

St. Charles Catholic
School
Student
and
Parent
Handbook

Updated: June 2024

THIS MANUAL PROVIDES
IMPORTANT
INFORMATION
POLICIES
AND
PROCEDURES
FOR
ST. CHARLES CATHOLIC
SCHOOL
PARENTS
AND
STUDENTS

**ST. CHARLES BORROMEIO CATHOLIC SCHOOL
MISSION STATEMENT**

St. Charles Borromeo School is a Catholic community of faith, academics and service for all.

MISSION

St. Charles Borromeo Catholic School is dedicated to:

- Teaching the message of Jesus.
- Building the Christian community.
- Providing a quality education.
- Participating in Catholic worship through instruction, example and environment.
- Serving those in need.

VISION

St. Charles Borromeo Catholic School is a Christ-centered, accessible and quality educational community that prepares the whole child spiritually, intellectually, socially and culturally.

GOALS

- Participate in prayer, prayer services and liturgies.
- Plan and implement Church, community and global services.
- Instill Christ-centered morals and values.
- Foster a desire in all students to achieve their highest potential.
- Address individual needs and different learning styles.
- Develop in each student a sense of responsibility to God, their country and themselves.
- Provide a curriculum consistent with meeting the challenges of our changing world.

ABSENCE

Research has shown that there is a high correlation between school attendance and academic performance and success, while absence from school is often the greatest single cause of poor performance and achievement. Regular attendance and promptness promotes a student's positive academic achievement.

As a safety measure and as a courtesy to the school staff, parents are asked to call the school office on the first day of a particular illness. All absences must be reported to the school office by the parent/guardian.

Please call by 8:00 a.m. for absences.

The number of days allowed to make up work will be equal to the number of days absent. (Example: Absent 2 days = 2 days to make up work, i.e. assignments due two days after return).

For absences of 5 or more days, a note from the doctor is requested.

Tardiness also affects academic performance and success, as the morning reviews, etc. are beneficial to all students. Be sure to have your child at school by 7:25 a.m.

ACCIDENT

In case of an accident at school, emergency first-aid is administered. Every effort is made to contact the parent(s). In case of failure to contact the home or parent at work, the authorized person on your registration card will be contacted. It is essential that we have an emergency contact person and phone number.

ADDRESS CHANGES

Parents need to notify the school office of any changes of address or phone numbers or any other essential information needed for school records.

APPOINTMENTS

If it is necessary for your child to be excused from school during class time, your child's teacher should be given advance written notice. Please enter the school office when you are ready for your child. For safety reasons, school authorities will not allow your child to leave the building alone during school hours.

We release children to parents or guardians only unless we have instructions to do otherwise.

AUXILIARY SERVICES

When necessary, auxiliary services are provided by Greenville Public Schools, Montcalm Intermediate School District and the Montcalm County Health Department.

Services include:

- Bus Transportation
- Social Worker
- Health Services
- School Psychologist
- Homebound Services, if available
- Vision and Hearing Screening
- Speech Correction Services
- School & Teacher Consultant Services

BAND/ORCHESTRA

St. Charles students in Grades 5 through 8 may take instrumental lessons. Lessons are given at the Greenville Middle School. Transportation is provided by the public school.

BICYCLES

Children may ride bicycles to school as long as they are operated safely. All bicycles should be locked and placed in the bike rack. Bicycle riding on school grounds is forbidden during recess. Bicycle owners may not loan their bicycles to other children while at school. In no way will the school/parish be responsible for damage or theft of a bicycle.

BIRTHDAYS

Students' birthdays are always a special day at St. Charles School! Many students like to bring a small treat to share with all members of their classroom to celebrate their special day. If your child chooses to do so, please make sure there are enough treats for everyone.

As festive as birthdays can be for the birthday child, they too often cause conflict that results in hurt feelings for other children. While nobody ever intends for this to happen, it is often the result. If a gift is delivered to school, the student will go to the office to see the gift and then take it home at the end of the day. **In addition, birthday party invitations may NOT be handed out at school.**

BOARD OF DIRECTORS

St. Charles Parish has an appointed Board of Directors. Meetings are held once per month with committee meetings scheduled separately. Non-board members are encouraged to submit items for the agenda to the principal or chairperson of the board at least seven days prior to the meeting. (Only items on the agenda will be discussed). Non-board members are strongly encouraged to attend.

BOOTS

During inclement weather, please have your child wear warm, insulated boots that can be removed. Be sure your child has a pair of shoes to wear in school.

BUS

Busing is provided by the Greenville Public Schools for any child within the district. If your child is not riding his/her regular bus, but wishes to ride a different bus for any reason, the transportation office must be called, 3 days ahead of time at 754-3850, stating the name of the student and bus number to be riding. A note also must be written stating name and destination. This note is kept in the Business Office. We also need notification if your child is not to ride the bus home and that you are going to pick him/her up. If not notified, your child will ride the bus home.

BUS BEHAVIOR

Disruptive behavior will result in denial of service to that student and transportation then becomes the responsibility of the parent. Students are given three warnings before denial of bus transportation.

The same positive behavior expected at school is also expected on the bus, especially:

1. keeping voices at normal level
2. staying in seat - sitting down
3. no object throwing
4. no defacing or vandalizing
5. adherence and respect to adult supervision and bus driver

If you have any questions regarding eligibility for bus transportation call the Greenville Public School Bus Garage at 754-3850.

CODE OF CONDUCT

All students, parents and faculty of St. Charles School are expected to conduct themselves in accordance with Christian values at all times. SCS's Code of Conduct applies equally to parents, faculty and all adults who wish to remain members in good standing within the SCS community. When students are offsite, it is expected that they also abide by the Code of Conduct.

COMMUNICATIONS

All communications with teachers or students during school time are to be made through the office or email. However, teachers may not always check their email during the school day. Parents are asked not to interrupt the activities of the classroom. Important messages by phone will be delivered to the students. The use of the office phone is limited to assigned personnel.

CONCUSSION AWARENESS

All students and parents are required to sign the Concussion Awareness Form.

CONFERENCES

Time is made available so parents can have a conference with teachers regarding the welfare and progress of their child. Times for these conferences will be set by the faculty and suggested times from parents, and the appointment time is sent home with the child. Parents are encouraged to keep the appointment time. For best results, teachers and parents work together to challenge students and help solve problems. If you have a matter to discuss, feel free to arrange a conference with the teacher concerned at a mutually convenient time.

CONFLICT MANAGEMENT

Students in conflict should use Christian methods under the guidance of teachers and/or the principal to resolve their problems. This means to solve their disputes by using calm, logical, and safe means and by asking themselves what Jesus would have them do. Parents will be notified of all disputes of major infractions. Principal, teachers and parents will work together with the student(s) to resolve the difficulty. Except as otherwise expressly stated in this handbook, the school principal will have the authority to make the final decision on all disciplinary actions.

CONSENT TO EXCHANGE INFORMATION

St. Charles School is a partner school to both Catholic Central and West Catholic High Schools. These partner schools have access to SCS student contact information through Infinite Campus, our student management system. The partner schools use this information to keep parents informed about happenings at their respective schools. If parents do not wish to be contacted, it is the parents' duty to contact the high schools and advise them accordingly.

COURTESY

A courteous, cheerful student reflects Christ who abides in him. If this awareness of Christ's presence is instilled in the student from childhood onward, discipline problems would be almost non-existent. A child's manner and behavior reflects his home training. It is the duty of each St. Charles student to be courteous and to share proper respect for all authority.

CURRICULUM

Parents are the primary educators of their children, and St. Charles School supports parents in the process of fully forming each child in mind, body, and soul. The Diocesan curriculum standards, adopted in August 2018, reflect how our Catholic faith informs instruction across all content areas and grade levels. The faculty and staff of St. Charles School consult a variety of best practices and curriculum when determining the standards and learning objectives for the students.

In fulfillment of the St. Charles School mission statement, the curriculum provides an education rooted in the Catholic faith. Instruction in Catholic doctrine, service, and Catholic Christian values are a daily part of the curriculum. This is accomplished through formal religion classes, weekly liturgies, school-wide service projects, songs and daily prayer. Catholic beliefs and values are embedded in all curricular areas and are modeled by the staff and students of St. Charles School.

The curriculum is challenging, current and personalized. It is delivered through a variety of modalities including: direct instruction, exploration, research, cooperative projects, “hands-on” instruction and technology. The goal of the curriculum is to empower students to take responsibility for their learning and have the knowledge and skills to make a difference in our world.

Understanding the importance of the arts, physical education and foreign language in the development of students, St. Charles School provides opportunities for students to participate in band, general music (K-4), physical education, Spanish and art programs (K-5th). St. Charles School partners with the Greenville and Belding Shared-Time programs to provide instructors for some of these programs.

The Diocese of Grand Rapids curriculum can be found at:
<https://catholicschools4u.org/curriculumstandards>

DAILY SCHEDULE

- 6:55 a.m. Teachers arrive
- 7:00 a.m. Students enter classrooms
- 7:25 a.m. School begins
- 11:00 a.m. Lunch and recess begin
- 2:05 p.m. Get ready bell
- 2:10 p.m. Bus students dismissed
- 2:13 p.m. Walkers and students are dismissed. Parents who pick up their children are expected to be on time.

DAMAGE

Parents of students will be held responsible for the replacement of property damaged and materials damaged or lost through negligence of their children. Fines will be imposed for books damaged beyond what is expected in normal use for a year. Lost books must be paid in full.

DELIVERIES

Deliveries made to students during school must be done through the school office. You will not be permitted to go to classrooms to drop off books, assignments, lunches, birthday treats, etc.

DETENTION

Detention - the act of retaining a student whose behavior is unacceptable or has continually neglected to complete his assignments in time allotted. Detention is not used often at St. Charles School.

Reasons for serving detention will include:

1. Unexcused overdue work (by teacher's definition).
2. Inappropriate behavior while at St. Charles school or while attending a St. Charles School or Parish event.
3. Behavior unbecoming a St. Charles student while representing the school or in uniform.

DISMISSAL

Except in cases of emergency dismissal, no child will be permitted to go home during the school day unless a parent or authorized substitute is contacted. All dismissals are to be conducted through the school office.

DOCTOR AND DENTAL APPOINTMENTS

For doctor and dental appointments during the school hours, the parent must make a request for dismissal. This request must be presented to the classroom teacher and Business Office. Dismissal will be made from the school office. We urge parents to make arrangements for medical appointments during vacation or after school hours.

DRESS CODE - See the end of the booklet

ELECTRONIC DEVICES

St. Charles School is committed to teaching its students and school community to learn effectively with technology and to ensure its responsible use. In general, the school will provide such technology needed as part of the curriculum. Additionally, using any technology-oriented device in school should have an educational focus.

In general, St. Charles School discourages students from bringing cell phones and other personal electronic devices to school. The following policies will apply to such devices.

Cell Phone Policy (Including Smart Watches)

The only phone a student can use during the school day is the office phone or classroom phone. If a student brings a cell phone to school, the cell phone must be powered off during the school day and with the student's possessions. Any student using a cell phone during the school day, when the school office is open before or after school, will have the phone taken and kept in the office. The parent will need to get the cell phone from the office. The school will not be responsible for any lost or stolen phone.

Electronic Entertainment Devices (i.e., Game Devices, Smart Devices, etc.)

Such devices are not allowed to be used at school during school hours. Students riding a bus may use an electronic entertainment device on the bus, but it must be packed away with the student's possessions before entering school. It may not be taken out until back on the bus for the trip home. This restriction includes student recess and other non-instructional times during the school day. Any electronic equipment seen at school will be confiscated and kept until a parent can accompany the student to get it back. The school will not be responsible for any lost or stolen device.

Electronic Readers

A device that may serve as an electronic reader (Nook, Kindle, iPad, etc.) may be used with teacher approval and only for teacher-approved reading material. The device may not be used as an Internet Browser or game device on school property unless specific permission is given to the student. Again, the school will not be responsible for any lost or stolen device.

Cameras

St. Charles School respects the privacy rights of parents in taking pictures of their children. Parents must have their teacher's and participating students' consent before taking pictures at school. The teacher will ensure that the specific students in their class have received parental permission to have their picture taken before such pictures are taken (i.e., a properly signed Picture Release Form form). Students may not use cameras in any form while at school or on school property. (Exception: Student Council taking photos for a newsletter)

EMERGENCY PREPAREDNESS/SCHOOL CRISIS PLAN

St. Charles School will implement a crisis management plan in accordance with diocesan guidelines to respond systematically and appropriately to crisis situations. This will address emergencies including but not limited to, bomb threats, evacuation, tornado, fire and intruders.

St. Charles School has developed an *Emergency Preparedness and Critical Incident Plan* (the “Plan”).

The purpose of the Plan is to provide guidelines and information that the administration and staff of St. Charles School can utilize to respond to an emergency or critical incident. The information and directions provided in the Plan, along with accompanying training, will serve as a basis for maintaining a safe environment.

1. The Plan is a “working document” and will be reviewed annually by the St. Charles School crisis team.
2. Training and awareness of the procedures in the Plan will be led by the administration of St. Charles School each year.
3. Each employee will have an *Emergency Preparedness and Critical Incident Plan* binder readily accessible in their classroom.
4. All new staff will receive a copy of the Plan and individual training if hired outside of normal annual training/review for all staff.

EXPULSION

Expulsion is defined as the permanent dismissal of a student from the school. There may be situations that demand the removal of a student from the school. It is the goal of St. Charles School to serve each individual child. Yet, in some instances, the safety and well-being of the larger community may become at risk. When this happens, expulsion is often the only remedy. The following, though not an exhaustive list, are offenses that may incur expulsion:

- 1) Actions gravely detrimental to the moral and spiritual welfare of other pupils.
- 2) Assault, battery, or any threat of force or violence.
- 3) Any sexual advances or habitual sexual references to students or staff.
- 4) Being in possession of weapons on school property or at a school-sponsored event.
- 5) Open, persistent defiance of authority.
- 6) Continued willful disobedience.

- 7) Use, sale, or possession of narcotics or alcoholic beverages on school premises.
- 8) Willful defacing or otherwise injuring school property in any way.
- 9) Habitual truancy.
- 10) Multiple suspensions.
- 11) Refusal to meet the expectations of Catholic education.

Procedure for Expulsion

The immediate, indefinite suspension will occur while the following process is completed:

- 1) The Principal and teacher will inform the parents that drastic action is imminent. The St. Charles Parish Priest will be informed.
- 2) If the decision to expel is made, parents are notified in writing of the action.
- 3) The right to appeal to the St. Charles Parish Priest is made known to the parents within the time prescribed by the St. Charles Parish Priest.

In the event that, after consultation with the persons directly involved, the expulsion is found to be inappropriate, action to reinstate the student will be undertaken.

FIELD TRIPS

School-sponsored field trips are encouraged for the purpose of enriching educational experiences. Such trips add real experience to vicarious learning and are considered extremely valuable in the education of children.

Field trips are planned well in advance with notices going home to parents explaining the trip and requesting the parent's signature allowing their child to participate in the trip. These permission slips must be signed and returned to school. Students are expected to behave on field trips in a safe manner as is expected at school. Students are representatives of St. Charles School when on field trips and are expected to display safe and cordial behavior.

FIELD TRIP ATTENDANCE POLICY

A signed permission slip must be presented to the teacher.

A parent's oral permission may be accepted at the discretion of the principal.

GRADUATION TRIP - GRADE 8

Grade 8 may plan a graduation trip with the following stipulations:

1. The class trip and fundraising efforts are planned and organized by the 8th grade teacher and students, with consultation and approval by the school administrator.
2. The trip is planned for one day only with reasonable hours for departure and return. There will be no overnight or out of state trips.
3. Careful arrangements must be made for students' safety.
4. Students must raise money for their trip.

GRIEVANCE PROCEDURES

Occasions may arise when differences of opinion occur between parents and school personnel. A grievance procedure is an orderly process to heal the potentially serious wounds of the community.

If there is a grievance, initial solutions must be sought administratively; i.e., a meeting of the teacher and the Principal.

Only when the administrative process has been pursued, as above, and there is no solution, the matter is adjudged, at least subjectively, as being more serious and should be reported to the Parish Priest. When matters of a serious nature are brought to the Parish Priest, the School Board will follow these guidelines:

- 1) If a student or parent has a grievance, it is submitted in writing to the Parish Priest within seven (7) days after the date on which the grievance occurred, or on the date which the administrator first learned of its occurrence. The Parish Priest confers with the appropriate administrator no later than five (5) days after the complaint is filed.
- 2) The administrator in turn confers with the party against whom the complaint is being registered within another five (5) days, recommending that the complainant be present for a hearing.
- 3) A hearing before the Parish Priest will be scheduled to occur within seven (7) days. Involved parties are to be notified at least three (3) days in advance.
- 4) A determination will be made by the Parish Priest within ten (10) days, and the involved parties will be notified in writing.

GYM USAGE

All students must be under adult supervision when in the school gymnasium even during non-school hours (i.e., movie nights, banquets, programs, etc.) It is required that students wear tennis shoes when playing in the gym.

HARASSMENT-SEE STUDENT DIGNITY

HEALTH SERVICES

The Montcalm County Health Department offers the Vision and Hearing Screening for grades preschool through seventh grade.

HOMEWORK POLICY

Based upon researched best practices, St. Charles School staff believes the following about homework:

It is our responsibility as educators to provide instruction, assessment, and support for learning during the school day. Students are expected to be responsible learners, engaging in learning with effort and attention.

Responsible learners:

- Are organized
- Complete work with quality and neatness
- Have necessary materials for learning (books, pencils, planners, paper, etc.)
- Ask clarifying questions
- Take good notes

Parents, it is important that you discuss homework with your child daily. Many children need that extra support from home. Homework is an extension of the learning process, intended to help students practice what they have learned and to accept responsibility for their learning. Please provide an organized routine at home for homework. Your child will benefit from a planned time and a planned location in which to complete work.

If your child is consistently spending longer periods of time on homework or is not bringing home any homework, please contact your child's teacher. Working together, we can find a solution to homework concerns.

The grading scale is as follows:

Grade	Score	Minimum Percentage
A+	97-100	96.5
A	93-96	92.5
A-	90-92	89.5
B+	87-89	86.5
B	83-86	82.5
B-	80-82	79.5
C+	77-79	76.5
C	73-76	72.5
C-	70-72	69.5
D+	67-69	66.5
D	63-66	62.5
D-	60-62	59.5
F	0-59	0

ILLNESS

If a child is ill, he/she should remain at home. This includes school events during the evening. The Health Department states that a child who is well enough to be in school is well enough to participate in all school activities.

If your child becomes ill, you will be notified to come and get your child. It is very important that you can be reached in case of an emergency. A designated emergency contact may also be called to take your child home.

Please report contagious diseases to the school immediately.

INFINITE CAMPUS

Infinite Campus (IC) is a web-based student management system used by teachers to record grades, attendance, and other important student and family information. Parents and students will be given an Infinite Campus login to monitor student progress. Students and parents are encouraged to check frequently for missing work or incomplete assignments.

LIBRARY

The library is coordinated by volunteer service. Students who borrow books are expected to return or renew them on the date stamped on the card. Books must be brought to the library to be renewed. A bill will be sent to parents for a child's lost book.

LITURGICAL CELEBRATIONS

Masses with children present will take place at least once per week. Students will attend Mass on Holy Days including All Saints' Day (Nov. 1) and Immaculate Conception (Dec. 8).

LUNCH (Home)

Children who live near school may go home for lunch. They may not bring other students home with them. Children must have a note requesting permission to go home for lunch.

LUNCH (School)

Children who remain at school may not leave the school grounds. All food must be eaten in the classroom or lunchroom.

LUNCH TIME BEHAVIOR

1. Remain seated during the time they are eating.
2. No trading of lunch or part of lunch.
3. Refrain from throwing food, milk, etc.
4. Properly dispose of lunch bags and milk cartons.
5. Keep voices at the proper level.
6. Refrain from taking any food out for recess.

MEDICATION POLICY

St. Charles Board of Directors authorizes the administration of medication under the following conditions:

1. The student's physician has prescribed the medication and has submitted written instructions for its administration.
2. The parent has brought properly labeled prescribed medication directly to the school office, or the pharmacy of the parent's choice has delivered the prescribed medication directly to the school office.
3. The prescribed medication is administered by the school secretary or designee(s).
4. Prescribed and non-prescribed medication mandates written permission from parents. All medication will be locked in the school office.
5. A written record of all medication so administered is kept in the student cumulative folder in the school office. Such records shall be kept until the end of the school year.
6. The parent has filled in the medication form to render permission for St. Charles staff to administer medication.
7. No medication, whether prescribed or non-prescribed, may be kept in a desk, backpack or lunchbox.

ST. CHARLES CATHOLIC SCHOOL

PARTIES/SOCIALS

School celebrations are held on Halloween, Christmas and Valentine's Day for grades preschool through eighth grade. Celebrations may be school-wide or in individual classrooms.

PLAYGROUND SUPERVISION

All students are supervised during the playground/recess period.

PLAYGROUND RULES

1. Students are expected to obey and respect our supervisors at all times.
2. Students must respect the property and rights of others.
Use kind words to your peers.
3. Students are expected to stay within the playground boundaries at all times. Only assigned Playground Supervisors may get balls from the street.
4. Only one student is allowed per swing. Running under swings while swings are in motion, high swinging, and jumping from swings or doing backflips off swings are not allowed.
5. Rough play, including tackling, fighting, wrestling, throwing each other down and pulling on the clothing of others is not allowed.
6. Picnic tables and benches are for sitting only.
7. Snowballs, ice, and woodchips cannot be thrown.
8. The slide is for sliding down. Running up the slide, jumping off the slide, and swinging from the bar at the top of the slide are not allowed.
9. Roller skates, skateboards, bikes, sleds, and trading cards are not allowed on the playground. Student's use of a bicycle is confined to riding to and from school only.
10. iPods and cell phones are not allowed on the playground.
11. On rainy days and when the temperature is too cold (Real feel temperature of 5 degrees or below), students will remain in their classroom or gym.
12. Snow pants and boots must be worn to play on the snow hill and in the playground area. If a student has no snow pants or snow boots, he or she must remain on the sidewalk or in the parking lot.

13. Students will be allowed to play on the snow hill if conditions are safe.

14. **REPORT ALL ACCIDENTS TO THE PRINCIPAL IMMEDIATELY.**

PERSONAL APPEARANCE

Grooming for the students should be in keeping with their age and in good taste. Clothing must be clean, fit well, and kept in good repair.

PESTICIDES

As part of the St. Charles School pest management program, pesticides are occasionally applied. Parents have the right to be informed prior to any pesticide application that is made to the school/childcare grounds and buildings. In the case of emergency situations, pesticides might be applied without prior notice, but parents will be provided notice following any such application.

RELEASE OF STUDENTS

When a student is released from school during the school day, he/she must be picked up from the School Business Office. Parents must sign the student out.

REPORT CARDS

Student report cards for grades kindergarten through eighth grade are available four times during the school year using Infinite Campus: November, January, April, and June. Preschool report cards are available in January and June.

RESPONSIBILITY

We ask that parents aid us in developing a sense of responsibility in our students. If a student is listed for serving Mass, has a permission slip or papers taken home to be returned, etc., please help him/her to remember. Children must develop a healthy sense of responsibility.

SAFETY

It is important that both home and school give the issue of safety serious consideration. Children are to cross only at corners. Students are not allowed to walk through parking lots. Staff members are stationed at strategic corners in the afternoon.

Parents may use the upper parking lot (school entrance) when dropping off children between 7:00 - 7:25 a.m.

Students will be dismissed at the upper parking lot and lower (Benton St.) parking lot after school.

Parents arriving after 2:15 p.m. may enter Franklin Street doors to pick up children. Upper parking lot school entrance will be locked after 7:30 a.m.

Students must be under adult supervision at all times. They may not be anywhere in the building (including gym, etc.) unless under adult supervision.

For the protection and safety of each person, the following are strictly prohibited:

- Fighting
- Running in the building, in halls, and classrooms.
- Use or possession of matches, tobacco, drugs, weapons, sling-shots, fireworks, and other similar articles

SCHOOL CLOSING

School closing procedure for St. Charles School, in general, will follow the same procedure as for the Greenville Public Schools. Please realize, however, there may be exceptions if the reason to close does not affect St. Charles School.



When it is necessary to delay, close school or release early due to inclement weather, the decision will be announced on the following television stations:



WOOD TV-8 WZZM-TV 13

St. Charles School will utilize school email, Facebook and a Remind text.

The decision to close school is made cooperatively by the Public School Central Office Administration and the Director of Transportation for Greenville Public Schools. Although not an easy decision or a popular one, school will remain open if road conditions are safe for bus travel. Parents always have the option of keeping children home if they are concerned about road or weather conditions.

SCHOOL PROCEDURES

Location Expectations  	Hallways	Lunch Room	Playground
Be Respectful	Use quiet voices Use quiet feet Hold door open for person behind you Yield to adults Remain in a straight line Keep personal space	Participate in prayer Use restaurant voices Say please and thank you Raise your hand and request help politely	Take turns Respect play equipment Take care of all of God's creations Include everyone Play fair, be a good sport
Be Responsible	Keep hallways clean Hands to sides, not on each other or artwork on walls Go directly to your location	No trading or giving away food Clean up after yourself Wash tables and chairs thoroughly	Dress for the weather Leave woodchips, sticks and snow on the ground No jumping off the equipment No fake fighting or aggressive play Flag or tap football only Play fair, be a good sport
Be Ready to Learn	Go directly to your location Stay focused on the learning that you are moving towards	Line up when asked by an adult Always walk quietly so as not to disturb others	Line up as soon as you hear the bell Walk in quietly so as not to disturb others Walk into the classroom and focus on the new activity

Location  Expectations 	Restrooms	Classroom	Church
Be Respectful	Use quiet voices Knock on stall door Give others privacy After changing clothes for PE, take clothing back to the classroom	Be on time Use appropriate voice Active listening: eyes on the speaker, silence Wait for your turn Raise your hand Keep personal space Complete and turn in your assignments	Use quiet voices Keep personal space Use active listening: eyes on the speaker, silence Keep kneelers quiet Display reverence Participate in responses and song
Be Responsible	Flush toilet after use Use toilet paper, paper towel, and soap sparingly Wash your hands; throw paper towel in the trash can No climbing or standing on any bathroom fixtures	Be on time Return borrowed items in same condition Take care of your property Active listening: eyes on the speaker, silence Keep personal space Complete and turn in your assignments	Use quiet voices Keep personal space Sit up straight with feet on the floor Keep kneelers quiet Display reverence Participate in responses and song
Be Ready to Learn	Return to the classroom as soon as you are finished Walk in quietly so as not to disturb others	Be on time Walk in quietly so as not to disturb others Attempt everything, even when it's hard	Use Missalettes Use active listening: eyes on the speaker, silence Participate in responses and song

		Find out how and when to ask for help	Display reverence
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SCHOOL ADMINISTRATIVE ASSISTANT

The Administrative Assistant will be in the Business Office from 7:00 a.m. - 3:00 p.m.

SEARCH AND SEIZURE

St. Charles School reserves the right to search desks, lockers, students and personal belongings in order to ensure the safety, health and property of the school, students and staff.

SERVICE HOURS

Students in Grades 6 through 8 must perform service hours per year as follows: Gr. 6 = 6 hours per semester; Gr. 7 = 7 hours per semester; Gr. 8 = 8 hours per semester.

SMOKE-FREE ENVIRONMENT

School and parish grounds have been designated smoke-free environments. Smoking is not permitted in the school or on school/parish grounds during regular school hours or at school-sponsored events.

SOLICITATION

No student will be allowed to sell products or solicit donations from teachers or school staff except for the student's grade level teacher who can be approached for only St. Charles sponsored programs. Each grade level teacher may decide how he/she will handle classroom requests.

STANDARDIZED TESTS

St. Charles School administers the Northwest Evaluation Association (NWEA) Measure of Academic Progress (MAP) test. The test is given twice during the school year, once in the fall and once in the spring. Winter testing is optional. Grades 2-8 are testing in math, reading and language usage. Grades 4-8 are also testing in science.

STUDENT DIGNITY POLICY - (Harassment Policy)

St. Charles School expects all students to conduct themselves with dignity and respect for fellow students, faculty and others. Discriminating against or harassing anyone, including discrimination or harassment based on sex, race, ethnicity, color, ancestry, height, weight, national origin, disability, religion or other protected status under applicable federal, state or local law, will not be tolerated.

Sexual harassment is a violation of Title VII of the Civil Rights of 1964 and the Michigan Elliot-Larsen Civil Rights Act. Sexual harassment is a form of sexual discrimination. It is against the policy of the Diocese for any student, teacher, staff, parent or volunteer male or female, to sexually harass another person.

Additionally, St. Charles School acknowledges the requirements of Title IX of the Education Act of 1972 (Public Law 92-318 as amended by Public Law 93-568). While St. Charles School does not concede that Title IX applies to them as private schools, they still use Title IX as a model for their practices. Accordingly, no school shall discriminate on the basis of sex in employment practices or within the educational programs or activities which they operate. Following the teaching of the Catholic Church does not constitute discrimination. Nonetheless, nothing herein will be interpreted as limiting St. Charles School from exercising applicable religious exemptions found in state and federal statutes, regulations and common law, asserting the non-applicability of Title IX.

Thus, St. Charles School will delegate the school principal to answer questions and disseminate information about the policy, investigate complaints, and take appropriate corrective action akin to a Title IX coordinator. Any faculty, staff member, student or other person in a working relationship with the school who feels that he or she has been a victim of harassment, should bring the matter to the immediate attention of the school principal. For purposes of Title IX compliance and clarity for our constituencies, the principal serves as the Title IX coordinator.

Sexual Harassment includes, but is not limited to:

1. Making submission to unwelcome sexual advances, submission to request for sexual favors, or submission to other verbal or physical conduct of a sexual nature, a condition of any person's association with or entitlement to any benefits from a diocesan school.
2. Making submission to, or rejection of, such conduct, the basis for decisions affecting

any person with the school.

3. Creating an intimidating, hostile or offensive classroom or school environment, through such extreme or pervasive prohibited conduct.

Racial Harassment includes, but is not limited to:

1. Making negative references to a person's cultural or racial background.
2. Creating a hostile or offensive classroom or school environment through such conduct.

Bullying and other Harassment includes:

1. Other harassment of any nature that includes conduct which may reasonably be offensive to others in an educational setting. Such conduct would include hazing, initiation procedures that involve physical or psychological abuse, and bullying.
2. Normally, bullying involves one or more students intentionally subjecting another student to repeated degrading actions, words, jokes or social interactions (which may include electronic and/or social media communications, occurring outside of school if they impact the school environment).
3. Bullying involves actions that are deliberate and sustained, and are intended to isolate, hurt, or humiliate and can be in the form of physical, oral, written or electronic interactions.

St. Charles School will not tolerate discrimination, harassment or bullying while at school, during any school related programs and activities, or in any communications that may be exchanged between students. Harassment or bullying that occurs outside of school may be disciplined when it is determined to have an adverse impact on the school environment.

IMPORTANT: Although some of the definitions refer to repeated or sustained conduct, every incident of harassing or bullying behavior is prohibited. One hit, one name-calling, one derogatory email or similar type of behavior can result in discipline. Complaints of discrimination, harassment or bullying may be made through the Grievance Policy of St. Charles School. Any school personnel or other persons who are aware of a situation of discrimination, harassment or bullying should immediately notify the principal. The principal will determine the facts and take appropriate action that may include oral caution, written warning, probation, suspension, expulsion, or referral to civil authorities. If the school principal is the one engaging in the alleged harassment or bullying, a report should be made to the pastor.

Retaliation against any person for honestly reporting suspected discrimination, harassment or bullying of any type or participating in an investigation of suspected discrimination, harassment, or bullying is prohibited. Making false accusations against another person is also prohibited. All investigations of complaints of discrimination, harassment or bullying will be done as promptly as the circumstances will allow. Confidentiality will be maintained to the extent possible, but absolute confidentiality cannot be guaranteed. The principal or other staff designee will investigate all incidents of suspected discrimination, harassment, or bullying, whether or not filed under the Grievance Policy. A written report summarizing

the concern, the investigation, the determination, and any corrective action will be maintained. The parents of the involved students will be notified by the principal or other staff designee of the complaint and the results of the investigation.

The Diocese will not retaliate against a student who in good faith brings a complaint to the attention of the Diocese or participates in an investigation.

This policy shall be discussed by staff with the students at the beginning of each school year and shall be prominently posted in the parent student handbook and on the school's website for parents' reference.

STUDENT SUPPORTS

In order for all students to grow and be successful, there may be times when students are pulled from class for enrichment or interventions. The school will monitor progress and periodically update parents about their student's growth.

SUSPENSION

The school realizes its obligation to the students and will extend reasonable effort to assist students to adjust to the social and academic requirements of the school environment. The school will not tolerate conduct that endangers the moral or physical well-being of the student body or staff, or is in open disregard for authority. Parents or parent substitutes will be notified in the event of suspension of a student. There are two types of suspensions, *In-School* and *Home* suspension.

During an *In-School Suspension*, a student spends the school day in the school office or a different classroom, (including the lunch hour), under the supervision of teachers, staff and/or administration. It is a time for the student to reflect on the infringement that caused the suspension and to make action plans to correct the problem and to make restitution when necessary. In-School Suspension is a learning time.

The first time a student receives an in-school suspension, the student is allowed to complete the work they are missing in the classroom for full credit. For subsequent in-school suspensions, the student will be required to complete classroom work, but may not receive academic credit for the work missed. The administration will determine if credit is to be received.

Home Suspension:

In more serious situations, a home suspension is warranted. In this case, the

student will not be allowed to attend school for a specified number of school days as determined by the school administration and Parish Priest in consultation with the parent(s).

For the first home suspension, the student is allowed to complete schoolwork missed for full credit. Assignments may be picked up by the student's parent(s) and returned. It is expected that home suspended students are completing the assignments at home on a daily basis and no extension for completing homework will be honored.

For subsequent home suspensions, missed work must be completed before the student is permitted back in school, however, no academic credit may be given for this work.

Consideration will always be given for the welfare and Christian development of the individual student and the practical, common good of the entire student body. In case of suspension:

- 1) Parents shall be notified directly either by phone, email or in writing of a suspension and may be requested to attend a joint conference between the student, parents, school administration, Parish Priest and involved faculty and/or staff members.
- 2) In no instance shall a student be asked to leave the school and to proceed home without prior notification of the parents.
- 3) The duration of the suspension and determination of the type of suspension --In-School or Home Suspension -- shall be determined by the Principal in consultation with the student's parents and the Parish Priest.
- 4) For the duration of the In-School or Home Suspension, students may NOT participate or attend any school functions including but not limited to athletic, band, and other extracurricular events regardless of where the event is held.

STUDENT FEES

Registration fees must be paid in full by August 15 or with the first School Admin payment. Scrip credit accumulated prior to registration may be applied to tuition, registration fee and milk fees. If these fees cannot be met, the principal may make alternate arrangements.

TARDINESS

A pupil is considered tardy if he/she is not with the class and ready for the school day to begin when the bell rings at 7:25 a.m. If a student is tardy, he/she

does not qualify for a Perfect Attendance Certificate.

TRANSFER OF TRANSCRIPT

No student's transcript will be transferred to enrolling school unless full payment agreement is met.

TREATS

Birthday treats may be brought to school and shared at teacher's discretion. Commercially prepared or individually wrapped treats are encouraged. Parents need to check on student food allergies before sending in treats. Sharing birthday treats should not take longer than 20 minutes.

TUITION

It is the goal of St. Charles School to work with each family to provide a Catholic education for their children. We understand that many families are sacrificing to invest in their child(ren)'s education. It is important to recognize that parishes are also investing significant dollars into the ministry of Catholic education. Therefore, it is critical to the financial health of the school (and school families) that there is open and honest communication about timely tuition payments. St. Charles School promises that family financial information will be kept confidential.

St. Charles School works with a tuition management company and provides multiple tuition payment options outlined below. All families will be required to sign a tuition contract and will be expected to meet their tuition obligation per the signed contract. If at any time during the year, a family is unable to meet a tuition payment, it is the family's responsibility to contact the tuition management company to make alternate arrangements. If there are any bank fees associated with automatic withdrawals, late fees, returned checks, NSF notices, collection fees, etc., the amount of service charge/fees will be added to the family's tuition bill and will be processed first from the next payment.

Keeping tuition costs reasonable is the responsibility of all, and the St. Charles School budget does not include money to cover costs associated with late and delinquent tuition collection. Families who have a past due tuition balance from St. Charles School or any Catholic School will not be allowed to start the new school year. The bottom line is that St. Charles School has financial obligations and payroll to meet, just as families need to meet their financial obligations. We need a stable and predictable cash flow to operate the school. When tuition payments are late, it jeopardizes the solvency of the school for all.

Families who are active parishioners in good standing are eligible for tuition scholarships. Families must be registered in a parish, contributing regularly and actively participating in liturgy and parish life to be considered “active.” Often the parish has the flexibility to provide additional financial support to families through scholarships, so families are encouraged to contact the St. Charles School Principal/Parish Priest to discuss their financial needs.

Tuition & Fees

Payment frequency options:

- Annual: Total tuition due in August.
- Semi-Annual: Two payments in the amount of 50% total tuition.

Payment Dates are August and February

- 10 Monthly Payments: Tuition payments are made over a 10-month period with payments starting in August and ending in May.
- All accounts are required to be automatic payments via credit card or direct withdrawal from a banking account. (Cash or checks can be dropped off at the school office.)

ALL CURRENT TUITION RATES CAN BE FOUND ON THE WEBSITE

Payment Methods

The tuition management company will accept payments by any of the following methods: automatic payment from a bank account, automatic payment by credit or debit card, online payment or payment by telephone. Credit cards are accepted for payment on accounts. There will be a convenience fee added to the payment amount at the time the credit card payment is processed. Debit cards are treated as credit cards. Please use bank account information to avoid fees. (Cash or checks can be dropped off at the school office.)

Payment Systems

- FinalSite - Tuition management system for PS-8th grade students
- Brightwheel - Tuition/enrollment management system for child care students

Collection Procedure

1. If you encounter financial difficulty and will be unable to make all or any portion of your required tuition payment, you must notify the St. Charles School principal or Parish Priest and St. Charles School’s tuition management company no later than five (5) business days before the payment due date so alternate payment arrangements can be made.

2. If there are insufficient funds in your account on the payment date, you will incur a missed payment fee, as well as applicable fees from your bank or credit union.

3. If your payment is late, you will incur a late payment fee.

4. If you are thirty (30) days behind with your tuition payments, you must notify the St. Charles principal or Parish Priest.

5. If you are sixty (60) days behind and you have not made contact with the Principal or Priest, a final past due notice will be mailed to you. You will then have an additional week to contact the Principal or Priest or make the necessary payments to bring your account current.

6. All tuition plans must remain current. When a family falls behind on their contract, it is their responsibility to meet with the Principal or Priest to adjust their payment plan so that the family's tuition contract will be paid in full following completion of the current school year, but in any event no later than June 30 of that same year. St. Charles School reserves the right to limit a student's access to class or terminate a student's enrollment in SPS if payments are delinquent and concern arises about collection.

7. When payment responsibility for a tuition contract is shared by two or more parties, both parties are jointly and severally liable for the entire tuition obligation and any additional fees and charges. Therefore, if one party defaults on payment, the other party(ies) remains responsible to pay the unpaid balance.

TUITION - SCHOLARSHIP

Scholarships for parishioners are available through the Blackbaud program. Applications are ready in November each year. St. Charles School may also offer tuition scholarships to registered, active St. Charles and St. Joseph/St. Mary parishioners who have children enrolled at St. Charles Catholic School and are in need of financial aid. Some scholarships are also available to non-Catholic families.

VOLUNTEERS

St. Charles School welcomes you to share your time and talents with our students. While welcoming volunteers with open arms, St. Charles School is also committed to providing a safe environment for the children in our care. The Diocesan Directive for Volunteers states that any adult in a paid or volunteer capacity, who is working with or around children at school, church, or any extra-curricular activity, must meet the following criteria:

- ● Attend a VIRTUS® Protecting God's Children training session.
- ● Submit a State of Michigan Internet Criminal History Access Tool (ICHAT)
- Authorization Form. (Background Check Authorization Form For Volunteers and Employees) - A basic background check will be conducted.
- ● Read and sign the Standards of Ministerial Behavior before volunteering.
- ● If you are volunteering in a position that involves financial transactions, a credit check will also be required.

Visit the virtusonline.org site to sign up for a training session and complete the required forms.

Our children's safety is our primary concern. We appreciate your patience in the volunteer requirement process to achieve a secure experience for both you and our children.

VACATIONS

It is desirable for parents to plan their vacation according to the school calendar. If vacation is taken during the school year, teachers will have missing work ready for your child when your child returns to school.

VANDALISM

Vandalism of any sort will never be tolerated. Anything broken by a student will be paid for or replaced by parents/students. Any deliberate destruction of another child's property or clothing shall be replaced or paid for. Any writing, scribbling, defacing of walls, desks, or any school property will be cleaned, painted, and/or paid for by the parents/students.

WEAPONS

Students participating in school, religious education, or youth ministry programs are prohibited from bringing weapons in school or parish buildings, on school or parish premises or in the immediate vicinity of the school or parish; at school, religious education or youth ministry sponsored activities; on a school bus or enroute to or from school, religious education or youth ministry programs. Violations of this policy render the student liable to immediate expulsion.

Definitions:

A weapon is any object which can be used to threaten or injure another. It includes but is not limited to "Dangerous Weapons" as defined by state law.

School or parish premises include the interior and exterior of the school building and parish building, including but not limited to parking lots, playground, student lockers, and buses.

The immediate vicinity of the school or parish means a block radius of the school or parish.

Specific Guidelines:

1. Any student discovered to be, or suspected of, carrying, possessing, concealing, or transferring a weapon on school or parish premises or in the immediate vicinity of the school or parish buildings shall be immediately excluded from classes pending investigation by the administrator of the

education program.

2. A search may be conducted to verify the suspicion or clarify the discovery. It may include, without prior warning, an inspection and search of a student's person, pockets (the student empties his/her own pockets), book bags, purse, lunch box, locker, automobiles, etc. Questioning for the same purposes may include questioning by the Principal or program administrator of the administrative team, a school teacher, the Parish Priest, or a person acting in the place of any of these.

3. When a body search is conducted, it shall be in an appropriate place designated by the administrator. The student shall be detained until a search of the person is conducted by an adult of the same sex. The search of the student must be conducted with the presence of a second adult of the same sex.

4. If a student refuses to cooperate or interferes with a search of a person or possessions or premises, she/he will be warned that refusal to cooperate without legitimate reason will result in disciplinary action, up to and including expulsion from school, religious education or youth ministry programs.

5. A dangerous weapon, as defined by state law, requires that the local police department be notified immediately, and if possible, the student detained whenever the school or religious education or youth ministry program has reason to suspect that a student may have a weapon or when a weapon is present on school or parish premises.

6. Any student found to be in violation of the school's policy or the parish's policy shall be subject to expulsion from school, parish religious education or youth ministry programs.

7. If an injury occurs in school or parish buildings, on school or parish premises or in the immediate vicinity as a result of a student carrying a weapon, the administration and staff shall endeavor:

- a. to have students remain calm and avoid panic;
- b. to notify the police, Parish Priest, and administrator of the facility;
- c. to secure the school and/or parish building, as applicable;
- d. to notify and consult with the immediate supervisor or the chairperson of the Board of Directors; and
- e. to notify all parents via written communication to eliminate rumors.

8. The administrator of the program may exercise the options to keep

non-program persons out of the school or parish building and/or retain students in the school or parish building until police have completed their investigation.

9. Any student determined to have brought a firearm to school or parish religious education or youth ministry program will be expelled for a period of one year. The term "Firearm" means:

- a. Any weapon including a starter gun which will or is designed to or may readily be converted to expel a projectile by the action or an explosive;
- b. The frame or receiver of any such weapons;
- c. Any firearm muffler or firearm silencer; or
- d. Any destructive device.

WELLNESS POLICY

The staff of St. Charles School recognizes that good nutrition and regular physical activity affect the health and well-being of St. Charles School students. Furthermore, research concludes that there is a positive correlation between a student's health and well-being and his/her ability to learn. Schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the school's meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school.

The staff believes this effort to support the students' development of healthy behaviors and habits with regard to eating and exercise cannot be accomplished by the school alone. It will be necessary for not only the staff, but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits.

The Board sets the following goals in an effort to enable staff and students to establish good health and nutrition habits:

With Regard to Education:

1. Nutrition Education

a) Nutrition education shall be included in the Physical Education curriculum so that instruction is sequential and standards-based and provides students with the knowledge, attitudes and skills necessary to lead healthy lives.

- b) Nutrition education shall be integrated into other subject areas of the curriculum, when appropriate, to complement, but not replace, the standards and benchmarks for health education.
- c) Nutrition education standards and benchmarks shall be age-appropriate and culturally relevant.
- d) Nutrition education shall extend beyond the classroom by engaging and involving any of the school's food service staff. (if available)
- e) The school shall provide information to parents that is designed to encourage them to reinforce at home the standards and benchmarks being taught in the classroom.

With Regard to Physical Activity:

2. Physical Education

- f) A sequential comprehensive physical education program shall be provided for students in K-8 in accordance with the standards and benchmarks established by the State of Michigan.
- g) The physical education curriculum shall provide sequential instruction related to the knowledge, attitudes and skills necessary to participate in lifelong, health-enhancing physical activity.
- h) The sequential, comprehensive physical education program shall stress the importance of remaining physically active for life.
- i) Properly certified, highly qualified teachers shall provide all instruction in physical education.
- j) Physical activity and movement shall be integrated, when possible, across the curricula and throughout the school day.
- k) The school shall encourage families to provide physical activity outside the regular school day, such as outdoor play at home, participation in sports, aerobics, dance, gymnastics and other physical activities sponsored by community agencies or organizations, and in lifelong physical activities like bowling, golf, skating, swimming and tennis.

3. Other School-Based Activities

- l) The school shall provide attractive, clean environments for the students to consume their snacks and meals.
- m) Students shall be permitted to have water throughout the school day.
- n) The school utilizes electronic identification and payment systems, therefore eliminating any stigma or identification of students eligible to receive free and/or reduced meals. (if available)

Furthermore, with the objectives of enhancing student health and well-being, and reducing childhood obesity, the following guidelines are established:

- a) Any school food service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption and disposal of food and beverages as well as to the fiscal management of the program.
- b) Free and Reduced Price Meals, the guidelines for reimbursable school meals are not less restrictive than the guidelines issued by the U.S. Department of Agriculture (USDA).
- c) Any school food service program will provide all students affordable access to the varied and nutritious foods they need to be healthy and to learn well.
- d) All foods provided by any school food service program on campus during the school day shall comply with the current USDA Dietary Guidelines for Americans.
- e) Any school food service program shall be administered by a director who is properly qualified, certificated, licensed, or credentialed, according to current professional standards.
- f) Continuing professional development shall be provided for any food service staff. The Principal shall develop administrative guidelines necessary to implement this policy, including, but not limited to, the manner in which the implementation of this policy shall be regularly evaluated.

The Principal shall report on the school's compliance with this policy and the progress toward achieving the goals set forth herein when requested to do so by the Board.

****Currently, St. Charles School does not have a food service program. Students provide their own lunches.**

Mental health awareness

As many children are suffering from some type of mental health concerns, St. Charles School has hired a school counselor to be available once per week for individual appointments or classroom assistance. In addition, the school has implemented the Friendlyzy program, a social-emotional learning friendship program which places emphasis on building a healthy school culture that creates a safe environment for learning and student flourishing. The program teaches essential skills like emotional regulation and empathy, as well as fosters social, emotional and academic growth, leading to the overall success of the students.

****2024 - The school counselor is an open position as of August 2024.**

DRESS CODE

Revised: 8/1/23

St. Charles Borromeo Catholic School has a dress code designed to promote modesty, safety, neatness, and cleanliness among students. The purpose of a dress code is to enable our children to study in a Catholic educational setting without the distraction of a non-uniform environment.

General guidelines

- All clothing must be neat and clean.
- Uniform attire is to be worn on all school days unless specifically labeled as Charity Day or special days that occur throughout the year.
- Students will receive a written dress code violation if the dress code is not followed.
- **If you have any questions about the dress code, please consult with a staff member.**
- **Jumpers and skorts/skirts must be purchased from MyAplus Uniforms.**

Individual pieces of clothing

Shirts:

- Shirts may be purchased from any store. Colors permitted are: solid white, gray, black, or burgundy for girls K - 8 or gray, burgundy or black for boys K - 8.
- Shirts may not have logos.
- Shirts must be worn at all times, even when worn under a sweater or sweatshirt.
- Shirts may be **dry fit, cotton or polyester polo style for grades K - 8.**
- Shirts should be long or short sleeves, but not cap sleeves.
- Shirts must be tucked in at all times.

- No other shirt should show below the sleeve line. If an undershirt is worn, it must be white with no pattern/design showing.
- Shirts are available for purchase from MyAplus Uniforms, Land's End, JCPenney, Old Navy, as well as other stores.

Pants:

- Pants must be plain, black or gray for boys K - 8 and girls 5 - 8.
- Pants should be cotton twill or polyester/cotton. (No knit, corduroy or spandex)
- Cargo pants, hip huggers, skinny pants, baggy pants, sweatpants, or rivets on pants are not acceptable.
- Belts must be worn in grades 4 - 8 for both boys and girls.
- Pants are available from MyAplus Uniforms, Land's End, JCPenney, Old Navy, as well as other stores.

Shorts (Boys):

- Shorts must be uniform/dress style shorts. If in doubt, please contact the school office.
- Shorts must be plain, black, gray or khaki cotton twill or polyester/cotton. (K-8) No cargo shorts please.
- Shorts can be worn in August, September, May and June only.
- Shorts cannot be more than 3 inches above the knee.
- Shorts must sit at the waist.
- Belts must be worn in grades 4 - 8.
- Uniform style shorts are available from MyAplus Uniforms, Land's End, JCPenney, Old Navy, French Toast brand, as well as other stores.

Shorts/skorts/skirts/jumpers (Girls):

- **Jumpers for grades K - 4 and plaid skorts or skirts for grades 5 - 8 must be purchased from MyAplus Uniforms.**
- Shorts or the uniform plaid skirts or skorts may be worn in grades K - 4 only in the months of August, September, May and June. Grades 5 - 8 must wear the plaid skirt or skort all year unless

wearing pants.

- Shorts, skorts or skirts may also be plain gray, black or khaki cotton twill.
- Shorts, skorts or skirts should be walking or Bermuda-style with length no more than 3 inches above the knee.
- **Jumpers should be no more than 3 inches above the knee.**

Sweaters:

- **Sweaters must be waist length either solid black, gray or burgundy without any colored trim. (K-8)**
- Sweaters may be crewneck, V-neck pullover, cardigan (button or zippered) or a vest. No hooded sweaters please.
- A sweater must be worn over the uniform shirt.
- Sweaters and vests can be purchased through MyAplus Uniforms, Land's End, JCPenney, Old Navy, as well as other stores.

Sweatshirts:

- An approved St. Charles sweatshirt may be worn on Mondays with the school uniform.

Socks:

- Socks must be worn and visible.
- **When wearing shorts or a plain colored skort or skirt, socks must be solid white, gray or black crew or ankle-high sport socks.**
- Solid white, gray or black socks must be worn when wearing pants.
- **When wearing plaid--either the jumper, skort or skirt--gray, burgundy, black or white knee socks must be worn by girls K - 8.**
- Tights and leggings (gray, burgundy, white or black) are acceptable for girls.

Shoes:

- Shoes must be tied and fastened at all times.
- **Due to safety concerns, children may not wear cowboy boots, high**

heels or sandals.

Belts:

- Belts must be worn by girls and boys in grades 4 - 8 when wearing shorts or pants.
- Belts must be solid black, brown or gray in color without designs.

Accessories:

- No make-up (light make-up for grades 7 & 8 only)
- Clear nail polish only
- No dangling earrings
- Earrings are not permitted on boys
- No body piercing other than earrings will be permitted
- No choker chains
- Jewelry must be discreet and small in scale

Hair and hats:

- Hair must be neat and clean.
- Eccentric cuts or colors are not permitted. Hair should be a natural color only.
- No Mohawk cuts permitted.
- Boys' bangs should be above the eyebrows and hair should be above the collar.
- Hats must be removed once inside the building.
- **Hair bows must be burgundy, white, gray, black or uniform plaid, and must not be elaborate in size.**

Charity Day (K - 8):

- Jeans and shorts are acceptable. *Shorts are permitted in August, September, May and June.
- T-shirts or sweatshirts may be worn. No offensive styles or words on shirts are permitted.
- No tank tops, spandex or tight fitting shirts are permitted.
- **Leggings may be worn ONLY with long tops or a dress.**
- Socks must be worn.

Our Uniform Company is:
MyAplus Uniforms
2055 28th st SE Suite 18
Grand Rapids MI 49508
616-214-3732

<https://lansing.myplusuniforms.com/collections/st-charles-borromeo>



Acceptable Use Policy

Updated December 2019

St. Charles Catholic School

Electronic Information Access and Acceptable Use of School Systems

Purpose

The Roman Catholic Diocese of Grand Rapids encourages and strongly promotes the use of electronic information technologies in our ministries. As a Catholic organization we have been charged to embrace technology as a way to connect with an online community bringing the message of Jesus Christ and reflecting his character to the world.

Catholic Schools in the Diocese of Grand Rapids (the "School") encourages and strongly promotes the use of electronic information technologies in educational endeavors. The School provides access to electronic information resources in a variety of formats, and for the development of information management skills. Together these allow learners to access current and relevant resources that provide the opportunity to communicate in a technologically rich environment and assist them in becoming responsible, self-directed, lifelong learners.

St. Charles School has developed this Electronic Information Access and Acceptable Use of School Systems policy (this "Policy") to govern the access, use and security of School Systems (defined below). Every User (defined below) must read, sign and abide by this Policy.

For the purposes of this Policy, the following capitalized terms have the meanings ascribed to them below. Additional capitalized terms are defined within this Policy.

(a) "PEDs" means portable electronic devices, including, without limitation, laptop computers, tablets, e-readers, smartphones, MP3 players, cameras, sound recording devices, drones and all forms of portable electronic devices.

(b) "St. Charles School Confidential Information" means all confidential and/or proprietary information and materials of the School, its faculty, administrators, students, employees, volunteers and/or third parties with which the School does business.

(c) "St. Charles School Electronic Information" means all electronic information (including the School Confidential Information), communications or activity created, sent, received, stored and/or otherwise used on behalf of the School, whether or not the School Systems are used to create, send, receive, store or otherwise use that information or those communications. The School Electronic Information includes voicemail messages on the School Equipment.

(d) "St. Charles School Equipment" means any and all electronic devices owned, leased or operated by or for the benefit of the School, which have the capability of creating, sending, receiving, storing and/or otherwise using electronic information, materials and/or communications, including, but not limited to, pagers, computers, servers, disk drives, scanners, photocopiers, printers, fax machines, telephones and PEDs. School Equipment includes all operating software, application software and firmware owned and/or licensed by the School, which resides and/or is embedded in any the School Equipment.

(e) "St. Charles School Networks" means all School voice and data systems, including, without limitation, the School's Internet, intranet and extranet systems.

(f) "St. Charles School Systems" means the School Equipment and the School Networks.

(g) "Users" means any individual who accesses and/or uses School Systems, including, without limitation: (i) School full time, part-time and temporary faculty and/or employees; (ii) School third party contractors, vendors, consultants, representatives and agents, as well as their full time, part-time and temporary employees; and (iii) parents, students and volunteers.

(h) "User Equipment" means electronic devices that are continuously or intermittently connected to School Systems, or a component thereof, which are not owned or leased by the School, including, without limitation, User-owned computers, fax machines and PEDs. User Equipment without connectivity to School Systems does not fall under the purview of this Policy.

Scope

This Policy applies to all Users and to all School Systems, User Equipment, School Confidential Information and School Electronic Information.

To the extent this Policy applies to School faculty and/or employees, and volunteers, this Policy supplements, but does not replace, the School's handbook. The terms of this Policy will govern any conflict or inconsistencies with the terms of such handbook. Any School faculty and/or employee who violates this Policy may be subject to disciplinary action, up to and including termination.

To the extent this Policy applies to students, this Policy supplements, but does not replace, the School's handbook. The terms of this Policy will govern any conflict or inconsistencies with the terms of such handbook. Any student who violates this Policy may be subject to disciplinary action, up to and including suspension and/or expulsion.

To the extent this Policy applies to third parties, this Policy supplements, but does not replace, School's agreements with such third parties. The terms of this Policy will govern any conflict or inconsistencies with the terms of such agreements. Third parties who violate this Policy may no longer be considered eligible for access to and/or use of School Systems, School Confidential Information and/or School Electronic Information. A third party's violation of this Policy shall also be considered a material breach of its agreement with School, entitling School to terminate such agreement for cause.

Policy

St. Charles School Confidential Information and School Electronic Information are the School's property and may be used solely for educational purposes and/or the School's operational activities. Each User must take all necessary steps to prevent unauthorized access to or use of School Confidential Information and School Electronic Information. Unless otherwise directed by School, or permitted or required by this Policy, Users may not: (a) take, retain or use School Confidential Information and/or School Electronic Information for User's own benefit; (b) disclose

School Confidential Information and/or School Electronic Information to any other entity or unauthorized person without the written permission from a School officer; (c) delete, encrypt, password protect, or retain electronic files containing School Confidential Information and/or School Electronic Information (including emails and attachments); or (d) take any other action that impairs, restricts, limits, or impedes School's ability to have full access to and use of its School Confidential Information and/or School Electronic Information. Upon request, User shall return to School all School Confidential Information and/or School Electronic Information, and otherwise fully cooperate with and assist School in ensuring School's ability to have full access to and use of School Confidential Information and/or School Electronic Information. Such cooperation and assistance may include, but is not limited to, removing any password protection, encryption or other proprietary format on School Confidential Information and/or School Electronic Information.

St. Charles School retains the right to search, monitor, access and/or review all School Systems, School Electronic Information and all other electronic and voice mail communications, computer files, databases and any other electronic transmissions contained in or accessed by School Systems, at any time, with or without notice, at School's sole discretion. This may include, without limitation: (a) viewing, printing, downloading and/or listening to emails and voicemails created, sent, received, stored and/or otherwise used in or through School Systems; (b) viewing, modifying and/or removing a User's electronic mailbox; and/or reviewing audit trails created by School Systems.

No email, voicemail or other information, whether received, sent, stored or used on or through School Systems, is private. Users have no expectation that any information contained on any School Systems is confidential or private to them. The School's System is not a public forum and access to the technology is a privilege and not a right. By using School Systems, Users consent to the access and disclosure of email messages, voicemail messages and other information within School's organization without restrictions, but subject to School's legal and contractual obligations of confidentiality. Users should not use School Systems to create, send, receive and/or store information that is personal if it is confidential or sensitive, since such personal information will be considered School Electronic Information if created, sent, received and/or stored using School Systems.

St. Charles School makes no warranties of any kind, whether expressed or implied, for any reason regarding the access to, or use, quality or availability of, School Systems, including but not limited to the loss of data. All School Systems are provided on an *"as is, as available"* basis.

School Responsibility

Internet Safety Provisions

St. Charles School will designate a system administrator who will manage the School Systems and make the final determination as to what is inappropriate use based on this Policy. The system administrator will designate a back-up system administrator in the event that the system administrator is not available. The system administrator or the back-up system administrator may close an account at any time for infractions or temporarily remove a User account and/or a User's access to or use of the School Systems for any reason, including, without limitation, to prevent unauthorized activity.

St. Charles School will implement filtering software intended to block access to materials that are obscene, child pornography, harmful to minors, or that the School determines to be inappropriate for minors. However, the School does not guarantee that it will be able to fully prevent any User's access to such materials, or that Users will not have access to such materials while using School Systems. The filtering software will operate on all School Equipment which have Internet access while at school or outside of the School's Networks and on all User Equipment within the School

wide area network (WAN) or local area network (LAN).

Subject to system administrator approval and staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

St. Charles School does not take responsibility for resources located or actions taken by any users that do not support the purposes of the School.

It shall be the responsibility of all members of the School staff to supervise and monitor usage of the School Network and access to the Internet in accordance with this Policy and the Children's Internet Protection Act.

St. Charles School will implement education about online safety and appropriate online behavior. This education includes, but is not limited to, interacting with other individuals on social networking websites and chat rooms and cyberbullying awareness and response.

Catholic Schools in the Diocese of Grand Rapids **Network Users**

Users will be granted access to appropriate services offered by the School Network. In addition, the following people may become account holders or members of the School Network:

1. Students. Students who are currently enrolled in the School may be granted a School Network account upon agreement to the terms stated in this Policy.
2. Faculty and Staff. Staff members currently employed by the School may be granted a School Network account upon agreement to the terms stated in this Policy.
3. Others. Anyone may request a special account on or use of the School Network. These requests will be granted on a case-by-case basis, depending on need and resource availability.

Privileges and Responsibilities of Users

Privileges

Subject to the terms of this Policy, Users have the privilege to:

1. use all authorized School Systems for which they have received training to facilitate learning and enhance educational information exchange and/or assist with performance of job responsibilities.
2. access information from outside resources which facilitate learning and enhance educational information exchange and/or assist with performance of job responsibilities.
3. access School Networks and the Internet to retrieve information to facilitate learning and enhance educational information exchange and/or assist with performance of

job responsibilities.

Responsibilities

Users are responsible for:

1. using School Systems only for facilitating learning, appropriate personal growth and enhancing educational information exchange consistent with the purposes of the School.
2. attending appropriate training sessions in the use and care of School Systems.
3. seeking instruction for the use of any available technology with which they are not familiar.
4. adhering to the rules established for the use of School Systems, in the School or through remote access outside of the School.
5. refraining from disclosing, using or disseminating personal identification information regarding students over the Internet without parent or guardian authorization.
6. maintaining the privacy of passwords and are prohibited from publishing or discussing passwords. School Network accounts are to be used only by the authorized owner of the account for the authorized purposes. students may use e-mail, chat, instant messaging, and other forms of two-way electronic communications only for educational purposes and only under the direct supervision of an adult.
7. having all electronic media scanned for virus, dirt, damage or other contamination which might endanger the integrity of School Systems before they are used in School Systems.
8. material received, created or distributed using School Systems.
9. maintaining the integrity of the electronic messaging system (voice, e-mail, etc.), deleting files or messages if they have exceeded their established limit, reporting any violations of privacy and making only those contacts which facilitate learning and enhance educational information exchange. If a User remains in noncompliance, the system administrator may delete files and messages, freeze the account, and/or close the account.
10. preventing material considered pornographic by the School, inappropriate files or files dangerous to the integrity of the School's Systems from entering the School via the Internet or from being reproduced in visual, digital or written format.
11. awareness of and adherence to copyright laws and guidelines and trademark laws and applicable licensing agreements in the use of School Systems and in the transmission or copying of text or files on the Internet or from other resources. Users must also comply with all other applicable laws, both state and federal, with respect to their use of the School's Systems.
12. using caution (*Buyer Beware*) when considering the purchase of goods or services over the Internet. The School is not liable for any financial obligations made nor any personal information provided while using School Systems.
13. financial restitution for unauthorized costs incurred or damages or repair necessitated by inappropriate use or access.

14. any damages to, or incurred on, User Equipment. Users accessing School Systems on User Equipment do so at their own risk.
15. abiding by the rules set forth in this Policy, general School rules, and additional rules as may be established by the School. Local School Committee policies, staff manuals, departmental procedures, and student handbooks may include such rules.

Users are prohibited from:

1. using the technology for a “for-profit” business, for product advertisement or political lobbying.
2. the malicious use of technology to disrupt the use of technology by others, to harass or discriminate against others or to infiltrate computer systems or files without proper permission and authorization (hacking).
3. accessing, using, disclosing or disseminating personal identification information about minors.
4. using School Systems to draft, send, or receive inappropriate communications and material including but not limited to, items which might be considered as pornographic, obscene, profane, vulgar, harassing, threatening, defamatory, bullying or are prohibited by law.
5. participating in hate mail, harassment, discriminatory remarks and other antisocial/bullying behaviors on the network.
6. vandalizing School Systems or any other information technologies (the School's or any others). Vandalism is defined as any attempt to harm, destroy, or disrupt or hack the operation of the School's Systems. Vandalism includes, but is not limited to, the creation or intentional receipt or transmission of computer viruses.

Social Media Use

All communication with minors (in person, via social media, websites, text messages, etc.) must adhere to: • [The Charter for Protection of Children and Young People](#)

- [The Children’s Online Privacy and Protection Act](#)
- [The Diocesan Office of Child and Youth Protection policies](#)

With the continuing evolution of new media and next generation communications tools, the way in which our parishes, schools and families can communicate internally and externally continues to develop at a rapid pace. While this creates new opportunities, it also creates new responsibilities.

Electronic communication with minors must not be undertaken lightly. School, parish and other Affiliate Employees and Volunteers must consistently adhere to Catholic values and transparency with respect to such communications.

Many Web 2.0 tools commonly used for instruction have social media components to them which allow for sharing, collaboration and commenting. Some of these sites can be set up for

a particular classroom or group, thus limiting comments to recognized participants. Others are more public in nature, allowing interaction from a wider audience. The following guidelines have been established to provide a framework for successful and beneficial use of opportunities afforded by such tools.

Schools receiving federal funding for computer technology through E-Rate must comply with the Children's Internet Protection Act (CIPA), 47 U.S.C. § 254(h)(5), which requires monitoring internet use by minors; filters to restrict access to obscenity, child pornography, or other material harmful to minors; and educating minors about appropriate online behavior, social networking safety, and cyberbullying.

In light of the Catholic Schools in the Diocese of Grand Rapids mission to create a Catholic culture for instruction and faith formation and out of respect for the primary role that parents have as the first educators of their children, the following guidelines have been established to provide a framework for successful and beneficial use of opportunities afforded by such tools.

General Standards for Staff and Volunteers:

It is the responsibility of the organization and staff members to know and adhere to the standards reflected in the Social Media Policy established by the Diocese of Grand Rapids. When communicating with minors:

1. Use of communication tools between adults and minors should be confined to content that is ministerial / educational in nature and directly relates to the work around the subject matter at hand.
2. Use of communication tools between adults and minors such as instant messaging, chat, email, or text messaging for topics that are personal or that do not relate to ministerial / educational work are prohibited.
3. Do not accept friend or follow requests from minors on your personal accounts.
4. While it is understood that faculty/ staff may use communication tools outside of conventional work hours to fulfill professional obligations such as responding to email, facilitating forum discussion or blog commentary. Each staff member will define the norms for electronic communication in his or her setting.
5. It is the responsibility of the staff member to set the proper security guidelines and monitor social media tools as used for educational / ministerial purposes, as well as instruct minors in appropriate use.

General Standards for Minors:

It is the responsibility of the user to utilize tools in a responsible manner that adheres to Acceptable Use Policy and the Code of Conduct established by the school.

1. You are a representative of your family, your Church and your school. Bring pride to each of these important aspects of your life.
2. Following, linking, or "friending" official professional social media accounts of the parish / school and is acceptable and encouraged.
3. Following, linking, or "friending" personal accounts of adults is not acceptable.
4. Respect all people, whether you know them or not. Keep all chat positive.
5. Be careful about "kidding" and "joking". Not everyone will see it as kidding and/or joking.
6. Ask permission before posting photos and video of others; remove photos and videos of others if requested.
7. While it is understood that users may use communication tools outside of conventional hours to participate in programs; i.e. email, research, etc. users should

exercise a balanced approach to online interaction.

General Standards for Parents / Guardians

It is the responsibility of parents / guardians to be aware of social media use by their children and to communicate with the parish, school or affiliate organization if they have concerns.

1. Establish clear guidelines for use in the home, i.e.; hours of disconnect or charging a device in a common area (not stored in the bedroom overnight)
2. Participate with your children in their online activities;
 - 2.1. know and follow your children on Instagram, Twitter and other social accounts
 - 2.2. read and comment on program blogs
 - 2.3. play a game across the room
3. Following, linking, or "friending" official professional social media accounts of the parish / school and is acceptable and encouraged.
4. Model and support responsible use as outlined here and in the Acceptable Use Policy.

Declaration -- All users are required to sign this form. *All minors are considered users and will require the signature of a parent or guardian in the space provided at the bottom of the page. Due to the nature and complexity of the policy, minors in grades K-6 will not be required to sign the form; however, minors in grades 7-12 must read and sign the form in addition to their parent(s) or guardian(s).*

St. Charles School has developed this Policy for all Users and it applies to all School Systems, User Equipment, School Confidential Information and School Electronic Information. Access and use of School Systems is a privilege for each User.

I have read, understand and will abide by this Policy. I agree to be responsible for and abide by this Policy and all other rules, regulations, policies and/or procedures related to School Systems. I understand that should I commit any violation, my privileges and/or account may be revoked, and that disciplinary action and/or appropriate legal action may be taken.

I understand and acknowledge that I might locate material that could be considered offensive or controversial, that parents of minors should be aware of the existence of such materials and monitor home usage of School Systems, and that students knowingly bringing or downloading such material into the School environment will be dealt with according to the discipline policies of the School.

In consideration for the privilege of using the School Systems and in consideration for having access to the information contained or accessed on it, I hereby release the School and its operators and sponsors, its faculty and staff and all organizations, groups and institutions with which the School is affiliated for any and all claims of any nature arising from my use, my child's use or inability to use, the School Systems.

User's

Signature: _____

_____ Print User's Name:

_____ Date: _____

Parent or Guardian (only needed for users under the age of 18)

As the parent or guardian of this minor, I have read this Policy and understand that this access is designed for legitimate educational purposes. The School has taken precautions to prohibit access to inappropriate materials. However, I also recognize it is impossible for the School to restrict access to all inappropriate or copyrighted materials and I will not hold them responsible for materials acquired on or through the School Systems or any consequences of such acquisition of materials. Further, I accept full responsibility for supervision if and when my child's use of any School Systems is not in a school setting.

Users are responsible for attending appropriate training sessions in the use and care of all School Systems and should refrain from using any technology for which they have not received training.

Users may be required to make full financial restitution for any damages to School Systems or unauthorized expenses incurred through the use of School Systems.

As the lawfully authorized parent or guardian of the minor identified above, I hereby give permission to issue a membership account to this individual.

Parent/Guardian Signature: _____

Print Parent/Guardian Name: _____

Date: _____

SAINT CHARLES CATHOLIC SCHOOL

SIGN-OFF SHEET FOR PARENT HANDBOOK

I hereby certify I have been provided with a copy of the St. Charles School Parent Handbook and that I understand policies as presented.

I understand that this Revised Parent Handbook supersedes all previous manuals or handbooks.

I understand that the Parent Handbook may be amended or revised at the discretion of St. Charles School.

Parent's Signature

Parent's Signature (PRINT)

Date

Please return to St. Charles School.

