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Kansas City, Missouri 64118

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Student & Parent Handbook
2018-2019



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Mission, Vision, Motto

Mission

Partnering with parents in their role as primary educators, Saint Charles Borromeo Academy extends the mission of the Church in forming true disciples of Jesus Christ. Through a Catholic Classic Liberal Arts education centered on Christ, we provide an integrated approach fostering a love for truth, beauty, and goodness. We seek to instill a natural desire for wisdom and virtue in all students.

Vision

Saint Charles Borromeo Academy strives to be a recognized leader in the Kansas City area aspiring to deliver an excellent Catholic classical education graduating young men and women trained to communicate eloquently, think critically, and serve humbly.

Motto

Preparing students for a lifetime of discipleship...

Admissions

In compliance with Missouri law, a child must be five years old by July 31st to enter Kindergarten. All new students are admitted on a probationary basis. A review of academic, behavioral, and overall student individual needs will be conducted after forty-five (45) days. The provisional status may be continued if deemed necessary by administration.

Students are admitted in the following priority:

- 1) Currently enrolled at Borromeo Academy in Preschool-7th grade
- 2) Active parishioners of other parishes or new to the area
- 3) Non-Catholic families

The following procedures will be followed in processing a student for admittance to Borromeo Academy.

- Visit with principal and complete a tour
- Meet with business manager (Meet at parish where registered, or St. Charles if new)
- Complete registration form
- Pay registration fee
- Submit birth certificate
- Submit Baptismal certificate (if not baptized at St. Charles Borromeo Parish)
- Complete transfer of records request form
- Health Records including immunization records
- Special needs information
- Students will be placed on a class list only after ALL required documents are provided and family has met with the business manager of their parish.
- If there is a custody issue regarding your child/children, please be aware that legal documentation must be presented to the school and remain on file. This document must inform the school of the conditions of the custodial care.

Admission guidelines for students with special learning needs

Students with special needs will be subject to the guidelines of the school registration process as well as additional guidelines as listed below.

Statement of Non-Discrimination

Borromeo Academy admits students of any religion, sex, race, color, national or ethnic origin to all the rights, privileges, programs, and activities accorded to students of the school. Diocesan Policy 300.2

Financial Obligations

Catholic Parishioners

Borromeo Academy operates under a stewardship program with St. Charles Borromeo, Holy Family and Good Shepherd parishes. All active parish members are asked to make a financial commitment to their home parish to fund their children's education. Keep in mind that the cost of educating each student at Borromeo Academy is approximately \$6000.00 per year. In addition to their pledge, the parent/guardian will also be required to pay yearly academic fees.

All families are expected to accept financial responsibility for the church and school by honoring the financial admission requirements and the enrollment timetable set forth by St. Charles Borromeo, Holy Family, or Good Shepherd. To remain part of the stewardship program, families must remain current on their tithing commitments. Any family falling one month behind in their tithing is not considered current. The family must reconcile the balance the next month. Contact the parish business manager to discuss any financial concerns.

Non-Catholic Families

Non-Catholic families must sign a tuition agreement form. See the school bookkeeper for details. Families new to the catholic church who pay K – 8th tuition for an entire year, stay current and demonstrate a regular giving pattern to the church, can request to become a tithing school family the following school year.

Extended Care & Preschool Fees

Families enrolled in extended care and preschool are billed monthly. See the school bookkeeper for other options. Preschool tuition and extended care fees are due on the first day of the month. If payment is not received by the 10th of each month, a student's attendance in the program will be affected. Families who use the extended care program pay according to their selected extended care plan. Each family will choose the appropriate plan and sign an extended care payment contract at the time of registration. Hourly plans will be billed on the last day of the month and are due upon receipt. If payment is not received by the 10th of the following month, a student's attendance in the program will be affected.

Outstanding Balances

All outstanding balances and fees must be current to register for the upcoming school year. This includes check/ACH restitution. All outstanding balances and fees must be current to view grades online, receive report cards, diplomas or to have records transferred to another school. Diocesan Policy 380.

Required Fundraising Obligation

\$500 in Scrip Cards – Families are required to purchase \$500 in scrip cards during the 2018-2019 school year. Order forms are available on-line and at the school and parish offices. Note the dates orders are due. Families may place a one-time order, order monthly, order quarterly, or intermittently if \$500 in scrip cards is purchased over the course of the school year. Families may opt the \$75 buy-out in lieu of the scrip cards or sell twenty-five classic car raffle tickets.

Encouraged Fundraising Opportunities

While the following fundraising events and activities are not mandatory, they are highly encouraged. The fundraising program includes but is not limited to the following activities:

- Box Tops for Education
- Trash Bags – *Each 8th grade class sells trash bags as a fundraiser for their class gift to the school. These are available in the school office throughout the year.*
- Candle Sales
- Pizza Lunches – *Students may order pizza two times per month*
- Smoothies – *Students may order smoothies each month*
- Meal Nights at participating restaurants

The fundraising program also includes several family and adult only events. See the calendar for dates and times.

- Glow in the Dark Bingo
- Trivia/Auction Night
- Annual Garage Sale
- Prayer Breakfast
- Student Information

Curriculum

The Borromeo Academy Education Plan may be found on the website.

Catholic Faith

Mass Attendance

Students will be attending Mass two times per week. One Mass will be the All School Mass involving student planning and participation. The students will attend an additional daily Mass chosen by their homeroom teacher.

Parent/Guardian Mass Attendance

Parents/Guardians are encouraged to attend All School Mass with their student. To form good habits and decrease distractions for the students, the following procedures must be followed:

- Meet student in the Commons by or before 8:55 A.M. Once students are seated in a pew, they will not be allowed to move and sit with family.
- Parents/Guardians who wish to sit with their student must sit behind the school community or to the side closest to the baptismal font. Guests may not sit in the classroom pews.

Angelus

Each day at 11:00 A.M. eighth grade students will lead the entire school community in reciting the Angelus prayer.

Reconciliation

Students will receive the sacrament of Reconciliation two times per year.

Prayer

Students will be required to memorize specific prayers at each grade level.

Sunday Mass Obligation

All families are encouraged to attend weekend Mass to continue the formation of their child's spiritual being.

Academic Policies

Borromeo Academy strives to educate children in the truest and fullest sense by giving them the necessary tools of learning and by fostering wonder and love for all that is genuinely true, good, and beautiful. We emphasize classical learning because we want our students to read well, speak well, and think well and ultimately because truth and beauty are good in themselves and desirable for their own sake. We seek to incorporate our students into the wisdom of two thousand years of Catholic thought, history, culture, and arts so that they might understand themselves and their world in the light of the truth and acquire the character to live happy and integrated lives in the service of God and others. For this reason, Borromeo Academy seeks to involve families ever more deeply in the life of the school and in the education of their children. Education in this deep and comprehensive sense extends beyond the classroom and is more than just the acquisition of skills. Along with knowledge must come the development of personal discipline and work habits.

Scholars' Pledge

I pledge to seek the truth and to love all that is good and beautiful. I will strive to achieve clarity of thought, nobility of character, and purity of heart. Therefore, I will pursue my education with diligence, humility, and honor, embracing excellence and renouncing mediocrity. I will assume responsibility for my actions. I will treat my peers, my teachers, and myself with the utmost dignity and respect. And I will aspire above all to wisdom and to a life of faith, hope, and charity, so that I might fulfill my destiny as a child of God.

Classroom Work Habits

- Written assignment must be neat, legible, and complete. (Cursive required for grades 3-8)
- All papers must be headed properly (name, date, class and subject) as determined by grade level
- All textbooks, workbooks, and notebooks should be kept neat and free of scribbling inside and out.
- School supplies must be replenished when worn out or depleted.
- Requirements for homework will be determined by the teacher and communicated to parents at Back to School Night.
- Students in grades 3-8 must have an assignment book purchased from the school.
- **All students must always have a book to read!**

Academic Honesty

All students at Borromeo Academy are expected to exhibit academic honesty. In our continual efforts to educate our children in the knowledge and practice of virtue, and to promote proper intellectual formation, it is critical that we hold students to a high standard with respect to academic honesty. Copying another student's work, looking at another student's test paper, checking a text or notebook during a closed-book test are examples of dishonest practices, although this list is not exhaustive. In the event of a violation of academic honesty, parents/guardians will be contacted, and students will face consequences, which may result in receiving a grade of 0 for the assignment, detention, or suspension from school.

Homework

While our Educational Plan consists of a rigorous course of studies at school, students are regularly assigned homework to reinforce the work that is done in school. In addition to this, there is recommended family reading, as outlined by each teacher. Parents/Guardians should note that consistent failure to complete homework assignments can lower grades considerably.

The learning process, like all life processes, requires periods of concentration followed by periods of relaxation. During the school day, the teachers try to ensure that both are possible, and parents/guardians are encouraged to allow students to spend some time after school at play.

Make-up Work

When absence occurs, it is the responsibility of the student to obtain all missed work assignments. A reasonable amount of time will be given for the work to be completed and turned in. If a student misses two or three day of school, arrangements can be made for obtaining class assignments by contacting the school office before 10:00 a.m. for pick up at dismissal time. If the absence is only one day, the student should obtain his or her missed assignments when they return to school.

***Please note:** Teachers are not required to allow students to make up work for unexcused absences. This includes absence that results from continuous tardiness and truancy and personal vacations outside school breaks. Personal vacations during school time are strongly discouraged. See vacation policy.*

Grading

Assessment is an important part of learning, and grades reflect the degree to which a student succeeded in completing the academic program designed to meet his or her needs. We encourage students and parents/guardians to bear in mind that the pursuit of the highest good — the acquisition of virtue and knowledge — is far more important in the development of the person. It also results in better grades. Each teacher will provide a copy of his or her grading method and procedures to each student so that students will be aware of the grading policies. A copy will also be provided to the parents/guardians at Back to School Night. Borrromeo Academy uses the Diocesan grade scale and report card.

In grades K-2, the report card is skill-based, and students are graded accordingly:

- + Consistently performs above grade level
- S+ Sometimes performs above grade level
- S Performs on grade level
- S- Sometimes performs below grade level
- X Frequently performs below grade level
- B Beginning

Students in grades 3-8 will receive letter grades in all the major academic areas:

- | | | |
|---|----------|--|
| A | 93-100 | Excellent Work: Student is engaged, participates, and completes work |
| B | 85-92 | Above Average: Student is usually engaged and completes work |
| C | 77-84 | Average: Student is sometimes engaged and completes some work |
| D | 70-76 | Below Average: Student is infrequently engaged and misses much work |
| F | Below 70 | Failure: Student is not engaged and often fails to complete work |

Report Cards/Progress Reports

Report cards are reported on Sycamore quarterly — usually in October, January, March, and May. Conferences are scheduled to discuss the progress of all students at the end of the first marking period and may be requested for subsequent marking periods by parents/guardians.

Progress Reports are issued halfway through each quarter to those students whose average is below a C. After the receipt of this notice, it is the responsibility of the parent/guardian to monitor the child's ongoing progress and to check with the teacher regarding any concerns. The receipt of a failing grade at the time of progress reports does not mean failure for the marking period, nor does a passing grade at that time guarantee that a student's final grade will be passing.

Honor Roll

The honor roll has been established in grades 5-8 to promote scholarship. It has proven to be an excellent motivator for students who seek high achievement.

Principal's List	Requires a 4.0 GPA; Satisfactory in conduct and effort.
First Honors	Requires a 3.5-3.9 GPA; Satisfactory in conduct and effort.
Second Honors	Requires a 3.5-3.0 GPA; Satisfactory in conduct and effort.

Standardized Testing

We recognize that tests do not give a full and complete picture of the child, but they do give us a picture of his/her basic skills and call us to be accountable for our work here.

The Iowa Assessment is given to students in grades 3 – 8 in the spring. Scores for the IOWA Assessment and Cogat are sent home at the end of the school year. Data retrieved from the scores will assist faculty with making improvements to the curriculum.

The ACRE Test (Assessment of Catechesis Religious Education) is given to students in grades 5 – 8 in the fall. The eighth-grade students take the High School Placement Exam in January. The High School Placement Test (HSPT) is administered in January at parochial high schools throughout the area and assists in high school program placement.

Learning Resource Room/Services

Borromeo Academy strives to assist students in the classroom, by adapting curriculum and instruction to best serve individual learning needs, and in pull out programs. Diagnostic testing is done through the resource room. A request for testing may come from either parent/guardian or teacher. All prior testing should be provided to the resource room. The results of that testing, in combination with the in-school indicators and tests, will aid in developing a service plan to best support the academic development of the student.

Further testing, by a qualified professional, may be required to provide specific information regarding identified academic challenges. A recommendation for services will be made according to the outcome of the tests and detailed in a student service plan. That plan will be reviewed by the parents/guardians, teacher, and resource room staff member on a regular basis to monitor progress. School-based services will be held in coordination with the regular classroom scheduling and curriculum as permitted by currently available resources.

Academic Failure

If a student consistently performs poorly in all or most academic subjects, and if the teacher has made every effort to assist the student, the parents/guardians will be advised of the possibilities available to them. These options include summer school attendance, outside tutoring, retention for the following year in the same grade level, or a recommendation that the student be placed in an alternative academic situation. In some cases, the student's lack of academic progress may indicate the need for evaluative testing.

Discipline & Guidance

Self-discipline

Borromeo Academy strives to teach and foster self-discipline for the well-being of both the student and the school community and for the creation of a Christian atmosphere for learning. It takes the collaboration of all – parents/guardians, teachers and students to achieve success in this most important area of growth and development.

In guiding the child's growth in habits of virtue and Christian attitudes it is well to emphasize the positive rather than the negative. Children need to understand that they choose one behavior over another and must take upon themselves the consequences of that chosen behavior.

The discipline at Borromeo Academy reflects Gospel values and the Church's teaching. Students are expected to demonstrate respect for others, including fellow students, teachers, staff members, clergy, and school visitors. When a student violates a school rule or displays behavior that undermines Christian development, he or she will be corrected by teachers and staff members. The student will be given an appropriate consequence for misbehavior, time to reflect on his or her choices, and the opportunity to make amends. We share with parents the critically important task of guiding students to an awareness of the importance of good character and the understanding of virtue.

Minor infractions

The following sections discuss the kinds of behavior that are not tolerated at Borromeo Academy. Certain behaviors will result in immediate disciplinary action, such as exclusion from certain privileges, the issuance of a demerit, or a detention. Such infractions include, but are not limited to:

- Disruptive behavior in the classroom, cafeteria, or other areas of the school campus, including shouting out, excessive talking, and answering a teacher or classmates in a rude or discourteous manner
- Rudeness or insolent behavior toward a teacher or others
- Chewing gum
- Verbal harassment (name calling, taunting, teasing, etc.)
- Failure to comply with the direction of a teacher or other staff member
- Throwing food or other objects
- Unsafe behaviors, such as running or playing on stairways and participating in games deemed to be dangerous
- The use of foul, vulgar, or improper language — oral, written, or gestures
- Eating outside of the cafeteria without permission from a teacher or staff member
- Presence in unauthorized areas of the school campus
- Unsafe behavior during a fire or other emergency drill
- Repeated infractions of classroom rules

Serious Infractions

The following behaviors are more serious and will result in detention **or** suspension (in or out of school), or expulsion. Such infractions include, but are not limited to:

- Fighting/physical assault
- Bullying of any kind
- Vandalizing school property or the property of teachers, parents/guardians, students, clergy, visitors or others (restitution must be made before a suspension will be lifted)
- Stealing
- Sexual harassment*
- Possession of harmful objects such as pocket knives, paring knives, or any sharp object that could be interpreted as a weapon
- Continued disrespect shown toward a teacher, staff member, or classmate
- Leaving the school grounds without permission
- Using a cell phone
- Smoking
- Other inappropriate behavior considered egregious by the administration
- Repeated minor infractions of the Code of Student Conduct

- Threats to harm others
- Bringing a weapon to school

Threats of Violence

In the event of any actual or perceived threat of violence or other inappropriate/illegal behavior, Borrromeo Academy reserves its right to take all actions it deems necessary for the health and safety of its school community, including the individual(s) making the threat. Because safety in our schools is of utmost importance and students have the right to attend a safe school, when informed of possible violence or even threats of violence, the school Administration will take the information seriously and follow these policies in addressing the issue:

- We have a no-tolerance policy for dealing with and addressing not only real threats of violence but also those that may be considered frivolous. Even frivolous threats can disrupt the operation of the school. This policy has been communicated to all fifth-eighth grade students.
- In cases where the school is made aware of such threats, the school administrator will contact the appropriate civil authorities and follow their directives.
- If the threat of violence is toward a student or students, the parents/guardians will be contacted immediately.
- If the student is on campus, he or she is to be detained in a safe place according to directions received from the local civil authorities.
- The Superintendent of Catholic Schools is to be informed of the threat and the action that is being taken.
- If the threat is from a Borrromeo Academy student, he or she will be suspended pending investigation.
- If the threat or danger comes from a non-student, appropriate action will be left in the hands of the law enforcement authorities.

The Principal, in consultation with the Pastor, reserves the right to remove the student from the school permanently.

Weapons

Any type of weapon, or facsimile or reproduction of a weapon, is prohibited on school property unless deemed appropriate for educational purposes and approved by the principal.

This includes, but is not limited to:

- firearms
- explosives
- toxic substances
- knives

In the event of violence or discovery of a weapon, the school will initiate an appropriate response. This response may include but is not limited to, suspension and/or termination of the student, child or employee, and/or criminal prosecution of the person or persons involved. Authorities will be called when deemed necessary by the administration.

Bullying

Borrromeo Academy is committed to providing a physically safe and emotionally secure learning environment that is free from harassment or bullying in any form, including cyber bullying. Missouri Statue 160.775 defines "Bullying" as intimidation or harassment that causes a reasonable student to fear for his or her physical safety or property. Bullying may consist of physical actions, including gestures, or oral or written communication, and any threat of retaliation for reporting of such acts. It is further defined as unwanted and purposeful behaviors including but not limited to:

- teasing
- threatening
- intimidating
- Cyber bullying - Is defined as the willful and repeated harassment and intimidation of a person using digital technologies, including but not limited to, email, blogs, social websites, chat rooms, and instant messaging.
- public humiliation

- social exclusion
- rumor or spreading of falsehoods

Harassment

Harassment is defined as any threatening, insulting, or dehumanizing gesture, use of technology, computer software, or written, verbal or physical conduct directed against a student that:

- places a student in reasonable fear of harm to his or her person or damage to his or her property
- has the effect of substantially interfering with a student's educational performance
- has the effect of substantially negatively impacting a student's emotional or mental well-being
- has the effect of substantially disrupting the orderly operation of a school

Harassment includes but is not limited to the following:

- sexual harassment
- religious harassment
- racial harassment

Harassment or bullying of any member of the school community is prohibited. All reports of harassment or bullying will be treated seriously. The principal's review and investigation of a credible allegation will be done in a prompt, confidential, and thorough manner. The standards of this policy constitute a specific, focused, coordinated, integrated, culturally sensitive system of support for all students, staff, and families that will improve relations within our school. Bullying, as stated above is unacceptable, will not be tolerated, and is subject to the above discipline procedures. On issues involving bullying, each incident is handled separately based on the circumstances. All facts and information from all parties involved will be gathered. A procedure that can possibly lead to expulsion will be implemented. Every effort will be made to remediate bullying behavior and coping skills will be taught to all parties involved.

*Sexual harassment includes unwanted or unwelcome behavior of a sexual nature that interferes with a student's right to learn, study, work, achieve or participate in school activities in a comfortable and supportive environment. This type of negative behavior is under federal and state laws and policies, and is known as sexual harassment. This is illegal and is prohibited in school settings. School administrators will cooperate with investigations conducted by law enforcement personnel and/or the Children's Division of the Missouri Department of Social Services. If the Children's Division or law enforcement personnel seeks to interview a student on school premises, the school will attempt to contact a parent/guardian prior to the interview, except in situations where the parent/guardian is the subject of the investigation.

Expulsion

Expulsion is a serious action that results when it is determined that a student's behaviors threaten the safety and well-being of the school community, or that a student's best interests would be served in another environment, or both. Such infractions may include, but are not limited to, the following:

- Continued and willful defiance or disobedience of authority;
- Physical assault;
- The use or possession of a weapon;
- Possession or use of drugs or alcohol;
- Any acts that threaten the health and/or safety of others.
- The parent/guardian is notified and a conference is held immediately. If the principal and pastor decide to proceed with expulsion procedures, Diocesan guidelines are followed.

Diocesan Policy on Expulsion

In accordance with our mission and philosophy to provide a quality Catholic education in a Catholic Christian environment and a non-threatening atmosphere for our students and community, and with the growing responsibility for security the following Diocesan School Policy is in effect for expulsion of a student. Expulsion of a student from a school in the Diocese of Kansas City-St. Joseph shall meet the following criteria:

- Other avenues of remediation of unacceptable behavior have been exhausted
- The moral and/or physical well-being of a student or school community is at risk
- The student in question exhibits prolonged and open disregard for school policy, staff, and/or property.

The final determination of expulsion rests with the Superintendent of Schools, after consultation with the principal and the pastor.

Student Expectations on-campus

Lockers

Students in grades 6th - 8th will be assigned to a locker in their homeroom.

- All lockers are property of St. Charles.
- Students are expected to keep their lockers clean and neat.
- Locks may not be placed on a locker. Valuable items must be turned into homeroom teachers.
- Lockers may be inspected at any time throughout the year.
- No decorations are allowed on the outside of any locker unless permitted by teacher

Cell phones

If it is necessary that a student bring a cell phone to school, parents/guardians and student must adhere to the policy set forth. See policy and agreement in Sycamore under documents.

iWatches or Fitbits

iWatches and Fitbits are not considered part of the approved uniform. They are considered an electronic device and may not be worn to school.

Electronic devices

iPods, iPads, Nintendo DS, MP3 players, digital cameras, or electronic devices of any kind may not be brought to school.

Personal items

Students are not to bring toys or other similar objects or equipment to school unless directed by teacher. The school will not be held responsible for lost, broken, or stolen articles.

Technology Use

Acceptable Use of Technology and Internet by Students in Catholic Schools: Students shall use all Technology Equipment, including, but not limited to computers, networking systems, Internet, DVD players, and cameras ("Technology Equipment") with care and respect, whether at school, at home, or elsewhere. Students shall not type, send or otherwise use any inappropriate or offensive words, or display, send, or otherwise use inappropriate or offensive images, sounds or messages from or on school Technology Equipment. Students shall not use Technology Equipment in a manner which violates any local, state or federal laws. Students shall immediately report to a teacher or supervising staff member any inappropriate material or misuse of Technology Equipment of which the student becomes aware. Students shall not use school Technology Equipment in any way to engage in cyber bullying behavior.

When using the School's Technology Equipment, all students: shall not reconfigure any school hardware, software, or network settings; shall print, download, or otherwise transfer only that information approved by the teacher; shall obtain the permission of a teacher before loading a file or disk onto a school computer; shall not use any school Technology Equipment to create, store, transfer or use software or electronic content in a manner which violates the rights of the holder of copyright in the software or the content; shall not plagiarize works on the Internet; shall not load any software onto school computers; shall only use the Internet for school-related projects and shall visit only the sites assigned by the teacher; shall not 'surf the Internet or visit 'Facebook,' or any other social networking websites while at school; shall not log on to the Internet without permission from a teacher or supervising staff member; shall not give out, post, or otherwise distribute personal information such as photographs, home addresses, telephone numbers, parents'/guardians' work addresses or telephone numbers or the name and location of the school.

Each student's parent/guardian must review the Technology and Internet Usage Agreement with the student and sign and return the Agreement during the first week of each school year.

Library

Students have a scheduled time each week to visit the school library. The books and equipment are the property of the school, and students are reminded to treat them with care. If a book is destroyed or lost, the student's family is responsible for paying for the purchase and processing of a replacement copy. Parents/Guardians should urge their children to remember to return books on time and undamaged so that all students have an equal opportunity to share the resources.

Student Expectations off-campus

Students of Borromeo Academy are expected to conduct themselves in a manner consistent with the school's Code of Student Conduct in their off-campus pursuits. Students may be held accountable in school for poor behavior that occurs outside of school. This includes online behavior, e.g., comments and behavior made on social networking sites, via email or messaging, as well as texting.

Off-Site Field Trips

Although field trips are considered an extension of the educational program, they are a privilege and not a right. Students are expected to obey chaperones as they would always teachers and to be cooperative and courteous. A signed permission slip is required for participation. The slips, which are sent home in advance, contain all pertinent information, and they are to be returned by the date designated. The Diocese of Kansas City prohibits the school from accepting other notes or telephone calls in lieu of the school's forms for this purpose. Insurance regulations prohibit students from being transported in any vehicles other than those owned or leased by the school. All tuition and fees must be current for students to attend field trips. Refunds will not be given.

Chaperones

Adult chaperones may be used to supervise student activities. All volunteers must complete the Protecting God's Children training prior to volunteering. See www.diocese-kcsj.org for training schedule. All volunteer chaperones must agree to enforce the rules of the school. Chaperones must drive separately and may not ride the bus. Siblings are not allowed to attend any school sponsored field trip.

Uniforms

Students in grades K-8 wear a neat, attractive uniform, which not only manifests the equality of all students, but enhances the learning environment. We want our students to understand that authentic self-expression comes from the formation of thoughts and words, not from one's outside appearance. Hairstyles are to be appropriate for school and hair should be clean, combed and neat, off the face for girls and off the collar, eyebrows, and ears for boys. Extreme hairstyles such as rattails, shaved, Mohawks, locks, or spiked hair, or other non-traditional flamboyant hairstyles are a distraction from the educational process and will not be tolerated. Hairstyles should not obscure any part of a student's face. Students are not to dye their hair. The principal will have sole discretion in determining the appropriateness of a hairstyle. Hats and head coverings are not to be worn in the building. Headbands or bows must be a solid navy, white, or black. A watch and a significant religious medal are acceptable for boys or girls.

Uniform Guidelines are available on Sycamore under the documents section.

Dress Uniforms

Dress uniforms consist of pants, ties and dress shoes for boys and skirts or jumpers for girls. Dress uniforms must be worn on specified days. See Sycamore for dress uniform dates.

Girl's Policies

No makeup is to be worn. Colored fingernail polish and artificial fingernails may not be worn. Girls in grades 6-8 may wear clear nail polish. Girls may wear small post earrings (one pair). Dangling earrings, chunky necklaces and bracelets, are not to be worn.

Boys Policies

Boys are always to be clean-shaven and are not to wear earrings. The necessary steps to make certain that students are aware of and adhere to the uniform code.

Uniform Violations

Students who violate the uniform policies will be issued a Uniform Infraction. Students in grades 6-8 will be issued a uniform card that is to be kept in their pencil bags. Parents of students in grades K-8 will receive an email notifying the violation. The purpose of this is to inform parents/guardians that a violation has occurred. On the fourth violation, students will be referred to the office. Middle school students will receive a demerit and parents/guardians will be called to either pick up the student or bring the correct uniform items to school.

Please note: Girls uniform skirt length will be closely monitored.

Non-Uniform Days

The Principal may designate "non-uniform" school days. Note the following guidelines.

- Pants, jeans, capris, silky warm-up pants, shorts (may not be more than 2 inches above the knee when kneeling and may not be tight to the body), all worn at the waist
- Leggings may be worn, bottom must be covered with a long tunic or sweater
- Shirts must have sleeves, cover the midriff and are not low-cut
- Clothing is neat, clean, in good condition and appropriately sized
- Athletic shoes, or boots may be worn.

Parent/Guardian Cooperation

Parents/guardians and students must understand and acknowledge the Roman Catholic religious nature of Borromeo Academy. Parents/Guardians and students agree not to publicly repudiate the teachings and traditions of the Roman Catholic Church and will respect and support the unique identity that Borromeo Academy derives from its Catholic faith. As the primary educators of their children, parents/guardians will not act in ways that contradict the Catholic nature of Borromeo Academy. Parents/Guardians shall cooperate fully with the school and the students shall participate in all required school programming, including instruction in the Catholic faith and attendance at Mass. As the primary educators of the students, parents/guardians agree to act in ways that promote the best interests of the church and school and will comply with the policies of the Diocese of Kansas City and Borromeo Academy.

Parent-Teacher Conferences

Conferences are scheduled for all parents/guardians and teachers to discuss each student's progress at the end of the first marking period in October of each year. Conference times may also be requested at various times throughout the marking period by parents/guardians who may have a concern. These conferences are by appointment, only.

Parents/Guardians may request a meeting by emailing, calling, or sending a note to the teacher. Parents/Guardians who need to call teachers should call during school hours between 7:30 a.m.-3:30 p.m. to ensure request is received. Due to teacher responsibilities before, during, and after school, parents/guardians are asked to understand that unscheduled conferences will not be honored. Please give the teacher ample opportunity to respond to parents'/guardians' emails, notes, and calls. It is often difficult for teachers to respond on the same day. If you do not receive a response within 48 hours, please call the office, and a reminder will be forwarded to the teacher.

Parent/Guardian Concerns & Related Communication Procedures

- Parent/guardian should make an appointment to discuss the concern, academic or behavioral with the teacher or staff member first.
- If the matter is not settled on this level, then the parent/guardian should make an appointment with the principal. The staff member may also request this option.
- Most concerns can be settled equitably on the initial contact between parties concerned.
- All concerns should be approached with kindness

School Advisory Council

The School Advisory Council advises and supports the pastor and principal through general meetings and committee work. The committee makes recommendations concerning policy, school planning, finance, public relations, marketing, and development. The committee meets monthly and is open to members of the school. The committee consists of the pastor, principal, and parent/parish representatives. Personnel, individual students and other confidential matters are discussed in closed sessions as determined by the Council President. Notice of each regular meeting will be published on the school calendar. Contact the school office for the current year schedule.

Arrival & Dismissal Procedures

Attendance

Good attendance and promptness are important life skills for children during their school years and in later life. Attendance records remain on a student's permanent file and are often referred to after graduation. Students are expected to be present and participate in all school sponsored educational programs including musical programs, field trips, and retreats.

School hours

The school day begins at 7:45 a.m. and ends at 3:15 p.m. Students who arrive after the 7:55 a.m. bell are considered tardy, must be escorted by an adult to sign in, and may not enter the classroom without a late slip.

Bell Schedule

7:45 – 1st Bell (Students proceed to classroom)

7:55 – 2nd Bell (Any student not in their classroom will be considered tardy)

8:00 – 3rd Bell (Morning Announcements)

3:10 – 4th Bell (Afternoon Announcements)

3:15 – 5th Bell (Dismissal)

Arrival procedures



Students should not arrive at school before 7:30 a.m. unless they are registered for Before Care. If a student is dropped off before 7:30 a.m. he/she will be sent to Before Care and parents/guardians will be billed for the service. Students who arrive after 7:45 a.m. must enter through the front door. The gym door will be locked at 7:45 a.m. An orange cone will signify the back entrance is closed. Parents/Guardians should proceed to front entrance and drop students at the main doors.

Absences

Should it be necessary that a child be absent from school, parents/guardians should notify the school office before 9:00 a.m. A student's absence should be reported to the school office each day the child is not in attendance. Parents/guardians should either call the school office or send an email message to the school secretary and copy the classroom teacher. Parents/guardians are responsible for good attendance and punctuality of their children. Excessive absences will affect your student's ability to learn the building blocks needed to be a successful student for the rest of the year as well as affecting their academic growth.

Excessive non-related absences totaling more than five (5) during a quarter may result in a conference with the parent/guardian, teacher and administration. If absences exceed ten (10) in number during a semester, additional administrative action may be determined.

Tardy

Consistent or habitual tardiness is a serious offense. In the case of consistent or habitual tardiness, the school administration will conference with the parents/guardians. In some cases, where tardiness continues to be a problem, it may be necessary for parents/guardians to explore other educational options to ensure that the child's educational needs are being met and limited interruption in the educational environment is maintained for teachers and other students. If appropriate, the proper authorities with the State of Missouri will be contacted. Diocesan policy 320.6

The school day begins at 7:50 a.m. and the tardy bell rings at 7:55 a.m. Students are expected to be in their assigned places and ready to begin classes at the start of class. Tardiness is an area which not only affects your student but the classroom environment. Parent/guardians will be notified when a student receives five (5) tardies in one quarter. Students in grades K - 4 will have a silent lunch and may lose recess. Students in grades 5 - 8 will receive a demerit for each tardy after five (5) in one quarter.

Appointments for medical or professional services confirmed in writing by the professional's office are excused tardies and do not count toward disciplinary action. Tardies not supported by a written professional note will be applied toward disciplinary action.

All occasions of morning tardiness will be reflected on the report card as part of the student's permanent record. Students who are late to any class during the school day will be considered tardy. Students who must leave the classroom for forgotten materials will also be considered tardy.

Arriving Late or Leaving Early

When a student needs to arrive late to school *or* leave early during school hours, notification to the school office is required at the beginning of the day. Parents/guardians are to notify the school office by email, phone or written note well in advance of an early departure. The school office voicemail and email are available 24 hours a day. *An email regarding late arrival and/or early departure should be addressed to the school secretary and copied to the homeroom teacher.* Notice of an early departure ensures less disruption to the classroom environment. It also ensures a student is not engaged in a test, lesson or activity that should not be interrupted. Late arrival and early dismissal information is entered on the official diocesan attendance report generated through the school office.

Students leaving early must be signed out by 3:00 p.m., to reduce the amount of activity in the school office prior to afternoon announcements and prayer starting at 3:10 p.m. Parents/guardians must come to the office to sign the student out when the student leaves. Returning students are to be signed back in at the office by an adult.

Students arriving after 11:00 a.m. Or leaving before noon for an appointment or because of illness will be assessed a half-day absence. A student must attend school for at least a half-day on the day of athletic contest to be eligible to participate in any PLKC event, other than in exceptional circumstances approved by the principal. We recommend utilizing noon dismissal days for professional appointments when possible.

Dismissal procedures

As always, the safety of our students is a priority. Therefore, the following dismissal procedures must be followed.

Families who only have one child enrolled in Kindergarten-2nd grades will pick their child up in the front parking lot. Parents/Guardians will need to park their car and come and pick up their child from the sidewalk. Children will not be allowed to go to their car unless accompanied by an adult. Once your child is your car, you may cautiously exit the driveway nearest the church.

All other students K - 8 will be dismissed out to the back-school parking lot. Cars will form lines (no parking spaces will be used) facing east, starting with Lane 1 closest to the school. Lane assignments are determined by the grade level of the youngest student in the family. Because of the traffic after school, it is important to follow the procedures indicated for the safety of the children. Plan to arrive no earlier than 3:00 p.m., dismissal is at 3:15 p.m.

There will be occasions when your child may take longer to exit his/her classroom, or you have arrived late. If this happens, as your car line is being dismissed, exit with your line and you will be directed to pull over to the curb or parking space so we can see your child safely to your car.

Late Pick-up

For the safety of your child, do not ask your child to wait for you outside the church, in the church, in the Commons or in any area that is not supervised by an adult. We cannot supervise children in the foyer after 12:25 p.m. on half days or 3:25 p.m. on full days. Children will be sent to extended care at 3:30 p.m. and will be assessed a \$10 per hour per child charge with a minimum charge of one hour for any part of an hour. NO exceptions.

Half Day Dismissal

Please see the school calendar for 12:15 p.m. dismissal dates.

Before and After School Care

St. Charles offers before and after school care, beginning at 6:45 a.m. until 6:00 p.m. For information about extended care contact the school office. A separate extended care family handbook is available. Access to extended care is limited to those students enrolled in our educational preschool – 8th grade program.



PreS and PreK Arrival

- 8:00 a.m. (PreS and PreK oldest or only students)
- Drivers should enter the front parking lot using the center drive between the church and school.
- Drivers should form a line in front of the Commons' doors with driver's side door at curb side.
- Drivers remain in their cars and teachers will retrieve students.

PreS and PreK Dismissal

- Drivers should enter the front parking lot using the center drive between the church and school.
- Drivers should form a line in front of the Commons' doors with driver's side door at curb side.
- Drivers remain in their cars and teachers will bring students out.
- Drivers should pull forward and secure the child before exiting the lot.

- Families with older siblings, will need to pick up the preschooler first and then drive around to the back lot for the school age students.

Shadowing High School

Eighth graders are to visit high schools only at times when St. Charles School is not in session. If this does not prove feasible, students should consult their homeroom teacher for recommended dates.

Vacations

Parents/guardians are strongly encouraged NOT to take their children from school for family vacation times or for other non-medical reasons. Removing students for vacations causes a disruption for the child and for the staff. There are enough days throughout the school year when short vacations may be taken. Teachers are not expected to give extra help to students who fall behind in their work due to travel or other non-medical reasons, nor are they expected to have material ready in advance of a travel period. Parents/guardians must be realistic in the expectations regarding the child's grasp of the material completed outside the classroom without classroom instruction. Merely completing written work will not assure a child's success. Homework may be made up, but classroom instruction cannot be duplicated.

Communication

To build community, relationships need to be formed. To maintain worthwhile relationships, communication is essential whether it is between parent/guardian and child, parent/guardian and teacher, teacher and child, or home and school. Some established means of communication at Borromeo Academy include:

- *Day-to-Day Communications:* The school office is open from 7:30 a.m. - 3:30 p.m. daily Monday through Friday. Attendance calls can be recorded before 7:30 a.m. by calling 816-436-1009x301 to leave a message.
- *Borromeo Bulletins:* are emailed and are available on the school website.
- *Family Folders:* School information, order forms, and pertinent information will be sent home weekly with the designated student in the family.
- *Sycamore Education:* Each parent/guardian will be emailed their user name and password for access to our student information system, Sycamore. This will allow parents/guardians to easily communicate with their child's teacher and retrieve grades.

Student messages

Information regarding after school arrangements (rides home, etc.) should be conveyed to students in the morning before the student leaves home. Only emergency situations will be included in the end of the day announcements. Emergency messages should be given to the office before 2:45 p.m. to ensure they reach the student prior to dismissal. The busiest school office times are between 7:50 a.m. – 8:30 a.m. and 2:45 p.m. – 3:15 p.m. In the event you need the office staff to deliver a timely message to your child, do not call the school office during those times unless it is an absolute emergency.

Reporting to Non-Custodial Parents

Parents do not cease to be parents when they no longer have custody of their children. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to academic records and to other school related information on their children. Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the school office. 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 and detail specific limitations outlined in that decree. It is the responsibility of the custodial parent to obtain all communications for the non-custodial parent. Copies of these communications will be provided to the noncustodial parent by request and upon receipt of current mailing information. The school will not be held responsible for failing to honor arrangements that have not been made known.

Photo/Recording Release Forms

At the beginning of each school year, parents/guardians will be asked to sign a photo release form for their children. This form allows St. Charles Borromeo Parish and Academy to publish photos and recordings of your child taken throughout the year and for those photos, videos, and recordings to be published in parish and diocesan bulletins, newsletters, websites, and community newspapers, including with our covenant parishes. Because the safety of our children is of the utmost importance, last names of children will never be published on any of our St. Charles Borromeo web tools.

Emergency & School Closing

Crisis Plan

A crisis plan for emergency evacuation is in print and available in the school office. Oakview Police will carry a copy of this plan. In the event of an emergency evacuation or lockdown, Oakview and Gladstone will assist us; and, we will notify our parents/guardians through the media of the location of our students.

Drills

The school will notify families when the following drills occur:

- Fire drills
- Tornado drills
- Lockdown drills

Emergency Forms

Parents/guardians must complete an emergency form designating emergency contacts. The office must be made aware of all changes as they occur. The school will honor your written request not to publish or distribute a silent number. A student may not attend a field trip if an emergency card is not on file.

School Closing Information

In the case of inclement weather, our school will be designated as St Charles Borromeo Academy on the television stations listed below. If school is cancelled, all events at the school including extended care and evening activities are cancelled. The school will not close after the school day has begun; but parents/guardians are welcome to pick up their children early if the weather is a concern.

Do not call the school or parish office to inquire about closings.

You may learn about school closings the following ways:

- A text message will be delivered to all mobile phones
- An email will be delivered to all addresses in Sycamore.
- The school website, Facebook and Twitter will be updated
- School closing will also be announced on the following T.V. stations:
KSHB 41
KMBC

Health and Wellness

Safe and Secure Environment

All staff is CPR trained and have completed background checks. All staff have been certified in the Protecting God's Children program and receive ongoing training throughout the school year. Students are educated in Circle of Grace which teaches appropriate physical boundaries.

Health Room

The Health Room will be staffed with a medical professional from 8:00 a.m. - 3:00 p.m. one day per week and volunteers on other days. When medical professional is not available, the school secretary or principal will assume the responsibilities of the Health Room staff. Health Room staff responsibilities include:

- Providing first aid

- Contacting the parent/guardian in case of student illness or accident
- Arranging transportation for students being sent home or to an emergency facility due to illness or injury
- Maintain all asthma and allergy action plans
- The school nurse coordinates yearly dental, vision and hearing screenings, height and weight checks, and schedules scoliosis screenings for students
- Head-checks for lice or other health related screenings are handled through the Health Room as needed

Students with any significant medical diagnosis, i.e. asthma, seizure disorder, diabetes, migraine headaches, bleeding disorders, severe allergic reactions that might require treatment during school hours must have a physician prescribed care plan for the current school year on file at the school. Any pertinent medication and supplies that may be required for the student must be supplied to the Health Room, along with a signed release to administer such medication, for the current school year. Appropriate care plan forms can be obtained from the school nurse.

Note: The school may recommend you seek the advice of a physician when an injury occurs, or when an illness or discomfort signals distress to your child.

Student Illness

Temperatures are taken when a student feels ill and reports to the Health Room or school office. Students with temperatures of 100 degrees or greater or who are vomiting or who have diarrhea will need to be sent home. A child may not remain in school if the school nurse determines their condition to be contagious. A student may not return to school until they are fever free 99.9 or below, diarrhea free, and vomiting free for 24 hours, without the aid of medication to prevent the symptoms.

Medication

According to Diocesan Policy 460.4: Non-prescription medication will not be dispensed by the school except upon written authorization of a student’s physician. Parent/Guardians must provide a medication consent form completed and signed by the physician and they must send all OTC, prescription and non-prescription preventatives into the Health Room. Students are not allowed to keep any prescription or non-prescriptive preventatives in their desks, backpacks, lockers, purses, or pockets. The school will not supply any OTC medications for student use.

Prescription Medication

Prescription medication must:
 Be in the original container including the prescription label
 Include dispenser if liquid
 Not be the first dose
 Prescribed medication to be given once or twice daily will not be administered at school.

Over-the-counter Medication

A physician signature is required for over-the-counter medication to be administered at school.

<p>Examples of OTC Medication: Acetaminophen Ibuprofen (<i>medication will not be given at the school for fever reduction</i>) Antihistamine Cough drops Medicated lotion</p>	<p>OTC Medication Must: Include written consent from parent/guardian and physician Be provided by parent Include dispenser if liquid Be in the original manufacturer’s container Be labeled with the child’s name Include dosage information</p>
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All medication will be administered to the student in the Health Room. A daily record is kept of every student who has visited the Health Room during the day. In the event of an accident occurring during the school day, an Accident/Injury Report is to be completed by the Health Room staff.

Health education

The Health Room staff *and physical education teacher* will work in conjunction to educate students on the safety of food allergies and overall health.

Substance Abuse

The use, possession, purchase, or sale of alcohol or drugs by students on school property or at school sponsored functions not on school property or while in uniform is prohibited. The following procedure shall apply to any student who possesses, distributes or ingests any mood-altering chemical or illegal drug on school property or at a school function. This procedure is based on the key elements of immediate intervention, assessment, and follow through treatment.

Any student referred to the principal for a first violation of the substance abuse policy will undergo the following procedure:

- The principal will ensure the safety and wellness of the student
- The principal will notify the Pastor
- Emergency personnel will be contacted
- The parent will be called and informed of the charge
- The student will be suspended for a three (3) day period
- The principal shall confer with the parents during the suspension period
- The principal will require that the parents obtain a professional assessment for the student's condition prior to his re-admission to school
- The principal may require the student to agree to participate in follow-through treatment as deemed necessary by a health care professional to be re-admitted to school

Any student referred to the principal for a second violation of the Substance Abuse Policy will be suspended immediately and the principal will convene an expulsion hearing. Please note: A student that is involved in, accused of, or charged with a serious wrong or some inappropriate behavior may be placed on a program of home study by the principal pending the outcome of an investigation or internal review.

Food Allergies

There are children attending St. Charles Borromeo Academy who have food allergies. Food allergies can cause life-threatening reactions. Your cooperation is needed adhering to classroom health needs.

* Keep in mind that manufacturers often change production lines, which can make certain products unsafe, even though they were safe in the past. A good rule of thumb is to always check the bottom of the label for warnings such as "this product may contain nuts/peanuts" or "Allergy Information: Manufactured on equipment that processes products containing peanuts and other nuts" or "Manufactured in the same facility that processes peanuts/nuts." Any food with labels such as those can trigger a life-threatening reaction in children allergic to peanuts and/or nuts.

Nut Free Zone

A table has been designated in the Commons as a nut free zone. In the case of a severe food allergy, all parent/guardians in that homeroom will be made aware of the allergy. The classroom itself may be designated as a nut free zone as well.

Immunizations

Immunization records and current health information are kept on file in the Health Room. Borromeo Academy complies with the State of Missouri Immunization laws. Missouri law requires all students to be current on immunizations before they may attend school. Each child must have an up-to-date immunization record on file before the first day of school or they may not be allowed to start.

Insurance

Borromeo Academy carries additional and catastrophic insurance coverage on your child, should your child be injured in any school related incident.

Wellness Plan

The primary goals of the Diocese of Kansas City-St. Joseph Catholic Schools/Centers wellness program are to promote student health, reduce student overweight/obesity, facilitate student learning of lifelong healthy habits and increase student achievement. St. Charles Borromeo Academy has a wellness committee and is working on a wellness plan. As part of this plan, the goal is to integrate sequential nutritional education with a comprehensive health education program and, teach the core curriculum at every grade level to provide students with the necessary knowledge and skills to make healthy nutrition decisions.

It is our goal that all foods and beverages made available at school during hours of operation and the after-school program are consistent with the Missouri Eat Smart nutrition guidelines and the National School Lunch Program. Healthy foods/snacks are encouraged during school parties and events.

The physical activity goal is to assist students in learning to value and enjoy physical activity as an ongoing part of a healthy lifestyle by ensuring that every student can develop the knowledge and skills necessary to perform a variety of physical activities, maintain physical fitness and regularly participate in physical activity.

Smoke Free Environment

Borromeo Academy and all its surrounding grounds is a smoke-free environment. All individuals attending, visiting, or working within the school environment are restricted from smoking.

Safe Schools

Mandated Reporters

Since the Federal Child Abuse Prevention and Treatment Act (CAPTA) passed in 1974, all fifty states have passed laws mandating the reporting of child abuse and neglect. A mandated reporter reports situation to the appropriate authorities to ensure the safety and well-being of children. All staff members are mandated reporters. Should any concerns arise regarding the safety of any of our children, staff members are mandated to report to the Missouri Division of Family Services, the Police as protocol dictates, and the Diocesan Catholic Schools Office. Authorities are then able to assess the situation and take appropriate action.

Classroom Observations

All classroom observations must be pre-approved by the principal prior to the date of the visit. Classroom visits will be limited to one class period or up to 45 minutes only. All visitors must sign in the school office and receive a visitor's pass to wear for the duration of their visit. Anyone without a visible visitor's pass may be stopped by a staff member and referred to the school office.

Student Visitors/Shadowing

Shadowing by prospective students is allowed at Borromeo Academy only when accompanied by a parent/guardian.

Volunteers

All volunteers are required to have a Protecting God's Children certificate, an Ethics & Integrity in Ministry acknowledgement and a current background check on file before they volunteer. Protecting God's Children is a program required by the Diocese. Each school has a designated person who will manage the volunteer information. See www.diocese-kcsj.org for a training schedule.

Illegal Drug and Firearms

Illegal drugs and firearms are not permitted on the St. Charles Borromeo Academy property at any time.

Lunch Program

Lunch

All grades are given a 25-minute lunch period. All classes will eat lunch in the Commons. Times for the lunch will be given at the beginning of the school year. If a parent/guardian needs to bring a student's lunch to school, the bag or lunch box must be marked with the student's name and grade (as should all lunch bags or boxes) and delivered to the school office before 10:30 a.m. Parents/guardians may not bring hot fast food.

Hot lunch is available and must be pre-ordered monthly. The cost per lunch is \$3.00. A monthly menu and order form will be sent home with each student. Parent/Guardian must complete and return a separate order for each student but *may* make one payment for the family. Menus and order forms will be sent home in Family Folders and will also be available on-line. Order forms must be returned by the assigned date. No late orders will be accepted.

Credits will be given for snow days or unexpected school closings only. Credits will not be given for days a student is absent. The school is charged for lunches ordered. In the event your child forgets their lunch they will be charged \$3.00 for a lunch. Based on availability, it could be the hot lunch served, or it may be a "sack lunch". A separate monthly statement will be sent home for those students who have charged a lunch.

Recess

A recess period is scheduled for students each day. If a student must stay indoors (because of illness or injury), a note from the parent/guardian must be sent to school for the student to remain indoors. If the student's condition will require him or her to be excused from recess for more than a few days, a note from the student's physician must be sent to the school.

Sack Lunch

Lunches brought from home must include non-microwavable items only. Due to repeated misuse of microwaves, we are unable to have them available for student use during lunchtime.

Hot fast food may NOT be delivered to students for lunchtime. Cold sack lunches (Subway, Mr. Goodcents or Jimmy John's Restaurants) are acceptable alternatives.

Milk

Milk will be available for purchase on Class Assignment Day, \$15.00 per student for the entire school year.

Pizza & Smoothie Fundraisers

Pizza lunch will be available bi-monthly to the students on pre-determined days. Pizza, by the slice, is \$2.25. Pizza may be ordered during Meet the Teacher Night or monthly order forms will be sent home two weeks prior to scheduled pizza lunch days.

Smoothies will also be available to students on pre-determined days. Smoothies may be ordered during Meet the Teacher Night or through monthly order forms sent home.

Vending Machines in Commons

Vending machines are available to faculty and staff only. Students are not allowed to purchase any items from the vending machines before or during school hours. Students enrolled in the after-school program receive a healthy snack and will not be allowed to purchase vending machine items. Students who choose to purchase from the vending machines before or during school hours will be subject to the following consequences:

1st offense – Students in grades 5-8 will be issued a demerit. Parents/Guardians of students in grades K-4 will be contacted by the child’s teacher.

2nd offense – Students in grades 5-8 will receive a detention. Parents/Guardians of students in grades K-4 will be contacted by the child’s teacher.

3rd offense – Parents/Guardians of students in grades K-8 will be required to meet with the principal.

General Policies & Procedures

Birthdays

Students are welcome to celebrate their birthdays. Parents/guardians are to decide with the homeroom teacher regarding the scheduling of these celebrations. Only purchased or pre-packaged snack items are approved fare for celebrations. Teachers do not have utensils for cutting. Parents/Guardians must send items that are pre-cut and ready to serve. Young children do much better with finger size foods.

Classroom Celebrations

There are two celebrations held each year for PreK - 8th grades: Christmas, and St. Valentine’s Day. The students will also celebrate St. Nicholas Day in December. There will be no Halloween celebration during the school day. PreS-PreK will celebrate Fall with a Harvest Party in October. Contact your child’s teacher for information regarding food allergies.

Mass Servers

Your child may be a server at Mass if he or she:

- Has a sincere interest
- Is at least in 4th grade
- Is reliable and self-disciplined
- Has parent permission
- Has received formal training

Eighth Grade Information

Scholarships

The Polito Good Citizenship Scholarship and the Walter Family Scholarship are awarded to graduates of Borromeo Academy who plan on attending St. Pius X High School.

Graduation Awards

Two students are chosen to receive the Charlie and Joyce Englund Service Award for their service at St. Charles.

May Crowning

An 8th grade boy and girl are chosen to represent Mary and Joseph and to place a crown of flowers on the statue of Mary each May.

Fundraising

The 8th grade class sells trash bags throughout the school year. They sell cookies and pop at one of the pizza lunches each month. The class also organizes a trunk or treat event in the fall and a spring dance for area Catholic middle school students. The money raised is used to purchase a gift for the school in their memory.

Eighth Grade Class Trip

Due to liability issues, the parent/guardian *sponsored class trip* must be taken after the 8th graders' last day of school. The trip cannot be booked under the St. Charles name and the tax-exempt number may not be used.

Lost and Found

There is a lost and found area located in the inner lobby where all found items will be placed. If glasses or jewelry become lost, you may check at the school office. *We ask that you put your child's name in all clothing items to enable their prompt return.* At the end of each quarter, all unclaimed items will be given to charity.

Athletics Program

The school and the parish sponsor the athletic program at St. Charles. The focus of this program is on fundamentals and good sportsmanship. Christian values of fairness and honesty are an important part of student and adult participation, as well as students continuing to work to their academic ability while participating in all areas of this program.

Participation in Athletics

The school will comply with all guidelines set forth by the Diocesan School Office and the Catholic Conference Board. To participate in the athletic programs governed by the Catholic Conference, each team member must be a registered student of the school he/she represents. A child not registered in the school may participate in that school's athletic program if:

- The child and family are a registered member of the parish community and
- The child is registered as a full-time student in the Parish School of Religion registered for PSR classes in September or when the first day of class begins
- Parent/Guardians must fill out a form, sign it and send it to the principal for all *Religious Education* students wanting to play sports at the school, indicating if all requirements have been met.
- *Religious Education* participants must bring a quarterly report card to the Catholic school principal for review.
- Students must be in school the day of the game to play.

The Borromeo Academy Athletic Program is an integral part of the total educational program consistent with the aims and objectives of the school. Emphasis in our programs will assist the individual student, his/her physical growth and self-esteem through participation in a worthwhile learning experience. Parochial League 4th - 8th grades, St. Pius League non-competitive 2nd and 3rd grades.

Athletic Programs

- Volleyball
 - Girls, 3rd – 8th (Fall)
 - Boys, 4th – 8th (Spring)
- Basketball
 - Girls, 2nd – 8th
 - Boys, 2nd – 8th

- Track and Field Boys and Girls, 4th – 8th
- Cross Country Boys and Girls, 3rd – 8th
- Football Flag 1st – 4th & tackle 5th – 8th

Parent Participation

For a student to participate in the St. Charles Athletic Program, his/her parent(s)/guardian(s) must volunteer their services. All parent(s)/guardian(s) of students participating in the school's volleyball and basketball program are required to volunteer time and service to athletic functions such as concession stand, gate, scoring and clock.

Coaches

All coaches of teams sponsored by the school must be:

- At least 21 years old;
- Interested in the health and safety of all players and development of sportsmanship and teamwork;
- Approved by the Athletic Committee, under the supervisor of the school administration, have a background check on file before the season begins, and have completed *Protecting God's Children* and *Play Like a Champion*;
- Preference is given to St. Charles parents/guardians.

Coach expectations

A coach of a Borromeo Academy sponsored team will be expected to:

- Attend all practices and games or have at least one adult present
- Teach fundamental skills, sportsmanship, and teamwork to all players
- Adhere to all league rules
- Assume the responsibility for uniform and equipment inventory
- Assist Athletic Director with home games including securing volunteers for the gate and snack bar
- Communicate to the athletic director or administration any incident or concern involving a Borromeo Academy athlete, parent/guardian, or coach
- Submit information as may be requested by the athletic director or administration.

Athlete Discipline/Attitude/Behavior

Students must always display Christian behavior. Students must exhibit proper classroom behavior during class and practice. Poor behavior in class/practice can be grounds for dismissal from team/games or practices.

Student Eligibility

This is a Diocesan Plan that has been implemented so that all schools have the same criteria. Each school and teacher should have the flexibility to meet the needs of individual students within the Diocesan Plan.

Academic eligibility should be used to ensure that every child is working to his/her capability. It is a weekly check of academic performance and not an arbitrary disciplinary action. It should be a tool that helps each child learn to budget and use his/her time and talent constructively. A student cannot have a grade lower than C- in any class to be able to participate in an athletic competition.

Student eligibility should be turned in to the principal and athletic director on Monday. The student, as well as the coach and the parents/guardians, will be notified if he/she will not be able to play that week.

Partnering with parents/guardians in their role as primary educators, Saint Charles Borromeo Academy extends the mission of the Church in forming true disciples of Jesus Christ. In preparing students for a lifetime of discipleship, the staff of Borromeo Academy is proud to announce the beginning of a house system. The mission of the house system is to create a school community where students and parents/guardians work together and support each other as they grow in their Catholic faith. The purpose of each house is to guide and support the academic, spiritual, social and personal development of each student and their family during their time at Borromeo Academy.

While participating in the Borromeo Academy House System, students and parents/guardians will have the opportunity to mix with families at their grade level, and with other families of students in grades Kindergarten - Eighth. This allows friendships and interests to extend throughout the Academy. Students will learn to work hard individually for the good of their house, along with working as a house team. Our house system will encourage teamwork, friendship, service, cooperation and leadership.

The Borromeo Academy House System allows the parents/guardians and students to participate in the planning of school activities. For example, each house is responsible for planning and executing (with administration and faculty approval) one aspect of a school event (refreshments, theme/decorations, prizes/raffles, event set-up, working the event...). These planning activities will rotate through the houses, allowing each house to plan an event. Another benefit of the house system is that it helps new families transition into Borromeo Academy. Most importantly, the house system creates more opportunities for all students to engage in service to our community. All four houses participate in service learning projects that will be completed during house meetings at school.

House Organization

There are four houses, each one being named for a chosen saint. The four houses are:

St. Katharine Drexel House

Blessed Margaret Castello House

St. Francis Assisi House

St. John Bosco House

House assignments do not change year to year. All members of the family including younger siblings will be assigned to the same house as their older siblings. Each house will have two co-captains as leaders, along with middle school faculty and staff members to act as facilitators. House meetings will take place throughout the school year during the school day.

Points and additional information will be available on Sycamore.

Right to Amend

Borromeo Academy or the principal retains the right to amend this Handbook for just cause. Parents/guardians will be given prompt notification if changes are made.

The Catholic Diocese of Kansas City—St. Joseph

The Abuse of the Spiritual, Emotional and Moral
Development of the Young Men or Women of
St. Charles Catholic School
will not be tolerated.

Missouri Child Abuse and Neglect Hotline
1.800.392.3738

Diocesan Ombudsman
1.816.812.2500

