

St. Charles Catholic  
School  
Student  
and  
Parent  
Handbook

Updated: August 2021

\*\*\*\*\*

**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**

We endeavor to instruct our students as active and effective beacons in living and professing their Catholic faith.

**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**

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.

**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. **Birthday party invitations that do not include the whole class must be mailed--not handed out at school.**

### **BOARD OF DIRECTORS**

St. Charles Parish has an appointed Board of Directors. Meetings are held on the third Thursday of each month. Non-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-members are strongly urged 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.

## **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.

## **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.

## **DAILY SCHEDULE**

- 6:55 a.m. Teachers arrive
- 7:00 a.m. Students enter classrooms
- 7:25 a.m. School begins
- 10:55 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 who ride home with parents are dismissed after buses leave. 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.

## **EMERGENCY SITUATIONS**

### **BOMB THREAT**

- Evacuate to assigned Fire Drill Area
- Remain outside until directed by school official or emergency management official(s)
- Designated evacuation area: (if necessary) Flat River Community Library
- Transportation: Greenville Public Schools  
Parents

### **CHEMICAL OR ASH FALL OUT**

- All students remain in classrooms with windows closed.
- Remain in classrooms until directed by emergency management officials

### **CRISIS PLAN**

Response to critical violent incidents:

- All students will be in a classroom with doors locked and windows covered.
- Remain in classroom (designated area) until directions given by school official or emergency management officials.
- Designated evacuation area: (if necessary)  
Gr. Preschool-8                      Flat River Community Library
- Family Reunification Area: Flat River Community Library
- Transportation: Greenville Public Schools  
City of Greenville

### **FIRE DRILL**

- Students evacuate to assigned areas
- Remain in assigned area until directed by school official or emergency management official(s)
- Designated evacuation area: If necessary, Flat River Community Library, Preschool-8
- Transportation: Greenville Public Schools  
Parents

**GAS LEAK** (Odor detected)

- Evacuate students according to fire drill plan
- Remain outside until direction given by school official or emergency management official(s)
- Designated evacuation area: If necessary, Flat River Community Library
- Transportation: Greenville Public Schools  
Parents

**RED ALERT PROCEDURE\*\***

(As defined by U.S. Dept. of Homeland Security Defense)

**During School Hours:**

- Students sit without talking
- All recesses/lunch remain indoors
- Students may be released to parents/guardians or designees.
- Normal dismissal times
- All after-school activities canceled

\*\*Steps to be followed unless directed by emergency management officials.

**Before School Hours:**

St. Charles will close before or after school hours:

- All activities and events will be canceled until further notice.
- Normal school operations will remain closed until authorized to reopen.

### **TORNADO WARNING**

(Tornado has been sighted)

- All students will evacuate to McKinney Hall.
- Parents may come to McKinney Hall to pick up their child.
- Students will remain in McKinney Hall until directed by school official or emergency official(s).

### **TORNADO WATCH**

(Possibility of a tornado existing)

- St. Charles students will be dismissed if Greenville Public School dismisses.
- Students transported by car will remain in school until parents arrive.

### **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.

## **GUIDELINES FOR RECEPTION OF FIRST EUCHARIST**

### **General**

Parent(s) of guardian(s) preparing for First Eucharist must be registered at least six months in the parish and be active contributing members. Parents must attend Mass regularly and establish an intention to live the faith before requesting First Eucharist for their child.

### **SPECIFIC**

#### **Parents:**

- Shall admit their child for Eucharistic preparation.
- Shall participate in sessions of preparation determined by parish staff.
- Must attend Mass regularly with candidate before requesting First Eucharist for their child.
- Must present to the instructor a Baptismal Certificate, if candidate was not baptized at St. Charles Church, in Greenville; St. Joseph, in Belding; or St. Mary's, in Miriam.

#### **Children:**

- Shall be instructed jointly by parents and teachers. This preparation shall begin as early as possible by the parents and the Catholic School or Religious Education Program at the time of enrollment.
- Shall receive proximate preparation two or more months prior to First Eucharist.
- Regular and satisfactory attendance is required.
- Must complete two formal years of instruction, which includes First Eucharist preparation, before receiving First Eucharist. (Kindergarten instruction is not included in the two formal years of Eucharistic preparation.)

## **FIRST EUCHARIST DRESS POLICY**

Girls making their First Communion should wear:

- A white dress
- Veil (optional)
- White tights, white knee socks or white anklets
- White dress shoes

Boys making their First Communion should wear:

- White or dark pants
- White or dark tie
- White shirt (long or short sleeves)
- White or dark suit jacket (optional)
- Dress shoes

## **GUIDELINES FOR RECONCILIATION**

### **General**

Parent(s) or guardian(s) of children preparing for First Reconciliation must be registered at least six months in the parish and be active contributing members.

Parents must attend Mass regularly and establish an intention to live the faith before requesting Reconciliation for their children.

### **Specific**

The Sacrament of Reconciliation is to be viewed as more than the forgiveness of sin. The positive aspect of penance should be stressed, that is, the sacrament is an occasion to celebrate the unfailing love and mercy of God, our Father. It is a means to grace. It is an occasion to reveal to the Christian Community in symbol and sign one's deeply held beliefs and values. It is an occasion to reflect on the progress and direction of one's life.

Parents are to be instructed as to their rights and privileges as well as their role and serious responsibility with regard to preparation of their children. For this reason, they are called to the formal preparation of their children.

Both the Catechesis and the celebration of First Reconciliation and First Eucharist are to be separated.

Catechesis for the first reception of the Sacrament of Reconciliation should be instituted prior to the Catechesis for First Eucharist.

Every child in the second grade or anyone who has completed two years of regular Catechesis must receive basic Catechesis for the Sacrament of Reconciliation and be given the opportunity to receive sacramental absolution if the judgment of readiness has been made by the parents and the pastor.

Every caution should be exercised so that no one is forced to receive the sacrament or that it is denied the sacrament who desires it.

The opportunity to receive First Sacramental Absolution will normally be offered within the context of a Penance Service.

Catechesis on the Sacrament of Reconciliation must not end with the first reception of the sacrament. As the person's religious education and formation continues, the concepts of sorrow, sin, choice, forgiveness, reconciliation, penance, and healing love are to be developed more fully on the gradual basis suited to his/her age and understanding so that a fuller experience of penance and reconciliation becomes positive.

### **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 8<sup>th</sup> 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. It is the school policy that any such instance must first be addressed with a meeting between the parties involved. In some cases, this would involve the parent contacting the respective teacher. If this contact has been made and has proven unsatisfactory, the parent may then bring the complaint to the principal. Should the parent be dissatisfied with the action taken by the principal, the complaint should be put in writing and given to the president of the St. Charles Board of Education with a copy provided for both the principal and teacher. It will then be addressed through the St. Charles Board of Education.

If a satisfactory arrangement is not forthcoming, the written complaint is sent to the pastor. In the event that the grievance is not resolved at the local level, it may be presented as a final step to the superintendent of Catholic schools. (CSO Policy #2090)

## **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:**

<b>Grade</b>	<b>Score</b>	<b>Minimum Percentage</b>
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.

### **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 Education 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.

## **MEDICAL PROCEDURE**

If your child is required to take prescribed medication during the school day, state law requires that the medication, in its pharmacy container, be brought to the school by the parent. A school medication form for prescribed and non-prescribed medication is available in the Business Office and must be filled out by the parent before the school may administer medication.

Non-prescribed medication may be brought to the office by students. No medication, whether prescribed or non-prescribed, may be kept in a desk, lunch boxes, or lunch bags.



## **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 back flips 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.

**REGISTRATION-ADMISSION**

School registration takes place in early spring.

**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 Gr. K-8 are available four times during the school year using Infinite Campus: November, January, April, 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.

**SAFETY (OF STUDENTS)**

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. as required by the Department of Public Safety.

### **SAFETY (FOR STUDENTS)**

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.

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, and a posting to Twitter and Facebook. The Remind text will also be sent.**

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

<b>Location Expectations</b>  	<b>Hallways</b>	<b>Lunch Room</b>	<b>Playground</b>
<b>Be Respectful</b>	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
<b>Be Responsible</b>	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
<b>Be Ready to Learn</b>	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

<b>Location</b>  <b>Expectations</b> 	<b>Restrooms</b>	<b>Classroom</b>	<b>Church</b>
<b>Be Respectful</b>	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
<b>Be Responsible</b>	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
<b>Be Ready to Learn</b>	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 Find out how and when to ask for help	Use Missalettes Use active listening: eyes on the speaker, silence Participate in responses and song Display reverence

### **SCHOOL SECRETARY**

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

### **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.

### **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.

### **STUDENT DIGNITY POLICY - (Harassment Policy)**

St. Charles School expects all students to conduct themselves with dignity and with respect for fellow students, faculty, and other personnel.

A. Harassment in any form by a student is unacceptable. Students who engage in any type of harassment will be subject to appropriate discipline, including suspension or expulsion.

B. Any student who verbally, in actions, in writing, or online, makes threatening, suggestive, or demeaning remarks, or sexually explicit or implied comments against another individual, shall be subject to the sanctions for misconduct set forth above.

C. The school personnel, or person investigating the complaint, will determine the facts and evidence regarding all allegations in as prompt a manner as possible and will take appropriate action.

D. Retaliation in any form against an individual who exercised his/her right to make a complaint under this policy is strictly prohibited and will itself be cause for appropriate disciplinary action.

E. The principal will inform the parents and the pastor of the harassment allegations, the investigation, the final determination and disciplinary action taken.

### **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. The duration of punitive suspension will be determined by the principal.

### **SAFETY POLICIES - EXPULSION OR SUSPENSION**

#### **A. SUBJECT TO PERMANENT EXPULSION**

Student(s) who threaten, intentionally cause or attempt to cause physical harm to a student, teacher, volunteer or staff member in school or on school property.

#### **B. EXPULSION POLICY - Subject to 180 days**

1.

Bomb threat

2. Criminal sexual conduct
3. Physical or verbal assault on a teacher, student, staff member or volunteer
4. Possession of a dangerous weapon (gun, knife, etc.)
5. Written or cyber threats to a teacher, student, staff member or volunteer
6. Possession and/or distribution of drugs or alcohol

#### **C. EXPULSION - Permanent**

Student(s) who intentionally cause or attempt to cause physical harm by means of a sharp weapon, a gun, any item deemed to be dangerous or a drug to a teacher, student, staff member, volunteer, or on school property.

#### **D. SNAP SUSPENSION**

Teachers may, with consultation of principal, suspend a student(s) for up to two days from class or activities for inappropriate behavior.

### **STUDENT FEES**

Registration fees must be paid in full by August 15 or with the first SMART 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 7:30 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**

Specified tuition and fees are determined by the pastor, school administrator, Board of Directors and parish finance committee. Consideration shall be given to the families who are unable to pay the established rate. All tuition and fees for the current year must be paid before the beginning of the new school year in order for child(ren) to attend St. Charles School the following year, per discretion of the pastor.

### **TUITION COMMITMENT- PARISHIONER**

Family pays the specified tuition determined by the pastor, school administrator, Board of Directors and parish finance council.

### **TUITION COMMITMENT - OTHER CATHOLIC PARISHES**

Family pays non-parishioner tuition rate.

## **TUITION COMMITMENT - NON-CATHOLIC MEMBERS**

Family pays non-parishioner tuition rate

## **TUITION - SCHOLARSHIP**

Scholarships for parishioners are available through the SMARTAID 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.

## **DRESS CODE**

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 RBG 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 RBG 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 RBG 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 RBG 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 RBG 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 RBG 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 makeup
- No nail polish
- 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:



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

## **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**

Weapons and look-alike weapons are prohibited. No person shall possess, use, or store a weapon on school property, on school buses or at any school-related event. (This does not apply to law enforcement officers discharging their official duty or military personnel who are armed in the line of duty.)

A weapon is an object that by its design and/or use can cause bodily injury or property damage. This includes, but is not limited to, guns, including BB and pellet-firing guns; firearms, silencers, knives, razors, karate sticks, nunchakus, metal knuckles, chains and similar items; or destructive devices such as explosives or firebombs. A weapon is also defined as any facsimile firearm such as a toy starter pistol or other object that can be perceived as an actual firearm. Any student violating this policy may be subject to penalties outlined in state and federal laws, up to and including expulsion from school. Parents/guardians and law enforcement officials will be notified in all cases. The Principal will confiscate weapons.

The Principal may allow weapons in the building for purposes of demonstration or educational presentations. This approval must be in writing and granted prior to the weapon being brought to the school. The weapon will be maintained in the possession of the principal except during the actual demonstration or presentation.

# 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.

