's latest grades (Grades 3-8). Grades K, 1, 2 post skills on report cards
- Receive emails with school or class information
- Verify attendance
- View school calendar
- Receive the monthly newsletter

Factsmtg.com—utilize the same login information you used to set up your FACTS billing account or district code SCBS-FL.

### **GOOGLE CLASSROOM**

All parents are invited to join the STCBS class as well as their child's individual classes and/or clubs and activities. You will receive a notification when something is posted via Google Classroom. You also have the ability to message the school or teacher through Google Classroom.

- STCBS Class - all school wide announcements, events, Week-In-Preview, photos, etc.
- Individual classes/activities - announcements related to that specific class/activity, assignments, upcoming tests/projects/activities, etc.

### **MATERIAL DISTRIBUTION**

The principal or his/her designee must approve all materials (schoolwide flyers, notices, newsletters, Google Classroom postings, emails, etc.) to be distributed to students, school family members, or others regarding school matters.

## **SECTION II - ADMISSIONS**

# FAMILY HANDBOOK

## ADMISSIONS POLICY

Admission to Saint Charles Borromeo School, a parochial school operated under the Diocese of Venice, is a privilege and not a right that is afforded to qualified applicants. Admission is granted at the discretion of the principal.

Student admission for grades PreK3 through 8 occurs in January each year. Existing families are given the opportunity to apply first. Due to space limitations, existing families are asked to apply by a deadline date to ensure their child's (children's) seat for the upcoming school year. After the application deadline date, new applicants are considered.

Considerations that may affect the acceptance of a student include the results of entrance testing, report cards, standardized testing, and disciplinary history.

## NON-DISCRIMINATION CLAUSE

The Catholic Schools of the Diocese of Venice in Florida restate their open admission policy. No person on the grounds of race, color, sex, national or ethnic origin is excluded, or otherwise subject to discrimination in receiving services at any school operated by the Diocese, nor do they discriminate in employment on the basis of age, race, color, sex, disability, national or ethnic origin. Non-Catholic students whose parents or guardians accept the philosophy of the schools in the Diocese will be accepted on a space available basis.

## EDUCATIONAL NEEDS STATEMENT

St. Charles School attempts to accommodate students with special needs. It is the parent's responsibility to include such information on the student's application. St. Charles School cannot offer the same services as those which are offered through the public school system. Therefore, acceptance of students with special learning needs includes those that can be managed in a regular classroom with simple accommodations as agreed upon by student, parent and teacher with input from our Resource Coordinator (a complete IEP is required with a psychological evaluation). Support services outside of school may be required to optimize student success prior to acceptance. Academic records or an IEP of a student on a Step Up Unique Abilities Scholarship will be reviewed by the School Counselor and Principal to determine whether St. Charles Borromeo Catholic School can provide the services necessary for the student. It is the parents' responsibility to divulge any specific learning needs (IEP/504 or any other needs) to the school prior to enrollment. A complete IEP with a psychological evaluation and/or 504 plan when applicable must be provided before an admissions decision can be made.

## AGE REQUIREMENTS

- To enter Pre Kindergarten-3, the child must be three years of age by September 1st, and toilet trained
- To enter Pre Kindergarten-4, the child must be four years of age by September 1st, and toilet trained
- To enter Kindergarten, the child must be five (5) years of age by September 1st
- To enter First Grade, the child must have met the reading readiness requirements of our school, and must be six years of age by September 1st

## REQUIRED DOCUMENTATION

- Birth certificate
- Baptismal certificate if applicable
- Florida Health Certificate Physical Exam: entering the school the parent must present a copy of their child's physical exam performed by a licensed health care practitioner and dated less than one year prior to the enrollment date
- Florida Immunization certificate (see immunization requirements)
- Cumulative school records for all students entering grade 1 or above (See enrollment requirements).

## IMMUNIZATION REQUIREMENTS

Florida statute 1003.22 mandates that all students, including those attending private schools must comply with the Florida Department of Health immunization requirements. This is to protect the health and safety of all students, whether attending public or private schools. For more information on immunization requirements for Florida Schools, please visit [Florida Health Immunization](#).

### **Pre-K (age-appropriate doses as indicated):**

- DTaP vaccine (diphtheria, tetanus, and pertussis)
- Polio vaccine
- MMR vaccine (measles, mumps, rubella)
- Hepatitis B vaccine
- Varicella vaccine (or date of disease)
- Haemophilus influenza type b (Hib) vaccine
- Pneumococcal Conjugate vaccine (Prevnar) (Effective January 1, 2008 for children age 2 to 59 months)

### **K-7th grade doses:**

- 4-5 doses of DTaP vaccine (diphtheria, tetanus, and pertussis)
- 3-5 doses of polio vaccine (last one after age 4)
- 2 doses of MMR vaccine (measles, mumps, rubella)
- Hep B (3 doses)
- 2 doses of varicella vaccine or date of disease (year) as verified by parent or healthcare provider
- 7th grade only: 1 dose of Tdap vaccine (diphtheria, tetanus, and pertussis)

**Documentation** - Parents must supply the school with a copy of the child's Florida Certificate of Immunization (DH 680) documenting all required immunization doses prior to enrollment.

**Temporary Medical Exemption** - Any student who is missing immunization doses may be admitted to school provided the following conditions are met:

- The student has received at least one dose of each required vaccine

## FAMILY HANDBOOK

- Parent provides completed Temporary Medical Exemption (DH680 Part B) form to the school with an expiration date.
- Documentation is provided that the next required doses are scheduled according to the published age and dosage spacing guidelines

**Permanent Medical Exemption** - A student who cannot receive one or more doses due to medical reasons may be admitted to school provided the following conditions are met:

- Parent provides completed Permanent Medical Exemption (DH680 Part C) indicating which vaccines are contraindicated.
- All non-contraindicated vaccine doses are up to date

**Religious Exemption** - The Diocese of Venice does **NOT** accept religious exemptions from vaccination requirements based on the Church's belief that vaccines are morally acceptable as their intention is to preserve life.

### ENROLLMENT REQUIREMENTS

To admit a student, the cumulative school record must be provided. Which includes all academic, medical and biographical information. The record must include any special assessments that would be contained in an Individual Education Program (IEP), and/or Accommodation Plan under section 504 of the Rehabilitation Act Of 1973. The record must be reviewed by the guidance counselor and principal to determine whether the school can provide the services necessary to make your student successful.

All students are accepted on a probationary basis through the first marking period. If the student fails to thrive either socially or academically during this trial period a student may be asked to withdraw his/her attendance at St. Charles School. **(Full disclosure of behavioral, academic, legal, and medical history is required prior to admission. Failure to do so will result in termination of enrollment.)**

### FAMILY COOPERATION REQUIREMENT

The education of a student is a partnership between the parents and the school. Parents are their child's first teachers and role models. St. Charles School and parents must work in partnership to assist students in reaching their full potential. As such, parents and family members are expected to abide by and support school policies and model Christian behavior. Failure to do so can result in the required withdrawal of their student, regardless of his/her academic or discipline record.

### STUDENT TRANSFER

Families wishing to transfer their child to St. Charles are subject to the same admissions requirements as new students. Parents must sign a request for school cumulative records form so that all records can be obtained from the previous school under the Family Educational Rights and Privacy Act (FERPA). Cumulative records will include but are not limited to report cards/transcripts, health and immunization records, attendance records, IEP/504, disciplinary records, any psychological, social and/or learning disability evaluations, etc. If any required documentation is missing from a child's cumulative record, it is the responsibility of the parent to supply it to St. Charles before an admissions decision can be made.

# FAMILY HANDBOOK

Families wishing to withdraw their child from St. Charles are asked to set up a meeting with the principal to discuss the reasons for withdrawal and complete a withdrawal form. All financial obligations to the school must be met before we can release any school records.

## SECTION III - FINANCIAL RESPONSIBILITIES

### **FINANCIAL OBLIGATION POLICY**

As a private, faith based school we rely on tuition to meet the financial cost required to provide a quality Catholic education to all of our students. Tuition payments are the responsibility of the parents and all tuition payments must be up to date for a student to remain in school. Late payments are subject to late fees. Include paragraph under financial tuition policy

Per Diocesan policy, students will not be allowed to begin the new school year if there are any outstanding payments due. Report cards and school records cannot be released unless tuition and fees (including Before-Care/After-Care and Summer Camp) are paid in full. Each student has a folder in the school office and the school clinic which contains emergency and medical information, as well as academic records including test scores, report cards, and professional evaluations. Official school records will not be released until all financial obligations to St. Charles School have been met.

Any family receiving tuition assistance is reminded that this is a confidential matter and are required to sign a tuition assistance confidentiality agreement. Breach of this agreement may result in financial assistance being withdrawn.

### **FACTS INFORMATION/REQUIREMENT**

**All families must open a FACTS account, even when paying in full. All tuition is paid through the FACTS portal.** Tuition may be paid in full each year, or paid through automatic tuition withdrawals twice a year or monthly for 10 months. All payments are to be set up through our tuition management company, FACTS Management ([www.factsmgt.com](http://www.factsmgt.com)). This election is made at the time of registration. Please note that there is not a fee from FACTS for a one-time payment. All families are responsible for any FACTS administration costs, late fees, returned check fees, insufficient fund fees, or any other fees charged through FACTS.

### **FINANCIAL AGREEMENT – 2025 - 2026**

**Please note: It is Diocesan Policy to set up a FACTS Payment Plan even if you are paying in full. A valid FACTS account must be set up at the time of enrollment!**

### **REGISTRATION FEE: Pre-K-3 through Grade 8 (NON REFUNDABLE) (No Enrollment Fee for VPK Part-Time)**

**Enrollment fee per student (Non Refundable; paid @ time of registration) .....PER STUDENT.....\$250.00**  
The enrollment fee is \$50 each for the 4<sup>th</sup> child and subsequent children in one family.

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**“Base” Tuition Rates:**

# FAMILY HANDBOOK

**Kindergarten through Grade 8 Tuition (Based on Cost to Educate)..... PER STUDENT .....\$11,500.00\***

**\* Additional Fees Not Included:**

**8th Grade Graduation Fee (for 8th grade Students ONLY).....PER STUDENT.....\$250.00**

**Building Maintenance Fee .....PER FAMILY.....\$400.00  
(\$100.00 of this Fee will be waived for each \$100,000 Drawing Ticket that is Sold up to a total of \$400.)**

**Bus Fees (Annually)**

**“Applies to ARCADIA Daily Transportation Users Only”..... PER STUDENT..... \$1,900.00**

**Bus Fees (Annually)**

**“Applies to CHARLOTTE Daily Transportation Users Only”..... PER STUDENT. . . . . \$650.00  
(Minimum of 20 Students to participate for Transit)**

-----  
**PreKindergarten 3 year old program Tuition**

**Full time PreK: Monday thru Thursday 7:55 AM to 3:00 PM / Friday 7:55 to 2:00 PM ..PER STUDENT.....\$9,000.00\***

**Building Maintenance Fee .....PER FAMILY.....\$400.00  
(\$100.00 of this Fee will be waived for each \$100,000 Drawing Ticket that is Sold up to a total of \$400.)**

-----  
**VPK – 4 year old program Tuition - PER STUDENT**

**Half time program: Monday, Tuesday, Wednesday, Thursday, 7:55 AM to 12:00 PM  
(No Voucher).....\$4,500.00\***

**Half time program with approved VPK voucher (apply for voucher @  
[www.elcoswfl.org](http://www.elcoswfl.org)).....\$0.00**

**Full time program: Monday thru Thursday 7:5 AM to 3:00 PM / Friday 7:55 – 2:00 PM  
.....\$9,000.00\***

**Full time program LESS approved VPK voucher.....\$9,000.00\***

**Building Maintenance Fee ...(Applies to Full-Time Students ONLY)...PER FAMILY.....\$400.00  
(\$100.00 of this Fee will be waived for each \$100,000 Drawing Ticket that is Sold up to a total of \$400.)**

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If you are a practicing Catholic, we ask that you provide a Parish Verification Form signed by your Pastor. A practicing Catholic is defined as attending Mass faithfully each weekend and on Holy Days of Obligation and donating your time, talent and/or treasure to your Parish to demonstrate stewardship. Families are responsible for getting the Parish Verification Form, signed and returned to the school office **by July 1st!** SIGNED FORMS can be scanned/emailed to [info@stcbs.org](mailto:info@stcbs.org) or dropped off in the school office. A Parish Verification Form is required to receive the Parish Subsidy. This form **is required** for St. Charles Borromeo Catholic Parishioners as well.

**Parish Subsidy**

**Who is entitled to the Parish Subsidy?**

## FAMILY HANDBOOK

1. Catholic Families that are registered and participating at one of the local affiliated Catholic Parishes.
2. **You must meet the guidelines set by your pastor to be subsidized.** Note: If you do not meet the requirements set by your pastor, he may not sign the form and you are responsible for any tuition and fee balance.
3. **The Catholic Subsidy applies only to Kindergarten through Grade 8.**
4. A Parish Subsidy Form must be completed and turned in to the school office **by JULY 1st!** *(The Parishes encourage those Catholic families of means to pay the full non-subsidized cost.)*

### **Tuition and other amounts due are paid using a FACTS Payment Plan**

FACTS is a nationally recognized management company for schools comprised of three components: 1) Grant and Aid assistance, 2) Tuition and fee payment plans, and 3) Student information system/gradebook.

You may pay tuition, comprehensive fee, transportation fee, and any other associated school fees using a **FACTS Payment Plan as follows:**

- One payment due July, 2025.
- Two payments due July, 2025 and January, 2026
- Ten monthly payments beginning in August, 2025 and ending May, 2026

**PLEASE NOTE: THE DIOCESE REQUIRES ALL FAMILIES TO HAVE A FACTS PAYMENT PLAN.**

### **FINANCIAL ASSISTANCE**

**VPK** - St. Charles is a proud participant in the Florida's Voluntary PreK Education program (VPK) program which provides families the opportunity to provide a PreK education for their 4 year old children in a variety of educational settings, including private schools such as St. Charles. All PreK students are required to apply for a VPK voucher, which covers a part-time PreK education Monday through Thursday. There is no tuition for part time PreK students with a VPK voucher. For parents who choose our full day PreK program, the VPK voucher will cover a portion of the full day tuition. For more information and to apply to for a VPK voucher, please visit [Florida VPK](#)

**STEP UP** - St. Charles is also proud to participate in Florida's Step Up For Students program. The Florida Tax Credit Scholarship (FTC) and Family Empowerment Scholarship for Educational Options (FES-EO) and Unique Abilities scholarships provide Florida families with scholarship funds to offset tuition at private schools like St. Charles. Typically these scholarships provide over \$8000 per student per year. All families are required to apply for STEP UP. For more information and to apply for STEP UP, visit: [Florida STEP UP](#) **IMPORTANT: STEP UP scholarships are agreements between the family and STEP UP.** It is the parents' responsibility to apply and once approved, provide the school with their child's award ID, and log in to approve the release of funds to the school each quarter, in order for scholarship funds to be applied to the students tuition. Failure to do so will result in the family being responsible for the whole tuition cost.

## **FAMILY HANDBOOK**

**Parish subsidy** - A parish subsidy provides financial assistance towards tuition for practicing Catholic families who regularly attend Mass and offer their time, talent and treasure to the Catholic Church. Include paragraph at the bottom of the financial agreement page)

**St. Charles Parishioners** - St. Charles Borromeo Catholic School exists to further the mission of Jesus Christ by forming children in the message of the Gospel and the faith of the Church. Due to the generosity of our parishioners, St. Charles Borromeo Parish contributes large subsidies on behalf of its families to share in this endeavor. In order to be considered an affiliated Catholic family and qualify for and maintain a subsidy of upwards to \$1,500.00, you must attend Mass at St. Charles every Sunday and Holy Days of Obligation throughout the year and contribute to the Offertory Collection on a weekly basis. However, we understand that people get sick and sometimes have to go out of town, so as long as your Sunday Mass attendance at St. Charles does not drop below 75%, you will continue to qualify for the subsidy. We track Mass attendance by using the check-in kiosk in the projection booth in the back of the church. If you attend Mass at another church, please bring in a signed bulletin by a priest/deacon from that church to get attendance credit.

We do not require any specific amount to be contributed. However, we do require your sacrificial offerings to reflect your ability to give. In order to request a subsidy from St. Charles, please read the following commitment:

- We agree to attend Mass at St. Charles every Sunday and Holy Day of Obligation, throughout the year and contribute to the Offertory on a weekly basis;
- We further agree that the parish community is an important part of our lives; and
- We will be supportive of it with our time, talent, and treasure according to our ability to give.

**For Parishioners at other Catholic Churches:** If you are not a St. Charles parishioner, speak with your Pastor for subsidy requirements. Parish Affiliation Form will be completed by the parents/guardians as well as the pastor or his designee to identify those families requesting assistance

**Important - The amount and approval of a Parish subsidy is at the sole discretion of the Parish Pastor**

**FACTS Grant and Aid** - All families seeking additional financial aid must apply through their FACTS account and provide all required documentation. A \$38.00 processing/application fee is assessed through FACTS. Need based scholarships may be offered to those who show demonstrated need based on FACTS income and expense requirements.

## **SECTION IV - ATTENDANCE**

### **SCHOOL HOURS**

School is in session from **7:55 AM until 3:00 PM Monday through Thursday and 7:55 AM to 2:00 PM on Friday**. Our Before-Care Program is offered from 7:00 AM to 7:35 AM and charged according to our child care program. At no time are students allowed to be left unsupervised on school grounds. **WE WILL NOT BE RESPONSIBLE FOR ANY STUDENT ARRIVING BEFORE 7:00 AM.** Any

## **FAMILY HANDBOOK**

students not picked up by 3:15 PM Monday-Thursday at 2:15 PM Friday (except those involved in after-school activities) will be admitted to the After-Care Program and parents will be charged our after-care rate.

### **ATTENDANCE**

Students are expected to be in school every day that school is in session. Regular attendance at school is important to ensure continuity of instruction and to develop positive habits and attitudes of responsibility in our children. Students who are in school regularly benefit from consistent instruction and greater participation and engagement which leads to higher levels of academic achievement. In addition, students who attend school regularly develop strong relationships with peers and teachers leading to positive social development. Please keep appointments during school time to a minimum and if at all possible schedule them for after school hours or days when school is not in session. It is the responsibility of parents and guardians to see that students are in attendance when school is in session.

### **EXCUSED ABSENCES**

Sometimes it is necessary for a student to miss school. In order for an absence to be considered excused, it must be reported to the office on the day of the absence (see Reporting Absences/Tardies) and fall under one of the categories below. Depending on the circumstances involved, additional documentation may be required in order for an absence to be considered excused. If an absence does not fall within the categories below and there are extenuating circumstances, parents must contact school administration to discuss the reason for the absence. The principal makes the final determination on whether an absence is considered excused. Excused absences may include:

- Illness - For the health and safety of all students and staff, students who are exhibiting signs of illness should not attend school. (See health/safety for more information). If a student is hospitalized or absent for more than three (3) days due to illness, a doctor's note is required.
- Medical appointments - Whenever possible medical/dental appointments should be made after school hours or when school is not in session. However, we understand that sometimes this is not possible. A doctor's note is required for the absence to be excused.
- Family emergency - Documentation may be required for the absence to be excused. Please discuss the situation with the school administration.
- Legal obligations - If a student's presence is required in court or for any other legal reason, documentation is required.
- Approved educational opportunity - May be excused at the discretion of the principal

### **UNEXCUSED ABSENCES**

Unexcused absences can have a negative impact on a student's education and should be kept to a minimum. The following are NOT excused:

- Family vacations - Vacations should be planned for times when school is not in session.
- Sports/Extracurricular activities that are not related to the school.
- Non-medical personal appointments

## FAMILY HANDBOOK

- Family errands
- Transportation issues
- Unverified illness or family emergencies - If the absence is longer than three days or if documentation is requested, and such documentation is not provided, the absence is considered unexcused.

### SCHOOL ACTIVITIES

If a student is absent from school for a half day or more, regardless of the reason for the absence, he or she may not participate in any school or extracurricular activities for that day. This includes sports and club participation.

### EXCESSIVE ABSENCES

Excessive absence is defined as 10% or more of the school year which is an equivalent to eighteen (18) days within a school year. When unexcused absences occur, it puts students at a disadvantage as there are gaps in the learning process. Parents/legal guardians of a child of compulsory age are responsible for a child's daily school attendance.

If a student exceeds five (5) absences in a quarter, an administrative review will be conducted. Any student exceeding eight (8) absences may receive an administrative failure for the course. Per Diocesan policy, if a student is absent more than thirty (30) days in the year retention may be considered. The administration may determine that in exceptional circumstances (for example, extended hospitalization), an administrative failure is not warranted. If a student is absent three (3) days in a row, a doctor's note may be necessary to return to school. Students cannot participate in any school activities if they are absent for half a day or more, no matter what the reason for the absence. Excessive absences may also be reported to the Florida Department of Children and Family Services (DCF).

**Scholarships, including Step-Up funding, and promotion to the next grade level may be jeopardized due to excessive absences.**

### TARDINESS

Students should arrive at school and report to their classrooms between 7:35 AM and 7:55 AM. Any student arriving after 7:55 AM is considered tardy. School starts promptly at 7:55 AM. This is the time where students prepare for their day and complete morning work before attending Morning Prayer. Four (4) tardies will equal one (1) unexcused absence and initiate an administrative review and parent conference. **So as not to disrupt their class, students arriving late (after 7:55 AM) will have to wait in the school office until the next class begins.** Late students will not be permitted to enter a classroom once a class has been started. Excessive tardiness will result in disciplinary action and may lead to withdrawal. **Please note: Not only does tardiness disrupt your child's learning, it disrupts the entire class.**

# FAMILY HANDBOOK

## REPORTING ABSENCES/TARDINESS

If a student is absent, please call the school office between 7:30 AM and 8:30 AM the day your student is absent. If you call before the school office is open, you are able to leave a message on voicemail or email [info@stcbs.org](mailto:info@stcbs.org). Please note: For an absence to be excused a doctor's note may be required.

## MAKE UP WORK

It is the parent's and student's responsibility to find out what was missed and not the teacher's to track your student's missed work. Students will get one (1) day grace for every one (1) day of excused absence. After that, it is late and a zero may be given for the assignment. Failure to do makeup work and tests per our makeup policy will result in a zero. **Unexcused absences and disciplinary suspensions are only entitled to make up work at the discretion of the teacher.**

## EARLY DISMISSAL

Early dismissals will follow the same process as tardiness. Every four (4) early dismissals will result in an absence and require an administrative review and conference. If it is necessary for your child to be dismissed early, a written notice will be required that morning, to be given to the teacher, and notify the school office. Early dismissal should NOT be a frequent occurrence, but used only for emergencies. If a dismissal is due to a doctor's appointment, a written excusal form will be required the next school day.

The end of the school day is just as important as the beginning of the day. Any parent or guardian picking up a student before regular dismissal must come directly to the school office to sign the student out. No student will be dismissed after 2:00 PM Monday-Thursday and after 1:00 PM Friday.

## PARKING LOT - DROP OFF AND PICK UP

Please do not speed or block driveways in the neighborhood. When picking up and dropping off students, safety is our primary concern. For the safety of our students and staff, please **do not use your cell phone while dropping off or picking up your children**. Detailed instructions with regards to drop-off and pickup will be distributed. **Students will only be dismissed to their parents through the pickup line**, unless special circumstances require they be checked out in the office. Parents will not be permitted to enter the classroom to get their child. Please be courteous to other drivers and respectful of our school policies with regard to drop-off and pickup. **When dropping off and/or picking up your students, you must do so from the building side of your car/truck. DO NOT PASS OTHER CARS!** These policies are set to ensure the safety of all children.

## DISMISSAL PROCEDURES

The procedure pertains to those students who would be riding home with someone other than their parent/guardian. Driver information must be on file in the office granting permission by the parent/guardian. Proper identification (driver's license) must be seen at the time of pickup. Please send a note with your student to his/her homeroom teacher informing the school of the change of driver for dismissal. The homeroom teacher will in turn give the information to their dismissal team. If you have an

## FAMILY HANDBOOK

emergency, please contact the school office with the driver's name. The school office will send your request, in writing via email, to your child's homeroom teacher. If the school does not have the proper request at the time of dismissal, the driver will be asked to park until dismissal is over and there is time to resolve the situation.

At the beginning of the school year, each family will be given two (2) car signs to distribute to anyone authorized to pick up your student (s). **To improve the efficiency and safety of our carline, parents (or anyone picking up their student) must display their family car sign on the passenger side dashboard.** Any non-parent who comes to pick up a student who does not have a car sign will be asked to come to the school office to sign out the student. If additional car signs are needed, please inform the school office.

Parents having a student in the Pre Kindergarten-3 and Pre Kindergarten-4 programs will have a sign with their family name written in red.

**During dismissal, children may not enter the school for items they have forgotten. They must have their parents park until dismissal is completed. When dismissal is complete, they may enter through the school office to be escorted to their classroom.**

### BEFORE-CARE AND AFTER-CARE PROGRAM

St. Charles Borromeo School is proud to offer both a Before-Care and After-Care program under the supervision of our staff. Before-Care is available starting at 7:00 AM for parents who need to drop their students off early. There will be no supervision before 7:00 AM. The cost for this service is \$5.00 per day. There is no registration fee for morning care.

Our After-Care is available for parents who are unable to pick their students up at the end of the school day. This program runs from 3:15 PM until 5:30 PM Monday through Friday. There is a Registration Fee of \$25 per child (or \$40 per family) and a completed registration form is required. The After-Care Program begins the first day of school and operates each day school is in session from dismissal time until 5:30 PM with the exception of the last day before Thanksgiving break, the last day before Christmas break and the last day of school, when there will not be After-Care.

Payment for Before-Care and After-Care is expected at the end of each week. Payments are due within fifteen (15) days at [factsmgmt.com](http://factsmgmt.com). Families who have outstanding unpaid balances past thirty (30) days may not use the services until the balance is paid.

After-Care program rates:

\$20.00 per day per student (\$30 on noon dismissal days)

\*\*Any late pick up after 5:30 PM ..... \$10 every 5 minutes

There is no charge for After-Care for parents that are conferencing with teachers or volunteering at school.

## **FAMILY HANDBOOK**

Upon pick-up, parents are required to sign out their child (children). We will not release children to someone other than parents or guardians without prior notification. Please pay special attention when completing the After-Care Registration form regarding allergies, emergency contacts, etc.

After-Care will take place in the Media Center for grades PreK through 8. Students will be offered a snack break, so please pack an extra snack for your child. Following snack, students will work on homework. If there is an emergency and parents must be late, please notify After-Care at 941-787-2995.

### **SECTION V - CATHOLIC IDENTITY**

#### **INTRODUCTION - CATHOLIC IDENTITY**

Our Catholic identity is at the heart of St. Charles Borromeo Catholic school and shapes every aspect of who we are and what we do. As a Catholic school, we are committed to nurturing the spiritual, moral, and intellectual growth of each student through the teachings of Jesus Christ and the traditions of the Catholic Church. We are committed to providing academic excellence and forming disciples who live out their faith in service, compassion, and integrity. Catholic values are woven into our curriculum, daily routines, celebrations, and community life, fostering a sense of belonging, purpose, and responsibility rooted in the Gospel. We believe that parents are the first and primary educators of their children in faith, and our partnership with families is essential to the spiritual development of our students. Together, we work to cultivate a vibrant, faith-filled environment where every child can encounter Christ, deepen their relationship with God, and be inspired to live lives of faith and virtue.

#### **RELIGIOUS INSTRUCTION**

As a Catholic School, Religion is taught as an academic subject at all grade levels. Content is taught according to the Diocese of Venice Religion Standards. All students, regardless of whether they are Catholic or not, are required to participate in and pass Religion classes. **Religion classes in school are not a substitute for participation in the faith formation program at a student's home parish.**

#### **ASSESSMENT OF CHILDREN/YOUTH RELIGION EDUCATION - ARK**

Grades 2 through 8 take the Assessment of Religious Knowledge (ARK) test in the spring.

#### **GUIDELINES FOR STUDENTS TO RECEIVE THE SACRAMENTS**

The Parish is, without a doubt, the most important locus in which the Christian community is formed and expressed (General Directory for Catechesis, 256). As such, the context for sacramental catechesis (First Reconciliation, First Holy Communion, and Confirmation) is always the Parish. Therefore, all of those who receive Religious Education, either through the Parish's Faith Formation program, a Catholic school, or the home, must come together for sacramental preparation at the Parish.

Catholic students receive academic preparation for the sacraments through religion classes at St. Charles Borromeo School. However, the spiritual and liturgical preparation (sacramental preparation classes,

## FAMILY HANDBOOK

retreats, workshops, rites, parent meetings, and rehearsals) always takes place at the individual student's Parish, which is the setting for the actual sacramental celebration.

Therefore, it is imperative that Catholic parents of students at St. Charles Borromeo School register their children in the sacramental programs offered at their Parish with the clear understanding that the final phase of preparation does not and cannot ever occur at the school. Parents should contact the Faith Formation Office to register their children for the appropriate sacramental program.

### CELEBRATION OF LITURGIES

The celebration of liturgies plays a vital part in the life of the students of St. Charles Borromeo School. During the school year, different classes prepare and celebrate the liturgy. These celebrations are intended to encourage your child's active participation in the Sacred Liturgy. Also, there will be opportunities for students in grades 2 through 8 to participate in the Sacrament of Reconciliation. Students will celebrate the liturgy together each Friday and on Holy Days of Obligation when school is in session.

St. Charles will celebrate monthly school Masses at 9:00 AM on Sundays at St. Charles Church. Please make it a priority to join us at the table of our Lord as a spiritual St. Charles school family. **Students should come in their Mass day uniforms.**

### GUIDELINES FOR THE RECEPTION OF COMMUNION

**For Catholics:** As Catholics, we fully participate in the celebration of the Eucharist when we receive Holy Communion. We are encouraged to receive communion devoutly and frequently. In order to be properly disposed to receive communion, participants should not be conscious of grave sin and normally should have fasted for one hour. A person who is conscious of grave sin is not to receive the body and blood of the Lord without prior sacramental confession except for a grave reason where there is no opportunity for confession. In this case, the person is to be mindful of the obligation to make an act of perfect contrition, including the intention of confessing as soon as possible (Code of Canon Law, Canon 916). A frequent reception of the sacrament of penance is encouraged for all.

**For Fellow Christians:** We welcome our fellow Christians to this celebration of the Eucharist as our brothers and sisters. We pray that our common baptism and the action of the Holy Spirit in this Eucharist will draw us closer to one another and begin to dispel the sad division that separates us. We pray that these will lessen and finally disappear, in keeping with Christ's prayer for us, "that they may all be one" (John 17:21). Because Catholics believe that the celebration of the Eucharist is a sign of the reality of the oneness of faith, life, and worship, members of those churches with whom we are not yet fully united are ordinarily not admitted to Holy Communion. Eucharistic sharing in exceptional circumstances by other Christians requires permission according to the directives of the diocesan bishop and the provisions of Canon Law (Canon 8444). Members of the Orthodox Churches, the Assyrian Church of the East, the Polish National Catholic Church are urged to respect the discipline of their own churches. According to Roman Catholic discipline, the Code of Canon Law does not object to the reception of communion by Christians of these churches (Canon 8443).

**For Those Not Receiving Holy Communion:** All who are not receiving Holy Communion are encouraged to express in their hearts a prayerful desire for unity with the Lord Jesus and with one another.

## FAMILY HANDBOOK

**For Non-Christians:** We also welcome to this celebration those who do not share our faith in Jesus Christ. While we cannot admit them to Holy Communion, we ask them to offer their prayers for peace and unity of the human family.

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**On November 14, 1996, the National Conference of Catholic Bishops approved the following guidelines on the reception of Communion. These guidelines replace the guidelines approved by the Administrative Committee of the NCCB in November 1986. The guidelines, which are to be included in missalettes and other participation aids published in the United States, seek to remind all those who may attend Catholic liturgies of the present discipline of the Church with regard to the sharing of Eucharistic Communion.**

## SECTION VI - ACADEMICS

### ACCREDITATION

St. Charles Borromeo School is fully accredited by the Florida Catholic Conference (FCC). As a diocesan school, we adhere to and teach the Diocese of Venice Learning Standards in all subject areas. These standards were developed by the Diocese of Venice taking into account the standards and recommendations of the Florida Department of Education and FCC. In earning a St. Charles diploma, the student can be proud of a competency and level of achievement obtained from a solid academic program taught by an exceptional, dedicated faculty. Graduation and promotion are based upon requirements established by the School and the Florida Catholic Conference.

### BOOKS AND SUPPLIES

All textbooks, library books, computers, tablets, and equipment belong to the school. Textbooks must be covered and carried in some type of durable book bag to protect them from rain, etc. Books should be handled with care so they can be used for several years. The cost of books has increased substantially; therefore, any student who defaces, destroys or loses a book is liable for the **FULL COST** of the book.

### STANDARDIZED TESTING

**TerraNova Next** - Students attending Catholic elementary schools in the State of Florida, Grades 2 through 8, participate in the TerraNova Next Testing programs. The TerraNova Next tests are administered to students in grades 2 through 8 in the spring. The TerraNova Next Test assesses student achievement in vocabulary, word analysis, reading, listening, spelling, capitalization, punctuation, written expression, math, social studies, and science. The main purpose of the TerraNova Next Test is to provide the school with information that can be used to improve instruction and to help teachers make sound educational decisions about each student's learning. Students are expected to put forth their best efforts on the TerraNova Next to ensure accurate and reliable data.

# FAMILY HANDBOOK

**It is important that students be present during testing. Please do not make any appointments for your children during testing week. TerraNova Next testing dates are listed on the academic calendar.**

**STAR testing** - Each quarter, students will participate in STAR testing quarterly. This takes place in the classroom as part of their regular classroom instruction. STAR testing is used to monitor student progress in Math and Reading/Language Arts. While students don't have to study or prepare for STAR testing, it is important that they do their personal best so that we can assure accuracy of data.

## PARENT/TEACHER CONFERENCES

All parents may schedule an appointment with their child's teachers as needed. Please contact your child's teacher to make an appointment. Teachers may also request a conference as well. Parents will be notified of scheduled, formal conferences. Formal parent/teacher conferences will take place at the end of the first and third quarters.

## GRADING SCALE

### K-2nd Grade

#### And Personal Progress:

E =	Excellent
G =	Good
S =	Satisfactory
N =	Needs Improvement
U =	Unsatisfactory

### 3rd thru 8th Grade:

Score	Grade	Unweighted Grade Points	Weighted Grade Points
99-100	A+	4.0	4.5
92-98	A	4.0	4.5
90-91	A-	3.7	4.2
88-89	B+	3.3	3.8
82-87	B	3.0	3.5
80-81	B-	2.7	3.2
78-79	C+	2.3	2.8
72-77	C	2.0	2.5
70-71	C-	1.7	2.2
68-69	D+	1.3	1.8
62-67	D	1.0	1.5
60-61	D-	0.7	1.2
59 and below	F	0.0	0.0

Special area classes will be weighted into the overall GPA for grades 3 through 8.

## HONOR ROLL REQUIREMENTS

Honor roll assemblies will be held quarterly. Parents are invited to attend. In order to earn honor roll status students must not only meet minimum academic requirements, but also be of honorable character. Any student with more than 5 unexcused absences, 5 tardies or who receives a grade of an N or a U in any personal progress area will not be eligible for the honor roll.

## HONOR ROLL—AWARDS

**Second Honors** - All A's and 2 B's

**First Honors** - All A's and 1 B

**Principal's List** - All A's

**Crusader Shield** - Awarded to a student in a class who most demonstrates positive character and lives out Gospel values in word and deed.

**Renaissance Award** - Awarded to the most improved in a class from the previous quarter

## PROGRESS REPORTS/REPORT CARDS

Our new Family Portal gives you updated information concerning your child's grades, classroom information and school news. It is important that you check the portal daily.

All report cards will be sent home electronically and available through Family Portal and email. Please make sure the school has your most current email address on file.

## ACADEMIC DISHONESTY

This is defined as an act of wrongfully using or attempting to use unauthorized materials, information, study aids, or the ideas or work of another in order to gain an unfair advantage. It includes but is not limited to:

- plagiarism including copy and paste from the internet, music and picture misuse;
- giving unauthorized aid to another student or receiving unauthorized aid from another person on tests, quizzes, assignments, or examinations;
- using or consulting unauthorized materials or using unauthorized equipment or devices on tests, quizzes, assignments, or examinations;
- altering or falsifying any information on tests, quizzes, assignments, or examinations;
- using any material portion of a paper or project to fulfill the requirements of more than one course unless the student has received prior faculty permission to do so;
- working on any examination, test, quiz, or assignment outside of the time constraints imposed;
- submitting an altered examination or assignment to a teacher for re-grading; or failing to adhere to a teachers specific directions with respect to the terms of academic integrity or academic honesty

Academic dishonesty is to include cheating on an assignment, plagiarism of other's work, forgery, sharing work, and other instances as defined by the administration. A grade of 0 will be assigned on the assignment or test. Academic dishonesty may be grounds for suspension or expulsion.

## HOMEWORK

Homework is an essential part of your child's educational program. The purpose of homework is to provide reinforcement and practice on the skills taught in school. Homework will be assigned at the discretion of the teacher who can determine the needs of the students. A homework assignment is part of the class work of the following day. When the student does not adhere to the homework policy his/her grade will be affected.

## FAMILY HANDBOOK

Students will only be allowed to make up work as a result of unexcused absences or family vacations at the discretion of the teacher..

A student who has an excused absence will have the number of days absent to make up the assignments and tests. **It is the responsibility of the student to make arrangements with the teacher if extra time is needed.**

Teachers reserve the right to develop and enforce their own homework policy for their classes and/or subjects taught.

### PROMOTION STANDARDS

When our school accepts a student, we accept the responsibilities of educating that child. It is expected that the performance of each child will be directed toward maximizing the individual's abilities and talents. The uniqueness and individual differences of each student are strong beliefs in the value system of our Catholic schools and every effort will be made to meet the varying needs among our students within the realm of local resources.

- Several factors are considered in the promotion of the student:
- Classroom performance and academic achievement according to grade level requirements
- Student age and ability
- Attendance and tardiness

### RETENTION POLICY

Students in grades kindergarten through eighth, must meet the academic requirements for his/her grade level in order to be promoted. If the teacher and administration feel that it is not in the best interest of the student to advance to the next grade based upon the criteria listed below, retention may be considered. The final decision for retention will be made by the principal.

If a student does not meet the academic requirements of any grade level as determined by the teacher (s) and the principal, the parent will be notified by the end of 3rd quarter that retention in that grade is being considered. A final decision will be made at the end of the school year. **Students having attendance issues will be considered for retention.**

### ACADEMIC SUPPORT SERVICES

Our Student Support Services Program is a collaborative consultative model that encourages and forms alliances among parents, teachers, and students. This partnership promotes the understanding of each student's strengths and weaknesses. Together, learning strategies, accommodations and modifications when necessary, are provided through a learning support contract. This student support service team attempts to create a synopsis of professional energies that create a better growth environment for all students. Combining academic assistance, guidance protocols and counseling opportunities generates an expanding circle of school improvement. Please contact the director of student support for more information.

Parents of students with a documented learning disability or medical condition that may affect progress in school must provide an updated copy of the student's IEP/504 and be in regular communication with the school counselor. Based on the accommodations called for in the IEP/504, and what the school can

## FAMILY HANDBOOK

reasonably accommodate with available resources, the guidance counselor will create an academic support plan for the student. Title 1 tutoring services may be offered to students who qualify. In some cases, participation in Title 1 tutoring services may be a condition of acceptance and continuation at St. Charles. If a parent has any concern about a child's academic progress or feels that their child may have a learning disability, they should reach out to the child's teacher and/or guidance counselor.

### FIELD TRIPS/OFF CAMPUS EVENTS

Field trips are a fun and exciting way to make learning come to life for students and enable them to apply when they learn in the classroom to real-life situations and experiences. Field trips are designed to enhance and be an extension of the classroom experience.

- Safety is of primary importance when students are being transported to and from a school sponsored activity.
- The teacher can deny a student the privilege of participation in an activity outside the school for reasons relating to unacceptable behavior and/or incomplete academic work.
- Teachers must submit for review and approval by the school principal their supervisory plans for transportation of school students to and from a school sponsored activity.
- Those who assist teachers in the supervision of school students on a school sponsored trip will be chosen at the discretion of the respective teacher with the approval of the principal.

### FIELD TRIP REQUIREMENTS

All chaperones and supervisory personnel must abide by the following:

- Possession and/or use of weapons is prohibited on Diocesan property, on trips or other functions, and/or while in the presence of youth
- The use of alcohol, illegal substances, and legally prescribed substances that cause impairment are all prohibited
- No smoking or vaping is allowed
- Field trips are designed to correlate with teaching units and to achieve academic goals
- A field trip is a privilege and not a right
- All grades do not always have the same number of field trips
- Individual teachers, in consultation with the administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct
- A written official permission slip, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission cannot be accepted
- Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. All monies collected for the field trip are non-refundable. **Electronic Devices (including phones) are not allowed** on field trips unless otherwise directed by the teacher and/or administration.
- Parents who wish to be official chaperones must have completed the volunteer application packet, attended a safe environment class, have fingerprint clearance and be approved by the teacher and administration to serve on the field trip. The number of chaperones permitted is based on the number of students attending and the venue. **Please note: Different chaperones may be chosen**

## FAMILY HANDBOOK

for different trips to give more parents a chance to participate. Field trips are not family trips. Chaperones/Volunteers need to be dressed conservatively. Siblings may not attend

- **These trips are meant as an extension of the classroom and for your child to have this experience with their class. If you are not comfortable having your child attend without you and you are not chosen as a chaperone, please keep your child home**
- **A parent who is not a chaperone yet shows up on a class trip will have to sign their child out and take them away from the group**
- **Students not attending the field trip will be assigned to another class**
- All participants must have the Consent, Release of Liability and Indemnification Form for Trips and Events of Diocesan Schools/Youth Outreach/Religious Education Programs as well as the Medical Authorization for Minor forms signed by their parent or legal guardians at the beginning of each year
- All participants must have the Diocesan Event and Trip Notification Form signed by their parents or legal guardians for each individual off-campus event/trip. This will indicate how students are being transported to and from the event. Permission given by way of the telephone is unacceptable. If the transportation vehicle is provided by volunteers, parents, Guardians, chaperones, or any other supervisory personnel, that driver must be 21 years of age or older and must submit to the principal and/or administrator/pastor a copy of his/her valid Florida driver's license to be cleared by Arthur J. Gallagher & Co., as well as have proof of current and valid insurance (personal auto liability insurance at the \$100,000/\$300,000 level). A copy of the "declarations page" of the policy must be provided annually to the bookkeeper of each entity and maintained on file. The school or parish does not provide insurance coverage for teachers, employees, volunteers, parents, guardians, youth directors, chaperones, or any other supervisory personnel who provide approved transportation in privately owned vehicles

### MEDIA CENTER

The Media center will be open and accessible to students and faculty at scheduled times during the regular school day.

- All materials will be checked in and out using the automated system.
- The loan period will be two weeks, and books may be renewed for an additional week.
- Kindergarten and 1st grade students may check out one book at a time. 2nd through 8th grade may check out two books at a time.
- As a reminder to students, each teacher will be provided a list, monthly, of overdue books. Although no fines are charged for overdue materials, a student may not check out additional books until the overdue book is returned.
- If a book is damaged or lost, the student will be expected to pay for the item. Students will not be able to check out books until the fine is paid.
- Report cards may be held if overdue books are not returned or paid for.

### STUDENT SCIENCE LABORATORY USE

Students must understand that the Science Laboratory is a safe place in which to perform scientific studies and they are to act responsibly and carefully. Students must obey the safety rules as a condition for participating in and the use of the Science Laboratory.

# FAMILY HANDBOOK

## ACCEPTABLE USE (COMPUTER) POLICY

The following procedures shall be followed for governing internet and technology access. Failure to adhere to these regulations shall result in suspension and/or revocation of access to school information and resources pending formal investigation and could result in suspension/expulsion of the student from this school.

St. Charles School provides technology resources to its students and faculty for educational and administrative purposes. The use of these technology resources is a privilege, not a right and as such, is subject to revocation by the administration at any time for abusive conduct or violation of any of the conditions outlined below. Parents and students must sign a Chromebook Usage Agreement Form before a student will be issued a Chromebook. All users are prohibited from:

- Deliberate access or transmission of obscene, indecent, abusive defamatory or otherwise offensive material in any form.
- Transmission of political material.
- Deliberate or malicious attempts to harm, destroy or steal data on any system on the network and or internet.
- Unauthorized installation, storage or distribution of copyrighted software or materials on any computer.
- Reposting personal communications without the author's prior consent.
- Using the network for personal financial gain, or any commercial or illegal activity.
- Deliberate spread of computer "viruses".
- Attaching/installing /adding personally owned computer and/or other electronic devices to any school computer without permission from the administration.

As a condition of use of school computer network, all users understand and agree with the following:

- The use of the internet is for educational purposes only.
- All information and services contained on the school computers are placed there solely for general educational purposes.
- Students may not access personal email programs unless authorized by their teacher.
- Passwords shall not be shared with others and shall be kept secure at all times. Failure to secure passwords shall result in the revocation of network access.

## PHYSICAL EDUCATION PROGRAM

Our program of Physical Education contributes to all phases of individual growth and development through movement and physical activities.

Some objectives to be realized are:

- The development of locomotor and non loco motor skills
- Physical game skills
- Total fitness
- Safety and attitudes
- Desirable social standards and ethical concepts and wholesome recreation for leisure time

## **FAMILY HANDBOOK**

- Good sportsmanship is always emphasized
- Teamwork and cooperation

All students are expected to follow PE. rules and regulations as established by administration and enforced by the physical education teacher and act in a manner that shows respect for the program. During the very hot months, students are permitted to wear hats to PE and are encouraged to use sunscreen put on at home. Health Opportunities in Physical Education (HOPE) is required of all 8th graders. Successful completion of this course grants a high school credit.

### **SECTION VII - DRESS CODE**

#### **RATIONALE**

Students at St. Charles Borromeo Catholic School are required to wear a uniform to school, except on announced special occasions (spirit days, dress down days, etc.) Studies show that students. School uniforms have many benefits for students and families. Some of these include: (make a bulleted list) reduction in bullying and peer pressure due to student appearance as it levels the playing field for students of different socioeconomic means, greater sense of belong and unity among students, greater academic achievement by reducing distractions related to clothing and fashion trends (especially in middle school), instilling a sense of professionalism and teaches the importance of dressing appropriately for different situations, takes the stress out of morning routines by eliminating the need to determine what to wear, although there is an initial upfront cost, overtime, uniforms are more cost effective

#### **PURCHASING UNIFORMS**

School uniforms can be purchased from Children's World at 4525 Bee Ridge Road, Sarasota, FL 34233; (941)955-6999.

When purchasing uniform pieces, please allow for growth in the course of the year. Purchase items so that they will still be of an appropriate length and size for school when the year ends. Uniform pieces, especially skirts and shorts, must not be too tight or too short (no shorter than 2" above the knee) and appropriate for the Catholic School environment.

Uniforms should always be neat. Torn, ripped or dirty uniforms are unacceptable at school. Students are not permitted to roll up waist bands.

Students must wear pants/shorts at waist level with a plain black, brown, beige, or navy blue belt. Shirts are to be tucked in (not folded under) and belts/waistbands must be visible. Uniform shirts must be tucked in upon arrival at school and until after students leave the campus. Uniform shirt sleeves are not to be rolled.

Please write your child's name in all of your child's uniform pieces. This will help to prevent your child from "losing" uniform pieces and can help us to get misplaced uniformed pieces back to their rightful owner.

# FAMILY HANDBOOK

## UNIFORM SELECTIONS

In order to clarify the uniform choices, we have **Athletic, Casual, and Dress Uniforms**, and separating by grade levels. For instance, on PE days, students will wear their “Athletic” uniform, on Mass and special days, students will wear their “Dress” uniform, and on all other days students will wear their “Casual” uniform.

### ATHLETIC UNIFORMS

ALL Students in grades K to 8 are required to wear the prescribed Athletic Uniform to school on P.E. days. **We ask that students wear all navy blue, black or white sneakers with minimal branding and do not wear other colored or checkered sneakers, colored laces, etc., which takes away from the school uniform. White and black shoe laces only. Socks: White, black or navy blue socks. PE shorts should not be tight and must be mid-thigh or longer in length.**

### CASUAL UNIFORMS

#### **Girls K – 8:**

Plaid skort/skirt and navy blue or light blue polo shirt. Girls in K-5 may wear navy blue polo dress with bike shorts. Skirt/skort length must extend past the fingertips and NOT be rolled up.

Socks: White, black or navy blue ankle, fold down, knee socks, or navy blue or white tights. No show socks are not allowed. **Thigh-high socks are not permitted.**

#### **Boys K – 8:**

Navy blue slacks or dress shorts with white or light blue polo shirt.

Socks: White, black, or navy blue ankle socks; black dress socks only with long slacks.

Belts: Must be solid colored brown, black or navy blue.

**Shoes:** Appropriate sneakers or casual dress shoes are to be worn. Acceptable sneaker colors are white, black, or dark blue with minimal branding. Laces must be white, black, or dark blue. **Sneakers that extend above the ankle are not acceptable.** Casual dress shoes must be a solid brown, black, or blue. Shoes must not distract from learning. Light up shoes or shoes with wheels are NOT allowed.

### DRESS UNIFORMS

Friday is always a dress uniform day. There may also be other dress uniform days throughout the year for special occasions such as Mass on Holy Days of Obligation, picture day, etc.

#### **Girls K-8:**

Girls wear a white blouse, crossover tie, and skort/skirt. Shirts must be tucked into skorts/skirts and must extend past the fingertips and must NOT be rolled up.

#### **Boys K-8:**

Boys wear a white oxford shirt, navy blue tie and navy pants with belt. Shirts must be tucked into pant

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### **TIES WILL NOT BE PROVIDED BY THE SCHOOL OFFICE ON MASS DAYS.**

Dress shoes made with a leather-like material must be worn. No fabric dress shoes or sneakers may be worn for Mass. Dress shoes must be black, brown, or navy with no heels.

#### **Pre Kindergarten-3, Pre Kindergarten-4 Girls:**

Monday -Thursday, Athletic uniform. Friday, polo dress with bike shorts.  
White/Black sneaker; white ankle or white fold down socks, white knee socks, or navy blue or white tights.

#### **Pre Kindergarten-3, Pre Kindergarten-4 Boys:**

Monday—Thursday, Athletic uniform. Friday white polo shirt with dress shorts.  
All black shoes or white/black sneakers; all black or white ankle socks, or crew socks.

### **OUTERWEAR**

The only acceptable outerwear that students may wear at school (including at morning prayer) are St. Charles sweaters, sweatshirts, and hoodies that have been purchased at the school, through Children's World, or our upcoming online spiritwear store. Long-sleeved shirts may not be worn under short-sleeved uniforms. On extreme weather days (below 50 degrees F), students may wear outerwear that deviates from the dress code to and from school only. Outerwear must be removed after the student has entered school. Morning prayer will be held indoors on those days.

### **SPIRIT DAYS**

Uniform shorts or PE shorts or PE long pants are to be worn with the STCBS spirit shirt.

### **DRESS DOWN**

Dress down days may be added to the calendar for special events or 8th grade fundraisers as permitted by the principal. Students participating in fundraising dress down days must pay \$2 for the privilege of dressing down. Accessories may be permitted for themed dress down days at the discretion of the principal.

Dress Down Passes may be provided to students at the discretion of the principal. Dress down passes may be provided for student service, special rewards, Mass participation etc. All dress down passes have an expiration date and must be used on or before that date.

Students are permitted to dress down on their birthday. If a birthday occurs over the weekend or school holiday, students may dress down on the last day of school before their birthday, or on the first day back after the weekend/holiday. If a student's birthday falls over the summer, the student can dress down on another day with the teacher's permission. The dress code below is in effect for all days students are in dress down attire unless otherwise permitted by principal.

### **DRESS CODE DRESS DOWN DAYS/SCHOOL EVENTS AND SPECIAL OCCASIONS**

#### **Girls:**

## FAMILY HANDBOOK

- Blouses, T-shirts and tops with short or long sleeves. *No tank tops, strapless, spaghetti straps, low cut or revealing front or back, or see-through items.*
- All short or long sleeve shirts or tops must be long enough to cover the top of the student's pants, slacks, skirt or any other kind of bottom apparel even when the student is sitting or raising her arms. *No midriff is allowed to show under any circumstances.*
- Capris or jeans slacks, may be worn that come up to the natural waistline, fit loosely and are made of appropriate material. *No "low riders", tight fitting, vinyl or leather pants.*
- No dresses or skirts. \*An exception will be made for spring photographs and dances.
- Dresses or skirts must extend beyond the fingertips in front and back.
- Shorts may only be worn if the length is to the knee.
- Logos, slogans or designs on all clothing must reflect the school's Catholic identity and culture. *No tank tops, inappropriate language, symbols or pictures.*
- Clothes must be clean and in good condition. ***No holes, cutouts, tears, or frayed material.***
- Shoes must have back and toes covered and must be in good condition. *No flip-flops, slippers, slides, heels of any height (except school dances), crocs, jelly-shoes or sandals.*
- Legging and bike shorts will be permitted on dress down days. Bike shorts must reach just above the knee.
- NO FLANNEL PAJAMA PANTS OR SLEEPWEAR ARE PERMITTED.

### **Boys:**

- Khakis, jeans, cargo shorts or slacks may be worn that come up to the natural waistline, fit loosely and are made of appropriate material. *No "low riders", tight fitting, vinyl or leather pants.*
- Shirts with or without collars and T-shirts may be worn. Logos, slogans or designs on all clothing must reflect the school's Catholic identity and culture. *No tank tops, inappropriate language, symbols or pictures.*
- Clothes must be clean and in good condition. ***No holes, cutouts, tears, or frayed material.***
- Shoes must have back and toes covered and must be in good condition. *No flip-flops, slippers, slides, crocs, jelly-shoes or sandals.*
- NO FLANNEL PAJAMA PANTS OR SLEEPWEAR ARE PERMITTED.

## PERSONAL GROOMING/ACCESSORIES

**Jewelry:** GIRLS may wear one pair of stud or small hoop earrings (no larger than a dime). For safety reasons, large hoops or dangly earrings are NOT permitted. BOYS are NOT permitted to wear earrings. Students may wear a watch that is NOT a Smart Watch or Apple Watch. Students may wear a cross or religious medal necklace on a chain not more than 1/4" wide. Students are permitted to wear one ring and one bracelet.

**Piercings:** Body piercings are not appropriate for school (with the exception of one pair of small earrings for girls).

**Nail Polish:** Female students may wear light, neutral-colored nail polish only. Acrylic (fake) nails, nail art, glitter, or other nail accessories are not permitted.

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**Tattoos:** Tattoos are not acceptable for students at school. Students are not to write on their bodies, clothing, or shoes at school.

**Make-Up:** We believe that all students are made in God's image and therefore are beautiful just as they are. Therefore, make up is not permitted. This includes mascara, fake eyelashes, eyeliner, eyeshadow, foundation, blush, lip liner, lipstick, etc. The only exception is concealer may be worn to hide pimples. Only concealer or clear/skin tone pimple patches are permitted. While chapstick and lip balm are acceptable to prevent dry lips, lip gloss, tinted lip balm and lipstick are not permitted.

**Deodorant/Perfumes/Cologne:** Deodorant and any perfumes, body sprays, etc. need to be applied at home, prior to coming to school. Older students may reapply deodorant as necessary in the privacy of the bathroom only. Perfumes, body sprays and colognes are not to be brought to school as they can cause allergic reactions to other students. Any perfumes or body sprays, etc., brought to school will be confiscated.

**Boys' Hair:** Hair should be neat and clean, cut and styled conservatively. Only natural colors are permitted. Hair length must be above the collars and eyebrows. Students are not permitted to "spike" their hair or have mohawks or fauxhawks. Boys are not permitted to wear their hair up in a bun or ponytail.

**Girls' Hair:** Extreme haircuts are not permitted. Only natural colors are not permitted. Haircut and style should not be a distraction to learning. Unacceptable hair accessories include, but are not limited to, hair wraps (beads, etc.), and hair extension pieces. No scarves, ties, etc., may be worn as headbands.

**Violation of Hair Policy:** **Parents of students who are found in violation of the school hair code policy will be notified in writing and given 48 hours to comply. If not in compliance after 48 hours, students must stay home until they are in compliance and will receive unexcused absences.**

### UNIFORM INFRACTION POLICY

**Pre-Kindergarten-3 to Grade 3:** It is the responsibility of parents of students in this age group to see that their children are dressed appropriately for school. It is not our intention to have a consequence for any K to Grade 3 child who comes to school out of uniform. However, parents will be required to bring the proper uniforms to school while their child waits in the school office to be properly attired.

**Grades 4 to 8:** Any student who receives three (3) uniform infractions will be given detention for every subsequent infraction.

**The faculty or administration has the right to make a decision on the proper attire.** Parents will be called if attire is not appropriate for dress down days or dances, and be asked to bring a change of clothes, before a student is permitted into the class or dance. In general, use your best judgment concerning the appropriateness of your outfits for your school.

**The Administration reserves the right to send a student home from any function or activity being held at school when a student is in violation of these dress codes. If you have doubts, ask first or bring in the item.**

## SECTION VIII - HEALTH AND SAFETY

### STUDENT HEALTH

Under the direction of the Charlotte County Health Department, we have a program to safeguard the health of our students.

A health record is kept on every student in the school. The teachers review these records at the beginning of the year so that they are aware of any specific problems a student may have. Parents or guardians are urged to make all health problems known to the teacher during the first week of school.

### CLINIC

St. Charles Borromeo School does not have a nurse. If your child becomes ill, we will notify you for him/her to be picked up and taken home immediately. All parent and emergency contact information must be kept up to date in FACTS.

### ILLNESSES

It is important for the health of all students and staff that a child does not attend school when sick. The following guidelines are offered as appropriate reasons to keep your child home from school until his or her symptoms are gone or a health care provider has cleared your child to return to school. **Please keep your child home if they have any of the following:**

- Conjunctivitis/Pinkeye.
- Cough that is persistent and productive with thick or constant nasal drainage. (Exception: may attend school for mild cold symptoms).
- Diarrhea (students should not return to school until symptom-free for **at least 24 hours** after the last episode and tolerating solid food).
- Fever of 100.0 F. or higher (students must be fever-free, **without fever reducing-medication such as Tylenol or Advil/Motrin for 24 hours before returning to school**).
- Flu or Flu-like illness (fever, body aches, chills, cough, sore throat, headache, fatigue). Students must be fever-free, without fever-reducing medication such as Tylenol or Advil/Motrin for at least 24 hours before returning to school.
- Impetigo (student may return to school **24 hours after treatment is started. Lesions should be covered to prevent spread of infection to others**).
- Rash of unknown origin and/or the area is too large to be covered by a band aid (requires a doctor's note to return to school).
- Sore throat with fever (student must be fever-free without fever-reducing medication such as Tylenol or Advil/Motrin for **at least 24 hours before returning to school**).
- Strep Throat (student may return to school 24 hours after antibiotic treatment has been started and is fever-free).
- Vomiting (students should not return to school until symptom-free for **at least 24 hours after the last episode and tolerating solid food**).

**Before returning to school, for the well-being of the child and out of concern for classmates, the sick child should be fever free, vomit free, and diarrhea free for a 24-hour period.**

### MEDICATION

Medications should be given at home. School personnel can dispense medication to students only if all the following conditions are met:

- A written prescription as required by law from your doctor or dentist for all medication given at school including **all** over the counter medications such as aspirin or cough syrups
- Prescription medication must be in the original container with the student's name, name of medication, dosage, time, and date of the doctor's written order.
- Over-the-counter medicines without a prescription will not be disbursed by personnel.

**Remember-Absolutely no medication of any kind will be given without a Medication/Treatment Authorization Form.**

**Only** doctor-prescribed medications accompanied with the Request for Medical Procedure at School form is to be dispensed from the school office. Inhalers and Epipens are kept in the school office. Students who are on daily medication, should be administered the first dose by parents at home before coming to school. Students may not take any medication unless it is prescribed by a physician, nor may a student give any such medication to another. Students should never carry medicine into the school with the exception of upper grades, who may carry inhalers. A parent/guardian must check medications in at the school office.

**IMPORTANT: All medication prescribed by a doctor which is to be taken by certain dosage must be brought to the school office by a parent, in its prescribed container, with the dosage to be administered. It may not be placed in an envelope or any other container other than the authorized one.**

### HEAD LICE POLICY

When a student is found to have head lice, the parent will be called and the student sent home for treatment and removal of nits. When head lice is reported in a class, all students in that class shall be checked for the presence of nits. Parents will then be notified that head lice are present in the classroom. Students may return to school 24 hours after treatment has begun.

### SUN PROTECTION

To help prevent students from sun exposure, caps and sunglasses are approved to be included in school attire during outdoor activities only. Sunscreen is also a beneficial protection against sun exposure and is to be applied before coming to school.

# FAMILY HANDBOOK

## HEALTH RECORDS

As part of the admissions process, parents/guardians must provide a State of Florida School Entry Health Exam form (DH 3040) signed by a health professional dated within the past 12 months (??) and completed Florida Certificate of Immunization (DH680). Refer to section 2 Admissions for information regarding required immunizations. These forms are required to be kept on file for all students. As per the Federal Health Information Privacy Protection Act (HIPAA) these records will not be released without parental consent. Parents may also be required to provide documentation of student illnesses, hospitalizations, and other health related documentation which may affect a student's ability to attend school or academic progress.

## CHILD ABUSE/NEGLECT

The school will cooperate with regard to any investigation by the Department of Children and Families (DCF) pertaining to allegations of child abuse/neglect.

St. Charles Borromeo School abides by the Child Abuse laws of the State of Florida. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services. All school employees are mandated reporters. The school will cooperate with regard to any investigation by the Department of Children and Families (DCF) pertaining to allegations of child abuse/neglect.

## CUSTODIAL PARENT POLICY

### Family Educational Rights and Privacy Act (FERPA) or Buckley Amendment

St. Charles Borromeo School abides by the provision of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Only parents, custodians or persons authorized by parents or custodians will be permitted to release children from school. Parents are required to enter all individuals authorized to pick up their children in FACTS. If anyone other than a parent or custodian is picking up a student, parents or custodians are required to notify the school office in writing. Identification is required before a student may be released from school.

If there is a problem between the custodial and non-custodial parents, the school will require the divorced parents to furnish the school with a copy of the custody portion of the decree. **If there is a legal change in marital status or parental custody the school must be notified immediately** and a copy of the court order must be submitted.

## I.D. REQUIREMENT

Every visitor/volunteer on campus must have a state issued I.D. to enter our campus for any reason. This I.D. is scanned and checked against a national sexual offender database. All volunteers/visitors must wear a volunteer badge at all times.

## VOLUNTEER GUIDELINES

For the safety of your children, the Diocese of Venice has mandated that each school volunteer complete five forms. These Diocesan forms can be picked up in the school office.

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**Step 1** Complete Diocese of Venice Volunteer Application Form and the Diocese of Venice Code of Conduct Form

**Step 2** Complete Diocese of Venice Attestation of Good Moral Character (two-sided) Form

**Step 3** Receipt of the Policy and Procedural Guidelines Relating to Protection of Children and Vulnerable Adults Form

**Step 4** Be fingerprinted. (Every 5 years at the cost of the volunteer)

**Step 5** Complete Safe Environment Awareness Training Session and renewal every five (5) years

**Step 6** Completed Volunteer packets must be returned to the school Office

**If you are volunteering during the school day, we ask that other children who do not attend St. Charles School not accompany you while volunteering. As volunteers, you are in the classroom to assist the teachers. When representing the school, please dress appropriately and act as a role model. Please see dress code in the Volunteer packet.**

### CELL PHONE POLICY

Like many school districts across the county, the Diocese of Venice is enacting a prohibition on cell phones and wearable devices (smart watches and any other wearable device that has internet connectivity) in schools. This has come about as a result of overwhelming research demonstrating the negative impacts of cell phone use, social media, etc. on student academic achievement, health and well-being. *See the Diocese of Venice Policy on Prohibition of Phones and Wearable Devices in Schools attached to this handbook.*

Students in grades PK-Grade 5 are not permitted to bring cell phones or wearable devices to school. If a student does bring a phone to school it will be held by the teacher until the end of the school day.

- All middle school students will be assigned a Yondr pouch. Upon arrival students will place their phones inside the pouch and lock them. Teacher will check that all phones are safely locked in the pouches. Students will keep the pouches with them for the day and are solely responsible for them. At the end of the day, students will unlock their cases, remove their phones and place the case in the designated area in the classroom.
- The responsibility for phones and wearable devices rests solely on the student.
- The school is NOT responsible for loss or damage to any phone or wearable device.
- Students are responsible for the Yondr pouch that is assigned to them at the beginning of the year. If the case is lost or damaged, parents will be charged a fee of \$30 to replace the phone.
- If a student needs to contact his/her parents during the school day, they should come to the school office and can use the office phone to contact parents.
- If a parent needs to reach or get a message to their child during the school day, they are welcome to call the school office. Office personnel will call the student to the phone or get the message to the student.
- In the event of an emergency, when it is safe to do so, students will be allowed to unlock their phones so they can contact their parents.
- The ability to have cell phones unlocked during after school events or activities is at the discretion of the activity moderator or principal.
- If a student is found on school property with a phone or wearable device during school hours, the phone will be confiscated and parents will be contacted to pick it up and a conference will be scheduled to discuss the situation.

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- A second cell phone policy violation will result in detention. Further violations could lead to further disciplinary action including suspension and/or expulsion.

### SCHOOL LUNCH

Students may bring their lunch to school, or order a hot lunch. All lunches must be ordered through FACTS. The online system will allow parents to order and pay for hot lunches well in advance. **Please note that this is the only way to order lunches.** We do not accept cash or check payments for lunches. Lunch orders must be placed at least one (1) day beforehand. Please do not wait until the day of to order a hot lunch. Food is ordered in advance, and we cannot accommodate late orders. **Refunds will not be given if a student is absent or chooses not to eat the lunch that has been ordered.**

The cost will be \$5.00 for all grades. The cost for a replacement lunch for any student who forgets their lunch and has not ordered will also be \$5.00.

### COST OF ADDITIONAL DRINKS (ALL GRADES)

**Bottled Water per container \$0.60**

**Milk per container \$0.60**

**Juice per container \$0.60**

If a student does not order a prepaid lunch and does not bring a lunch from home, they will be given a cheese sandwich at a cost of \$5.00 per lunch, which will be billed to the parents.

No fast food can be brought into the cafeteria (except on a student's birthday). Students should bring their lunch to school with them in the morning. We understand that occasionally, lunches are forgotten in cars and must be brought into the front office. **However, making a habit of bringing lunches to the front office is strictly prohibited.**

In keeping with our sustainability efforts, we have a filtration system in the cafeteria, to fill water bottles at lunch time. Students may bring a water container and fill up as often as they wish. Water bottles must close securely (no straws) to prevent spilling. Students are responsible for taking home, cleaning, and bringing back their containers each day. Cups for water will not be provided.

**No microwave is available to students for lunches.** Please label all lunchboxes and/or water bottles.

**Students will have snacks during regular class time designated by their teacher.**

**All grades K-5 will have recess before or after their lunch period.**

\*Please note with rising costs we can increase prices at any time. Advance notice will be given.

### WEATHER EMERGENCY

In the event of a weather emergency, we will NOT always follow the same policy as the Charlotte County Schools.

**Communication will be through Email/Text/Voicemail**

### **FIRE, TORNADO AND LOCK DOWN DRILLS**

According to safety regulations, fire, tornado, and lock down drills will be held at frequent intervals during the school year to acquaint the students with the emergency procedures.

## **SECTION IX - CONDUCT/DISCIPLINE**

### **CHRISTIAN CODE OF CONDUCT**

In order to offer each child a quality of education that is consistent with our Catholic academic standards. With this objective in mind, St. Charles Borromeo School has a Christian code of conduct

Extra curricular activities as well as after school care are considered to be an extension of the school day. As such, all school rules of behavior apply and will be enforced by school personnel

Parental support of our discipline code is essential to ensure that each child has the opportunity to use valuable class time in a productive manner. Together we can continue to create the atmosphere that inspires learning and Christian values in our children.

### **CODE OF CONDUCT FOR ST. CHARLES BORROMEIO CATHOLIC SCHOOL**

The school is a multifaceted organization comprising a diversity of populations that have distinctive relationships to one another. Relationships are at the very core of our Catholic Christian belief in our Triune (three persons in one) God. The Holy Trinity is God in relationship! This beautiful doctrine inspires all of us in Catholic Schools, to attempt to be a living Christian community in relationship with God and others. It is essential in such a community that all members recognize and respect not only their own rights and responsibilities but also the rights and responsibilities of other members of the community and those of the school itself. "All rights have to be balanced by responsibilities because we are in a relationship" (Putney, 2005).

The responsibility for promoting and upholding these core values of the school community must fall on all those with the greatest capacity to reason and control their actions. Therefore, it is the expectation of the school that all parents/guardians/caregivers/volunteers and visitors model acceptable behavior always within the school setting, at school sponsored activities or when the school can be involved in any social or professional media. "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).

As a parent, celebrate that you play a foundational role in the development of your child's sense of justice, equity, and worth of all members of the school community. You are one of the most instrumental role models within your child's life. "Since parents have given children their life, they are bound by the most serious obligation to educate their offspring and therefore must be recognized as the primary and principal educators" (Gravissimum Educationis, 1965, para.3).

## **FAMILY HANDBOOK**

This Code is designed to guide all stakeholders in their dealings with staff, other parents, students, and the wider school community. All staff and students at our Catholic schools are guided by similar codes. The Code is written in line with the school's values and expectations. The Code stands beside, but does not of course exclude or replace, the rights and obligations of individuals under common law. All Catholic schools are private property owned by the Roman Catholic Church and locally under the Diocese of Venice, Florida. The school joyfully exercises its responsibility to teach Catholic faith and morals in all fullness. Parents whose religious practices and beliefs run counter to Church teaching might experience conflicts as we maintain mission integrity. Sincere questioning of the practices and doctrines of the Catholic faith—whether by students or their parents—in order to more deeply understand them are welcome; but openly hostile or persistent defiance of Catholic truths or morality are a violation of the Family Handbook Agreement and may result in denial of admission or dismissal from the school.

### **The Gospel and Our Values**

We are called to emulate Jesus' call to love God and to love each other. We look to the values taught to us in scripture and the Christian belief to guide us, including: Love (1 John 4:7-19); Promoting Life in Abundance (John 10:10); Inclusion (Luke 19: 1-10); Reconciliation (Luke 15: 11-32); Compassion (Luke 10: 30-37); Justice (Matthew 25: 31-460); Liberation (Luke 4: 16-21); Community (John 15); and Hope (Luke 24: 13-35).

#### **In living out these Gospel values, we strive to develop the following:**

- An inclusive approach including a non-judgmental and welcoming attitude towards all people
- An ability to appreciate the situation of others
- A cooperative attitude in working with others
- Open, positive and honest communication
- The ability to work civilly with other people
- Reverence for Creation
- Trusting relationships
- Responsible actions

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

- Support in words and actions the philosophy of Catholic Education
- Work in trust with the school for the common goal of achieving what is best for all
- Support your child/ren in all educational endeavors by giving praise and showing interest in school activities
- Help your child/ren to discover that its is more the process that is experienced, rather than the end product, that makes it all worthwhile
- Model flexibility—encourage healthy problem solving
- Respect the decisions made by the administration, even if you disagree with them
- Help your child/ren to understand that “giving of your very best” is what matters rather than always comparing yourself against the capabilities or achievements of others
- 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
- Validate that both parents and teachers work together for the benefit of the child/ren
- 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

## FAMILY HANDBOOK

- Cooperate where your child's behavior has overstepped accepted school standards, as outlined in the Family Handbook and follow specified protocol for communication with faculty/staff members
- Support the school in its efforts to maintain a positive teaching and learning environment
- Cast off gossip and hearsay by communicating with the school and always model good manners for your children
- Sustain a positive and cooperative attitude and interact positively with other parents and members of the school community
- Sustain a positive and cooperative attitude and interact positively with other parents and members of the school community
- Encourage community building with other parents in your year, level, and across the school
- Value the school community and its reputation, especially when engaging with social media
- Do not smoke or use offensive language on school premises

### **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, regarding your child/ren's education and development
- To have confidentiality over sensitive issues respected by faculty/staff
- To be treated in a caring and polite manner
- To have a timely response to concerns raised, usually within 24-48 hours
- To be treated with professionalism by all faculty/staff members

### **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 and other parents
- Under no circumstances approach another child while in the care of the school to address, discuss or reprimand them because of actions towards your own child/ren
- 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 Family Handbook
- Respect teachers' preparation 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
- To protect our children do not discuss any grievances or perceived failings in front of them regarding the school
- On excursions, helping in class or on campus, 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 or special events, including athletics, concerts, academic and cultural events

### **BASIC SCHOOL RULES**

- Students will be treated firmly, fairly, and with consistency
- Students are expected to treat adults and each other in the same manner
- Student will stand and greet certain guests, to be determined, when entering the classroom

## **FAMILY HANDBOOK**

- School rules apply during school hours, anytime on school ground, during school sponsored events, or when traveling in school-sponsored transportation
- From time to time, the school may invite speakers to present programs. Students will treat visitors with respect and show appreciation for their time
- Show respect toward staff and other students
- Be honest and truthful. No cheating or stealing is allowed
- Take proper care of school property, your property, and other students' property
- Be on time to school and class. Attend all assigned classes, prepared with required materials. Return permission slips and forms on time
- Comply with the school dress code and uniform regulations
- Keep hands, feet, and objects to yourself. Avoid personal displays of affection or physical action, that could lead to injury of yourself or others
- Use appropriate language and volume of voice at all times. No profanity or vulgarity is allowed in voice or writing
- Display behavior that contributes to a positive learning environment and reflects Christian values
- Use of electronic devices such as cell phones, music players, or games is restricted to outside school hours. Violation will result in confiscation of the items and possibly other disciplinary action. Devices cannot be used in After-Care unless given permission by the teacher in charge
- Chewing gum is not allowed
- Students are not allowed possession of tobacco, alcohol, drugs, pornography or suggestive literature, weapons, weapon replicas, or potential weapons
- Students must follow classroom rules and procedures as directed by the teacher

### **LUNCHROOM RULES**

Students must follow the basic school rules in the lunchroom and the following:

- Sit at the assigned table for the class
- Remain seated and ask for permission to use the restroom
- Use proper table manners
- Use indoor voices
- Leave the table and floor clean when finished
- Clean off tables and dispose of trash
- Follow the directions of the staff
- Remain seated until dismissed by staff

### **PLAYGROUND RULES**

Students must follow the basic school rules on the playground, and the following:

- · Students must remain in assigned playground area
- · No games with tackling or other actions that could harm others
- · Follow the directions of the staff
- · Report any injuries or dangerous situations to the playground staff
- · Use playground equipment appropriately. Do not climb up slides
- · No food is allowed on the playground

## PROHIBITED ITEMS/BEHAVIOR

The following items/behaviors are prohibited at school at all times. Students bringing such items to school or exhibiting such behavior will be subject to disciplinary action including loss of privileges, additional assignments, detention, suspension and/or expulsion at the discretion of the principal.

**Academic dishonesty:** (See Section II - Academics)

**Abusive Language/Profanity:**

- Profanity, obscene language, or indecent gestures — whether directed at students, teachers, staff, or visitors - are never permitted
- Abusive language or behavior will also not be tolerated
- Violation of this rule will result in disciplinary action

**Bullying:**

Bullying (as defined by the American Psychological Assoc., 2004) is commonly characterized as aggressive behavior that includes three elements:

- Is intended to cause distress or harm.
- Involves an imbalance of power or strength between the aggressor and the victim.
- Commonly occurs repeatedly over time.

**Candy, gum, soda, coffee and energy drinks:**

Chewing gum, candy, glass containers, soda and energy drinks, coffee and tea of any kind are not acceptable during school hours. Water bottles are to be filled with water, only.

**Cutting Class:**

Failure to attend a scheduled class or program will be addressed by the school leadership team.

**Corporal Punishment:**

Corporal punishment is never permitted in schools in the Diocese of Venice.

**Damage/destruction of school property:**

Students who vandalize, destroy, or otherwise damage school property will be required to pay full restitution and will be subject to school discipline.

**Harassment:**

At St. Charles School students are expected to put their faith into action and live as Jesus taught us. We are committed to an educational environment that is free of any form of harassment. Harassment is any behavior toward a student or group of students based, in whole or in part, on their gender, race, religion, national origin, ancestry, disability, or any other characteristic protected under the state, federal, or local law, which disrupts the school environment and interferes with the student's school or academic performance.

**Public displays of affection (PDA):** Students who engage in such behavior will be subject to school discipline.

### **Prohibited items/contraband:**

Students shall not possess or use any items that the school personnel consider to be contraband or be distracting to the school environment.

**Contraband** is defined as items and materials that the student is prohibited to possess as a matter of federal or state law, as well as items and materials prohibited by school regulations such as gum, medications, flammable liquids, weapons, etc.

- **Diocese of Venice Weapons Policy:** Weapons are prohibited on school property, in attendance at a school function or on any school- sponsored transportation. The Diocese of Venice Schools adhere to the Gun-Free School Act of Title VIII. All firearms are prohibited and will result in expulsion. Firearms mean any weapon which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive or destructive device. Possession of other weapons such as knives or any other item which can be used as a weapon is grounds for disciplinary action, including expulsion.

**Prohibited to Possess:** Students shall not possess or use any items that the school personnel consider to be contraband or be distracting to the school environment. Students are prohibited from possessing or carrying the following items at any time on campus. If found, the following items are subject to immediate confiscation and discipline issued:

- Possession of tobacco, alcohol, drugs or drug paraphernalia, vaping of any type, or other illegal substances, perfumes, body sprays, pornography or suggestive literature, weapons, weapon replicas or potential weapons, lighters, matches, and laser pointers, and items determined to be dangerous or disruptive.

Examples of items prohibited to use:

- The use of the following items is prohibited during THE HOURS OF 7:55 AM - 3:00 PM, school hours on our campus. These items are subject to confiscation if seen being used or displayed: music players of any type, cellular telephones (see cell phone policy), earbuds, smart watches, electronic games or other toys any other item which disturbs or otherwise disrupts a class or activity.
- The use of any device to take photos at any time is prohibited (unless authorized by a teacher)

### **Serious misconduct:**

The school believes some behaviors are so disruptive that they carry serious consequences. These behaviors may result in immediate suspension and/or removal from school. These behaviors include the following:

- defiance of school personnel's authority
- refusal to comply with a reasonable request willfully endangering another person's physical and emotional wellbeing and safety, to include touch, punching, fighting, name calling
- foul language
- truancy
- cheating/plagiarism/lying
- any other serious misconduct unbecoming of a Catholic school student

## **Sexual Harassment**

Catholic teaching recognizes that we are each made in the image and likeness of God and that we treat each person with dignity and respect. Faculty and students alike should model this teaching.

Sexual harassment consists of unwelcome sexual advances. Sexual harassment, as defined above, may include but is not limited to the following:

- Verbal or written harassment or abuse of a sexual nature
- Pressure for sexual activity
- Repeated remarks of a sexual nature to a person, accompanied by implied or explicit threats

Any student who alleges sexual harassment by another student should bring this matter to the attention of the principal, and his or her parents/guardians, teachers, and guidance counselor. The principal will ultimately investigate the incident. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct and the context in which the alleged conduct occurred will be investigated.

A substantiated charge of sexual harassment against a student shall subject that student to disciplinary action, which may include but not be limited to suspension or expulsion .

## **Theft:**

In keeping with the seventh commandment, the taking of another's possessions without permission is not permitted. Such theft will require full and complete restitution and the student and parents will conference with the principal.

## **Threats:**

- All threats of violence will be taken seriously
- Threats intended in a joking manner may not be perceived as such and should be avoided
- Credible threats will result in detention or suspension

## **Violence:**

Any student who strikes, slaps, punches, pinches, bites, kicks, pulls the hair of, or otherwise inflicts bodily harm on another student, faculty or staff member will result in disciplinary action. Severe situations may also be cause for suspension or expulsion. When necessary, the school will contact the proper authorities.

## **Other behavior:**

Other inappropriate behavior not mentioned in this handbook or any conduct unbecoming of a student in a Catholic school is not tolerated. **The Administration is the final recourse in all disciplinary situations.**

## **INSPECTIONS & SEARCHES OF PERSONAL EFFECTS, LOCKERS AND DESKS**

The health, safety, and welfare of students, faculty, administrators, staff, and volunteer personnel is an extremely important consideration for St. Charles School. Accordingly, there will be occasions when a student's personal effects, desk, and/or locker will need to be examined to ensure that health, safety, and welfare is maintained. The principal or designee may direct non-discriminatory inspections of lockers,

desks, and personal effects of the entire school or recognizable segments of the school, such as a particular grade or grades. The primary purpose of such inspections is to ensure that contraband items and items detrimental to health, safety, and welfare are not within the school premises. Although the primary purpose of these inspections is health, safety, and welfare, students will be subject to disciplinary action upon discovery of contraband during the inspection. Additionally, upon reasonable suspicion that a student or students committed offenses of the Discipline Policies or committed violations of federal or state criminal statutes, the principal or designee may direct a search of the personal effects, desk, or locker of the students concerned when there is reasonable suspicion that the instrumentalities of the offense, the fruits of the offense, or contraband items relating to the offense would be found therein.

### **AFTER SCHOOL/OFF CAMPUS BEHAVIOR**

School-school sponsored - All school sponsored activities and events, including field trips, assemblies, school dances, aftercare, clubs, sports, PTO events, etc., are considered an extension of the school days. The code of conduct and school rules apply to all of these events and students who violate such policies at these events will face appropriate disciplinary action according to the discipline policy.

#### **Off Campus Behavior:**

Schools in the Diocese of Venice reserve the right to discipline students for engaging in conduct that occurs off campus if it endangers the health and/or safety of others, adversely affects the education process or the reputation of the school, is in conflict with the moral teachings of the Catholic Church, or is otherwise a violation of school policy. Examples include, but are not limited to: illegal activity, alcohol consumption, possession, use, or sale of drugs, inappropriate Internet activity (includes all social media), harassment or bullying, pornography, fighting, illegal use of firearms, theft, arson, and sexually inappropriate behavior, school disciplinary penalties for off-campus conduct may occur. Such penalties may include, but are not limited to, suspension, expulsion, detention, and/or restitution. The student may also be permanently removed from school or suffer other in-school consequences.

### **AMBASSADORS FOR ST. CHARLES BORROMEIO CATHOLIC SCHOOL**

The Code of Canon Law stipulates that all the faithful are obliged “to promote catholic schools, doing everything possible to help in establishing and maintaining them” (CIC 800.2). This means, in particular, that in word and deed, all who are affiliated with the school must first and foremost speak well of the school in public or “bide their tongue.” As the old adage goes, “if you haven’t something nice to say, don’t say anything at all.”

The school as an institution has many channels through which constructive criticism can flow; however, if these channels are not used, negativity can quickly spread as gossip and even lead to violations of the 8th commandment as explained by the Catechism of the Catholic Church:

- Respect for the reputation of persons forbids every attitude and word likely to cause them unjust injury. He becomes guilty of rash judgment who, even tacitly, assumes as true, without sufficient foundation, the moral fault of a neighbor; of detraction who, without objectively valid reason, discloses another's faults and failings to persons who did not know them; of calumny who, by remarks contrary to the truth, harms the reputation of others and gives occasion for false judgments concerning them.

## FAMILY HANDBOOK

- To avoid rash judgment, everyone should be careful to interpret insofar as possible his neighbor's thoughts, words, and deeds in a favorable way: Every good Christian ought to be more ready to give a favorable interpretation to another's statement than to condemn it. But if he cannot do so, let him ask how the other understands it. And if the latter understands it badly, let the former correct him with love. If that does not suffice, let the Christian try all suitable ways to bring the other to a correct interpretation so that he may be saved.
- Detraction and calumny destroy the reputation and honor of one's neighbor. Honor is the social witness given to human dignity, and everyone enjoys a natural right to the honor of his name and reputation and to respect. Thus, detraction and calumny offend against the virtues of justice and charity (CCC 2477-2479).

If these sins harm our neighbor, they certainly can harm the school itself. Moreover, an attack on the Catholic school is an attack on Jesus Christ Himself, for the school is an outstanding arm of the Body of Christ in the Church Militant.

From a positive standpoint, then, we must understand that we are all “ambassadors” for St. Charles Borromeo Catholic School. This means that, when we are in public, or talking to others outside of the normal chain of institution flow of information and constructive criticism, then we must act in the best interest of the one whom we represent: our Catholic school. We must be professional, polished, engaging, and upbeat about our school and seek to lead others to Christ through an encounter with Him in the walls of our Parish School.

Finally, it should be said that all should make frequent or regular examinations of conscience: what time, talent, or treasure can I give to my Catholic school? This is not an option for those who wish to have their soul saved by Jesus Christ. The door to heaven is contingent upon whether or not you die knowing that you have freely chosen to give the time, talent, and treasure for the “establishment and maintenance” of your Catholic school.

### DISCIPLINARY PROCEDURES

At St. Charles Borromeo Catholic School, we believe that all students have a right to their own personal health and safety and the right to a learning environment that encourages academic excellence and is free from disruption. Furthermore, we believe that every child has the potential for choosing appropriate behavior and for becoming a responsible citizen of the school community. In order to provide a safe and productive learning environment for all and to assist our students in developing personal responsibility, it is important that students learn that there are consequences to their choices and actions. Therefore, when a student violates the code of conduct or other school and/or classroom rules or policies, any staff member may issue a consequence. Consequences are intended not as mere punishment, but as a means to correct misbehavior and improve a student's overall conduct, for the benefit of the student and the class and school as a whole. Additional infractions or severe misconduct may result in escalated consequences.

Depending on the severity of the infraction, and student history, appropriate consequences may include:

- Parent teacher conferences to partner with parents to support the student in modifying their behavior
- Implementation of a behavior management plan
- Reflection of student behavior in report card grades

## FAMILY HANDBOOK

- Additional assignments
- Student mediation facilitated by administration and/guidance counselor
- Restitution
- Loss of privileges such as participation in dress down days, field trips, assemblies, sports programs, clubs, NJHS membership and other school sponsored events
- After school detention
- In school or out of school suspension
- **Expulsion:** When the school's means of behavior improvement have proven ineffective or when a student's conduct is determined to be a definite hindrance to the welfare and progress of the school community, a student may be expelled or withdrawn from the school. The authority to suspend or expel a student from school resides with the principals/pastor. The decision to expel a student will be made only with the agreement of the pastor of St. Charles or the priest-in-charge in the pastor's absence and the Superintendent of Catholic Schools.

### **Early Childhood Discipline Procedures & Policies (PreK, Kindergarten, 1st Grade):**

Early childhood discipline is unique and specific to their age and development. Early childhood students can exhibit minor and/or major disciplinary infractions. Early childhood teachers are asked to redirect and modify the behavior for minor infractions.

Teachers, after attempting to modify the behavior through interventions and parent involvement, will take the discipline to the next level. At this point, the school counselor and leadership team will be involved. Another parent conference will occur to determine the student's continued attendance at St. Charles Borromeo School.

### **Elementary Discipline Procedures & Policies (2nd Grade - 5th Grade):**

It is our expectation and hope that our children of 2nd through 5th grade age are moving through the maturing and growth process. Minor infractions for 2nd through 5th grade will be behaviors that impede the learning process in the classroom of the individual student and the rest of the class. When the teacher's efforts do not modify the behavior of the student, the teacher is required to make parent contact via telephone. Teachers are asked to keep a written documentation of the phone contact. It is the teacher's responsibility, in cooperation with the parent, to develop a behavior intervention plan for this student. This plan can include teacher detention (when appropriate), parent/teacher/student conference, and student time out for reflection during recess.

Failure of the student to modify the inappropriate behavior will take this to the next level of discipline, which will now include involvement of the school counselor and leadership team. Another conference will be held where determination will be made as to continued interventions (that may include suspension from school) or removal from the school).

### **Middle School Discipline Procedures and Policies (6th Grade – 8th Grade):**

During the middle school years, we are attempting to prepare our children for life after St. Charles School. This includes life lessons, development of Catholic identity, the ability to create lifelong friendships, and achieving academic excellence. Middle school years often produce difficulties in the growth and maturation process.

## FAMILY HANDBOOK

It is our expectation and hope that our children of 6th through 8th grade age are moving through the maturing and growth process. As with prior grades, minor infractions for 6th through 8th grade will be behaviors that impede the learning process in the classroom of the individual student and the rest of the class. When the teacher's efforts do not modify the behavior of the student, the teacher is required to make parent contact via telephone. Teachers are asked to keep a written documentation of the phone contact. It is the teacher's responsibility, in cooperation with the parent, to develop a behavior intervention plan for this student. This plan can include student time out for reflection, teacher detention (when appropriate), and parent/teacher/ student conference.

Failure of the student to modify the inappropriate behavior will take this to the next level of discipline, which will now include involvement of the school counselor and leadership team. Another conference will be held where determination will be made as to continued interventions (that may include suspension from school) or removal from the school.

### SERIOUS INFRACTIONS

Serious infractions that will result in immediate referral to the leadership team shall include the following:

- Fighting
- Threats of bodily harm
- Bullying (to include social media)
- Inappropriate use of the internet
- Theft
- Profanity
- Possession of pornographic material
- Inappropriate physical contact between students
- Drugs and alcohol
- Possession of weapons and firearms

Disciplinary action for these infractions will be firm, fair, and swift. Punishment will be, at a minimum, suspension, and, at a maximum, expulsion from school.

**The Principal reserves the right to intervene in any disciplinary procedure, and in conjunction with the Pastor has the final recourse in all disciplinary situations. The administration is the final recourse in all disciplinary situations.**

### GRIEVANCE PROCESS FOR A PARENT/GUARDIAN

Our Catholic schools want to work in partnership with our families. Following the Church's Principle of Subsidiarity, if anyone has a current complaint, criticism, or concern, it is expected the following steps be followed in the first instance:

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.

## **FAMILY HANDBOOK**

If for some reason this is not possible, then make an appointment to see an administrator, or other designated leadership personnel.

The Administrator (or designee) should attempt to mediate and find resolution in the presence of both parties.

If, having followed Steps 1-3 with no satisfaction, you may contact the Superintendent in the Office of Catholic Schools of the Catholic Diocese of Venice.

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

***Deliberate breaches and inability to respect the St. Charles Borromeo Catholic School Code of Conduct for Parents, Guardians, Caregivers, Volunteers, and Visitors of St. Charles Borromeo Catholic School, or exacerbating 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 1-800-962-2873 and/or law enforcement.***

### **SECTION X - OTHER/EXTRACURRICULAR ACTIVITIES**

#### **NATIONAL JUNIOR HONOR SOCIETY (NJHS)**

The National Junior Honor Society chapter of St. Charles Borromeo Catholic School is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in five areas of evaluation: scholarship, service, leadership, character, and citizenship. Students are selected for membership by majority vote of a five-member principal-appointed faculty council, which bestows this honor upon qualified students on behalf of the faculty of our school at the end of the third quarter each academic year.

Students in 6th through 8th grades are eligible for membership. For the acceptance criterion, specific requirements that must be met for students to be considered for membership include:

- Overall GPA must be a minimum of 3.5 on a 4.0 scale
- Taking responsibility for seeking out one's own service opportunities, it is not the adviser's responsibility to find service/volunteer opportunities for the student
- Ensuring that service hour sheets are managed and completed by the applicant - it is NOT the adviser's responsibility to manage or complete the applicant's service hour sheet
- Take responsibility to always 'do the right thing'
- Serve as an example to all students by actively participating in school Masses, assisting teachers and fellow students, and representing the school in a positive manner at all times

## **FAMILY HANDBOOK**

- Always show respect for all adults and fellow students
- Actively participate in school clubs and activities
- Any serious discipline issues or being assigned a suspension in the disciplinary system will automatically disqualify applicants

Each third quarter those students who meet the overall GPA requirement are invited to complete a Candidate Application Form that provides the faculty council with information regarding the candidate's leadership and service. Candidates who do not submit the Candidate Application Form by the established deadline will NOT be eligible for membership. To evaluate a candidate's character, the faculty council uses two forms of input. First, school academic & disciplinary records are reviewed. Second, members of the faculty are solicited for input regarding their professional reflections on a candidate's service activities, character, and leadership. Any solicited faculty input and all Candidate Application Forms are carefully reviewed by the faculty council to determine membership. A majority vote of the council is necessary for selection. Candidates are notified regarding selection or non-selection according to a predetermined schedule. If selected, a written notification will be sent to the parents and student.

Once inducted, all members are required to maintain the same level of performance (or better) in all five criteria that led to their selection. Failure to maintain all of the standards can result in probation or expulsion from NJHS. Please see our chapter adviser or the principal for more information.

If a parent wishes to appeal a non-selection decision, they need to submit a written appeal to the chapter advisor (email is acceptable) within seven (7) days of non-selection notification. Parent and students must understand that no student has a right to be selected for membership in NJHS. Appeals will only be considered in the event of technical or procedural errors, erroneous averaging of grades, the Chapter's failure to follow prescribed procedures or violations of NJHS policies regarding selection. In the absence of any such errors, the decision of the faculty counsel is final.

### **STUDENT GOVERNMENT ASSOCIATION**

Students may participate in the Student Government Association (SGA) as an extracurricular activity. SGA has two main missions: (1) to act as a liaison between the students and the administration regarding suggestions and concerns; and (2) to serve as a philanthropic organization. SGA concentrates on various projects throughout the year geared toward helping school events and various local charities. SGA is for 3rd through 8th grade.

Students who do not conduct themselves as Catholic, Christian leaders will be removed from the Student Government Association positions.

Students can only serve two (2) terms as class representative.

### **SAFETY PATROL PROGRAM**

The Safety Patrol members are chosen from Grades 5 - 8. In order to maintain membership status, they must achieve good grades and conduct. Safety Patrol members are a very important part of our school safety program. NJHS members may receive community service hours as a result of participating in the Safety Patrol Program.

## CRUSADER ATHLETIC ASSOCIATION

The Crusader Athletic Association at St. Charles Borromeo School ensures all student and student athletes have access to top-notch facilities and equipment to support their competitive spirit and physical education needs. It also promotes the development of participants' athletic skills through instruction, practice, and competition. The program strives to build character, leadership abilities, and good citizenship by emphasizing the importance of practice, preparation, and sportsmanship in reaching one's potential. This athletic program provides for the development of physical, social, spiritual, and moral skills, extending the classroom experience. The association's mission is to secure financial and material support through various means, including seeking donations from outside vendors and local companies, as well as hosting fundraiser events like Boosterthon, selling fence banners, and offering gymnasium advertisements.

## SPORTS PARTICIPATION IS ENCOURAGED

Intramural sports are a part of St. Charles Borromeo School in Grades, 4, 5, 6, 7, and 8. The sports that are offered at St. Charles are co-ed soccer and cross country; girls' volleyball and basketball, and boys' flag football and basketball. These are competitive sports developing fitness and character at St. Charles Borromeo Catholic School. To be eligible to participate in sports students must meet academic and behavioral standards outlined in the Athletic Handbook. Failure to do so may result in suspension and/or removal from the team.

## CLUBS

St. Charles is happy to offer a variety of clubs and activities to enhance our school community and provide students with additional learning experiences outside of the classroom. Club moderators will share information regarding cost, sign up and meeting dates/times via Google Classroom. Only students in good standing will be allowed to participate in afterschool activities and clubs.

## LOST ITEMS

Lost clothing, jewelry, lunch boxes and other articles are frequently left at school and never claimed. To eliminate this problem, PLEASE put names on all clothing and lunch boxes. Claim any lost items in the breezeway by the school office. If items are not claimed in a timely manner, they will be donated to the St. Vincent de Paul Society or added to our used uniform closet.

## BIRTHDAY CELEBRATIONS

Children are gifts from God and the day of their birth is a cause for celebration. Birthdays at school will be celebrated in the following manner:

- Students may dress down on their birthday (or on another day as arranged with the teacher if their birthday falls on a day that school is not in session). Birthday pins, sashes, and tiaras are only permitted on this occasion.
- Student birthdays will be announced and the student will be blessed during morning prayer.

## FAMILY HANDBOOK

- Students may bring in small snacks to share with the class (cupcakes, donuts, cookies, individual ice cream cups or pops, etc.)
- Students may bring in small goody bags for the class which will be distributed and sent home at the end of the day.
- Parents/guardians may bring in a special lunch and have lunch with their child on his/her birthday. This is the only time that fast food is permitted to be brought in.

Please note that we are an educational institution, not a party venue. We do not hold birthday parties in class. Birthday parties are a parent's responsibility and have to take place outside of school hours. The following items are NOT allowed in school for student birthdays.

- Balloons
- Party decorations
- Party plates, hats, cups, etc.
- Entertainment
- Cakes that need to be cut
- Candles
- Pinatas
- Pizza, fast food or other lunches (except for the birthday student and his or her parents in the cafeteria)

Birthday party invitations may be distributed in school ONLY if the whole class is invited.



## ***DIOCESE OF VENICE IN FLORIDA***

### **AUTHORIZATION FOR RELEASE AND USE OF IMAGE IN PHOTO, VIDEO FILES OR OTHER MEDIA**

I, the undersigned adult participant or parent/legal guardian of the above named minor participant hereby grant to the above named School/Parish/Diocesan Entity the following irrevocable rights:

To use the name, photograph, picture, portrait, voice, appearance, likeness, performance (hereinafter collectively known as "image") of the above named participant in connection with its educational, promotional, fund-raising activities, or for any other legitimate purpose;

The right to use, reproduce, publish, exhibit, distribute, and transmit the image of the above named participant individually or in conjunction with other images or printed matter in the production of brochures, slides, motion pictures, broadcasts (radio and television), audio or video files, recordings, still photography, CD-Rom and any other manner of media now known or later developed;

The right to use, reproduce, publish, exhibit, distribute, and transmit the image of the above named participant individually or in conjunction with other images or printed matter on the School/Parish/Diocesan's entity Internet web site. No personal information such as home address or phone numbers will be published;

The right to record, reproduce, amplify, edit, and simulate the above named participant's image and all sound effects produced; and

The right to copyright, in its own name, works that contain the image of above named participant; and

The right to assign the above-mentioned rights to third parties.

I understand that the video files, still photos, or other media incorporating the image the above named participant will become the property of the School/Parish/Diocesan Entity. I hereby waive the right to inspect or approve the image or any finished materials that incorporate said image.

I understand and agree that no compensation will be provided, now or in the future, in connection with the use of the above named participant's image, and nothing herein will create any obligation on the part of School/Parish/Diocesan Entity to make use of the rights or materials set forth herein.

I hereby release and forever discharge Frank J. Dewane, as Bishop of the Diocese of Venice, his successors in office, a corporation sole, Catholic School/Parish/Diocesan Entity, their agents, employees and assigns from any and all claims demand, rights, and causes of action of whatever kind that may arise from the use of above named participant's image, including all claims for libel and invasion of privacy.

I hereby certify that I am the above named participant or the parent/legal guardian of the above referenced minor, and I give my consent, without reservation, to the above agreement on behalf of myself or said minor. This agreement shall be valid for a period of four years from the date hereof, unless revoked in writing.



**CONSENT, RELEASE OF LIABILITY AND INDEMNIFICATION FORM  
FOR TRIPS, PROGRAMS AND EVENTS**

I, the undersigned adult participant or parent/legal guardian of the above named minor participant (for myself and any named minor, our heirs, personal representatives, assigns and next of kin), request permission to participate in this particular event and/or the various field trips and other on and off site activities of the above school/parish/diocesan entity programs throughout the year. I understand that I will receive notice of scheduled field trips and events via an Event Notification Form, if applicable, and my signature consenting to my or my minor's participation shall also indicate the inclusion of the terms of this Consent, Release of Liability and Indemnification Agreement to each trip or event. In consideration for the agreement by the school/parish/diocesan entity to permit my/minor's participation, and intending to be legally bound, I, individually and on behalf of my youth, do hereby:

1. Release, discharge and covenant not to sue the Diocese of Venice in Florida and the Most Rev. Frank J. Dewane, Bishop of the Diocese of Venice, individually and as a corporation sole, the above Parish/School/Diocesan Entity; and their employees, clergy, agents and volunteers (hereinafter Releases), from any claim, demand, action, or liability whatsoever on account of injury or loss to the person or property of minor child or adult in conjunction with said event, including travel to and from, whether caused by the negligence of the Releases or otherwise, excluding acts of gross negligence or intentional misconduct;
2. Indemnify and hold harmless the Releases and each of them from any loss, liability, damage or cost they may incur incident to adult or minor's participation in the above event, whether caused in whole or part by the negligence of Releases or otherwise;
3. I do further agree that school/parish/Diocesan entity/Diocese of Venice officials, agents, and/or employees have the right to terminate the participation of the above named for reasonable cause, as determined within the discretion of the event/trip leader. In such event, only the funds not actually used will be refunded. I will be responsible for any and all travel costs incurred to return the above named early from the event/trip.
4. I understand that throughout the year I/my minor may be informed via an Event and Trip Notification Form of activities apart from those on-site activities which are school/parish sponsored. If I do not give permission and sign the Event and Trip Notification Form, I am responsible for myself or the supervision of my minor at such event should I choose to attend independently of the program, although agents, employees and volunteers of the school/parish youth program/Diocesan entity/Diocese of Venice may also plan to be present at such events.
5. I understand that the school/parish/Diocesan entity youth programs may include sports (football, swimming, wrestling, etc.) and/or other risky activities (rafting, etc.). These sports activities involve certain risks including, but not limited to, travel to and from the site of the activity, severe physical contact, and the possible reckless conduct of other participants. These risks also include, but are not limited to, serious injury, potential for permanent paralysis, or death. The sporting activities may be conducted at sites that are at some distance from available medical assistance, and any equipment provided for protection may be inadequate in preventing serious injury.
6. I understand and assume the risks inherent with any extended event, which may involve certain risks beyond the reasonable control of the Parish/school/Diocesan entity and the Diocese of Venice, and their respective representatives, volunteers and agents. Such risks may include but not be limited to accidents, emergencies, exposure to nature and the elements, and/or negligence of the staff of the independent entity at the location of the event (not Parish or School staff). The Parish/school/Diocese or Diocesan entity disclaim any and all responsibility for any such risks by such independent vendors.
7. I am also aware that all reasonable care and supervision will be exercised by the Adult Chaperones to provide for the general well-being of my youth. However, I understand that there will be times when my youth is not directly supervised and it is impossible for the Adult Chaperones to supervise my youth every minute of every day while attending this program/event. I acknowledge placing my trust in my youth to adhere to proper standards of conduct and to follow the rules of the Group Leaders and Adult Chaperones, especially when not being directly supervised. I understand and assume the risks described above and those inherent with such a program/event.
8. I further represent that the above named is covered by accident and health insurance, and I agree to maintain coverage in full force and effect for the duration of the year. I have completed a Medical Authorization which is on file with the sponsoring school/parish/Diocesan entity in the event emergency medical care is required. I understand that the school/parish/Diocesan entity/Diocese of Venice provides no insurance which will cover my child in conjunction with future trips. I agree to full financial responsibility for any medical treatment provided to him/her.

## DIOCESE OF VENICE/SCBS TECHNOLOGY USE AGREEMENT

As a school based computer user, I agree to the following rules and code of ethics:

I recognize that the purpose of school computers, electronic devices and electronic information services is for teaching and learning. I understand that the school owns the computers and electronic devices and that any information I place on these devices is subject to review by the school at any time without notice to me. I will not use the technology resources for non-academic purposes.

I recognize that software is protected by copyright law; therefore, I will not make unauthorized copies of software and will not give, lend or sell copies of software to others. I will not bring software applications, including games from home to be used on school equipment without prior approval from school personnel.

I recognize that the work of users is valuable; therefore, I will protect the privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user. I will not be a party to any electronic plagiarism or plagiarism of any sort. I will not use computer systems at school or elsewhere to disturb, harass or bully others or use inappropriate language in any communication.

I will follow my school's procedures for information storage and understand that any information may be deleted from the system at any time.

I understand that each student who receives Internet access through an account will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network or computing resources must comply with the appropriate rules for the network or resource. I will not use the school's system or Internet for personal or commercial uses including emails.

As a user of a network, I will not use social media, i.e. Facebook, Myspace, Twitter, or any other bulletin board or chat line for personal use. In addition, I will not reveal my personal information, home address, or phone number nor those of other students, teachers or staff. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to copyrighted materials, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted.

Parents and students must realize that students may encounter material on a network/social media site that the school does not consider appropriate, i.e. vulgar jokes, statements of belief that some may consider immoral, etc. Although filtering software may be in place, there is no guarantee that all controversial material will be blocked. It is the student's responsibility not to pursue material that the school may consider offensive and to bring any incidents of such to school personnel.

The use of the computer lab, classroom computers and all electronic devices is a privilege, not a right. Vandalism or intentional modification of system settings is prohibited. The undersigned below assumes financial responsibility for any damage caused by user. The system administrators may close an account at any time as required. The administration, faculty and staff of the school may request the system administrator to deny, revoke or suspend specific user privileges. Violation of the rules and code of ethics described above will be dealt with seriously, including loss of computer privileges and/or disciplinary actions.

In addition, any misconduct or misuse of any social media outside of school that is deemed harmful toward another student, including bullying, will be handled on an individual basis by the administrator, faculty, or staff of the school.

**Please read this Technology Use Agreement carefully before signing. The signatures on this document are binding. This agreement must be signed before computer use and access to the Internet is given.**

**User**

As a student, I understand and will abide by the Technology Use Agreement. I further understand that any violation of these regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action initiated.

**Parent or Guardian**

As a parent/guardian of this student, I have read the Technology Use Agreement. I understand that this access is designed for educational purposes. I am aware that it is impossible for the school to restrict access to all controversial materials and I will not hold them responsible for materials acquired in use or any injury to my child as a result of its acquisition. Further, I accept full responsibility for supervision if and when my child's use of the school's technology resources is not in a school setting; such as taking a laptop or other device home.

"I hereby certify that the information contained on this survey is true and accurate and that my electronic signature shall have the same legal effect as if made under oath."



*DIOCESE OF VENICE IN FLORIDA*

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**MEDICAL AUTHORIZATION FOR MINOR**

NAME OF MINOR: \_\_\_\_\_ D.O.B. \_\_\_\_\_

PARISH/SCHOOL: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

PARENTS/GUARDIANS: \_\_\_\_\_

PHONE #s: CELL: \_\_\_\_\_ HOME: \_\_\_\_\_

WORK: \_\_\_\_\_

EMERGENCY CONTACT: \_\_\_\_\_

PHONE: \_\_\_\_\_

**MEDICAL INFORMATION:** Please list all pertinent medical information (for example, allergies, medications, physical impairments, or any other information necessary in an emergency situation). Explain fully:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In case of illness or injury of the above student, reasonable effort will be made to contact the parent(s)/legal guardian(s)/emergency contact. In case of a medical emergency, 911 will be called. In the event that the parents/ legal guardian(s)/emergency contact cannot be notified or are not available, I (we) authorize parish, school, or other pertinent diocesan officials to consent to any x-ray examination, anesthetic, medical or surgical treatment, and/or hospital care, as determined to be necessary and appropriate by a licensed physician in the State of Florida. This authorization is valid for a period of 1 year from the date of execution.

\_\_\_\_\_  
Signature of Parent or Legal Guardian

\_\_\_\_\_  
Signature of Parent or Legal Guardian

Date:



## **Diocese of Venice Policy on Prohibition of Phones and Wearable Devices in Schools**

**Purpose:** Educators are feeling the drastic effects of non-school issued, electronic devices. They have become an ever-present distraction to learning, and a drain on teacher motivation, leading to lower retention and reduced school safety.

After an analysis of school 'Cell Phone Policies' within the Diocese of Venice in Florida, it has been identified that schools have wide-ranging policies that are difficult to enforce at the diocesan level.

The purpose of this analysis is to create one consistent and enforceable policy implemented at all schools within the diocese. This will allow the Department of Education to maintain a focused, respectful, and productive learning environment in all schools by ensuring that students are not distracted by mobile phones, wearable devices, or other electronic gadgets during school hours.

**Scope:** This policy applies to all students within the Diocese of Venice who bring mobile phones or wearable devices (including, but not limited to, smartwatches, fitness trackers, and any other technology capable of communication or internet access) onto school premises, whether they are in classrooms, hallways, cafeterias, or other areas.

### **Policy Details:**

1. **General Rule:** Students who bring mobile phones or wearable devices must store these devices in a diocesan approved lockable storage pouch. Bags will be locked at the beginning of each school day and students will keep the bag in their possession, whether in a backpack or locker. At the end of the school day, students will pass the bag across the unlocking mechanism to gain access to their phone or other wearable devices.
2. **Definitions:**
  - **Mobile Phones:** Any device capable of making phone calls, sending messages, or accessing the internet, including smartphones.
  - **Wearable Devices:** Includes smartwatches, fitness trackers, or any other device worn on the body that connects to the internet or communicates with other devices.
3. **Exceptions:**
  - In the case of special permission granted by school administration (e.g., for medical reasons or specific school activities), students must provide the device to the principal's office at the start of the day and follow guidelines for its use.

- Students involved in extracurricular activities or after-school programs may use their devices only once they are off school grounds and away from the school premises.

**4. Consequences for Violations:**

- **First Offense:** The phone or wearable device will be confiscated, and a parent/guardian will be required to pick it up from the school office. A meeting with the student, parents, and school administration will be scheduled to discuss the situation.
- **Second Offense:** The student will be subject to a more serious disciplinary action, such as detention or suspension. Further violations may lead to an extended ban on bringing devices to school.

**5. Exemptions:**

- **Medical Necessity:** Students who require a phone or wearable device for health-related reasons (e.g., for monitoring medical conditions) may submit a request for an exemption, along with appropriate documentation, to the principal. These devices will be subject to strict regulations and must remain off and secured unless needed for medical purposes.
- **Pre-approved School Activities:** Phones and wearable devices may be permitted for use during specific educational activities with prior approval from the teacher and school administration.

**6. Student Responsibility:**

- It is the responsibility of students to ensure that their devices are stored securely in school issued lockable storage pouch upon entry into school. The school will not be held responsible for lost, damaged, or stolen devices.
- If the school issued storage pouch is lost or misplaced, it is the responsibility of the student to obtain an additional bag from the school office. If the storage pouch is permanently damaged or lost, the student will be responsible for the cost of its replacement.
- Students should be aware that the use of any mobile device to record, take photos, or video without proper consent is strictly prohibited and may result in further disciplinary actions.

- 7. Enforcement:** Teachers, staff, and administrators will monitor adherence to this policy. Random checks may be conducted to ensure compliance. Students who need to contact parents during the school day are encouraged to use the school office phone or designated communication methods.

**Conclusion:** The goal of this policy is to create an environment where both students and faculty can focus on education, interact with their peers, and engage in school activities without distractions caused by personal devices. We appreciate the cooperation of parents and students in ensuring a positive and productive school experience for all.

**Effective Date:** August 4, 2025

## ADDENDUM A – ATHLETIC HANDBOOK

### Grades 5 - 8

#### Purpose Statement and Philosophy

The purpose of the Sports Program at St. Charles Borromeo School shall be to promote the development of the participants' athletic skills through instruction, practice and competition. We strive to develop character, leadership abilities, and good citizenship in our athletics by teaching the importance of practice, preparation, and sportsmanship in reaching one's potential. Our Sports Program provides for the development of physical, social, spiritual, and moral skills in a setting that is an extension of the classroom. Therefore, students, coaches, and parents should conduct themselves in a way that fosters Catholic Christian principles, sportsmanship, and teamwork. At all times athletes, coaches and spectators are to uphold our mission:

*St. Charles Borromeo Catholic School is a place where every child is spiritually and academically nurtured to their fullest potential, creating life long learners who value and live our Catholic faith.*

#### Athletic Eligibility

##### Eligibility:

Report Card: Students must have a 2.0 average or above with no failures. If average is below C or student has any failing marks, the student-athlete will be dismissed from athletics until eligibility requirements are met on the next report card or approved by the principal.

Sports Physical: The FSHAA EL2 Form should be used for the physical. No athlete can start their season without the athletic director receiving the physical form.

#### Code of Conduct:

A member of a St. Charles Borromeo School athletic team agrees to fulfill the following requirements:

##### Attendance:

The athlete must attend all practices and games.  
Absences due to illness will be handled on an individual basis.

##### Sportsmanship:

The athlete agrees to conduct himself/herself as a good Christian athlete exhibiting a high level of good sportsmanship at all times to their teammates, coaches, parents and officials.

Parents, coaches, fans, and players are responsible for seeing that:

- Abusive language is not used
- Officials are treated with respect and not criticized during and /or after games
- Their actions bring honor to the reputation and good name of St. Charles Borromeo School
- Appropriate attire is worn (no obscene print, no undergarments visible and no jewelry on players (LADIES NO WORKOUT GEAR SUCH AS LEGGINGS AND SHORT SHORTS))

## **Parent Responsibilities**

1. Please arrive to pick up your child on time. Please do not inconvenience our Coaches by being late.
2. Arrange for your child to be at games and practices on time with proper equipment and uniform. It is the parent's responsibility to inform the school when a player cannot make a practice or game due to illness or special circumstances
3. Be a good role model for your child in regards to conduct. Be supportive as a parent in the stands. Remember that your child is not the only player on his/her team. Please be respectful of the way others are treated with regards to cheering for all players. Please set a positive environment in the stands by refraining from gossiping. Understand that we are competing at the grade school-middle school level. Not all athletes will have the same skill level. Be respectful of all participants, coaches, and officials. Understand that you represent St. Charles Borromeo School.
4. If any problems or questions arise, please address them with the Athletic director or Coach during a scheduled meeting or e-mail. Please refrain from initiating a conversation with the Athletic Director or Coaches before, during or after games or practices to discuss perceived problems.
5. Be supportive of your child and the program by attending games whenever you can.
6. Be considerate of the school's administrative staff by refraining from calling the office pertaining to the athletic schedule. Please refer to Class Dojo for information.
7. Return uniforms if provided promptly and clean at the end of each season. If uniforms are not returned, parents will be billed.
8. Must have signed permission to participate from the student's parent (s)/legal guardian (s) on a form located in the Family Handbook.
9. Please be advised that your child's eligibility will be in jeopardy if you choose not to accept these responsibilities. The athletic director will initiate a conversation with you if there is a problem.

## **Tryouts**

Tryout sessions will be planned for all sports. The student athlete must attend the tryout session in order to be considered for the team.

A team roster will be determined by the coaches and the Athletic Director.

## **Directions to Schools**

All addresses can be found on Class Dojo.

Tryouts, Practices, and Games

## **Practices**

Practices are mandatory unless stated otherwise by the coach.

## **Games**

The athletic department will do their best to try and keep everyone informed of all scheduling changes. Please be advised that changes in the schedule are sometimes a necessity. All athletic schedules are kept up to date on Class Dojo. At the beginning of each season, each family will be asked if they wish to be included in the group e-mail list for all schedule changes.

A student-athlete that gets sent home from school for disciplinary reasons or sickness cannot attend tryouts, practices, or games on that day. A student must attend four hours of school in order to participate that day.

At the discretion of the athletic director and principal a student-athlete who chooses to quit a team after the official team roster has been posted may be subject to a loss of eligibility in other sports activities/seasons. This rule is in place to discourage student-athletes from quitting after the official team roster has been posted. When choosing a team, the athletic director and coaches sometimes have the tough decision of making cuts. When a student-athlete quits they have possibly cheated another individual from gaining a space on the team.

### **Description of the Athletic Program**

Qualified 4th grade participants make up the practice squad when available.

The athletic program at St. Charles Borromeo School is a varsity program.

The varsity program is for 5th, 6th, 7th, and 8th grade students.

The number of players who can participate on a team varies from sport to sport. Unfortunately, not all students who try out for a team can become a member of the team.

The varsity program is in place to challenge the athletes to prepare them for high school athletics. Individual and team performance will be stressed. Coaches will emphasize team effort to achieve the common goal of performing in the best possible way for the team. Preparation/practice will be stressed as the pathway to winning games. All players will receive playing time during the regular season games. Playing time is at the discretion of the coaches. During tournament play, playing time is not guaranteed as coaches may choose to play certain individuals over others for the benefit of the team goal of winning the conference tournament.

St. Charles Borromeo School participates as a member of the Florida Gulf Coast League. The conference includes Bradenton Christian School, Calvary Chapel, The Classical Academy, Community Christian School, Edison Academics, Epiphany Catholic School, Shiff Community Day School, Incarnation Catholic School, Inspiration Academy, Gulf Coast Heat, Sarasota Christian School, St. Martha Catholic School, Venice Christian School, and Charlotte Prep. Regular season contests against conference opponents determine the post-season placements for tournament play. Varsity teams compete in end of season tournaments.

Being a member of the St. Charles Borromeo Athletic Program is a privilege that a student-athlete may earn through acceptable academic standards, overall behavior on and off the court or field, and skill achievement. Both team and staff members are expected to represent the entire school with great dignity and fair play.

The sports that are offered at STCBS are: Co-Ed Soccer and Cross Country, Girls Volleyball and Basketball, and Boys Flag Football and Basketball.

A sports banquet will be held at the end of the school year. Each individual is recognized as a member of each team he/she participated. Divisional championship teams are recognized with each team member receiving an award.

### **Fees for Participation**

Every athlete who makes a team will be required to pay a nominal fee to participate. Fees collected will go towards hiring game officials, obtaining suitable equipment, uniforms, field maintenance, pennants, and other general athletic necessities, as well offsetting a portion of the cost of our awards banquet, team travel and coaches salaries.

The rate scale is as follows:

A \$100 fee will be collected for participation in the sports program whether it is one sport or all three.

Incidental fees may be added for sports requiring special equipment or uniforms to be kept by the athlete.

The Athletic department understands that families sometimes experience financial difficulties. No student-athlete will be deprived the opportunity to play because of financial reasons. Please see the Athletic Director with any financial concerns.

The Athletic Director will be responsible for collecting participation fees. Checks must be made payable to St. Charles Borromeo School.

### **Coaches**

- Coaches must be fingerprinted for background checks, and receive Safe Environment Training
- Coaches and assistant coaches are chosen by the athletic director on the basis of their ability to lead a team through a season and their knowledge of a particular sport. Proper leadership qualities include appropriate behavior, language, and dress. Coaches must meet the standards of the Athletic Philosophy and Purpose Statement
- Coaches are responsible for adhering to the terms and standards discussed in the Athletic Handbook
- Coaches are required to meet with the Athletic Director prior to the beginning of the season to review expectations and responsibilities
- Parents/guardians with concerns about coaches should take these to the Athletic Director

### **Athletic Director**

The Athletic Director serves as the liaison between the St. Charles Borromeo School Athletic Department and other competing schools.

- The Athletic Director schedules all games and secures fields and courts for home games
- The Athletic Director obtains officials for all home contests
- The Athletic Director serves as the liaison between the coaching staff and parents
- The Athletic Director is responsible for determining the eligibility of all student-athletes
- The Athletic Director works with the coaching staff to establish official team rosters
- The Athletic Director collects all sports participation fees
- The Athletic Director works with the administration and school board regarding sports program policies

### **Crusader Athletics Association**

The Crusader Athletic Association at St. Charles Borromeo School ensures all student and student athletes have access to top-notch facilities and equipment to support their competitive spirits and physical education needs. It also promotes the development of participants' athletic skills through instruction, practice, and competition. The program strives to build character, leadership abilities, and good citizenship by emphasizing the importance of practice, preparation, and sportsmanship in reaching one's potential. This athletic program provides for the development of physical, social, spiritual, and moral skills, extending the classroom experience. The association's mission is to secure financial and material support through various means, including seeking donations from outside vendors and local companies, as well as hosting fundraiser events like Boosterthon, selling fence banners, and offering gymnasium advertisements.

# St. Charles Borromeo School Athletic Participation Agreement Form

Date: \_\_\_\_\_

\_\_\_\_\_

Student Names and Grade Level \_\_\_\_\_

I hereby request St. Charles Borromeo School to grant permission for my child to participate in St. Charles activities. I understand that I am entering into a voluntary contract between myself, the parent of a St. Charles student, and St. Charles Borromeo School for participation in school sponsored athletic activities.

I agree to cooperate with and support the rules and regulations of the Diocese of Venice, of St. Charles Borromeo School and school board, and to be governed by these rules and regulations as announced to me by the pastor or principal of St. Charles Borromeo School, as published in the Family Handbook, and as announced or published in other places by the school administration. I understand that I must be familiar with and be accountable for these rules and regulations and the policies and procedures, which govern participation in athletics representing St. Charles Borromeo School.

As a player, my child understands that he/she must fulfill all religious and academic responsibilities to St. Charles Borromeo School and Parish, and conduct himself/herself as a committed Christian in school, outside of school, and in particular at any activity involving athletic competition representing St. Charles Borromeo School. My child agrees to be bound by the rules and regulations regarding athletics and to submit himself/herself voluntarily to the applications of these rules.

As a parent of a St. Charles Borromeo School athletic participant, I understand my responsibility and obligation to see that my child fulfills his/her religious and academic responsibilities including schoolwork and homework assignments and complies with the rules and regulations for participation in St. Charles Borromeo School athletics. I further agree that as an adult I will conduct myself in a responsible and mature Christian manner at all times at all practices and games, that I will show respect for authority, and will engage in no activity or conduct which in any way is disrespectful, combative or confrontational, or questions the jurisdiction of the pastor, school principal, coach, officials or anyone connected with the conduct of St. Charles Borromeo School athletics.

As a player and parent, we acknowledge that a violation of the rules and regulations may result in a forfeiture of the ability to participate in athletics representing St. Charles Borromeo School.

Our signatures mean that we understand and accept these conditions for participation of our student and family, which are binding through our student's graduation from St. Charles Borromeo School.

\_\_\_\_\_

Student Signature

Parent Signature



2025-2026

FAMILY AGREEMENT SIGNATURE FORM

Students/parents must sign this agreement and all other forms by August 11, 2024. STUDENTS WILL NOT BE ALLOWED TO START SCHOOL UNTIL ALL FORMS ARE COMPLETED.

Parents and students are strongly encouraged to read the 2024-2025 Family Handbook in its entirety and discuss its contents. Family Handbook is subject to change at any time. Notification of any change will be given via Family Portal and/or email. Please sign and date as indicated below stating that you have read, understand, and agree to be governed by the St. Charles School Policies and the Diocese of Venice Policies. The principal is the final decision maker and reserves the right to make any adjustments as deemed necessary.

We have read and agree/disagree (circle one) with the Authorization For Release And Use Of Student Image In Photo, Video Files Or Other Media form.

Student Name(s) Parent Signature

We have read and agree/disagree (circle one) with the Consent, Release of Liability and Indemnification Form for Trips, Programs and Events form.

Student Name(s) Parent Signature

We have read and agree/disagree (circle one) with the Diocese of Venice/SCBS Technology Use Agreement form.

Student Name(s) Parent Signature

My student (s) in grades 4-8 will be involved in the after school Athletic program and I have read and understand the Addendum A Athletic Handbook.

Student Name(s) Parent Signature

We have read in entirety and agree to be governed by, and follow the procedures and policies, of St. Charles Borromeo School as set forth in this Family Handbook, which include but are not limited to the Diocesan policies concerning Authorization for Release and use of Student Image, Indemnification form for Trips, the Technology Use Agreement and Athletic Agreement and all other policies that may be adopted or amended from time to time during the school year.

Student Name(s) Parent Signature

I have read and understand the Code of Conduct and by the act of accepting enrollment at St. Charles Borromeo Catholic School, am accepting this Code of Conduct in its entirety.

Parent Name Parent Signature