

# St. Charles Catholic School



## Parent/Student Handbook

*2022-2023*

2175 W. Elm Street  
Lima, OH 45805  
419-222-2536

Absentee Number: 419-222-2291

[www.sccslima.org](http://www.sccslima.org)

*Updated: August 1, 2022*



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Dear Parents and Students,

*“What greater work is there than training the mind and  
forming the habits of the young?”*  
**St. John Chrysostom**

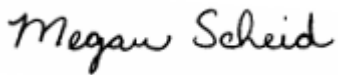
Welcome to St. Charles Catholic School! In choosing St. Charles, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent/Student Handbook reflects the policies of St. Charles for the 2022-2023 school year. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of St. Charles during the 2022-2023 school year.

The faculty and staff of St. Charles look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

Yours In Christ,



Megan Scheid  
Principal

## **ST. CHARLES BORROMEIO CATHOLIC CHURCH MISSION STATEMENT**

To build a community of faith united with Christ in the Eucharist, living as disciples, sharing God's love and grace.

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

St. Charles Catholic School, in partnership with our parish, will provide a faith-filled environment which challenges students to become upstanding citizens, stewards and scholars through instruction and example.

## **ST. CHARLES CATHOLIC SCHOOL STATEMENT OF BELIEFS**

We believe... St. Charles Catholic School provides an atmosphere that is permeated by Christian values which recognizes self-discipline, personal responsibility, and a call to serve others.

We believe... instruction should be student centered which recognizes the dignity and uniqueness of the person so that the gifts of each are recognized, developed, and celebrated.

We believe...our faith community - teachers, staff, students, parents, and parishioners - share the responsibility for the support and obtainment of the school's mission statement.

We believe...service to others is important to the growth and development of each child as a whole person. Service to others should be purposeful and generated by both faculty and students as a means to develop a child's awareness for the social concerns of others.

## **ST. CHARLES CATHOLIC SCHOOL CORE VALUES**

**RESPECT** - We believe that we are created in God's image and through our words and actions we show respect to ourselves, our Earth, and to those around us.

**INTEGRITY** - We understand that doing the right things for the right reason is the foundation upon which character is built for the good of our community.

**SERVE** - We willingly share our gifts and talents by giving back to the parish, school, and larger community and act for the needs of others

**EXCEL** - We hold ourselves to an uncompromising standard of excellence in teaching, learning, creativity, and scholarship.

## **NON-DISCRIMINATION**

In accordance with Christian principles, St. Charles Catholic School recruits and admits students of any sex, race, national or ethnic origin to all the rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of sex, race, color, disability, national or ethnic origin in administration of its educational policies, scholarships, loans, fee waivers, educational programs, athletics, and extracurricular activities. In addition, the school is not intended to be an alternative to court or administrative agency ordered, or public school district initiated desegregation. St. Charles Catholic School will not discriminate on the basis of sex, race, color, national or ethnic origin in the hiring of its certified or non-certified personnel.

## **THE COVENANT - PARENT/GUARDIAN COMMITMENT**

The Catholic Church and this Catholic School recognize parents as the primary educators of their children. The education of students at our school is a partnership between parents and the school. The St. Charles Covenant is the specific commitment of the Teachers and Administrator, the Parent/Guardian, and the Student(s) to support and uphold the Mission and Core Values of St. Charles. Noted in italics, each item of the Covenant is which Core Value that particular pledge upholds.

As a parent/guardian in the St. Charles Community **I WILL:**

- *Respectfully* provide a quiet place in the home where my child can read, learn, and complete homework
- *Respectfully* communicate with my child's teacher when needed
- *Respectfully* notify the school in advance of absences, address changes, and accurate phone numbers or emails
- Ensure with *integrity* the completion of homework, including reviewing and signing the necessary documents
- Enforce with *integrity* reasonable bedtimes to ensure adequate sleep
- *Serve* my child and do everything in my power to ensure the academic success of my child
- *Serve* my child by attending parent-teacher conferences and other mandatory meetings
- *Serve* my child by modeling Christ-like behavior
- *Excel* by ensuring that my child is at school and ready to learn before 7:45am each school day
- *Excel* by assisting my child in problem solving by allowing my child to contact teachers regarding homework
- *Excel* by actively participating in the school community

*By failing to keep these commitments, your child will eventually lose his/her seat at St. Charles Catholic School.*  
Proverbs 22:6 "Train up a child in the way he should go: and when he is old, he will not depart from it."

**At St. Charles Catholic School, conduct of students/parents/faculty inside or outside of school that is detrimental to the reputation of the school, or those that attend, can be disciplined/dealt with according to our disciplinary code. If, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parents to withdraw his or her child. This is a very serious decision that is made jointly between the school administration and the pastor.**

This Handbook will give you information about a variety of activities, provide a framework for the school's day-to-day operation, as well as clarify important policies of the school. It is important for parents and students to read and discuss the Handbook. Contact the school administration with any questions or concerns. We value and strive for cooperation between home and school that enables our students to maximize growth in all aspects of their lives.

The administration reserves the right to vary these policies so specific issues are treated on an individual basis. The policies are subject to amendment or discontinuation as the need arises. The school will attempt to keep families informed of all changes as soon as it is practical. However, some changes may have to be made immediately to meet unforeseen circumstances. Lack of knowledge regarding the contents of this handbook does not constitute an excuse for noncompliance.

## **ADMISSION POLICY**

Admission may be granted to students who provide evidence of good academic standing and deportment, whose families are in good financial standing if at another private or parish school, and who submit the required forms and fees in accordance with the criteria explained below.

### **Enrollment Priorities**

1. Currently enrolled at St. Charles Catholic School and Preschool children.
2. Siblings of currently enrolled St. Charles Catholic School and Preschool children whose families are parishioners at St. Charles parish.
3. Siblings of currently enrolled St. Charles Catholic School and Preschool children whose families are not parishioners at St. Charles parish.
4. Children from St. Charles parish families who will be enrolling for the first time in St. Charles Catholic School, whose order will be determined by the following criteria:
  - a) Registration materials received by the St. Charles Catholic School Office by the published deadline.
  - b) Active parishioner's date of registration in the parish and children who are currently enrolled in our Parish Religion Program.
5. Children from families who are parishioners at another Catholic Parish which does not have a school with the agreement of their pastor to pay the parish subsidy.

6. Non parishioners, based on the following:

- The student participates in all classes including religion
- The parents pay the non-parishioner tuition rate
- There is room in the classroom or needed academic program
- The transfer to St. Charles Catholic School is not being made because of a previous record of disciplinary problems.

After the initial registration period, all registrations may be accepted on a first come - first served basis.

Non-Catholic Enrollment

St. Charles Catholic School is a Roman Catholic School. We are happy to share our religious values with all interested families. Students of other faiths will attend all scheduled religion programs and classes. Presence at religious services is mandatory. Students of other faiths are required to participate in and complete daily class assignments in religion. The school makes no attempt to dissuade a student from his or her belief. The character of St. Charles Catholic School, however, is one of a Roman Catholic educational institution and no alteration in our school program will be made to exempt a student from participation.

Admission Exceptions/Requirements

Since St. Charles Catholic School is dedicated to providing the best possible education for our students, reasonable behavioral standards are expected. At the discretion of the principal and input from the Admission Committee, prospective students with a past history of chronic behavioral problems or educational needs beyond our capabilities may be declined admission.

All new students will be given a trial period of 45 days in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at St. Charles Catholic School. The recommendation and decision of the school is final. St. Charles Catholic School is limited in its human capital resources and will make *reasonable* accommodations for learning differences when possible. St. Charles Catholic School cannot accommodate students who have *extraordinary* learning differences. If after admission, the educational and/or behavioral needs of a student exceed what would be considered *reasonable*, the student may need to be separated from St. Charles Catholic School. This decision will be made in order for the student's educational and/or behavioral needs to be fully met in another educational setting. If the decision to separate the student from St. Charles Catholic School is made by the school, the student's tuition due would be prorated.

Before a student is officially accepted into St. Charles Catholic School the following documents must be received by our School Office:

- Official transcript of grades and standardized testing from the previous school
- Psychological testing/counseling records
- Completed and signed medical records including immunizations, vision and hearing tests
- Individualized Educational Plans
- Baptismal Certificate
- Birth Certificate
- Court-ordered custody statement (if applicable)
- Verification of active parish affiliation/stewardship.

Students are assigned to homerooms by the principal and faculty. We do not accept requests for assignments to specific homerooms.

Age Requirements:

- Incoming students must be 3 years old by September 30<sup>th</sup> and toilet trained in order to enter the Preschool program.
- Incoming students must be 4 years old by September 30<sup>th</sup> in order to enter the pre-Kindergarten program.

- Incoming students must be 5 years old by September 30<sup>th</sup> in order to enter the kindergarten program. All new students entering kindergarten must complete the kindergarten screening process administered by the kindergarten readiness team.
- Incoming students must be 6 years old by September 30<sup>th</sup> in order to enter the first grade.

For the benefit of the children involved and the smooth running of the school, pupils transferring from St. Charles Catholic School to any other school may not be accepted back during the school year in which the transfer occurs.

### **Tuition and Fees**

St. Charles Catholic School serves the spiritual and educational needs of parishioners and others who support the values of a Catholic education for their children. Tuition covers part of the costs of educating a child at St. Charles Catholic School. The Parish shares the responsibility for the School's education ministry through tuition support for active, registered families who meet certain eligibility requirements. Parish and School administration determine the amount of tuition each year.

The School's handbook sets forth the admissions policy but essentially an active, registered family is one who fulfills an annual commitment to Parish stewardship to the best of their ability. This commitment includes regular Sunday Mass attendance in the Parish, the sharing of time and talent in ministries and organizations in the Parish, including the School, and a financial pledge to Sunday collections. These commitments will understandably vary with each family depending on their availability of time, talent, and personal financial situation.

Tuition assistance is available only to active members of the parish. Tuition assistance may be withdrawn if families fail to meet their obligations of regular practice in the faith. Parish scholarships are also available to active members of the parish. Students who are unable to attend an entire school year will only be charged for the days school was scheduled to be held. If a student leaves mid-year he/she will be reimbursed on a per diem basis. Fees are not refundable. All tuition and fees must be paid before a student may enter a successive grade at St. Charles. Students may not take part in graduation activities until all tuition and fees are paid.

If a serious situation alters family finances (e.g., loss of a job), it is the parent's responsibility to immediately call the Parish Business Office or the principal.

### **Delinquency Policy**

Timely payment of tuition is important to the operating budget of the school. Therefore the following Delinquency Policies have been put into place.

#### *30 Days Delinquency:*

1. Access to Progressbook is restricted
2. Report Cards/Progress Reports will not be released
3. Transcripts and school records will not be released

#### *45 Days Delinquency:*

1. All of the above
2. Mandatory meeting with the Principal and Finance Manager

#### *60 Days Delinquency:*

1. All of the above
2. Immediate referral to the Parish Finance Committee to determine continued enrollment at St. Charles Catholic School
3. Students will not participate in extracurricular activities including, but not limited to: athletics, field trips, school clubs, competitions or performances

St. Charles Catholic School will not release records, including records of student performance (i.e. report cards, progress reports, etc.) and will not certify students for advancement or transfer until the delinquent account is paid in full. If there are recurrent problems in tuition collection, acceptance of registration for the next school year will be conditioned on the approval of the Parish Finance Committee and may be contingent upon payment, in advance (by June 1) and in full, of tuition and fees.

## **State of Ohio School Choice Scholarships**

**\*Educational Choice Scholarship (Ed Choice)** Any student in grades K-12 currently attending an EdChoice public school building in their district of residence is eligible to apply for the upcoming 2022-2023 school year. For a complete list of EdChoice Scholarship Program eligibility guidelines please visit Ohio Department of Education's EdChoice Scholarship Program Fact Sheet.

**\*Jon Peterson Special Needs Scholarship** Any student in grades K-12 with an Individualized Education Program (IEP) is eligible to apply for this scholarship. Current private school students are also eligible to apply as long as they obtain an IEP from their home school district. Scholarships are worth approximately \$7,000-\$27,000 depending on the student's disability.

**\*Autism Scholarship** Using the Autism Scholarship, parents can send their autistic child to a special education program other than the one operated by their child's public school district to receive the services outlined in the child's individualized education program (IEP). The scholarships are worth up to \$27,000 annually and can also be used to pay for services at approved registered alternate providers. There is no deadline to apply for an Autism Scholarship.

**\*Educational Choice Expansion** Students whose family's income is at or below 250% of the Federal Poverty Guidelines are eligible to apply for the upcoming 2022-2023 school year. This scholarship is based only on income and is available in any part of the state.

EdChoice Scholarships, Jon Peterson Special Needs, Autism Scholarships and Educational Choice Expansion Scholarships are available from the State of Ohio to eligible students. More information can be found on the Ohio Department of Education website at [www.ode.state.oh.us](http://www.ode.state.oh.us).

## **ACADEMICS**

St. Charles Catholic School's academic philosophy mirrors the school's mission statement. In addition to grades, Academic success encompasses all aspects of student performance to include:

1. arriving to school on time with necessary materials
2. submitting assignments by deadlines
3. returning parent/school communication

### **Absence/Classwork/Homework**

The student is responsible for all class work and homework. When students are absent from a class or classes due to illness they will have one day for each day of absence to make up for the missed assignments, quizzes, or tests. For example, a student who was absent three days would be given three school days to complete the missed work. When a student is absent, a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:00PM – 3:30PM. You can also have your child log in to their google classroom for assignments as well.

For short absences, students may make arrangements with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school. It is the responsibility of the student to contact teachers immediately upon returning to school to schedule make-up tests. Tests which are not made up may receive a grade of zero.

### **Accreditation Program**

St. Charles is a fully accredited institution through the Ohio Catholic Schools Accrediting Association. All teachers are certified and fully accredited by the State of Ohio Board of Education.

### **Behavior During Tests**

Misbehavior (e.g., talking, making noises, cheating) during tests interferes with the right of students to concentrate and perform at their best. In addition, it frequently may be interpreted as cheating. The teacher will determine the severity of the misbehavior and decide on an appropriate consequence.

### **Curriculum and Instruction Policy:**

The Diocesan curriculum guidelines, consistent with the State of Ohio guidelines, are followed for the teaching of all secular subject areas. The entire curriculum for the Diocese of Toledo is posted on the diocesan website. The classroom teacher is responsible for using appropriate techniques to implement the required curriculum. The principal is responsible for the day to day supervision of curriculum and instruction.

### **Educational Support Services**

- The speech program provides services to students in grades K - 8 whose language development is considered to be delayed or deviant. Students enrolled in the speech program may include those with deficits in receptive, understood or decoded language or expressive, used or encoded language.
- The reading and math tutorial program provides limited remedial and intervention services for students who may need assistance.
- Learning disabilities tutor provides individual services or small group tutoring for students below and above average ability who are not achieving at the expected level. Interventional Specialist(s) will meet to review goals yearly and adjust or implement new goals.
- Our guidance curriculum consists of a variety of programs ranging from routine developmental guidance classes and individual counseling.
- Psychological services provide educational testing to qualify students for special programs under federal and state guidelines.

### **Confidentiality Policy for Students with Disabilities**

St. Charles will maintain appropriate confidential records that identify students with disabilities. These records shall include the student's name, address, social security number, nature of disability, and support services needed. All student "education records" will be protected by the Family Educational Rights and Privacy Act of 1974 (FERPA) and its regulations. Although certain medical records are exempt from FERPA's definition of "education records," that exemption does not apply to students with disabilities. Accordingly, confidential records will be protected in accordance with FERPA regulations with the purpose of providing appropriate academic accommodation or adaptation of curricula.

Storage of all student records shall be secured in a locked filing cabinet behind a lockable door.

### **Grades**

St. Charles reports student progress as numeric values except in our primary grades (K-2). Teachers in our primary grades use a standards based report card and reporting system to communicate student achievement.

*The following grading scale is followed for Grades 5 – 8:*

|                    |                     |
|--------------------|---------------------|
| A (94.5 – 100.00)  | C (76.5 – 79.499)   |
| A- (91.5 – 94.499) | C- (73.5 – 76.499)  |
| B+ (88.5 – 91.499) | D+ (70.5 – 73.499)  |
| B (85.5 – 88.499)  | D (67.5 – 70.499)   |
| B- (82.5 – 85.499) | D- (65.5 – 67.499)  |
| C+ (79.5 – 82.499) | F (65.499 or below) |

*Grades A – D are issued for Grades 3 and 4.*

### **Homework Assignments**

Homework should be seen as an extension of the classroom, and therefore home study should become an integral part of each pupil's educational program. Students are expected to spend time in addition to scheduled class instruction to achieve satisfactory work. Some assignments are long range in nature and require planned study time for their completion. Planned study eliminates the necessity of spending too much time in completing an assignment the day before it is due. Preschool and kindergarten students begin to develop responsible skills: students bring appropriate materials and communications between home and school and discuss the day's lessons and activities with parents. When there is a legitimate reason why a student is unable to complete homework (illness, family emergency, etc.), we ask parents to send a note to the teacher with an explanation. Parents can help their students achieve success by enabling them to do homework well. It is the student's responsibility to learn to do homework correctly and turn it in on time.

Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. A good range would be 10 minutes for each Grade. For example, students in Grade



1 would have approximately 10 minutes of homework; Grade 3-30 minutes, etc. If a problem arises, the teacher should be contacted.

### **Late Assignments**

Having work completed and turned in on time is necessary for the development of the learning process. It is also a sign of responsibility and self-discipline. Late work may be assessed a penalty by the teacher, but must still be completed. Please refer to the grade level policy concerning late assignments and consequences given.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility. *No assignment will be given in anticipation of the vacation.* There will be no exceptions to this policy. Please do not ask the teacher to make an exception.

### **Academic Probation**

Academic probation is evoked when a student has not met the minimum academic standards which may include two failing grades in the core content in one academic grading period or one failing grade with three below average grades. Viewed as a temporary yet serious condition, academic probation gives a student along with their parents, teachers, guidance counselor, and school administration, time to work on and improve their academic skills. Probationary status should encourage work toward desired goals, a realistic action plan, and study skill development which will help the student achieve academic success. Students and parents should see the urgency of working together to achieve academic eligibility. If after being placed on academic probation, a student shows insufficient improvement, the administration reserves the right to have the student withdrawn from St. Charles Catholic School.

### **Promotion – Placement- Retention**

A student's promotion or retention will be determined by the teachers and administration of St. Charles Catholic School based upon the overall welfare of the student. The Ohio Minimum Standards and the Toledo Diocese Courses of Study are used when making the determination. Each student will be expected to achieve reasonable academic growth. The classroom teacher is expected to provide consistent and accurate evaluation, early diagnosis and classroom intervention. If retention is being considered by the end of the first semester, parents/guardians will be informed by the teacher in a timely fashion. A team of staff, as well as the student's parents or guardians, will formulate a plan to work with and ensure the student's success. However, if retention is eminent, parents/guardians will be informed. A re-evaluation meeting will be arranged. All students' promotion or retention will be based upon academic, mental ability, age, physical maturity, emotional and social development, social issues, home conditions and grade average. Parent/Guardian permission is not required to retain, place or promote a child at any grade level.

### **Report Cards**

The St. Charles Catholic School academic year is divided into four grading periods. Each grading period is approximately nine weeks in length. Report cards are issued at the conclusion of each quarter. Progress reports will be sent to parents of students working on an IEP (Individual Education Plan) quarterly. Teachers put much effort into these evaluations and welcome conferences to explain a child's progress.

It is a joint responsibility of the parent and teacher to work together to monitor a child's progress throughout the year. Grades 3-8 can monitor student progress through Progressbook online. Please contact the teacher via email at any time during the year if you have a concern about your child's progress.

### **Student Records**

The Cumulative Folder contains yearly educational data. This is sent to the child's receiving school only upon written request of the parent.

### **Confidentiality:**

- Student records are confidential and are protected by the Privacy Act.
- Only school staff and the child's birth parents or legal guardians have access to the records.
- Directory information on the child is not protected by the Privacy Act.

### **Parent's Access To:**

- Parents requesting access to their child's records will be granted access within a reasonable amount of time. Parents should submit the request in writing to the principal.
- Parents have the right to a response from school officials to reasonable requests for explanations and interpretations of those records.

### **Non-Residential Parent's Access To:**

- A divorce or change in custody does not change the rights of a natural parent to their child's records.
- A non-residential parent may request in writing and receive a copy of the child's Progress Report, on-line password and code, and the permanent records. Upon written request, a copy of records will be released to the non-residential parent unless specific prohibitions are stated in a court order. Only the residential parent has the right to make educational decisions requested by the school.
- Conferences - It is the responsibility of the residential parent to make all educational decisions pertaining to the child. It is the responsibility of the school, therefore, to schedule conferences at the convenience of the residential parent.
- Step-parents have no rights to records, reports, or conferences unless these rights are granted to them by the residential parent.

### **Testing**

St. Charles Catholic School uses a standardized testing series recommended by the Diocese of Toledo. The standardized testing by the NWEA's MAP (Measurement of Academic Progress) compliments our diocesan course of study and State of Ohio Standards. Students will be assessed in the fall to set an entry year baseline for their ability. Another test will be administered in the winter and spring to measure student growth. All tests will be taken at school online. Students in grades Kindergarten- 8 will be tested each fall, winter and again in the spring. Students in grades 2-8 will be tested on their faith and knowledge of the Catholic Church and Her teachings through ARK Testing. These tests will be effective tools for teachers to identify strengths and weaknesses for each child and our school program.

Only students enrolled at St. Charles through the Ohio EdChoice Programs and Jon Peterson and Autism Scholarship will be required to complete all state mandated prescribed achievement tests (or the approved alternative assessment) for his/her level.

Students on either of the EdChoice Scholarships in grades K-3 must be given a fall diagnosis test to ensure that the student is on track to pass the Third Grade Reading test. Parents of any student not on track will be notified so that a mandatory remedial program can be implemented by St. Charles to ensure they are prepared to pass the Third Grade Reading test given in either the fall or spring. Students who do not pass the Third Grade Reading test will be retained. However, there are exceptions to this rule that you must discuss with our school counselor.

### **Preschool and Pre-Kindergarten**

#### **Philosophy**

God our Creator, expressed specific uniqueness in each human being, therefore, it is our privilege and obligation to develop an awareness of each child's talents. It is our goal as Christian educators that each child grows in humanity and the enhancement of personal worth.

#### **Goals**

- To instill a deep love and knowledge of Christ, the center of our lives
- To teach students to live as Christians and to develop a respect for themselves and others
- To encourage service in civic and Christian activities in the community
- To instill through our Catholic commitment a constant hope for the future
- To develop in our faculty and staff a faith commitment which will be evidenced in their professional and personal lives and serve as a role model for students
- To respect all students and their individual differences and to help them achieve according to their own potential in all areas of the curriculum
- To establish channels of communication between home and school

#### **License**

St. Charles Preschool and Pre-Kindergarten is licensed by the Ohio Department of Education. The license is posted in the Pre-Kindergarten classroom. The Ohio Department of Education Rules for Preschool Programs chapter 3301-37 is also available in the classroom. The preschool licensing record, compliance checklist, and evaluation form, along with health and fire department inspections are also available. O.D.E. can be reached at (614)466-0224.

### Behavior Management/Discipline

- A preschool staff member in charge of a child or a group of children shall be responsible for their discipline.
- The program shall have a written discipline policy describing the program's philosophy of discipline and specific methods of discipline used. This written policy shall be on file at the school for review. Constructive, developmentally appropriate child guidance and management techniques are to be used at all times and shall include such measures as redirection, separation from problem situations, talking with the child about the situation and praise for appropriate behavior.
- Behavior management/discipline policies and procedures shall ensure the safety, physical, and emotional well-being of all individuals on the premises.
- The school's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:
  - There shall be no cruel, harsh, corporal punishment or any unusual punishment such as, but not limited to: punching, pinching, shaking, spanking, or biting.
  - No discipline shall be delegated to any other child.
  - No physical restraints shall be used to confine a child by any means other than holding a child for a short time, such as in a protective hug, so the child may regain control.
  - No child shall be placed in a locked room or confined in an enclosed area such as a closet, box, or a similar cubicle.
  - No child shall be subjected to profane language, threats, derogatory remarks about himself or his family or other verbal abuse.
  - Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
  - Techniques of discipline shall not humiliate, shame, or frighten a child.
  - Discipline shall not include withholding food, rest, or toilet use.
  - Separation, when used as discipline, shall be brief in duration and appropriate to the child's age and developmental ability and the child shall be within sight and hearing of a preschool staff member in a safe, lighted, and well-ventilated space.
  - The school shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.
- The parent of a child enrolled in the school shall receive the school's discipline written policy.
- All preschool staff members shall receive a copy of the school's discipline policy for review upon employment.

### Medical Examination Forms/Immunization

The Ohio Department of Education Rules for Preschool Programs requires that each child have a file in the office **prior to being permitted to start preschool or pre-kindergarten**. This file must include:

- A medical form completed by a licensed physician and a dental form completed by a licensed dentist prior to the date of admission or not later than thirty days after the date of admission and annually from the date of examination thereafter.
- Physician's, dentist's authorization and written instructions to administer prescription medication to a child enrolled in the program, if applicable.
- Immunization record as required by section 3313.67 of the Revised Code; record shall include immunizations required by section 3313.671 of the Revised Code. Children who do not have evidence of proper immunizations will be excluded from preschool.
- Each child is required to have an emergency medical authorization form on file. These forms must be completed and returned before the first day of school. They will be kept on file in the classroom.

### Health Policies

#### *Administration Of Medication, Food Supplement, Modified Diet, or Fluoride Supplement*

If it is necessary to administer a medication, food supplement, modified diet, or fluoride supplement, the program must secure the written instructions of a licensed physician or dentist as well as, the written, signed, and dated

instructions of the parent or guardian on the form provided by the Director for the administration of the prescription medication, food supplement, modified diet, or fluoride supplement. Non prescription medications will not be administered by the preschool staff in any circumstances.

A prescription medication cannot be administered for any period of time beyond the date indicated by the physician or dentist or six months, whichever comes first. Written instructions shall include: child's name, a correct date, exact dosage to be given, the specific number of dosages to be given daily, and the route of administration. The prescription label shall be attached to the original container for each medication or food supplement. Prescription labels which do not contain a specific number of dosages to be given per day but instead contain the instructions "to be given as needed" must be accompanied by written instruction from the parents if it is to be administered by the school.

Nonprescription topical ointments, creams, or lotions may be administered without written instructions from a licensed physician if there are written instructions from the parents on the form provided by the administrator. The form must include: date, name of the ointment, cream or lotion, name of child, birth date, and the parent's instructions and signature. Written instructions are valid for no longer than three months. Authorization for administration of the ointment may be canceled by written request of the parent at any time. When used for skin irritations or manifestations of skin irritation the ointment, cream, or lotion may be administered by the center for no longer than fourteen (14) consecutive days at one time.

Each time the prescription medication is administered a written record or log including dosage, date, and time shall be made. That record or log shall be kept on file for one year. Medical logs are posted in each room and updated on a monthly basis.

If your child is not "up to par" and not capable of carrying out his/her daily routine, please keep him/her home. Sending a sick child to school endangers the health of the other children and staff, as well as, retards your own child's recovery.

A child who has become ill will be isolated in an area away from the other children but in view of one of the staff members. A mat and blanket will be provided as well as first-aid materials. We will make your child as comfortable as possible until we can return him to you or another guardian.

#### *Communicable Disease Policy*

Staff members are trained to recognize common signs of communicable disease or other illnesses. Each child is observed daily for communicable diseases upon entrance into the classroom. Our communicable disease chart is posted within each preschool classroom. Please keep children home if the following signs of illness are observed:

- Diarrhea-more than 1 abnormally loose stool within a 24 hour period
- Difficult or rapid breathing
- Severe coughing, causing the child to become red or blue in the face or to make a whooping cough
- Yellowish skin or eyes
- Conjunctivitis
- Temperature of 100 degrees Fahrenheit taken by the axillary method when in combination with any other sign of illness
- Untreated infected skin patches
- Unusually dark urine and/or gray or white stool
- Stiff neck; or
- Evidence of lice, scabies or other parasitic infestation

A child with any of the above signs or symptoms of illness shall be immediately isolated and discharged to his parents/guardians.

#### *Illness/Isolation and Removal Procedures*

A child with any of the following signs or symptoms of illness shall be immediately isolated from the other children:

Unusual spots or rashes

Sore throat or difficulty in swallowing

Elevated temperature

Vomiting

Evidence of live lice, scabies, or other parasitic infestation.

Our program follows the Ohio Department of Health “Child Day Care Communicable Disease Chart” [www.odjfs.state.oh.us/forms](http://www.odjfs.state.oh.us/forms) for appropriate management of suspected illness. A child isolated due to suspected communicable disease shall be made comfortable and cared for in a room or portion of a room not being used in the preschool program. A cot or a place to lie down will be made available to the child. If lines and blankets are used by the ill child they will be laundered before being used by another child. All equipment used will be disinfected with an appropriate germicidal agent. The child will be within sight and hearing of an adult at all times and will never be left alone or unsupervised. Decisions regarding whether the child should be discharged immediately or at some other time during the day is determined by the teacher and/or parent.

Parents are requested to notify the teacher if their child has been exposed to any contagious disease outside the school. Notify the teacher when a child has a contagious disease. You will be notified in writing if your child has been exposed to a communicable disease.

A physician’s release form may be required for re-admittance to school, depending upon the illness of the child. If the preschool recognizes that a child has nits or lice, the parent/guardian will be notified and the child will be sent home. The parent will be required to treat the child with an over the counter or prescription lice kit. The child will be permitted to return to school once the parent provides proof of treatment. A receipt of purchase or the actual box in which the treatment came in can be presented as proof. A child with live lice will not be permitted to attend the preschool setting. It is recommended that the parents refer to the CDC’s website at: <http://www.cdc.gov/lice/head/> for fact sheets, treatment recommendations, and cleaning/sanitizing the home environment to reduce reinfestation. The school can admit and care for a “mildly” ill child (such as minor cold symptoms) as long as the child does not exhibit any symptoms specified in the paragraphs above on communicable diseases. If any of the symptoms do occur during careful observation, the child will be isolated and discharged from the school.

Any time a staff member becomes ill; he/she is sent home and replaced with a substitute staff member.

### Schedule

The schedule is flexible to meet the needs of the children. There is time for free-play activities and directed activities following the state curriculum guidelines. During free play, a child chooses activities of personal interest, learns to solve problems and develop relationships with other children. During directed activities in the curriculum a child learns prayers, listens to stories and poetry, has experience in music, including singing and rhyming activities, learns to participate in group games, learns to listen to others, to take turns, contribute to discussion, improves his/her skills in art and crafts by working with a variety of media and learns about the natural wonders of science. Parents are welcome anytime to observe in our Preschool and Pre-Kindergarten classrooms. Formal conferencing will take place in the fall and the spring for Preschool and Pre-Kindergarten.

#### ***Three Day Preschool (3/4 year olds)***

Tuesday and Wednesday 7:45-10:45

Thursday 7:45-10:15

#### ***Five Day Pre-Kindergarten (4 and 5 year olds)***

Monday, Tuesday, Wednesday, Friday 7:45 - 10:45 or 12:00 – 3:00

Thursday 7:45 – 10:15 or 11:30 – 2:00

## **COMMUNICATIONS**

E-mail provides a means of communication between parents and teachers. However, teachers are not permitted to access email during their teaching time, so immediate response is impossible. Teachers will respond within twenty-four hours.

Parents must be respectful and considerate in their language and tone in any correspondence to the faculty and staff. Parents should also be prudent in the number and timing of their e-mails to the teachers. Communication also involves Christian charity. All conferences need to include this element if they are to reach a solution or worthwhile conclusion. It may be desirable to have the child present at any conference, especially when the matter involves the child.

St. Charles Catholic School is a community composed of people and from time to time problems, concerns, and conflicts arise in our dealings with one another. In order to promote open communication, the following procedures will be followed:

- First: If a parent has a concern or question about something involving a teacher and their child, contact the teacher.
- Second: If the initial conference didn't seem to resolve the concern or question, contact the principal.
- Third: If the matter is still unresolved, then one can request a conference with the teacher and the principal.
- Fourth: If a parent believes the matter is still not resolved after taking all of these steps, contact the pastor.

Spontaneous visits or meetings with the teachers are not permitted.

### **Conferences**

Parent/Teacher Conferences are formally scheduled each year. Parents may also request conferences at other times by contacting the teachers by written note or email. **Students in grades five through eight are required to attend the conferences with their parents.** In general, we welcome students to attend conferences when their academic or personal development is being discussed. Parents may not appear at school for a conference without a previously scheduled appointment.

### **Emergency Notification System**

Parents/guardians will receive alert messages from the school through Aptegey. Texts will come from 98901 and voice alerts and calls from 419-222-2536. Anyone may also receive alerts by downloading our mobile app and set your notification settings appropriately. To download, go into the app store on your mobile device and search for 'St. Charles Redwings, OH'. The school office manages these systems and parents/guardians are asked to keep their contact information up to date and the school office informed of changes.

### **Emergency Procedures/Situations**

During the school year there may be a situation that calls for special preparedness on the parts of families and students. These may include fire drills, tornado drills, early dismissals due to weather conditions or mechanical failures, and delayed or no school situations due to weather. Be certain your child knows what to do in the event of an emergency early dismissal. In the event of an emergency that threatens the well-being of our students (tornado, fire, etc.) they will be evacuated to a safe location which may be off campus, if leaving the school building is a necessity.

The administration will communicate necessary updates and information through our alert systems. Parents are **strongly encouraged** to listen to the radio if a disaster would hit our school, and should refrain from driving onto the campus and creating gridlock for emergency vehicles and staff.

### **Thursday Flyer**

The Thursday Flyer, a weekly newsletter, is sent to each family electronically. Anyone not receiving the Thursday Flyer via email should contact the school office and provide an email address. The flyer may also be found on our school website. Families who do not have email may request a printed copy to be sent home with their child. Please become accustomed to reading it weekly. Upcoming school events and information will be listed in the Thursday Flyer.

### **Website**

The St. Charles Catholic School web site may be found at: [www.sccslima.org](http://www.sccslima.org). This site includes student assignments, test dates, general lunch and activities calendars, Thursday Flyer, sports activities, extra-curricular

activities, updates on school events, and a parent link. Teachers update their individual Web page to keep you informed with what is going on in their classroom. The parent link through Progressbook is designed to allow those who have students in grades 3-8 access to their child's progress at any time. These families will be provided a user name and password at the beginning of the school year. This password will allow parents/guardians to access only their child's grades and assignments.

## **CONDUCT**

### **Administrative Procedure/Response**

All reports of harassment, intimidation, bullying and relational aggression will be investigated and handled on an individual basis. If the investigation finds an instance of harassment, intimidation, bullying and/or relational aggression has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This also may include student expulsion, discharge for employees, exclusion for parents, guests, volunteers and contractors and removal from any official position and/or request to resign. Individuals may be referred to law enforcement officials.

The School Administration shall promptly investigate all reports of harassment, intimidation, bullying and relational aggression. School administration reserves the right to take action deemed necessary to resolve the situation.

1. Following the completion of the investigation, any student(s) found to have participated in harassment, intimidation, bullying or relational aggression toward another student will be subject to disciplinary action.
2. Retaliation against any student who makes a complaint of harassment, intimidation, bullying or relational aggression or any student who becomes involved in the investigation of such a complaint, is strictly prohibited. In addition, making intentionally false reports about harassment, intimidation, bullying or relational aggression for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action.
3. Parents and Guardians have the responsibility to assist their child in promptly sharing complaints, provide complete factual information, maintain and respect the privacy and confidentiality of all parties, act in good faith, and in a calm courteous manner and show respect and understanding of each other's point of view and value differences. When a parent and/or guardian does not uphold their responsibility, they may be at risk of exclusion.

### **Bullying/Harassment/Relational Aggression**

Verbal, written, or electronic threats made against the physical or emotional well-being of any individual are taken very seriously. Pictures may never be taken by students during school hours. Electronic posting of other student's information and/or pictures may be considered cyberbullying. Students following these actions (seriously, in jest, online, or texting) may face detention, suspension, and/or expulsion.

### **Conduct Policy and Procedures**

A learning atmosphere free of disruptions is essential to maintaining the high academic standards at St. Charles Catholic School. One of the goals of the school is to provide students with a safe, caring learning environment and to encourage Catholic values by developing a sense of self-discipline and responsibility for actions. St. Charles' Pastoral Staff, administrators, and teachers are here to encourage and promote these values.

#### **As a Catholic educational community, we expect all students to:**

- Respect God, authority, themselves, their peers and school property
- Maintain a learning environment by working earnestly in the classroom
- Complete assignments on time
- Follow directions promptly
- Participate in class
- Accomplish neat and accurate work that is to the best of the student's ability
- Bring required materials to class
- Accept responsibility for what they do or don't do
- Returned signed documents promptly
- Practice academic honesty
- Display a cooperative spirit and exemplary behavior

As a Catholic education community, parents, teachers, and administrators are expected to

- Provide a learning environment by working in respectful partnership to promote effective instructional and disciplinary strategies
- Maintain the balance in disciplinary decision-making between what is good for each individual student and the students of the school as a whole.

### **Undesirable Behavior Protocol**

When a student behaves in a manner that infringes on the rights of others and interferes with a harmonious atmosphere, consequences are necessary. SCCS feels that children must learn that there are consequences for inappropriate behavior. We learn through experience, so developmentally appropriate corrective measures are valuable for the child's formation of values and development of moral character. Corrective measures may be warnings, discussions of the problem with the child and/or parent, restitution, or other penalties such as detentions. Whatever measures are used, the ultimate purpose is to impress upon the child the need to be responsible for the choices and actions they take, as well as to contribute to the education and social needs of the community.

Our practice is to be consistent with discipline and compassion in counseling, in a developmentally appropriate manner, as we deal with students and their families in making suitable choices. While there are some possible courses of action listed, other reasonable actions for behaviors may be used by teachers and staff.

SCCS will be employing the Second Step Program to promote developmentally appropriate self-regulation, safety, and support. Students at all grade levels are active participants in the process of learning skills that will transfer to everyday living and making positive choices.

In grades *PK through Grade 5*, students who make poor choices or whose behavior is rough, quarrelsome, or disorderly may be

- Involved in conversation with teachers and supervisors to identify undesirable behavior and improve and eliminate said behavior
- Given a corrective measure such as restitution, a "time out" or walking ticket during recess removing the child from regular playground activity
- Asked to write a reflection aimed at identifying the problematic behavior and generate better choices available
- Suspended from participating in recess activities for a determined period of time
- Referred to the counselor for additional guidance to change and control undesirable behavior
- Referred to administration for additional consequences

Parents are notified and involved in finding resolutions should repeated troublesome behavior be exhibited. Regular communication/conferencing between parents and school personnel is established. Additional support services are sometimes required if it is determined that the child will benefit from such.

Students in Grade 6 through Grade 8 will operate under an *Infractions* system. Infractions represent a failure to cooperate with behavior expectations. They are categorized by degree of seriousness. The purpose in recognizing Level 1 infractions is to encourage a pattern of positive behavior. Students need to understand that they are responsible for their actions and that all decisions have consequences. Unless infractions become repetitious, the disciplinary measures are meant to be minor. Level 2 infractions are serious misbehaviors that tend to disrupt the learning climate of the school.

**Level 1** infractions include, but are not limited to

- Being Out-of-Bounds
- Classroom Disruption
- Dress Code Violations
- Food, Drink, Gum Chewing
- Inappropriate Language/Gestures/Comments
- Misconduct/Noncompliance
- Unexcused Tardies
- Unsafe Behavior



**Level 2** infractions include, but are not limited to

- Academic Dishonesty
- Disrespect
- Harassment
- Inappropriate use of electronic devices during the school day
- Theft
- Vandalism

### *Response to Level 1 Infractions*

Should a student commit a Level 1 infraction the teacher or staff member will issue a *citation*, which is a *warning* that the student has failed to cooperate with St. Charles' behavior expectations. All citations must be signed by a parent/guardian and returned the next morning. The purpose of the warning is to remind all students, parents and teachers that a minor offense was committed and it is expected the student behavior won't become a pattern. A second citation (warning) will be issued if the first is not returned on time. Citations are kept on file. A student who receives three citations within one quarter earns a detention. A Discipline Notice Form will need to be signed by a parent and returned by the student the morning of the detention.

A student who receives two Level 1 detentions will meet with parents/guardians, teachers, and administrators to discuss the pattern of behavior and together develop a behavior improvement plan and/or receive natural consequences for actions chosen.

Students begin each quarter with no citations. All Level 1 and Level 2 detentions, however, are cumulative.

### *Response to Level 2 Infractions*

A Level 2 infraction is serious. Parents/Guardians will be notified of a Level 2 infraction and the subsequent consequences through a Discipline Notice Form and/or a phone call or email. Consequences for a Level 2 infraction include, but are not limited to detention, suspension (in or out of school), or behavior improvement plan. The accumulation of a second Level 2 infraction will result in the parents/guardians being required to attend a conference with the administration. If the problematic behavior has not been corrected by this time, or the child/parents do not make sufficient effort to adhere to the expectations stated in this handbook, a student may be placed on a Behavior Contract.

\* Students committing infractions that involve patterns of misconduct, disrespect, harassment, theft or vandalism may likely lose their privilege of participation in out-of-school activities. Safety is the primary concern. The need to keep additional attention focused on one student during an out-of-school activity undermines the safety of all students. Teachers and administrators will make the final decisions regarding these safety issues

### **Detention Policy and Procedure**

Consequences are most effective when given as immediate as possible; therefore, detentions are held after school from 3:00-4:00 pm. A student can be assigned the entire hour or a portion of the hour, depending on the severity of the situation. When a detention is issued, a Discipline Notice Form will be sent home, along with the time and date the student needs to stay after school.

The fee for a detention is \$5, which is due at the date of the detention. If the student does not pay at the date of detention the guardian will be charged the detention fee in a monthly bill. When fees are not paid in a timely manner guardians are charged a late fee of \$25. Detention takes precedence over appointments, practice, lessons, tutoring, ball games, etc.

### **Expulsion Policy**

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from St. Charles Catholic School. Students who have been expelled will not be allowed to return to the school for any reason without prior permission from the Principal. The administration of St. Charles Catholic School reserves the right to ask a student to leave the school if the student's behavior outside of school causes disgrace or disruption

to the reputation of the school or the wellbeing of its students.

### **Major Incidents**

Major incidents require immediate removal from the classroom. These include

- **Physical danger** such as fighting or violent use of force; possession, use, sale, or distribution of dangerous, noxious or unlawful objects; tampering with emergency services/equipment
- **Abuse/psychological danger** such as obscene or vulgar language including racial, sexual or ethnic slurs; undermining a teacher/staff member's authority; cyberbullying
- **Unwillingness to gain control** - disrespect for teachers; major outbursts; provoking behavior

In addition to the above, a major incident may be anything that, in the opinion of the administration, constitutes a serious and significant disruption of learning, endangers the safety of students or staff or undermines the school's philosophy or goals.

For Major Incidents, the administration will contact the parents by phone or writing to discuss the situation. The consequence for such action may be a detention, suspension, parent/student/administration conference, required counseling, loss of school or grade level privileges, behavior contract, or other forms of reprimand the administration sees as appropriate for the offense.

### **Off-Campus Conduct**

Although the school cannot assume responsibility for a student's conduct when he/she is outside the school's jurisdiction, students should remember that at all times they are responsible for the good name of SCCS. A student involved in off-campus conduct prejudicial to the reputation of the school is liable to severe disciplinary action as if the conduct occurred on school property.

Students guilty of misconduct on buses, as judged by the bus operator or School Counselor, are subject to school discipline, including suspension and termination of bus transportation.

Consequences may include, but are not limited to: a call to parents, reflection letter, detention, Saturday School, suspension, expulsion.

### **Sexual Harassment**

Students who engage in sexual harassment on school premises or off school premises at a parish/school-sponsored activity will be subject to appropriate discipline, including suspension or expulsion. Sexual harassment is any activity of a sexual nature that is unwanted or unwelcome, including but not limited to, unwanted touching, patting, verbal comments of a sexual nature, sexual name-calling, pressure to engage in sexual activity, repeated propositions, and unwanted body contact. The school's normal disciplinary procedures will be followed in determining the appropriate consequence for the sexual harassment. In the event the administration recommends suspension or expulsion as a result of the conduct, due process will be afforded to the student in accordance with the school's suspension/expulsion procedures.

Any student who believes they are sexually harassed needs to report such behavior to a parent, teacher, or the principal within a timely manner.

### **Sexting**

The mere possession of sexually explicit images of minors on any device is prohibited regardless of whether any state laws are violated. All involved in sexting, unless they immediately deleted the images, could be subject to discipline. Parents and the police might be contacted to investigate. Students should be aware that cell phones will be searched if there is probable cause that a criminal violation has occurred, and may be searched if reasonable suspicion exists that the phone contains evidence of a violation of school policy. School Administration will use their discretion to determine appropriate consequences on a case-by-case basis. St. Charles Catholic School prohibits harassment and bullying related to sexting incidents, and will increase consequences where threats are made regarding the distribution of sexting images.

### **Suspension Policy and Procedure**

Suspensions are issued for severe behavior infractions or excessive infractions within a school year. SCCS administration reserves the right to investigate and deem when suspensions need to be issued. Suspensions may be

in or out of school. All suspensions have grade consequences. A student who has been suspended may not receive a grade higher than 70% on any assignment, test, project, or other work completed on or during the class period or the day(s) of suspension.

Students are expected to complete all assigned academic work and return it on the day and time expected. In the case of out-of-school suspension, it is the parent and student's responsibility to organize and arrange a time to pick up missed work.

A student serving a suspension will forgo any extracurricular activities sponsored by St. Charles Catholic School or Lima Central Catholic during the entire period of the suspension.

## **HEALTH AND SAFETY**

The St. Charles clinic has been established for the purpose of teaching good preventive health habits and to administer first aid when your child is injured or becomes ill at school. The school nurse or nurse's aide is available five days a week from 9:00 am to 2:00 pm for consultation, evaluation screening, referrals and follow-up. The school clinic will assist with any health problems your child might have, as good health is a prerequisite to good scholastic achievement. Vision, hearing and scoliosis screenings are performed periodically. Parents are contacted when necessary.

### **Administration of Prescription and Non-Prescription Drugs**

In compliance with diocesan policy, whenever possible, medication should be given at home. When it is necessary that the prescribed medication be given by school personnel, the following guidelines are to be followed:

1. Students are not allowed to keep prescribed or over-the-counter (OTC) medication (including cough drops and aspirin) in the classroom or to carry medication on their person. This includes transporting to and from school.
2. When prescription medications are to be given, a written request must be obtained from the physician and the parent/guardian before medication may be administered by trained school personnel. Any over-the-counter medications must have a St. Charles OTC administration form completed by the parent/guardian and returned to school to be placed in the student's health folder. For your convenience, these forms are available online in the School Clinic Forms or from the school office.
3. Medication containers must have an affixed label including the student's name, name of medication, dosage, route of administration and time of administration.
4. New request forms for both prescription and over-the-counter medications must be filled out and submitted each school year and as necessary for changes in medication orders.
5. The medication and signed permission forms may be emailed to the School Clinic or submitted directly to the school office.
6. Parents and/or Guardians are solely responsible for ensuring the accuracy of dosages or directions given to the trained school personnel regarding the administration of medications including prescription and OTC medications. In no event shall St. Charles or its employees be liable for any injury or adverse side-effect resulting from the administration of prescription and OTC medications to a student.

All medication will be kept locked in the school clinic. Only the school nurse, school nurse aide, school secretary, principal, or other trained school staff (with parent permission) may administer medication.

### **Child Abuse/Neglect**

The Staff of St. Charles Catholic School recognizes the serious local, state, and national problems of child abuse and child neglect. Since St. Charles Catholic School is concerned with the spiritual, mental and physical well-being of all children, we believe that effective parenting is the goal of all parents. However, it is recognized that undue stress may lead to the abuse or neglect of children. School personnel are in a unique position to identify children and families who are in trouble.

Ohio Revised Code 2151.421 requires any school teacher or school authority to report suspected cases of child abuse or neglect to the Children's Services Board or a municipal or county peace officer. This legislation also guarantees immunity for anyone filing a report or participating in a judicial proceeding from any civil or criminal

liability that might otherwise be incurred or imposed as a result of such action. In accordance with this law, the staff of St. Charles Catholic School has appropriate policies and procedures to guide their actions.

St. Charles Catholic School believes in a positive approach to child protection, pursuing a preventative and therapeutic approach to child abuse and neglect rather than a punitive approach. School personnel are aware of and sensitive to the causes of child abuse and neglect, assuring accurate reporting. The staff and services of the school will be available to parents who are experiencing difficulty in working with their children. Effective treatment of the family in trouble can involve close cooperation between the home and school and/or other agencies.

### **Illness/Accident during the school day**

In case of a serious accident or illness, first aid is given and parents are notified. If unable to reach parents, instructions on the emergency medical form are followed. Minor injuries receive first aid and the student is returned to class. For minor illness, the child may be permitted to rest for a short period, then must return to class or be sent home if there is no improvement. Anyone suspected of a contagious illness or a temperature at or above 100 degrees will be excluded immediately.

### **Immunization**

In the beginning of each school year, or at a pupil's initial entry, parents must present written evidence that the pupil is in compliance with the State School Immunization Law listed below. Pupils may be excluded from school until evidence is submitted.

- Four or more doses of DPT (or TD vaccine or a combination of these). If the fourth dose was administered prior to the fourth birthday, a fifth dose is required.
- One dose of Tdap vaccine and one dose of MCV4 vaccine are required for all students in the 7<sup>th</sup> grade.
- Three or more doses of the Polio vaccine. If the third dose was administered prior to the fourth birthday, a fourth dose is required.
- Two doses of MMR (Measles, Mumps and Rubella) first dose must be administered on or after their first birthday.
- Two doses of Varicella must be administered prior to entry. Dose 1 must be administered on or after the first birthday.
- Three doses of Hepatitis B vaccine

### **Management of Communicable Diseases**

Please do not send your child to school if he/she has a suspicious rash, temperature at or above 100 degrees, vomiting, diarrhea or is too ill to participate in scheduled activities. In order to minimize transmission of Communicable Diseases, please keep your child/children home and notify the office immediately if your child/children has any one of the following: Chicken Pox, COVID-19, Croup, Diarrheal Disease, Fifth Disease, Flu, Hand Foot and Mouth Disease, Hep A, Herpes Simplex Virus, Impetigo, Lice, Measles, Meningitis, Mumps, RSV, Scarlet Fever/Strep Throat, or Whooping Cough.

*Fever Policy* - If a child has a fever of 100 or above, the student may not attend school and cannot return to school until the child is fever free for 24 hours.

*Strep Throat Policy* - A child may not return to school following a positive strep throat culture until they have completed a full 48 hours of medication and have been fever free for 24 hours.

*COVID-19 Policy* - If your child has symptoms of COVID-19 or tested positive for COVID-19, they should follow isolation guidance recommended by the CDC and Ohio Department of Health. If your child was exposed to someone who has COVID-19, they should follow quarantine guidance recommended by the CDC and Ohio Department of Health. Anyone may choose to wear a mask, including a child with a disability or who is at risk for getting very sick with COVID-19.

*Conjunctivitis Policy* - A child must leave school and be seen by a doctor if they have a suspected case of conjunctivitis (pink-eye). A child may not return to school until they have had a complete 24 hours of treatment and there is no discharge coming from the eyes.

*AIDS Policy and Guidelines* - Based on current evidence, casual person-to-person contact, as would occur among school children and staff, poses no risk of the transmission of AIDS or AIDS-related disorders. Each incident will be handled on an individual and confidential basis.

Students or employees who are diagnosed as having AIDS or AIDS-related disorders are entitled to an evaluation of their medical condition by no less than a pastor, principal, parent/guardian and physician. In considering either admission or retention of a student or employee the school will follow the "Ohio Department of Health Guidelines for School Admission."

Decisions shall take into account Christian concern and individual privacy and should be made in the best interest of the student/employee, school and community. (1988)

### **Medical Treatment**

At the start of each school year, parents/guardians are required to complete the Emergency Medical Authorization Form. Since this form will accompany your student on field trips and will be used in the event that the parents/guardians cannot be reached during an emergency, it is important to send updates to the school office. Please indicate the physician and hospital of your choice. A parent's/guardian's signature granting permission for emergency treatment is required. Parents/guardians may also waive permission. Students will not be allowed to go on field trips without authorization. This form is required by state law.

Accidents are reported to the School Office. Parents are informed of all injuries which may require medical attention beyond basic first aid. In the event of a serious accident, if parents or alternate persons cannot be reached, a school official will call 911. Students will be transported to the hospital designated on the Emergency Medical Authorization form. In the event of a life-threatening injury, by law, the child must be transported to the nearest hospital until the condition is stabilized. Then, if the parent has requested a different hospital (on the Emergency Medical Authorization Form), or, in the judgment of the emergency room physician, the child's condition requires services best provided in another hospital, a transfer will be made. Reasonable attempts to contact the child's parents will be made throughout the entire process.

Many cities and emergency transport companies charge a fee for the use of their services. Parents may be billed for those services if it becomes necessary for your child to be transported to a hospital. The school will not be responsible for any fees when a student is transported by emergency vehicle.

Students who have a medical note excusing them from any academic or physical education activity for a period longer than two weeks must also have a note stating that the activity can be resumed.

### **Positive Addiction Program**

St. Charles Positive Addiction Program is the focus of the school's drug and alcohol education. The program, established in 1983, won national recognition in the spring of 1988 and is being replicated by other schools throughout the United States and world. During the weeklong program, students in preschool through grade 8 receive instruction concerning healthy lifestyles and the harm of drug and alcohol abuse. Middle School students receive intensive education by attending workshops focusing on self-image and relationships with others. Workshops also cover positive addictions or alternative additions such as jogging, tennis, golf, dance, and biking. The final day of the program, designated as the Race Day, begins with a liturgy, followed by an assembly with a keynote speaker. The culminating activity of the day is a 3.1 (5K) mile run for sixth, seventh, eighth graders and adults. The fifth graders will run a 1 mile run. Students in grades 6, 7, and 8 will be provided a shirt to be worn on race day. Fun runs are designed for students in grades 1 – 4. Any student in grades 6 to 8 who are unable to participate in Positive Addiction activities must have a doctor's note.

### **Safety Drills**

Safety Drills will be held in accordance with state regulations. Exit directions are posted in each room. Students are expected to maintain complete silence and responsible behavior. Students who misbehave during safety drills will receive an appropriate consequence.

### **Substance Abuse**

A St. Charles Catholic School student shall not possess, use, purchase, offer for sale, give to another or be under the influence of any illegal or unauthorized drugs, harmful intoxicants, tobacco, or alcoholic beverages within school buildings, on school grounds or during participation in school-sponsored activities.

The penalty for violation of this policy is a three-day school suspension. A second violation will warrant more serious consequences.

Parents and students are encouraged to contact the school guidance counselor for assistance with a drug, alcohol and/or tobacco problem. This assistance may be sought from the counselor without fear of prejudice. Every effort will be made to give immediate assistance with confidentiality.

## **RELIGIOUS FORMATION PROGRAM**

Teachers encourage students to participate fully and meaningfully in the liturgy, as the holy sacrifice of the Mass is the central act of Catholic worship. All students are expected to attend scheduled liturgies and services.

Non-Catholics need to actively participate. Each grade level is assigned a liturgy and students take an active role preparing and participating. Parents are always encouraged to attend and sit with their child's class during school liturgies.

Tuesday, 8:00 a.m. – Grades 1 through 3

Wednesday, 8:00 a.m. - Grades 4 and 5

Thursday, 8:00 a.m. - Grades 6 through 8

\*Kindergarten will have special scheduled Masses throughout the 1st and 2nd quarters. In 3rd quarter Kindergarten will begin attending weekday Mass on Wednesdays and 4th quarter they will attend on Tuesdays.

Approximately once a month, an All-School Liturgy is held at 8 a.m. Notice of these liturgies will be communicated through our Thursday Flyer, as well as, being posted on our school's web site. Families are asked to bring in canned goods to support our local soup kitchens.

### **Sacraments of Initiation**

In the Catholic Church, the Sacraments of Baptism, Eucharist, and Confirmation typically take place before and during the grade school years. Students who have been baptized in the Catholic Church as infants or young children and are registered members of St. Charles Parish have the opportunity to prepare for these sacraments together with their classmates at St. Charles Catholic School.

### **First Eucharist and Reconciliation**

Second Grade is the typical age for baptized children to prepare for First Eucharist and Reconciliation. Children will receive catechetical instruction in the classroom as part of their religion class. In partnership with the parish, parents and children will also successfully complete a program of sacramental preparation organized by the Family Formation Coordinator at St. Charles Church. Families are expected to be active in the life of the parish community and participate in weekly Sunday Mass.

### **Confirmation**

Eighth Grade is the typical age to prepare youth for the Sacrament of Confirmation if they have already made their First Reconciliation and First Eucharist in the Catholic Church. These youth will receive catechetical instruction in the classroom as part of their religion class. In partnership with the parish, parents and youth will also successfully complete a sacramental preparation program organized by the Director of Youth Discipleship and Evangelization at St. Charles Church. Families are expected to be active in the life of the parish community and participate in weekly Sunday Mass.

### **Catholic Students Registered at Other Parishes**

Children at St. Charles Catholic School who have been baptized into the Catholic Church but are registered members at another Catholic parish should speak with the pastor of their parish to determine how St. Charles School and/or Parish can assist in their sacramental preparation. Families with children in the second or eighth grade are to have this conversation by September 15 and share the results with the Director of Youth Discipleship and Evangelization if they are interested in receiving the sacraments at St Charles Church the following spring.

### **Students Who have Never Been Baptized**

Families with children who have never been baptized participate fully in the classroom instruction at St Charles Catholic Church. If the student or their families are interested in Baptism, an appointment is to be made with the Pastor or the Director of Youth Discipleship and Evangelization at St. Charles Church to learn more about the

process of initiation for adults and children. Preparation for these sacraments will vary depending on the age of the child. Older students are always welcomed to the Catholic Faith but may not necessarily receive sacraments at the same time as their classmates who were baptized as infants or young children.

**Students Who are Baptized in Other Christian Churches**

Families with children who have been baptized in other Christian Churches participate fully in the classroom instruction at St. Charles Catholic Church. If the student or their families wish to explore becoming members in the Catholic Faith, an appointment is to be made with the Pastor or the Director of Youth Discipleship and Evangelization at St. Charles Church to learn more about the process of initiation for adults and children. Preparation for these sacraments will vary depending on the age of the child. Older students are always welcomed to the Catholic Faith but may not necessarily receive sacraments at the same time as their classmates who were baptized in the Catholic Church as infants or young children.

**STUDENT LIFE**

**Attendance Policy**

Parents are required to keep children home if they have any of the following symptoms: a temperature of 100.0°F or higher, symptoms that could indicate contagious illness, an unexplained rash, episodes of vomiting or diarrhea in the last 24 hours, loss of taste or smell. Children must be fever-free without the use of fever reducers for 24 hours before returning to school.

Parents are to call the school absent/tardy line (24 hour voice mail at 419-222-2291) before 8:30 a.m. When a message is left on the absent/tardy line no note is required upon the student’s return to school.

According to the Missing Child Act of 1985, parents of children who are absent and fail to notify the school must be contacted to verify the absence. If no parents can be contacted, the office will contact the emergency number designee. If the parents or emergency number designee cannot be contacted before the end of the school day, the office will send written notification of the absence to the child's residence.

House Bill 410 was passed into law by the Ohio General Assembly in December 2016, and the most recent state guidelines were made in July 2017. This has changed the way school districts monitor student attendance across the state. Schools now must keep track of absences by “hours” as opposed to “days” missed.

Definitions:

Habitually Truant—any student absent without legitimate excuse

Excessively Absent—any student absent with or without legitimate excuse (includes official absences)

| <b>Threshold Table</b>    | <b>Consecutive Hours</b> | <b>Hours in School Month</b>   | <b>Hours in a School Year</b>  |
|---------------------------|--------------------------|--------------------------------|--------------------------------|
| <b>Habitually Truant</b>  | 30+ hours unexcused      | 42+ hours unexcused            | 72+ hours unexcused            |
| <b>Excessively Absent</b> |                          | 38+ hours excused or unexcused | 65+ hours excused or unexcused |

If a student has exceeded one of the attendance thresholds for Habitually Truant, a letter will be sent home with the student and phone calls will be made to contact the student’s parent/guardian to set up a meeting. The purpose of this required meeting will be to set up a meeting for the parent/guardian, student (when appropriate), and building staff to be a part of an Absence Intervention Team and meet to develop an Absence Intervention Plan. A plan will need to be developed to achieve “satisfactory” improvement in attendance, or truancy charges could be filed to the juvenile court. If a student has exceeded one of the attendance thresholds for Excessively Absent, a letter will be sent home with the student and phone calls will be made to note the requirement for any additional absences to have a doctor’s note to consider them excused.

Any pattern of absences such as absences on scheduled test days or days when major assignments are due will be reported to the principal. Teacher, student, parents, counselor and principal will meet to discuss this pattern.

Students who are absent from school during the day may not participate in any school sponsored activities on the evening of their absence.

### **Arrival Time:**

**Students may not arrive on the school campus before 7:30 a.m.** Students may not leave the campus at any time during school hours unless proper written documentation is on file in the school office.

Students must be in the building before the 7:50 a.m. bell. Tardy Slips are handed out from 7:50 - 8:50 a.m. Students who miss 61-180 minutes of a school day will be counted as ½ day absent.

### **Dismissal:**

Dismissal is at 3:00 p.m. Students will leave by bus, walking or car unless there is an after-school meeting (e.g., Student Council, etc.). When unsupervised students remain on the school campus after 3:10 p.m. they must report to the School Office. School Office personnel or their homeroom teacher will attempt to contact the parents and the student will be sent to our school Extended Day Program (see Extended Day Program section elsewhere in this Handbook) where parents will be charged any applicable fees. If a parent/guardian needs to change their child's means of transportation home it should be communicated to the school office no later than 2:30. Early dismissal is from 2:45 until 2:55.

### **Absence from School**

The school follows the Ohio Revised Code, Section 3321.04 for mandatory student attendance. Rule 3301-51-13 of the Administration Code recognizes the following conditions as excused absences. Students who fail to follow this code may be reported as truant and their parents may be referred to the legal system for appropriate legal action.

#### **Excused Absences Include:**

- Personal illness
- Family illness
- Quarantine in the family
- Death of a relative
- Observance of religious holidays
- Emergencies as allowed by the school (calamity days, incidents which preclude use of the building, etc.)

The school recognizes that upon rare occasions families must take vacation during school time. However, as a faculty devoted to academic excellence, we do not promote vacations during the school year or trips during school time. Students who accompany their families on vacation of reasonable length shall not be considered truant. However, the principal's office and the student's teacher must be notified of such absence two weeks in advance. Make-up work will be provided upon return. Trips of more than 10 school days shall not be approved except in extraordinary circumstances as defined by the principal/designee.

Work missed during any absence is the student's responsibility – **not the teacher's**. No homework assignments will be given ahead of time for any unexcused absences. Parents are responsible for teaching their children the concepts and skills that were taught in school during their child's unexcused absence.

The school meets state requirements for scheduled school hours. Students with excessive absences may not be invited to return to St. Charles Catholic School for the following year. A history of excessive absences may result in a warning, mandatory meetings, and possible referral to the court system.

### **Tardiness**

Being on time is an important character trait. Students are expected to be in the building by 7:50 a.m. A student arriving on a late bus will not be marked tardy. Excessive tardiness to school may affect student success and the administration will handle these cases. *Any student who accumulates five (5) or more unexcused tardies in a grading period will be considered insubordinate and may result in further disciplinary action.*

### **Early Dismissal**

If an **early dismissal** (2:45 p.m. to 2:55 p.m.) is necessary, the parent must request this dismissal in writing. The child should first show the note to the homeroom teacher, then to the dismissing teacher, and finally turn the note



into the School Office upon dismissal from school. All early dismissal students are to be **picked up from the School Office** and signed out of school by a parent or designee. Students will only be released to persons who have been authorized by the family. The Emergency Medical Form provides space for this information and must be kept up to date.

## **Awards**

### **HONOR ROLL**

An Honor Roll has been established by St. Charles Catholic School to recognize 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> graders who demonstrate academic excellence. The following grade point averages will qualify for St. Charles Honor Roll:

Mark of Excellence 4.0                                      High Honors 3.5 – 3.9                                      Honors 3.0 – 3.49

### **ST. CHARLES HONOR SOCIETY**

Membership in the St. Charles Honor Society is awarded to those 7<sup>th</sup> and 8<sup>th</sup> grade students who maintain a 94% or above average for the previous school year. 7<sup>th</sup> grade students participating in the differentiated math program will have their overall average adjusted accordingly. An induction ceremony will be held during the fall of this school year.

### **LIFE SKILL AWARDS**

Each year the students in grades 1 – 8 have a retreat focusing on two life skills. The kindergarten classes identify life skills and work on these in their classrooms. Each year the teachers choose two students from their homeroom that are good examples of these life skills. These awards are presented at the awards ceremony on the last day of school.

### **PRINCIPAL AWARD**

The Principal Award was established over 30 years ago to honor a graduating 8<sup>th</sup> grade boy and girl who exemplify the model of a St. Charles Student. All faculty and staff that interact with the 8<sup>th</sup> graders on a daily basis give input to the award recipient. Those being honored have accepted a role of leadership within their class. They are friendly, cooperative and sensitive to the feelings and concerns of others and they exhibit a willingness to be of service to their school, the staff and administration. The Principal Award is presented at the 8<sup>th</sup> Grade Graduation Ceremony.

## **Celebrations/Birthdays**

While celebration is an important part of Christian living, parties should be reserved for special occasions and events. Room Parents work with our teachers to plan parties. Normally a party lasts 30-60 minutes.

Due to the fact that so many of our children have severe allergies, any treat sent to school must be approved by the classroom teacher.

Students are **not** permitted to distribute personal invitations to parties or outings during the school day unless every member of the class (or all girls and/or all boys) are included. Students are not permitted to bring gifts for other students on the school campus. The family and home setting are the primary places for the celebration of birthdays; therefore, birthday clowns, balloons, flowers, etc. are not permitted and birthday treats for students in grades 1-8 may NOT be sent or brought to school.

## **Dress Code**

St. Charles requires all students to follow a specific uniform dress code. Compliance with the uniform dress code is a condition of enrollment at St. Charles School. The school uniform is utilitarian and basic. As a Catholic School, St. Charles promotes modesty in dress and appearance. Uniforms are required for the first day of school.

**POLO/SHIRT/SWEATER/PULLOVER:** Students must wear a white oxford or polo style shirt (no logo). Shirts may be long or short sleeved in style. Shirts must be long enough to be worn tucked in at all times so the pant waistband or belt is visible. Solid white undershirts may be worn under the uniform shirt but may not show anywhere except at the neckline. Shirts must be loose fitting and appropriate for school.

Students may choose to wear a navy blue or red cardigan sweater or V-neck navy blue or red pullover sweaters or sweater vest purchased through Lion Clothing; approved stretch nylon red pullover purchased from Lima Sporting Goods. **All must have the St. Charles logo.**

**PANTS/SHORTS:** Students in grades K-8 must wear navy pants or shorts. If pants/shorts are not purchased at Lion Clothing, they **MUST** be the same color and type. Pants/shorts cannot be cargo or jogger style. Skinny pants or faded/ripped pants are not permitted. Uniform shorts may be worn by all students during the months of August, September, October, April, and May. **Clothing length should be no shorter than three inches above the knee.**

**SKIRTS/ JUMPERS:** Lion Clothing carries the only approved plaid for SCCS. Girls in grades K-5 may wear the regulation plaid jumper. Girls in grades 6-8 may wear the regulation plaid skirt. **Clothing length should be no shorter than three inches above the knee.**

**BELTS:** Students in grades 4-8 are required to wear plain brown, black, or navy belts with pants or shorts. Belts should be of the appropriate size and may not have rivets or other decorations.

**SOCKS:** **Solid** black, white, red, tan, or navy socks must be worn. Socks may have 1 logo smaller than one square inch per sock. Socks must extend above the shoe. Leg warmers are not permitted. Girls may wear opaque tights in white, navy, red, black, or flesh tone.

**LEGGINGS:** Solid navy blue, red, or black leggings may be worn under skirts/jumpers. No capri length leggings.

**SHOES:** Students may wear plain black, brown, tan, or navy dress shoes or **all** black, brown, or white athletic shoes. (This includes the logo, shoe laces and stitching. The soles of athletic shoes must be solid in color- black, brown, gray, or white.) Shoes must be kept tied, buckled, or fastened for safety purposes. Students are *not* permitted to wear boots, open toed, or open heeled shoes. **Boots may be worn to/from school only. However shoes must be brought to be worn inside the school throughout the day.**

**JEWELRY:** No body piercing except pierced ears. One pair of earrings not larger than a dime and without hoops. Jewelry should be limited to one watch, one ring and simple crosses or holy medals on a narrow silver or gold chain.

**MAKE UP:** Make-Up is not permitted.

**HAIRSTYLES:** All students are expected to have neatly trimmed hairstyles. No extreme fad hair styles or unnatural hair colors will be permitted. The administration will determine if a hairstyle is inappropriate and must be changed, all will be required to comply with that directive.

Haircuts for boys must meet the following guidelines: Hair must be out of the face. Hair must be washed and neatly styled. All hairstyles must be kept above eyebrows.

Hairstyles for girls must meet the following guidelines: Barrettes, bows, and headbands should always compliment the uniform rather than detract from it. Hair must be out of the face. Hair must be washed and neatly groomed.

**GYM WEAR:** Students do not have required standard uniforms for Physical Education. The following dress code must be followed:

Grades K-4 are required to wear athletic shoes. Girls not wearing uniform shorts or pants on gym day must wear shorts under their uniform jumper.

Grades 5 – 8 change for P.E. in the locker room. Athletic shorts, capris or pants depending on the weather are to be worn. Athletic refers to elastic waistband or drawstring, no zippers, belts and buttons; material that moves and is not binding. **Short length must extend below the fingertips when arms are fully extended at the student's side.** Athletic shirts must be free of any inappropriate messages or graphics. Shirts may be short or long sleeved. Tank tops, sleeveless or shirts showing bra straps may not be worn.

**OUT OF UNIFORM DAYS:**

Students are not required to wear the standard uniform on designated jeans days or school picture day. Clothing worn on out of uniform days must be in good taste, modest, and must be able to be worn for all normal school activities. Students may wear jeans, khakis, athletic style pants, Capri pants or shorts (during the months of August, September, October, April, May and June). Girls may also choose to wear a skirt no shorter than three inches above the kneecap with modesty shorts underneath. Leggings/jeggings must be accompanied by a fingertip length or longer top or dress/skirt. Pants may not have holes, cuts, frays or any other type of tearing. Students are not permitted to wear open toed or open heeled shoes.

Shorts, at the shortest point of fabric, must measure below the longest finger tips when arms are at rest. Shirts must be free of any inappropriate messages or graphics. Tank tops, sleeveless shirts, thin strap tops, or bare midriffs are not permitted. The school administration and teaching staff have the final determination as to the appropriateness of clothing.

#### **ACCESSORY DAYS:**

There are some days when students will remain in uniform but will be permitted to wear accessories to celebrate a special day. We will announce the specifics regarding what students can wear on these days prior to the day.

\*\* A school uniform can always be worn instead of being out of uniform.

\*\* Parents will be called to bring proper attire to school if a student is dressed inappropriately.

\*\*As students outgrow their uniforms, parents are encouraged to send uniform items in good condition to the school for the uniform exchange. Uniforms are to be worn starting the first day of each school year until the last day.

#### **Dress Code Violations**

It is the responsibility of all faculty to enforce the dress code. Students who violate the dress code are subject to disciplinary action. Students may be given a violation by any faculty or staff member for not following the dress code. Individual grade levels have specific policies and consequences for uniform violations.

#### **Extended Day Program**

St. Charles School shall provide an Extended Day program located in the church basement. The extended care program serves the needs of students' ages preschool through fifth grade. The extended day program will be offered daily from dismissal until 5:30 p.m. Students attending will be provided time for self-directed activities, art and crafts, homework and active group participation in games in the gym and on the playground. A nutritional snack will be provided daily.

#### **Dates of Operation**

The program follows the St. Charles Catholic School calendar year. If school is closed the extended day program will also be closed. During early dismissal days, extended day is open from dismissal to 5:30 p.m.

#### **Hours of Operation and Tuition**

The program will be held from dismissal to 5:30 p.m.

- An annual registration fee is required.
- A late pick-up fee will be assessed for every 15 minutes after 5:30 p.m.
- Weekly tuition is paid every Friday for the upcoming week. Parents pay for the days they have registered to use. Fees must be paid before services are provided.
- Any St. Charles School family who is registered in the extended day program has the opportunity to use the program on an occasional-use basis for a specified fee per day.
- No refunds will be given for planned or unplanned absences from the program.

#### **Extended Day Plus**

This program is designed for those students attending the Pre-kindergarten and Pre-school classes. Hours of operation are from 10:45 a.m. until 3 p.m. Lunch may be obtained from the school cafeteria for an additional cost. Most students attending Extended Day Plus are paired with older siblings at 3 p.m. and go home via car or bus. Additional fees are required for participation.

### **Extracurricular Activities – Athletic Eligibility**

In accordance with the Lima Catholic Elementary and Junior High Schools, all 7th and 8th grade students must be enrolled in and passing a minimum of 5 classes. These 5 classes must include at least 4 core classes (Reading, ELA, Religion, Math, Science and Social Studies and 1 specials class (music, art, PE, Tech). If a student falls below this he/she is ineligible for one grading period and his/her grades will be reviewed the next academic quarter for eligibility. We have specified these as core academic classes: reading, language arts, math, science, social studies and religion. Students who are academically ineligible are allowed to practice but are not allowed to participate in any competitions or games.

In addition, students are expected to maintain proper character traits during school and while attending all school activities. The coach or moderator shall work with other staff members in an effort to maintain acceptable attitudes, behavior, respect, and character for all students under their jurisdiction. Consistent violations of good citizenship, or a single gross violation, may be grounds for denying participation from extracurricular activities. All students participating in a Jr. High sport through Lima Central Catholic must pay a per season fee of \$30 in order to participate.

### **Fees and Tuition**

All fees and tuition must be paid and current throughout the school year. If not, your child will not be permitted to participate in school sponsored activities, including but not limited to, field trips, band, academic/athletic competitions, and graduation. If tuition has not been paid, your child may not be permitted to return to school after an academic grading period. No records will be sent to other schools unless all tuition and fees have been paid.

### **Human Dignity and Gender-Related Matters**

In Catholic parishes, schools and ecclesiastical organizations of the Diocese of Toledo, all activities and ministries are to be rooted in, and consistent with, the principles of Catholic doctrine. Therefore, in every parish, school and institution, all paid employees and unpaid volunteers will:

1. Treat all persons with sensitivity, respect, and compassion.
2. On a case-by-case basis, consider in a compassionate way any specific request sensitive to the physical and psychological needs of a person. The basis of the consideration will be on the following questions:
  - i. What is the specific request of the adult, student and/or parent(s)/guardian?
  - ii. Is the request in keeping with the teaching of the Catholic Church?
  - iii. Is the parish, school or ecclesiastical organization reasonably able to provide for the request?
3. Require that names and pronouns be in accordance with the person's biological sex.
4. Maintain names in records according to the person's biological sex.
5. Confirm that uniforms and gender specific dress, bathrooms, locker rooms, showers, and sponsored activities will all be according to biological sex.
6. Require that participation on athletic teams and extra-curricular activities be according to biological sex.
7. Consult the Office of Marriage and Family Life with extenuating circumstances.

### **Library**

Our school library is available to students in grades K-8 during an assigned library period. Books may be checked out for a two week period, periodicals for a one week period. Books can be renewed once, twice in certain circumstances.

Overdue notices will be given out when books are seven days late. Fines for damaged books will be leveled according to the severity of damage incurred. Lost books must be paid for in full according to the current replacement cost value of the book. If the book is found and returned, the student's money will be refunded if the book's condition warrants it. The Library welcomes books as gifts.

The St. Charles Catholic School library sponsors a birthday book program. This program allows parents to donate a book to the library in their child's honor for birthdays, special occasions, in memory of a loved one, etc. The librarian has a selection of books from which to choose. The book is inscribed with the child's name and birthday or special occasion, and then presented to the child on his/her birthday, half-birthday or special occasion. The purpose

of the birthday book program is to give parents the opportunity to instill in their children the importance of reading and at the same time enables the library to add new and replace worn books.

#### Library Materials Selection Policy:

Library materials will support the attainment of objectives specified in the courses of study. They will include materials appropriate to pupil ages, interests and educational needs; and will include current reference materials with at least one set of encyclopedias. Questions regarding the materials should be directed to the librarian and principal.

The selection of library materials will be made by the library staff with input from certificated staff. The staff will consider the courses of study objectives and appropriate literature in making recommendations for books, audio-visual and reference materials and periodicals.

#### Lockers

Lockers are assigned to students in upper grade levels. The lockers will be inspected at the beginning and end of each school year and periodically during the school year. Students are expected to keep lockers clean and in good condition, and will be charged for damage done to the lockers. The lockers are the property of our school and may be searched by the principal or designee if needed.

#### Lost and Found

Our Lost & Found area is a box in the front hallway. Lost jewelry, watches, and glasses may be reclaimed in the School Office. **PLEASE MARK VALUABLES AND CLOTHING WITH STUDENT NAMES OR INITIALS.** At the end of every semester items not claimed are given to the needy.

#### Lunch Program

A well balanced nutritious meal is served daily in our cafeteria, and a calendar of meals is published monthly on our school website. Milk, juice and water will be available for purchase for those who pack their lunches. A free or reduced price lunch is provided for those who qualify financially. Information regarding this program is sent home and can also be secured in the office.

- Students are encouraged to set up an account through the cafeteria; however, they may pay cash daily as they go through the line.
- Pop is not permitted with a sack lunch. Fast foods may not be brought in the building.
- If other students buying lunch wish to purchase juice, they may do so at an additional cost; but they must also take milk, which is part of the whole lunch.
- Students may not leave school premises for lunch.

#### New Students

Teachers can complete a Weekly Review Form for new students at the end of each of the first five weeks of school. The review would be sent to the parents at the end of each week. If the review indicates a consistent difficulty in either academic or personal development, a conference will be held to establish a support plan to address the student's need and determine whether or not St. Charles Catholic School is the right place for the child.

#### Parent Task Force

**NEW THIS YEAR!** An action-oriented parent led group focused on fostering emotional connectedness among our students, teachers, staff, and parents. Through the efforts of specialized Task Forces, the group will collaborate closely with the school and church leaders on project-based initiatives designed to build community within the school. The set up of this design allows for more volunteer engagement in a variety of ways to fit the needs of our school families.

#### SCCS Scholarships

*Izzy Kenney Memorial Scholarship*

**Recipients:** One 5<sup>th</sup> grade student registered for 6<sup>th</sup> grade next year at SCCS

**Criteria:** The Kenney family is looking for a student that has shown academic improvement, is involved in the arts and shows a love of science. This scholarship is awarded based on an essay written by the student and submitting a report card for the current school year.

**Selection:** Ray Kenney and Administration

*The John F. Guagenti Scholarship*

**Recipients:** One 8<sup>th</sup> grade student registered to attend LCC

**Criteria:** This scholarship is for a student that has demonstrated a commitment to their family, faith, our school and their own education.

**Selection:** The Guagenti Family

*August Pleva Scholarship*

**Recipients:** One 8<sup>th</sup> grade student registered to attend LCC

**Criteria:** The scholarship is for a student that exhibits Christian character and is a dedicated student.

**Selection:** Parish Council

**Search/Seizure Policy**

School administrators may inspect any student's property at any time for any reason without prior notice. This property includes, but is not limited to, desks, computers, and lockers. Additionally, any personal items are subject to inspection at any time and for any reason, without prior notice, as a condition of bringing them onto or taking them from the school premises. Such items include, but are not limited to, motor vehicles, packages, lunch boxes or lunch bags, containers, backpacks, duffel bags, book bags, briefcases, purses, and pockets. An inspection does not imply wrong-doing by the student being inspected. A student and his or her parent or guardian's consent to inspection of personal items is a condition of enrollment and attendance at the school. Refusal to consent may result in disciplinary action, up to and including expulsion, even for a first refusal.

**Service Program/Volunteer Opportunities**

One of the best ways to get to know your school, its staff and other parents is to volunteer in one of the many areas where assistance is needed in a parish school. Service to others is an important part of the St. Charles School Mission. Each family is required to perform 15 hours of service per year (a single parent family is responsible for 7.5 hours). St. Charles provides a wide variety of service opportunities throughout the school year which families may choose to be involved in. There are opportunities in classrooms, the cafeteria, library, PTO activities, coaching, weekend service, evenings, or items which may be purchased for the classroom. Forms will be available for recording completed hours and the honor system will govern the process. All volunteers that work directly with the students must be VIRTUS trained and compliant. VIRTUS compliance means the visitor has completed a background check, attended the VIRTUS session and is up to date on all monthly training sessions.

**Confidentiality:** Volunteers serve in various capacities, working alongside faculty and staff for the benefit of our children. Volunteers set an example for our students as they model service and share their gifts and talents with us.

In your role as a St. Charles Catholic School volunteer, you may from time to time become aware of situations or information relating to students, parents and staff. Therefore, volunteers have a responsibility to keep this information confidential. Volunteers are asked to sign a statement at the beginning of the school year. If there is a breach of confidence, the volunteer may be asked to leave the program.

**Transportation: School Arrival/Dismissal**

**Bicycles**

Students who ride bicycles to school are to park them in the racks provided and secure them with a bicycle lock. The school is not responsible in any way for loss of or damage to the bicycle. All students are to stay away from the parked bicycles during school hours. Proper bicycle safety must be practiced at all times. Walk bikes once you reach the sidewalk once you enter school grounds.

**Bus Transportation**

Transportation is provided by the public school system in which students reside: Shawnee, Elida, Wapak, and Lima City Schools (beyond 1 mile). Public schools are required by law to provide "like" transportation for Catholic

School students. Because students have duties and obligations, which contribute to their safe transportation, students will:

- \*Conduct themselves in an orderly and safe manner while waiting for the bus.
- \*Load and unload the bus at its designated stop in an orderly manner.
- \*Remain seated in their assigned seats and not change seats while the bus is in motion.
- \*Refrain from throwing things while riding the bus.
- \*Refrain from hanging objects or parts of their bodies outside the bus window.
- \*Not prevent another from entering or exiting the bus properly.
- \*Students must cross the street at least ten feet in front of the bus and upon the signal of the driver.
- \*Ride only the regularly assigned bus and unload at the regular stop.
- \*Show respect and consideration for the bus driver at all times.
- \*Noise on the bus should be kept to a minimum.
- \*The same behavior is expected on a bus as in a classroom.
- \*Pupils may speak quietly, but silence is required at all railroad crossings.
- \*Animals are not to be transported on the bus.
- \*No eating or drinking while on the bus.
- \*Vulgarity and obscenity in manner or speech will not be tolerated under any condition.
- \*Only students from a given district may ride the bus from the registered district.

If any violation occurs parents may receive a warning, which must be signed and returned to the bus driver the following morning. This will be filed with the administration; a detention or other consequences will result from a written referral. On the second offense, parents will be notified that the child has been suspended from riding the bus. It will then become the parents' responsibility to transport children to and from school for the suspended days. *Any child who persists in misbehaving shall be denied, by proper authority, the privilege of riding the bus.*

\*A child may be permitted to ride a bus other than the regularly scheduled bus only if the child lives in the same school district; ex. an Elida student may request transportation only on another Elida bus or a Shawnee student may request transportation only on another Shawnee bus. The parent must request such in writing to the office. It would depend on the available space on the other bus.

### Vehicle Transportation

Refrain from parking in the area designated for the disabled, unless your vehicle has a handicap permit sign.

- **ARRIVAL** Morning drop off occurs at two points – Primrose and Cable – between the time of 7:30 and 7:45 a.m. Doors will be unlocked at 7:30 a.m. as this is the time supervision begins. Please do not drop off in front of the school as these doors remain locked and it is unsafe to have students exiting cars when faculty and staff are arriving. In order to help ease congestion and keep things moving, we ask that families please follow the flow of traffic and have students ready to exit the vehicle upon arrival at the drop off point. For the safety and security of our school, parents/guardians may not enter the school building in the morning to walk their child(ren) to the classroom. We ask that you say good-bye in the car or before your child enters the building. There are students and staff members assigned to help your child get to where they need to be.
- **DISMISSAL** School is dismissed at 3:00 p.m. on Monday, Tuesday, Wednesday and Friday and 2:00 p.m. every Thursday. Vehicles arriving are asked to pull into their assigned rows in the school parking lot. Please do not park anywhere other than your assigned row, as it could endanger the children leaving school as well as impede the flow of traffic. Parents will be assigned a row by the school office, based upon their address and a perceived direction of travel. We highly encourage families to carpool in order to reduce the number of cars during dismissal. Teachers, serving as row leaders, will bring your child(ren) to your vehicle. Once all students are secure, a signal to advance will be given. Rows will be dismissed on a rotating basis. Reminder: Elm Street and Row 10 dismissal are NOT permitted to turn right onto Primrose. For a visual representation of this procedure, please see the diagram at the back of the handbook.

On the St. Charles School campus, buses have the right of way over cars.

If students are involved in after school activities, they are not free to leave and return to the school grounds without written parental permission. All after-school groups, including athletic teams, will meet in a designated area on the

St. Charles campus with their supervisor. If the supervisor or parent is not present at 3:05 p.m. the student should report to the main office until such time that the supervisor, coach or parent arrives. At dismissal students become the responsibility of the parent or sponsoring adult.

Your cooperation for the safety of the children is greatly appreciated.

### **Visitors Policy**

For the safety and security of our school all visitors (including parents and alums) must first report to the School Office. All visitors must sign in upon entering the school front lobby. Visitors will receive, and must wear, a Visitors Badge which they will return when leaving the building.

If visitors come to school for lunch with their children they may not bring in soft drinks or 'fast' food. We encourage parents to purchase items from the school cafeteria or pack a lunch.

Former students who have graduated from our 8<sup>th</sup> grade who wish to visit our faculty and staff may do so during non-school hours (prior to 7:45 a.m. or after 3:05 p.m.). Former graduates may call the School Office for permission to lunch with younger siblings but a parent must accompany the former graduate student during the lunch period.

Visitors are not permitted to join our students during recess, nor are they allowed to sit in on classes or disturb teaching and learning.

If a recognized agency (e.g., SAFY Student Services, the police) comes to school, we will cooperate fully. If the police remove a child from our campus, the custody of the child becomes their responsibility. The principal will make every effort to inform the family before the removal or definitely thereafter.

### **Weather**

In the event of severely inclement weather, school may be delayed, dismissed early or canceled. Please tune into WLIO TV CH 35 or Clear Channel radio stations for these announcements. Included under Lima Catholic Schools cancellations or delays will be St. Charles Catholic School, St. Gerard, St. Rose, and LCC. Parents/guardians will receive alert messages from the school through Aptegey. Texts will come from 98901 and voice alerts and calls from 419-222-2536. Anyone may also receive alerts by downloading our mobile app and set your notification settings appropriately. To download, go into the app store on your mobile device and search for 'St. Charles Redwings, OH'.

**Two-Hour Delay**—Doors open at 9:30. No student is permitted in the building before 9:30. Bus transportation will still be provided. Students in grades KD - 8 will report to school by 9:45 a.m.

There will be no early release on Thursday if there is a 2-hour delay.

Prekindergarten and Preschool will operate on a "Plan B" Schedule:

AM Classes: 9:45 – 11:45

PM Classes: 1:00 – 3:00

**Three-Hour Delay**—Doors open at 10:30. No student is permitted in the building before 10:30. Bus transportation will still be provided. Students in grades KD - 8 will report to school by 10:45 a.m.

There will be no early release on Thursday if there is a 3-hour delay.

No Pre-Kindergarten and Preschool morning classes on a 3-hour delay.

**Cancellation** – All classes (P - 8) will be canceled for the day.

Students who ride buses should follow the schedule of the public school of their residence. Public school buses will not run on days when the public school is canceled and St. Charles is in session. *In the event a public school is canceled and St. Charles is in session, parents are responsible for their child's transportation.*



As always, common sense and safety should dictate whether a parent should drive in inclement weather conditions. If the public school is delayed longer than St. Charles, students who arrive late to school due to travel by school bus will not be considered tardy.

### **Weather – Outdoor Recess**

Our school's outdoor recess policy dictates that ALL students will go outside for recess if the temperature is 20 degrees Fahrenheit or above. This temperature takes the wind chill into consideration. Children should be dressed appropriately for outdoor recess. Warm clothes, gloves, hats and boots are suggested during the winter months. Children well enough to come to school should be well enough to go out for recess.

### **Withdrawal**

All fees and tuition payments must be current. Parents must complete a transcript release form and file it with the School Office. Records will be sent to the designated school. Students withdrawing to attend another local school will not be permitted to re-register until the following year except where there are extenuating circumstances.

## **TECHNOLOGY**

Computers, data storage and information retrieval systems are designed to serve the students, faculty, staff and volunteers of the St. Charles Catholic School community. Network and Internet access is provided to further the legitimate educational goals of this institution. Members of the St. Charles community are encouraged to use the computers, software packages, electronic mail (email) or outside the network software for educational or institution related activities and to facilitate the efficient exchange of useful information. Students may only access the internet through the St. Charles School server. Using 3G and 4G access to the internet is prohibited and consequences will be administered. The equipment, software and network capacities provided through St. Charles School's computer services are and remain the property of the institution. All users are expected to conduct on-line activities in an ethical and legal fashion. The use of these resources is a privilege, not a right. Misuse of these resources will result in the suspension or loss of these privileges, as well as disciplinary, legal and/or monetary consequences.

Appropriate or acceptable educational uses of the resources include:

- Accessing the Internet to retrieve information from libraries, databases and world-wide web sites to enrich and expand curriculum is encouraged.
- E-mail capabilities may be used to facilitate distance learning projects.
- List servers and newsgroups may be used to gain access to current information on local, state, national and world events.

St. Charles strictly prohibits any student from computer use which is unethical or liable. Examples of any inappropriate or unacceptable uses of these resources include, but are not limited to, copyrighted material; threatening, harassing, pornographic or obscene material or material protected by trade secret is prohibited. The transmission of copyrighted materials without the written permission of the author or creator through St. Charles email or other network resources in violation of US copyright law is prohibited. As with all forms of communication, email or other network resources may not be used in any manner, which is disruptive to the work or educational environment. The display or transmission of messages, images, cartoons, or the transmission or use of email or other computer messages which are sexually explicit constitute harassment which is prohibited by St. Charles Catholic School policy. It is also illegal for anyone to knowingly allow any telecommunications facility under their control to be used by the transmission of any illegal material.

- The use for personal, financial or commercial gain, product advertisement, political lobbying or the sending of unsolicited junk mail or chain letters is prohibited.
- Vandalism is prohibited. This includes, but is not limited to, any attempt to harm or destroy the data of another user, the internal network, the Internet or any networks or sites connected to the Internet. Attempts to breach security codes and/or passwords will also be considered a form of vandalism.
- The creation, propagation and/or use of computer viruses are prohibited.
- The forgery, reading, deleting, copying or modifying of electronic mail messages of other users is prohibited.
- Deleting, examining, copying or modifying files and/or data belonging to other users is prohibited.
- Willful destruction of computer hardware or software in attempts to exceed or modify the parameters of the system is prohibited. Nothing in this policy shall prohibit the St. Charles Catholic School network

administrator from intercepting and stopping email messages which have the capacity to overload the computer resources.

Access to St. Charles Catholic School email and similar electronic communication systems is a privilege and certain responsibilities accompany this privilege. Users are expected to demonstrate the same level of ethical and professional manner as is required in face-to-face or written communications. Anonymous or forged messages will be treated as a violation of this policy.

- Unauthorized attempts to access another person's email or similar electronic communications or to use another's name, email or computer address or workstation to send email or similar electronic communications is prohibited and may subject the individual to disciplinary action.
- All users must understand St. Charles Catholic School cannot guarantee the privacy or confidentiality of electronic documents and any messages which are confidential as a matter of law should not be communicated over email.
- St. Charles Catholic School reserves the right to access email to retrieve instructional information and records, to engage in routine computer maintenance and housekeeping, to carry out internal investigations or to disclose messages, data or files to law enforcement authorities.
- Any information contained on a St. Charles Catholic School computer's hard drive or computer disks which were purchased by the institution are considered the property of St. Charles Catholic School.

This agreement applies to stand alone units as well as units connected to the network or Internet. Any attempt to violate the provisions of this agreement will result in revocation of the user's privileges, regardless of the success or failure of the attempt. In addition, local disciplinary and/or appropriate legal action may be taken. The decision of the St. Charles Catholic School regarding the inappropriate use of technology or telecommunication resources is final. Monetary remuneration will be sought for damages necessitating repair or replacement of equipment or data.

Online Conduct: No student may enter his or her name or information about himself onto any Internet site while using the school Internet access. The student is further encouraged to refrain from giving out personal information from a home computer without parental permission. The student and adult users agree to not submit, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or otherwise illegal material, not shall the user encourage the use, sale or distribution of controlled substances. Any use in violation of any local, state or federal law is also prohibited and is a breach of the terms and conditions of this policy. Also, any commercial use is strictly prohibited. Use of electronic devices must be in a manner consistent with the mission of the school. Forbidden uses include depictions of violence, pornography, or vulgarity; bullying, threats or demeaning remarks or images to or about the school or any other person; and disrespect for the intellectual property of others.

Disciplinary Action: Consequences for violations of any technology policy could warrant disciplinary probation and restriction from use of the electronic devices at school and could include detention, suspension, and may include expulsion. SCCS reserves the right to inspect data stored on student-owned electronic devices if there is reasonable suspicion of a violation of school rules or illegal activity. In certain cases, if the inappropriate use also violates other school or Diocesan policies, further disciplinary measures may be taken.

#### Social Media Policy

The following uses are prohibited on any SCCS media outlets, including social media platforms or the SCCS Website:

- Soliciting or advertising any business, except to the extent that such advertising occurs in conjunction with fundraisers and/or recognition of SCCS partners and supporters
- Furthering an issue or product for personal or professional gain
- Conversing about SCCS business or discussions, and airing grievances with fellow volunteers, school administrators, teachers, employees or other individuals.
- Using inflammatory or inappropriate language, or personal attacks of any kind.

*SCCS Student Commitment and Responsibility:*

SCCS recommends that students respect the privacy of others by not sharing personal information or harmful or hurtful comments involving fellow students, teachers, administrators, parents or school/parish employees via social media properties and email/SMS (text) messages.

The following will not be tolerated and may be subject to school suspension or dismissal at the sole discretion of the principal.

- Cyberbullying of any kind, including insulting, targeting, embarrassing or excluding any individuals.
- Offensive language, including but not limited to ethnic, religious and racial slurs, profanity, sexually explicit language, images or video and including the use of acronyms of offensive expressions.

#### Telecommunications:

Disciplinary action may also be taken against those who use telecommunication devices to cause mental or physical distress to other members of the school community, whether these incidents take place on or off school property. Disciplinary action taken by school authorities may include revocation of access to technological resources, suspension, expulsion, and/or possible legal action.

#### Device Care and Responsibility

Students are responsible for the general care of school-used technology. Devices that are broken or fail to work properly must be reported to the school office for an evaluation of the equipment by our technology support personnel. Special care must be taken to protect the device screen, as any damage to the screen will result in the need to replace the entire device. Any student school-issued device that stops working because of a hardware or software issue will be replaced by the school at no cost to parents. Outside of a hardware or software issue, parents are responsible to pay for damages to school-issued devices, same as any other piece of school-owned property, including textbooks or classroom equipment.

#### Agreement Form:

Because technology is essential to a modern education, St. Charles Catholic School provides Internet use to all students for distance learning as well as other educational benefits. If a parent or guardian does not want their child to have access to the Internet during school hours, it is the responsibility of the parent or guardian to notify the school office in writing.

#### Use of Student Images:

St. Charles Catholic School maintains a web site containing school news and classroom updates. This web site may contain images or pictures of students during activities in school or on field trips. Students will only be identified by their first name. If a parent or guardian does not want their child's image posted on the St. Charles website or Facebook page, they must notify the school office in writing.

#### Personal Electronic Device/Cell Phone

Students will be permitted to have cell phones, smartwatches, and Personal Electronic Devices (PED) at school. **All cell phones and smartwatches must be stored in lockers or classroom cubbies and in the off position.** PED must also be stored in lockers or classroom cubbies and in the off position unless a signed Bring Your Own Device permission slip has been returned to school and students are granted permission by their supervising teacher. These guidelines and procedures will be in effect from the time students arrive at school until the student leaves the premises at dismissal. Since it is sometimes necessary for parents to communicate with their child during school hours, they are free to call the office and have a message sent to them. Use of an electronic device during after-school activities will be at the discretion of the supervising coach/staff member. St. Charles will not be responsible for any lost or stolen items and will not investigate any claims of theft.

#### *Cell Phone/Smartwatch Consequences*

**1<sup>st</sup> offense:** The cell phone will be taken to the school office and held until the student and a parent are able to meet with the administration.

**2<sup>nd</sup> offense:** The student will not be allowed to bring the cell phone on the St. Charles campus.

**3<sup>rd</sup> offense:** The cell phone will be confiscated until the end of the academic year.

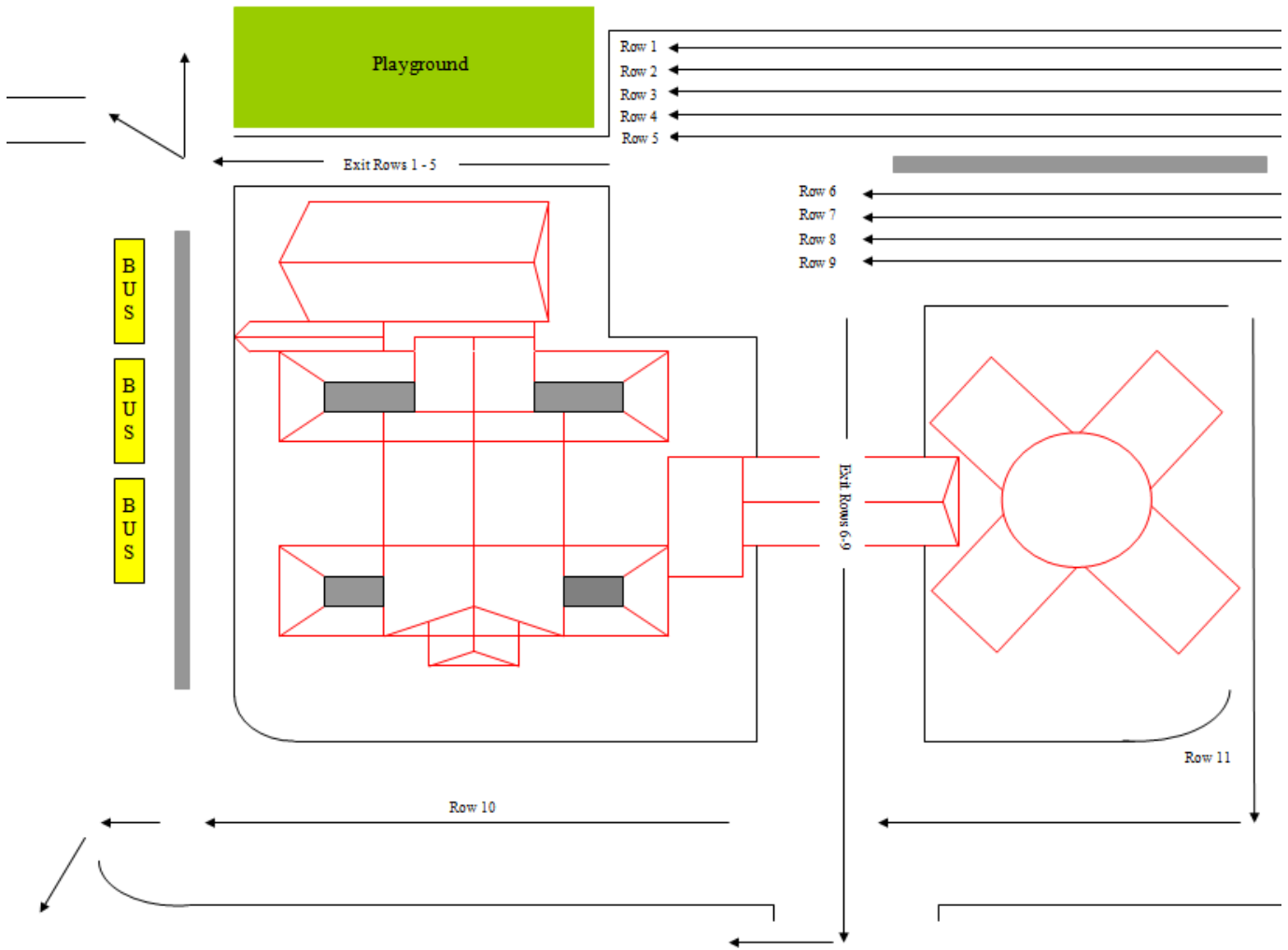
### ***PED Consequences***

**1st offense:** The device will be taken by the teacher. At the end of the period the teacher will return the device to the student and the student will apologize for interrupting the class. The teacher will mark the strike on the school database.

**2nd offense:** The device will be taken by the teacher. At the end of the period the teacher will bring the device to the principal's office and the parent will be notified of the second violation and will have to come and pick up the device. Student will apologize to both the principal and his parents. The teacher will mark the strike on the school database.

**3rd offense:** Same as 2nd offense but student and parent will meet with the principal to discuss the loss of privilege in bringing personal devices to school.

# Dismissal Map



## 2022-2023 Faculty and Staff

|                     |                         |                   |                        |
|---------------------|-------------------------|-------------------|------------------------|
| Jamie Barnt         | Title 1 Teacher         | Candace Keating   | Prekindergarten        |
| Melita Bellman      | Cafeteria Manager       | Ariel Ketchum     | 4 <sup>th</sup> Grade  |
| Denny Berelsman     | Director of Maintenance | Laura Knarr       | 3 <sup>rd</sup> Grade  |
| Jean Blubaugh       | 6 & 7 Language Arts     | Mary Beth Krumel  | ASP/Admin. Assistant   |
| Elizabeth Bollinger | 5 <sup>th</sup> Grade   | Theresa Lauck     | 7 & 8 Language Arts    |
| Jeannie Bowersock   | 2 <sup>nd</sup> Grade   | Sarah Luersman    | 1 <sup>st</sup> Grade  |
| Marilyn Bryant      | Medical Assistant       | Becky MacDonald   | Art                    |
| Jamie Butorac       | 2 <sup>nd</sup> Grade   | Lisa Mahler       | Kindergarten           |
| Hannah Clay         | 3 <sup>rd</sup> Grade   | Sarah Malcom      | 6 – 8 Math             |
| Theresa Coleman     | Cafeteria               | Chari Miracle     | 6 – 8 Science          |
| Kathy Daley         | Technology              | Mary Niese        | 6 – 8 Religion         |
| Kaille Dieringer    | Admin. Assistant        | Georgia Rettig    | Cafeteria Cashier      |
| Lisa Doseck         | Cafeteria Cook          | Megan Scheid      | Principal              |
| Kathy Fleishman     | Extended Care           | Beth Steiger      | Remedial Specialist    |
| Sally Garver        | 1 <sup>st</sup> Grade   | Jennifer Thompson | Librarian              |
| Kelly Gronas        | 6 - 8 Social Studies    | Carol Van Meter   | School Counselor       |
| Karen Hahn          | Intervention Specialist | Renee Vorst       | Music                  |
| Alexis Heitmeyer    | 4 <sup>th</sup> Grade   | Dylon Webb        | Physical Education     |
| Tonya Henderson     | 5 <sup>th</sup> Grade   | Kelcie Widmer     | Extended Care          |
| Shannon Jackson     | Kindergarten            | Anthony Wilkerson | Director of Operations |
| Fr. Kent Kaufman    | Pastor/Superintendent   | Letitia Young     | Cafeteria              |

**Handbook Acknowledgement Page**

I acknowledge that I have read and reviewed the St. Charles Catholic School Student Handbook for the 2022-2023 school year. The handbook can be found on our school website. I understand the policies and procedures of the Handbook, and I agree to adhere to these policies and regulations. I further understand that St. Charles Catholic School has the right to change, modify, and/or revise any of the policies set forth in this Handbook at any time.

\_\_\_\_\_  
**Print Full Legal Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Student Name**

\_\_\_\_\_  
**Student Name**

\_\_\_\_\_  
**Student Name**

\_\_\_\_\_  
**Student Name**

\_\_\_\_\_  
**Student Name**