

## NEW FAMILY ORIENTATION

### Times of School

K-8                7:50a to 3:00p \*Thursdays 7:50a-2:00p  
AM PK/PS        7:45a-10:45a, Thursdays 7:45a-10:15a  
PM PK/PS        12:00p-3:00p, Thursdays 11:30a-2:00p

**Student Handbook** All families are asked to read the [handbook](#) and discuss policies with your children and return the signed acknowledgement form to school. A few highlights:

### Drop Off and Pick Up

**ARRIVAL** Morning drop off occurs at two points – Primrose and Cable (click [HERE](#) for map)– 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.

Bike riders - once on St. Charles school grounds we ask that the students get off their bike and walk it to the bike rack by gym entrance off cable. Be sure that as the mornings get darker that students are following proper safety guidelines by were reflectors or lights.

**DISMISSAL** Rows 1-9, and 11 pull in off of Cable Rd--rows will be clearly marked with cones. Row 1 starts closest to the field with Row 9 being closest to the church gathering space. Row 11 is along the church parking lot off Cable Rd. Row 10 pull off of Elm St. in front of school. Rows 1-5 will exit toward Primrose and can turn right or straight onto Lowell, 6-9 will exit toward Elm St and turn right onto Elm, 10 (for 8th grade) will be in the front parking lot and will exit left onto Primrose toward Elm St, Row 11 will exit on Elm (right hand turn). (Click [HERE](#) for the dismissal map.) Parents should remain in their vehicles as staff members will walk the students to the cars. Once everyone is safely in cars we will begin dismissing the cars one row at a time (we rotate which row begins each day). It will seem chaotic the first few days and we may need to make adjustments to rows once we are in our routine to even out the lines. Once we are underway the parking lot is cleared within 10 minutes so please remain patient. For cars that arrive late to the pick-up line--your child will not be able to load until given the go-ahead from the teacher safety monitors. This is designed with student safety in mind!

Once all car riders have exited the parking lot walkers and bike riders will be dismissed by their supervising teacher.

When you need to change your child's routine transportation, please send note to the child's teacher. Please try to communicate with your child in the morning how they are getting home. If you need to call to make a change in transportation change you will need to call the office by 2:30 in order to ensure that we have time to get the message to your child. If you call after 2:30 we cannot guarantee the message will be able to be delivered on time.

### **Tardiness**

Plan to have your children to the school by 7:45. Students not present in their homeroom by 7:50 are tardy. If your child is tardy he/she must report to the office for a pass.

### **Absent**

Please call the school office if your child will be out per Ohio law. You need to leave your child's name, your name, and reason for absence. The school phone number is 419-222-2536.

### **Delays and Closings**

PreK and Preschool have a different schedule on delays –

If we have a 3 hour delay – no prek or preschool

Listen to the radio or watch the TV - WE WILL BE LISTED AS LIMA CATHOLIC SCHOOLS

Notifications will be made via text or email to the students' Emergency Contacts

Download the school app (search St. Charles Redwings, OH) for notifications

*If the public school is delayed or cancelled and our school is not--bussing will not be provided and it is the parents responsibility to get their child(ren) to school.*

### **Extended Day –**

Extended Day is available till 5:30 p.m. Snacks and given and activities for the students.

Contact Mrs. Fleischman or enroll in the office for this program. If you are interested in signing up for this program see Mrs. Dieringer in the school office for the proper forms that need to be filled out.

### **Uniform/Dress**

Kindergartners – 8<sup>th</sup> grade do wear uniforms and must follow the school dress code starting on the first day of school. Preschool/PreKindergarten may wear play clothes (no open toe or open heel shoes). Uniforms are available at Lion Clothing in Delphos or you may be able to find uniforms that fit your child in our Uniform Recycle Room.

#### ***Dress Code***

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.

### **Jeans Day**

Monthly we have jeans days. On service jeans days the students are asked to either bring in \$1 that is donated to local programs in our Lima community or bring in an item that is needed for the organizations. There is a dress code for these jeans days that is expected to be followed.

### **School Fees/Tuition**

All school fees and tuition payment plans should be taken care of prior to the start of school. Please call the school office and speak with Mrs. Dieringer if you have any questions regarding your balance.

### **Liturgies**

Once a month we have an All School Liturgy. These will be listed on the events calendar through our school website and app. Preschool/Kindergarten students do not attend school Masses.

Grades 1-3 attend weekly mass on Tuesdays

Grades 4-5 attend weekly mass on Wednesdays (K beginning 2nd quarter)

Grades 6-8 attend weekly mass on Thursdays

### **Parent/Teacher Conferences**

First quarter report cards are distributed in late October. Parent/Teacher Fall conferences are in late October/early November. In grades 5-8 students are required to attend the conferences along with their parents. Parents may also request a conference anytime during the school year.

### **Fund Raisers**

We do require every family to participate our 2 fund raisers. (Prekindergarten only 1 fundraiser, preschool do not have to participate) You may choose to meet the goal of each, or double your goal of 1 or pay \$250.00 and not participate in the fund raisers. More information will be sent home about the fundraisers as we introduce each one.

### **Final Thank You**

Choosing a faith filled education is a sacrifice and I want you to know how much we understand and appreciate the hard work you must do to send your child to a Catholic School. Please know that we are a very dedicated staff that has accepted our ministry to love and care for your children. I am available to help and serve you. Please email or call me if you have any concerns I can assist you with.

We are a very successful school due to not only our dedicated staff, but our dedicated parents. Thank you for choosing St. Charles School for your child's education.