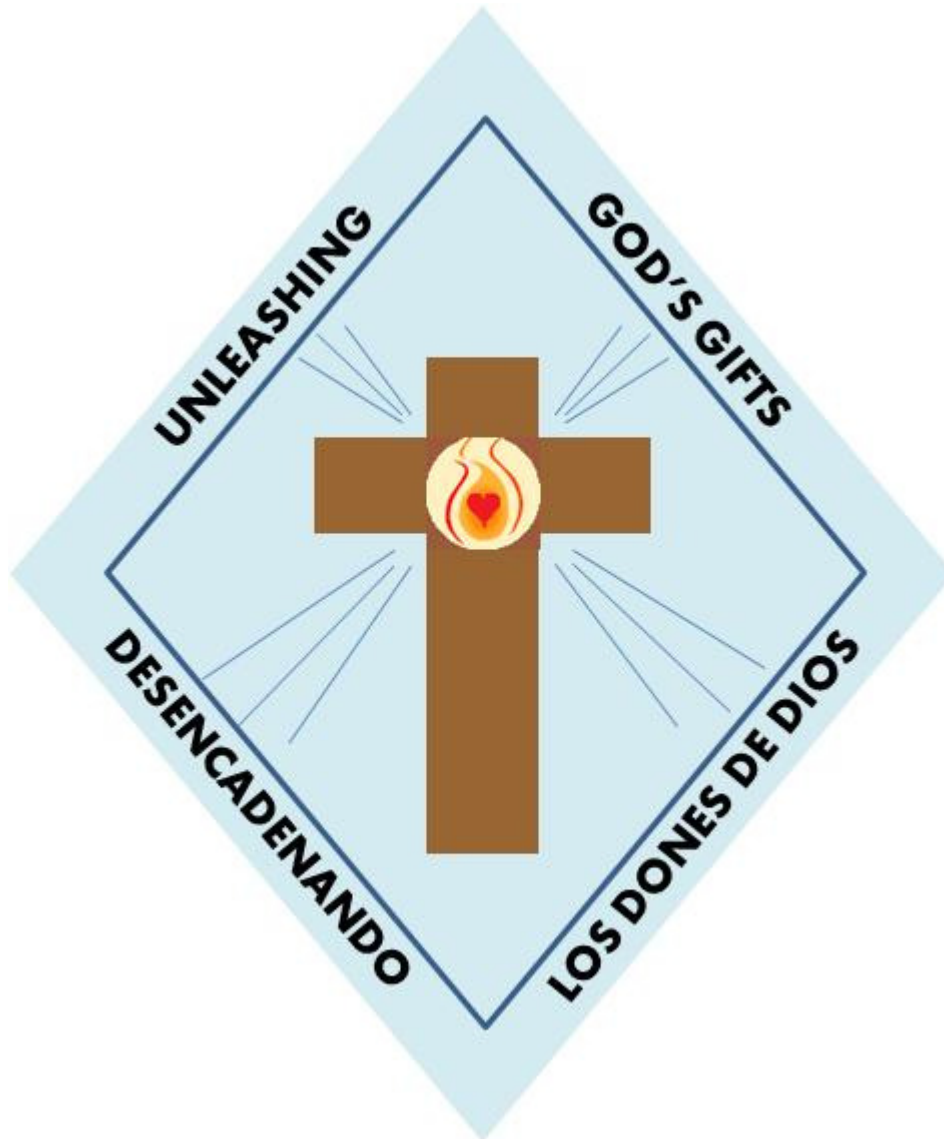


# St. Charles Borromeo School Student Parent Handbook 2009-2010



431 Decatur  
St. Charles, MO 63301  
636-946-2713

Dear Parents,

Welcome to St. Charles Borromeo School! The parish's Catholic education program has been in existence since 1832! The mission of our Catholic school is to foster a visible community of believers. We are grateful to be partners in the Catholic education of your children.

**Unleashing God's Gifts!** This is our theme for the year. We have great things planned for your children and much to accomplish, all of which will certainly happen with the grace of Jesus.

Please read this handbook carefully so that you are aware of the philosophy and policies of the school. For your convenience we have categorized the policies as follows:

- Admission Policies— p. 3
- Attendance Policies— p. 7
- Discipline Policies— p. 9
- Dress Code Policies— p. 13
- Health Policies— p. 16
- Other Policies— p. 17

This parent handbook contains established policies and procedures for the 2009-2010 school year. Since it is not possible for a Handbook to address every situation that may arise during a school year, the school administration reserves the right to amend or revoke the policies and procedures of this Handbook at any times as circumstances may require. When changes are made to the Handbook, parents and students will be informed of the change in writing in a timely manner, and this will include a statement about when the change will take effect.

God bless you and your family as we enter a new year. Thank you for choosing St. Charles Borromeo School.

Blessings,

Ann Hoffman, Principal



## Custodians

Custodian-Mrs. Kathy Kaspyrzk  
Custodian-Mr. Rafael Fuentes  
Custodian-Mr. Danny Kaspyrzk

## Contact Information

School Address and Phone  
St. Charles Borromeo School  
431 Decatur Street  
St. Charles MO 63301  
636-946-2713  
Fax: 636-946-3096  
Website: [www.borromeoschool.com](http://www.borromeoschool.com)

## Admission Policies

St. Charles Borromeo Catholic School admits students of any race, gender, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students of this school. St. Charles Borromeo School does not discriminate on the basis of race, gender, color, national and ethnic origin in admission policies, scholarships, and loan programs, and athletic and other school-administered programs.

The principal, with proper consultation with the pastor, will admit students to the school according to the norms set by the Archdiocesan Board of Education as follows:

Families applying to St. Charles Borromeo School must be registered in the parish or in their home parish and must demonstrate to the Administration (pastor/principal) a desire for the special kind of school where Catholic teaching and moral formation are an integral part of the school philosophy and environment. This includes:

- a. Participation in the spiritual and Community life of the parish.
- b. Continuous support of the concepts upheld in the Parent Witness Statement.
- c. Agreement and willingness to follow the policies and procedures of St. Charles Borromeo School and the Archdiocese of St. Louis.
- d. Willingness to financially support the Parish and school.
- e. Willingness to cooperate with the teachers and administration in the psychological, emotional, spiritual, intellectual, and academic development of their child.

### Priority for Admission

1. Active registered parishioner families with children already attending St. Charles Borromeo School.
2. Registered parishioners of St. Charles Borromeo School.
3. Non-parishioner Catholics registered in another parish.
4. Non-Catholics: Parents must agree to their children's religious education and participation in religious activities of the school.

### **Admission of Students under Special Circumstances**

The decision to accept a student on a conditional basis will be made only after a thorough review of the student's previous school records and all records relating to the student's special needs, if any. The school will communicate the conditions of acceptance in writing. The Catholic Education Office is available for assistance with making and communicating such decisions.

### **Admission of Home Schooled Students**

Prior to accepting a student who has been home schooled the parents/guardians must provide evidence that the student has been receiving regular instruction:

1. by providing the following records which they are required to keep by state law: a) a plan book diary, or other written record indicating subjects taught and activities engaged in; b) a portfolio of samples of the student's academic work; c) a record of evaluation of the student's academic progress; d) other written or credible evidence equivalent to the points listed above.
2. by providing evidence of offering at least 1000 hours of instruction annually as required by law. At least 600 hours should be in reading, language arts, mathematics, social studies, and science or academic courses that are related to the aforementioned subject areas and consonant with the pupil's age and ability. At least 400 of the 600 hours shall occur at the regular home school location.
3. by providing evidence of religious education and sacramental preparation that have been provided, along with parish records of participation in first sacraments, if applicable.

The student's placement shall be determined by a review of the above records and student work samples. If the records are not sufficient to determine placement, the student will be given appropriate end of grade assessments.

Enrollment in a Catholic school and participation in a home school is not permitted. Participation in Catholic school activities (including but not limited to the standardized testing program, fine arts programs, etc.) flows from being enrolled full time in a Catholic school.

### **Admission of Students from Other Countries**

School of the Archdiocese may enroll or allow the attendance of foreign-born non-immigrant students, if they possess appropriate U.S. Immigration and Customs Enforcement (ICE) documents. Schools must contact the Catholic Education Office before making an admission decision and must follow designated procedures. Foreign-born persons of school age who have entered the United States on B1/B2 tourist visas are not allowed to attend school. Failure to comply with ICE procedures and regulations could jeopardize a student's ability to enter or remain in the U.S. and cause the school to be found in violation of U.S. immigration laws.

### **Transferring from Another Catholic School**

A student transferring from one Catholic School in the Archdiocese to another for reasons other than geographic relocation may be accepted after the parish/school in which the parents wish to enroll obtains pastor permission and school records from the parish/school that the family is leaving. It is the responsibility of the parents/guardians to obtain the permission of the pastor. In addition, the requirements for admission would apply at any transfer point.

### **Transferring from a Merged/Consolidated Catholic School**

Families enrolled in a school that is scheduled to merge or consolidate for a new school year should enroll at the school at which the parish has merged or consolidated its school. If for some valid reason a family desires to transfer to another Catholic school other than the merged/consolidated

school, the parents may register only after receiving permission from the pastor of their current parish.

#### **Transferring from a Non-Catholic School**

A student transferring from a public or private school may be accepted into a Catholic school after a thorough inquiry regarding the motivation for the request for admission. Normally the family would apply to the school sponsored by the parish in which the family resides. In addition, the requirements for admission would apply at any transfer point.

#### **Transferring from a School District under Court Ordered Desegregation Plan**

Public school students from public school districts directly affected by a mandatory Court order for integration may not be accepted into Catholic schools.

#### **Kindergarten Application**

- Families must be registered in St. Charles Borromeo Parish or another parish or church.
- Child must be a baptized Catholic and must be 5 years of age before Aug. 1.
- Families must have shown active presence in St. Charles Borromeo Parish or in their home parish or church. Active presence includes weekly attendance at Mass on Sunday, regular financial support of the parish, and involvement in one or more parish activities.
- Student readiness is a joint decision of administration and parent utilizing the Kindergarten screening tool.

#### **Age of Admission**

A child may be admitted to grade 1 who has reached the age of 6 before Aug. 1. The date of birth must be certified by a birth certificate or by a Baptismal certificate.

Any exception to the age of admission must be approved by the Pastor/Principal in accordance with the guidelines set down by the Archdiocesan School Board.

#### **Kindergarten Screening**

Kindergarten students will be given a developmental screening before final acceptance.

#### **Fees**

Families are required to pay an enrollment fee for each child at the time of registration. This fee covers in part the cost of renting hardback books, and part of the cost of consumable materials such as workbooks, tests, paper, A-V equipment and supplies, playground fees, library supplies, and office equipment.

If books are lost, their full purchase price must be paid; if books are damaged, a fine will be assessed. All money must be paid before the conclusion of the school year.

The School Board will reassess enrollment fee charges each year. Changes for the coming school year will be communicated to parents prior to the spring registration.

BASK fees, lunch charges, Home and School fund-raising fee, and incidental fees are separate from the above.

## Registration

Registration for the next school year is held each year in February or March.

**Prior to re-enrollment, all families must be continually meeting the standards called forth in the Parent Witness Statement.**

A child's name is placed on the class list after forms have been completed and fees paid. All enrollment fees are due by Aug. 1<sup>st</sup>.

Baptismal and birth certificates, plus Social Security number, must be presented at the time of first registration. A health record must be filled out by the child's doctor and presented before Aug. 1<sup>st</sup> of the upcoming school year.

**Verification of custody arrangements in cases in which the parents of the student are divorced must be on file.** (A copy of the portion of the divorce decree, which verifies custody arrangements, must be provided.)

## Tuition

### **Introduction:**

We believe that tuition payments are an investment in your child(ren)'s education and religious formation. Therefore, the School Board of St. Charles Borromeo School accepts responsibility of recommending to the Pastor and Principal policies concerning the amount of tuition, the manner of payment, and, in general, the development of policy in this area of concern. Furthermore, it is the responsibility of the Pastor, Principal, and School Board to insure that adequate financial resources are available for the school, and that enrollment is as available and affordable as possible to all families.

### **Tuition Payment:**

Families who are registered members of St. Charles Borromeo Parish, with children enrolled in the school, all receive the benefit of reduced rates of tuition to be determined annually by the Pastor, Principal, and School Board. The tuition that is charged only covers a PORTION of the cost of educating the child. Families will be provided with the tuition cost, the actual cost, and the difference therein for the year. Families are invited to pay the actual cost or any portion of the actual cost above the tuition rate. This payment of the difference between the actual cost and the tuition cost can be made directly to the parish at the family's convenience. This payment of the difference in cost would be tax-deductible.

Families who are not parishioners of St. Charles Borromeo Parish with children enrolled in the school shall make tuition payments close to the cost of education per child.

All families shall be expected to make tuition payments according to one of the following payment plans. Each family's preferred manner of payment must be submitted each year at the time of student registration. Options for payment shall include:

**Full Payment:** Under this option, the entire amount of tuition is paid at the parish office by July 30<sup>th</sup>. The following tuition options are budgeted through the FACTS program, with three payment options.

**Semester Payments:** two payments due in July and January.

**Quarterly Payments:** four payments due in July, October, January, and April.

**Ten Month Payments:** ten equal payments beginning in July.

### Late Registrations

4. Families registering after July 1<sup>st</sup> shall be expected to fulfill their tuition obligation according to the policy stated above.
5. Tuition for students registering on or after the first day of school shall be prorated over the number of school days they will be in attendance according to a formula established by the Pastor, Principal, and School Board.

### **Late Payments:**

It shall be the responsibility of each school family to keep the Pastor or Parish Secretary informed of their need to make any changes to their Tuition Payment Preference Option or adjustment in the amount of tuition expected to be paid. Without such information, the following policy will apply when tuition payments are received late:

**Full Payment:** When full payment has not been made by July 30<sup>th</sup>, the family will automatically be charged a \$25.00 missed payment fee. All tuition payments shall be made through the FACTS Tuition Management Program.

**Semester, Quarterly, and 10 Month Payment:** School families who miss a payment due to insufficient funds will be automatically charged a \$25.00 missed payment fee by FACTS and may incur a similar penalty from their own banking institution. After being informed of the missed tuition payment, families are required to pay the amount due directly to the parish office within fourteen (14) calendar days. If this is not possible, suitable arrangements must be made with the Pastor.

In addition, school families who have missed two monthly payments and have not paid the amount due to the parish office or have not made suitable arrangements within fourteen (14) calendar days of the second missed payment will be informed that their child(ren) will not be readmitted to school according to the "Non-Admission" specifications of this policy. (See below.)

### **Tuition Assistance:**

A limited amount of tuition assistance is available from the Archdiocese as well as the parish for school families experiencing economic difficulties. Normally, requests for such assistance should be made at the time of registration. However, since such circumstances often are unpredictable, families should not hesitate to inform the Pastor of their need whenever it may arise during the year. Circumstances will be reviewed by the Pastor.

For the sake of your family's security and peace of mind, and for the general financial stability of our school, we encourage parents or guardians to contact the Pastor as soon as possible when they are experiencing economic difficulties.

### Attendance Policies

The school doors open at 7:25 a.m. and the school day begins at 7:45 a.m. Students should be in their desks and ready for class when the 7:45 a.m. bell rings. School is officially dismissed at 2:50 p.m. Parents are responsible for seeing that their children are brought to school on time and picked up on time. If children are left after 3:05 p.m., children will be placed in the BASK program at a cost of \$25.00 per hour or any part of the hour, payable upon pickup of the children.

### Absence and Make-up Work

Regular student attendance is a must to insure continual and progressive growth. Students are considered absent whenever they are away from school during school hours except for school sponsored activities (e.g. field trips, enrichment, and remedial programs, etc.) Students who must be excused for medical, dental, funeral, or other reasons during school hours are considered absent. For these types of absences a written notice should be sent to the school in advance by a parent/guardian stating the date, time, length, and reason for absence.

Chronic or excessive absences without substantial cause can be a factor in determining a student's continued enrollment in the school.

When a child is sick, a parent is to call the school by 9:00 a.m. (946-2713). When the child returns to school, he/she must have a written excuse stating the child's full name and grade, the dates of the absence, the reason for the absence, and the signature of the parent/guardian of the child.

A student is truant if he/she is absent from school for a day or portion of the day without the knowledge and/or consent of the parent/guardian and school officials. Truancy is a serious offense, and consequences will include conferences with the parent/guardian. Repeated trancies could result in dismissal.

The student is expected to make up all work missed during the absence. Homework may be picked up in the secretary's office at the end of the school day if it is requested before 2:00. Although every effort will be made to ensure that students get everything needed to complete work, there will be times when all work is not forwarded to the student for home completion. The student needs to check with the teachers upon return to school for any work that needs to be completed. For every day a child is absent, he/she has that number of days to complete the missing work. If the child is absent for an extended period of time, the child will be given a reasonable time to complete the work. The report cards will be withheld until the make-up work has been completed.

Missing school for family trips is discouraged. It is impossible to fully recover the work missed when absent. A written note from parents should be sent one week in advance if a trip is anticipated. Students will be given any missed work due to trips or other non-illness extended absences upon returning to school. Parents are not to expect work in advance for students who are traveling. After 10 absences have accumulated, the parents will be contacted to review the reasons for the absences.

After 20 or more absences have accumulated, the principal may contact the parents and request a meeting to review the cause of the absences. A conference may be required to determine the child's readiness for the next grade level. Parents will be given the opportunity to correct the problem before further steps are taken. Administrative discretion will govern in exceptional circumstances.

If a student is absent 30 days or more in one school year, he/she must either repeat the year or employ a tutor for the summer.

### Tardiness

A student entering the classroom after the 7:45 a.m. bell is considered tardy and must check in at the office with a note explaining the tardiness to obtain an admittance slip to class. Tardiness is counted for time up to 1.5 hours, starting at 7:45 a.m. when the first bell rings. After 1.5 hours, the child is considered absent.

Chronic tardiness handicaps a child, causing him/her to miss announcements and not have enough time to start the day in an organized fashion. Excessive tardiness will result in the following disciplinary actions.

Excessive tardiness is defined as 5 or more tardies in one quarter. Students who are tardy 5 times in one quarter will be required to serve a one half hour after-school detention. A detention will be served for every 5 tardies in a quarter. Parents are expected to pick up their child at the conclusion of the detention or make arrangements for prompt pick up. When students have accumulated 3 tardies, parents will receive a letter from the office notifying them of the number of tardies. Accumulating a total of 10 tardies during the school year will make continued enrollment and/or reenrollment for the following school year probationary, dependent upon any subsequent tardies.

#### **Release During the Day**

If a child needs to leave school for some reason during the day, the parent should send a note to the teacher in the morning stating the time of departure and who will be picking up the child. Parent/authorized persons coming to pick up a child early must come to the office to check the child out. The office will then call the classroom to release the student. Under no circumstances are parents to by-pass the office to take their child from school. Any time missed over 1.5 hours (and less than 3 hours) is considered a half day absent.

### **Discipline Policies**

School discipline is a must if learning is to take place. Our goal is to assist the child in developing Christian self-discipline that will serve them their entire lives. The conduct asked of students is the use of common sense, courtesy, kindness, cooperation, and respect.

Students are to come to class on time, to be prepared with homework and class materials, and to pay attention and follow directions in class.

Instilling these qualities to foster the spiritual and moral growth of the child is the responsibility primarily of the parents in conjunction with the school. Parents and the school are expected to work cooperatively for the good of all students. Parents can help instill an understanding of proper authority by not criticizing policies and disciplinary measures in front of their children. Parents with questions regarding student issues of any kind should first contact the teacher. If issues cannot be resolved between the parent and teacher, parents may contact the principal. The teacher in the classroom represents you, the parent, and the closer you and the teacher can work together, the better.

#### **Positive Student Behavior/Attitude/Respect**

A respectful, responsible and Christian attitude is expected at all times at St. Charles Borromeo School for all students. We continually work to recognize and promote positive student conduct and

attitudes. Developing school pride must be an effort of all involved: the teachers, staff, students, and parents.

### **Negative Student Behavior/Attitude**

Any serious or chronic disciplinary breach is detrimental to the education of the child and/or a whole group of children; thus it cannot be permitted. Teachers will handle common infractions, correcting children lovingly but firmly, and imposing logical, appropriate consequences and/or conduct referrals for students' inappropriate choices. Each conduct referral requires a parent signature.

If a student does not respond to the corrections of the teacher, and/or shows no improvement, the child will be referred to the principal for correction. Multiple referrals to the principal will result in more severe consequences which could include suspension and/or withdrawal for cause from the school.

There will be No Tolerance at school and at school sponsored activities for 1) Fighting—including punching, kicking, pushing and hitting. 2) Foul, vulgar, or profane language and obscene gestures or pictures, whether written or spoken/acted. 3) Sexual misconduct or harassment—including physical contact, indecent exposure, teasing with sexual innuendoes, or demeaning notes or actions. 4) Verbal abuse—written or spoken words that are demeaning to another person, whether student or teacher; intimidation; defiance; and for talking back to adults in charge. 5) Breach of Technology Use and Internet Safety Policy. Students who engage in any of these behaviors will receive a consequence fitting to the child's age and behavior. It must be understood that problems as listed above do not usually occur in the immediate presence of a teacher or adult. Thus, it is important for parents (and students) to communicate promptly with the teacher at the onset of any difficulties. The faculty and staff are committed to monitoring this and investigating this to the highest potential.

### **Green Slips/Detention**

All students of St. Charles Borromeo are expected to exhibit behaviors we call Type A behaviors. Type A behaviors include, but are not limited to, being prepared for class, maintaining a quiet atmosphere, being attentive and respectful of all students. Disregard for any of the expected Type A behaviors of our students will merit a discipline slip known as a green slip. Once a student has accumulated 5 green slips, he/she must serve a 30 minute detention after evening dismissal. Detention is a thirty minute period where the student is expected to sit silently, or they may be given classroom chores in that particular classroom (cleaning boards, dusting, separating papers, etc.).

If a student receives an additional 5 green slips, a second detention is served and the student's parents must come in for a conference with the student, parents and classroom teacher(s).

Type B unacceptable behaviors include, but are not limited to, serious disrespect to a teacher or any adult in school, harassing or undermining others, stealing, cheating, or forgery, fighting, use of obscene language and/or gestures. One offense merits an orange slip. One orange slip requires a thirty minute detention.

If a student receives any additional orange slips for Type B unacceptable behaviors, a conference with the student, parents, classroom teacher(s), the principal and the pastor will be held.

Type C unacceptable behaviors include, but are not limited to serious fighting, blatant disrespect to teachers or supervisory assistants, smoking or possessing smoking materials on parish property, possession of any type of weapons and any other serious unacceptable behaviors as determined by the principal. Type C unacceptable behaviors will merit an immediate suspension as described in the paragraph below. Before the student is allowed to return to school, a conference will take place with the student, parents, principal, pastor and teacher(s).

**In-School Suspension (ISS)/Out- of -School Suspension (OSS)** – If serious and/or consistent behavior impedes the learning of a student, an ISS or OSS may be issued. ISS are served in isolation from peers or in another classroom at a lower grade level. Parents will be informed immediately if such consequence (ISS or OSS) is issued.

#### **Withdrawal For Cause**

Withdrawal for cause is the permanent end of enrollment of a student from the school. Ordinarily a student would not be subject to withdrawal for cause unless there has been a period of suspension and/or other serious disciplinary action taken. A student may be subject to withdrawal for cause as a result of a single, extremely serious conduct violation or action contrary to the mission and purpose of the school.

#### **Safe Environment**

Our Catholic school shall provide a safe learning environment for all members of the school community. The climate shall reflect Gospel values including an emphasis on the dignity of all persons which is necessary for respect, the interdependence of all persons that is the basis of community, and the rights and responsibilities of all persons which are the foundation of justice.

Violence is inconsistent with the unity and peace which are essential to living the Catholic faith in community. Violence also inhibits human development and successful learning. Therefore, violence is not tolerated.

Violence consists of words, gestures, and actions that result in or have the potential to result in hurt, fear, or injury. Violence includes threats of injury, harassment, assault, possession, and/or use of a weapon, and theft or vandalism of property.

A weapon is anything used or intended to be used to threaten, intimidate, and/or harm persons. The possession or use of firearms, other weapons, or explosive devices on school/parish premises is not permitted.

All reported or observed instances of threatened or actual violence will be addressed by the school administration. Appropriate actions may include parent/guardian conferences, mandatory counseling, suspension, withdrawal for cause, and legal action depending on the severity of the incident.

### **Cheating**

Cheating is defined as dishonestly earning credit for work which was completed with the use of notes, open books, copying work from neighboring students, or requesting other students to complete work for credit given to another student. Cheating will not be tolerated. Students found to be cheating will receive a zero grade on that assignment and a orange slip. In subsequent instances, the student may be suspended for up to three days. Reentry into the school will be the decision of the principal.

### **Harassment**

St. Charles Borromeo School shall maintain a learning environment that is free from all forms of harassment. No student in the school shall be subjected to any type of harassment. St. Charles Borromeo School forbids harassment because it is not in keeping with the Gospel message of Jesus Christ and the standards of its program.

Harassment is defined as any unwanted and unwelcome behavior that interferes with a student's performance or creates an intimidating, hostile, or offensive learning environment. Harassment includes conduct that is verbal, physical or visual.

St. Charles Borromeo School investigates every harassment complaint thoroughly and promptly. All investigations will be conducted in a sensitive manner and, to the extent feasible, confidentiality will be honored. The investigations and all actions taken will be shared only with those who have a need to know.

If, after investigation, the school determines that a student has engaged in sexual or other forms of harassment, appropriate disciplinary action, up to and including suspension and withdrawal for cause will be taken.

It shall be a violation of this policy for any adult or any student to engage in conduct that interferes with an individual's academic performance or creates an intimidating, hostile, or offensive learning or working environment. Harassment is prohibited on school and parish property and at school sponsored activities on or off school property. Violators of this policy may be referred to the appropriate legal authorities as well as being disciplined by the teacher/principal. Serious infractions will result in suspension or dismissal as deemed appropriate by the principal.

### **Serious Offenses-Substance Abuse**

The use and abuse of alcohol and other drugs pose a threat to the health of young people and creates an obstacle to their full development as Christian persons. In addition, under present federal and state laws, the possession and use of certain unprescribed drugs, including narcotics, depressants, stimulants, marijuana, and hallucinogenic drugs are illegal.

Therefore, possession, use, or transfer of unprescribed or illegal drugs, or use, possession of or being under the influence of alcohol on the school premises or at school sponsored functions are not permitted. Students violating this policy will be subject to suspension and /or withdrawal for cause from school. In addition, civil authorities may become involved.

St. Charles Borromeo School is a smoke-free environment.

### **Serious Offenses-Threat of Violence**

The carrying or possession of any weapon by any person is strictly prohibited in all parish buildings, on or about the parish grounds and at all school activities including school-sponsored activity trips. This prohibition expressly includes those persons licensed to carry concealed firearms. A weapon shall be defined as any instrument or device customarily used for attack or defense against an opponent, adversary or victim, or any instrument or device used to inflict physical injury or harm to another person. Violators of this policy may be referred to the appropriate legal authorities as well as being disciplined by the principal. Infractions will result in suspension or dismissal as deemed appropriate by the principal.

### **Violence Prevention and Safety Policy**

The school policy on violence has as its purpose the prevention of acts of violence that interfere with the educational process. The safety of students, faculty, and staff is to be given paramount consideration when making decisions regarding the discipline of persons who violate this policy. Students and parent/guardians should be encouraged to report concerns regarding potential acts of violence to a teacher, staff member, or the Principal. Teachers must report pertinent concerns and/or pertinent information regarding specific students to the school administration promptly.

## **Dress Code Policies**

St. Charles Borromeo School supports the tradition of a school uniform and dress code policy. Among the benefits of this rich and proud tradition are a sense of unity and belonging to our Catholic community, and it is a visual sign of each family's commitment to our faith and values. In addition, the uniform discourages fashion-related fads and competition among students. Families are asked to keep the spirit of the uniform policy in mind when complying with it.

When a student is consistently not in uniform, the parents will be called to bring uniform clothing to school. Students will not be allowed back into class until properly dressed in the school uniform. In the event of an emergency departure from the dress code, the student must have a written note of explanation from the parents to the principal.

The school requires a standard uniform for both boys and girls. Recommendations regarding uniform requirements are made by the school board and approved by the principal. It is the parent's responsibility to dress their children in the prescribed dress code. All clothing should be neat, cleaned, pressed and mended when necessary.

Students are expected to dress and present an appearance consistent with standards of good taste and appropriate for school and school events. Any dress or wearing of insignia which conveys the image of gang membership, supports the beliefs of hate groups, makes sexual innuendos, or promotes drugs, alcohol, or tobacco is inappropriate for school and is not allowed.

No code can possibly cover all eventualities or possibilities. It should be understood that the Administration will ultimately decide what is acceptable and what is unacceptable apparel.

**Occasional Dress Code Checks will be conducted throughout the year to help parents and students focus on correct uniform apparel and to make corrections as needed.**

**Shirt** – must be plain white with no emblems and must have a collar. Shirts may be polo, dress, or oxford style, long or short sleeved. If an undershirt is worn, it must be emblem free and white. Undershirt sleeve length should match the shirtsleeve length. Shirts must be tucked in at all times with a belt or waistband clearly visible.

**Pants/Shorts** – must be navy blue twill, corduroys, plain or pleated style uniform type. Uniform type pants are defined as inside pockets, both front and back, with a zipper front (no outside stitched pockets or rivets). No stretch, knit, or stirrup pants or jeans are allowed. No oversize, sloppy pants. Pants must be worn at the waistline. Pants worn sagging or “slacking” will not be permitted. Belts must be worn at all times for grades 1-8. Length at leg must not touch the ground. Pants may be purchased at Fischer’s, Target, Sears, or Penney’s.

Grades 6-8 Only: Pants may be khaki or navy blue twill, corduroys, plain or pleated style.

Shorts must be navy blue uniform style walking shorts with zipper and inside pockets (not outside stitched pockets or rivets). Shorts must be of appropriate fit and length. Walking shorts may be worn from the start of school in August until Fall Break and from April 1<sup>st</sup> until the end of the school year. PE shorts are not considered waling shorts and are not allowed except for PE. Belts must be worn with shorts for grades 1-8.

Grades 6-8 Only: Shorts may be khaki or navy blue twill, plain or pleated style.

**Belts** – must be a dark, solid color and be worn with both uniform pants and shorts for grades 1-8 only.

**Girl's Jumpers/Skirts** – plaid jumpers for girls in grades K-4 and plaid skirts for girls in grades 5-8 and must be purchased at Fischer’s. Uniform length may be no more than 4 inches from the floor when kneeling. Waistbands are not to be rolled and to be clearly visible. No long pants may be worn under the jumper or skirt including when on the playground. Solid navy (no lace or other adornments) leggings that reach the ankle may be worn under the uniform. Solid navy or white tights may be worn under the uniform. Girls working safety patrol may wear sweatpants under their skirts.

**Girl's Modesty Shorts** –shorts must be worn at all times under the jumper or skirt. Stretch bike shorts in navy or black or other navy shorts may be worn under the uniform. Shorts may not be longer than the jumper or skirt and no boxer shorts may be worn.

**Sweaters/Sweatshirts** –students may wear the official St. Charles Borromeo logo uniform sweatshirt that is purchased through the Home and School Association. No other sweatshirts are permitted, including St. Charles Borromeo Athletic Association clothing. Sweatshirt colors are navy, maroon, or gray hoodie or crewneck sweatshirt. A uniform shirt with the collar out must be worn with the sweatshirt. A plain navy pullover or cardigan style sweater with no logo or emblem may be worn. No white sweaters are permitted.

**Socks** – must be plain white or navy. Socks must be visible. Navy or white footed tights may also be worn. Girls who choose the leggings option must also wear socks.

**Shoes** – shoes must be closed toe and closed heel flat shoes with a non-marking sole. No sandals, clogs, flip-flops, or high tops are allowed at any time, including free dress days. Heels must be enclosed in the shoe. Laces must be tied at all times. Shoes are to be kept clean. No lighted shoes, roller shoes, or oversize shoes are permitted.

**Make-up** – no make-up of any kind is permitted including nail polish, artificial nails, French manicures and mascara.

**Jewelry** – one pair of stud or post-type earrings that do not extend beyond the earlobe is permitted for girls. Earrings are not permitted for boys. One small religious necklace, one watch, and one ring are permitted. Bracelets are not permitted. No tattoos of any kind are allowed. For safety, jewelry may need to be removed during PE classes. Hair ornaments must be in keeping with the total image the uniform represents.

**Hair** – must be neat, clean, and kept out of the eyes. Hair must be student’s God-given color (no dyes of any kind). Designs or cuts into the scalp are not allowed. Boys’ hair should be cut above the shirt collar. The administration will ultimately decide what is acceptable and what is unacceptable.

**PE Uniform** – It is the responsibility of the students and parents to remember the PE uniform on the correct day. Students in Kindergarten, Grade 1 and 2 are not required to dress out for PE. Grades 3-4 are required to wear navy blue gym shorts and the uniform shirt. Grades 5-8 are required to wear navy blue gym shorts and a plain white tee shirt. Athletic shoes with non-marking soles are required for PE.

**Other Uniforms** – Scouts may wear their uniforms to school on school days when troop, den, or pack meetings are held. Scout uniforms must include identifiable Scout markings and must be in keeping with the overall Scout uniform.

#### **Dress Code for Free Dress Days**

Occasional free dress days will be scheduled. **Free dress days refer to clothing ONLY.** On free dress days, students are allowed to wear nice jeans/pants with sweatshirts or T-shirts. Clothing appropriate to our Catholic values must be worn, and regardless of style or fashion, immodest dress will not be allowed. Therefore, T-shirts may not have inappropriate printing or symbols. T-shirts that represent rock bands, drugs and alcohol, or violence are not allowed. Anything that is representative of “gangs”, such as dog collars, chains, etc. is not allowed. Tank tops, spaghetti straps, bare midriffs and short skirts or shorts are not allowed. Regular uniform shoes are to be worn.

No code can possibly cover all possibilities. It should be understood that the Administration will ultimately decide what is acceptable and what is unacceptable apparel.

If a child comes to school dressed inappropriately, he/she will call a parent and ask for a change of clothing to be brought to school.

On non-uniform days designated as **Dress Up Days**, no clothing less casual than the regular school uniform may be worn. Clothing should be appropriate for a special occasion.

***Birthday:*** Children may have a free dress day on their birthday if they wish. If a child's birthday falls during the summer, s/he may choose another day for free dress.

**Consequences enforced for students who are out of uniform:**

- Nonessentials will be removed (sweatshirts, sweaters, jewelry, excessive hair ornaments, etc).
- Students in grades 3-8 will call home if essentials of the uniform are not present. Parents are asked to bring the item to school.
- Students in grades K-2 will be given a note for parents to sign.

## Health Policies

### Communicable Diseases

The following are guidelines for school attendance regarding communicable diseases:

Chicken Pox: may not attend school until six days following the eruption of the first crop of vesicles.

Conjunctivitis (Pink Eye): exclusion from school until treated with prescription antibiotic drops for at least 24 hours and weeping has stopped.

Fever: following the general fever guidelines, a child with a fever of greater than 100.0<sup>0</sup> or 1-2 degrees above child's normal temperature will be sent home. Students must be completely fever free without medication for 24 hours before returning to school.

Lice (Pediculosis): must be excluded from school until free from all insects and "nits". Proof of treatment (label from medication or note from physician) is required upon return to school. Upon return to school, the child will be rechecked by office personnel before s/he is readmitted to class.

Measles: may not attend school until rash has disappeared—usually about a week.

Mumps: may not attend school until all swelling has disappeared—usually about 12 days from onset.

Scarlet fever/strep throat: must be excluded from school until all discharge has ceased and child has been fever free for 24 hours.

Whooping cough: must be excluded from school three weeks from onset of paroxysmal cough.

Impetigo: must be excluded from school until sores are completely healed or child has note from doctor.

### Illness and Injury

If a child becomes ill during the day or sustains injury more serious than the usual scrapes or bruises, parents are notified right away. An emergency form is sent home at registration time to be filled out by parents. It is most important that we have current emergency numbers for each family. Parents must be responsible to inform the office if work/home/cell numbers change.

### Immunization and Health Records

All students must have current immunization and the record of this must be on file in the office. All students new to the school, Kindergarten, 3<sup>rd</sup>, and 6<sup>th</sup> grade students are required to have a physical. Record of the physical is due to the school office by the beginning of school. All 3<sup>rd</sup> and 6<sup>th</sup>

grade students must also have received their hepatitis B immunization or be in the process of receiving it prior to the school year starting.

### **Medication**

The St. Louis Archdiocese has defined the medication policy. Our school will follow the guidelines listed below:

Ideally, all medication should be given at home. However, some students are able to attend school because of the effectiveness of medication in the treatment of chronic illnesses or disabilities. If a student requires prescribed medication during the school day, the following must be in place:

1. the direct order/consent of a licensed physician, licensed physician's assistant or nurse practitioner, signed and properly filed with the school. (The current prescription label on the container may serve as a physician's order and physician's orders may be faxed or mailed to the school);
2. written consent of the parent/guardian for school personnel to administer the medication;
3. the medication in the original container;
4. proper training of school personnel on medication administration.

All medication sent to school will be secured in a locked cabinet under the supervision of the administration. Students may not carry medication on their person, with the exception of metered-dose inhalers when properly registered with the school. A trained staff member will be assigned to administer medication. Proper documentation will be kept on every dose given.

A student enrolled in a Catholic school who has a significant or potentially life threatening medical condition may require special consideration. School will take steps to obtain the information necessary to understand the condition, its manifestations in the school setting, and any specific adjustments or plans for an emergency response which may be necessary in order to provide the student with a healthy and safe environment.

NO EXCEPTIONS TO THE ABOVE WILL BE ALLOWED

## **Other Policies and Procedures**

### **Band**

Our school is fortunate to be included in the Duchesne High School feeder band program. Students in grades 4 through 8 who wish to play a band instrument receive lessons once per week from an experienced band teacher. Students also meet weekly as a large group at Duchesne High School. Band is charged as an additional fee.

### **Birthdays**

Students may have a free dress day on their birthday if they wish. If a child's birthday falls during the summer, s/he may choose another day for free dress. In adherence to the school's wellness plan, birthday treats may not be brought to share with the class. This includes all food items and drink, as well as any other tangible item. Teachers will honor a child's birthday through special recognition in the classrooms.

### **Buzz Book**

A Buzz Book will be made available for sale to school families. Because this book contains information about children, it is important that it be used ONLY in the manner intended: to facilitate

communication between school families, and students and families and school. It should never be used for solicitation purposes for mailing lists. To protect the privacy and safety of students, the Buzz Book should not be given to others.

### **Chewing Gum**

Chewing gum is not permitted at any time in the school building or on field trips or school sponsored activities. Gum chewing will result in a detention.

### **Child Abuse Reporting**

St. Charles Borromeo School abides by the state Child Protection and Reformation Act (RSMO 210) that requires school personnel, having reasonable cause to believe that a child known to them in their professional capacity may be an abused or neglected child, must report to the Missouri Department of Family Services.

All employees are required to complete the educational child sexual abuse prevention program entitled “Protecting God’s Children”. The program provides information on how to prevent situations that can lead to abuse, on what behavior should raise concern about abuse and how to report abuse.

### **Christian Service**

All students are encouraged to participate in various mission and service projects sponsored by the school. Each month a different charity project is selected.

### **Class Placement**

When the school has more than one classroom of children per grade level, placement of the children in the classrooms will vary each year with an effort to have balanced classrooms. Considerations will include: male-female ratio, name similarities, mixing different students each year, sibling order, and balance of abilities and personalities. The administration of the school, with input from the teachers, reserves the right to set the class lists. Parent requests will not be taken for particular teachers, classrooms, and/or classmates.

The listing of assigned classrooms will be posted prior to the start of the school year.

### **Class Size Limit**

Every attempt will be made to limit class sizes to 25 students. Exceptions will be made as deemed appropriate by the administration.

### **Communication**

Teachers use many ways to communicate to parents including email, notes, phone calls, progress reports, corrected papers, conferences, and student-transmitted messages. Parents are also invited to communicate with teachers by notes, messages left in the office, or appointments. All email addresses are listed on the school website. Parents are asked not to contact teachers at home. Coming to see the teacher during the course of the school day is not permitted. Appointments for a conference must be made in advance. If a parent or teacher concern cannot be resolved between the two parties, the Principal should be involved. A parent should not by-pass a teacher and go directly to the Principal under normal circumstances. The complete communication chain is as follows: Teacher—Principal—Pastor—Catholic Education Office.

### **Childcare-BASK**

St. Charles Borromeo School provides a childcare program for those students who need to arrive early and/or stay later than the normal school day. This program entitled BASK (Before and After School Kids) is held before school from 6:30-7:25 and after school until 6:00 p.m. Parents interested in using this service should contact the school office for rates and more information.

### **Copyright**

The school adheres to the current copyright laws governing printed material, videotape, computer software, music, multi-media presentations, and Internet web sites and resources.

No unauthorized copies of copyrighted materials in any form should be made or used on equipment owned by or borrowed or leased from a school. No school staff, students, or others should use any form of unauthorized copies of copyright materials for any purpose within the school's instructional programs. "Fair use" of copyrighted materials is allowed for specific instructional purposes within the limits of "fair use" limitations.

### **Correspondence For Non-Custodial Parent With Rights**

In the absence of a court order to the contrary, and if self-addressed envelopes are provided, non-custodial parents may receive copies of all important communication that is sent home with the students including the principal's newsletters.

### **Curriculum**

The core subject area curriculum for all grade levels is available for parents to view in person at the school office.

### **Drop-off and Pick up Traffic Flow**

The route for morning arrival and drop-off will be explained in detail in the back to school packets in early August. Students may enter the building at 7:25 a.m.; classes officially begin at 7:45 a.m.

The official end of the school day is 2:50 p.m. All classes will be walked out of the building by the classroom teachers. Parents may not go to the classrooms. All details of the afternoon dismissal will be explained in the back to school packet.

### **Dual Enrollment**

Dual enrollment is a method of providing courses and programs to a student that the school itself cannot provide due to staffing and/or finances. Missouri state laws also allows Catholic school students to be dually enrolled in public schools in order to participate in specialized programs or to receive special education or remedial reading and mathematics services.

### **Emergencies/Natural Disasters**

We have planned procedures for evacuating the building in case of fire and bomb threats as well as special procedures to follow in case of earthquakes, severe weather, or other situations. Drills in these procedures are held several times a year. Our school office has a severe weather warning radio and a pager that can be activated by the St. Charles County Emergency Management Agency. In case of an emergency or natural disaster, school personnel will continue to care for the children until parents or authorized adults can come for them. Only the people designated on your

emergency form will be able to pick up your child(ren). It is most important that we have a current emergency form on hand for your child(ren).

We have a crisis plan in the case of needing to “lock-down” the building. This plan is reviewed several times each year by the faculty and staff.

### **Extracurricular Activities**

All extracurricular activities (outside of school hours) must be approved by the principal. These activities must have an evident educational purpose. The purpose of the activity and the requirements for participation must be clearly defined. A member of the faculty or a qualified/responsible adult should act as moderator of the activity and should be present at all times during the activity. Parent/guardian permission must be obtained for a student to participate in extracurricular activities.

### **Family Envelopes and Office Communication**

A family envelope will be sent home with the oldest child in school **each Thursday**. Most office communication will be sent via the Family Envelope. Parents are asked to remove the contents, date and sign the envelope, and have the student return it to the homeroom teacher on Friday or the following school day. Please read and respond to the information in the envelope right away. If a family envelope is lost, it will need to be replaced at the cost of \$2.00.

Access to school families through school publications and communications shall be limited to educational programs and civic events of non-profit organizations that may be of interest to families. All material in the Family Envelope must have prior approval of the administration for inclusion.

### **Field Trips**

Each class will have at least one field trip to complement the academic program. Parents will be asked to pay for the cost of the trips including entrance fees and transportation costs.

A permission form for each trip is sent home to be signed and returned to school. A phone call cannot replace a permission form. Students not returning a completed form by the designated deadline will not be permitted to attend the field trip but are expected to be at school and to complete assignments related to the educational objectives of the field trip.

Field trips are a privilege. Students may be denied participation if they fail to meet academic or behavioral requirements as set by the teacher and administration.

Chaperones are generally kept to a minimum and chosen by random selection. Younger siblings may not accompany the chaperones. Bus transportation will be utilized as much as possible. If private passenger vehicles are used, the following criteria must be followed:

1. Drivers must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely.
2. The vehicle should have a valid registration and meet state safety requirements.
3. The vehicle must be insured for minimum limits of \$100,000 per person, \$300,000 for occurrence.

4. Drivers should be experienced drivers and demonstrate the maturity necessary to provide for the safety of those they are transporting.
5. Every person in the private vehicle must have a seat belt and wear it. Students under the age of 13 are not permitted to ride in the front seat. Students under the age of 8 or 80 pounds or 4'9" tall must be seated buckled in booster seats.
6. Vehicles must proceed directly to the site of the trip and return directly to the school. No side trips or stops at fast food restaurants or convenience stores are permitted.
7. Adults are not permitted to smoke in the vehicle.

### Fish Fries

On the Friday nights of Lent, the school and parish sponsor fish fry dinners and all families are required to work at the fish fries. Each class will be assigned an evening to work at the fish fries. If a conflict arises and you are not available to work your assigned evening, it is your responsibility to find a substitute. Older children in the upper grades are encouraged to help.

### Graduation

To graduate from St. Charles Borromeo School, a student must have successfully completed the minimum academic and religious requirements of the school; maintained satisfactory attendance record as defined by the school; demonstrated satisfactory conduct; and completed all financial obligations. Students with excessive absences and/or receiving failing final grades in two or more core subjects in their eighth grade year will not be allowed to participate in the graduation ceremony. Failed subjects must be retaken during an approved summer school program with results sent to the St. Charles Borromeo School office before records will be transferred to any high school. Payment in full must be made for all financial obligations to the school before the day of graduation. There will be no release of records if there is an unpaid tuition balance.

### Home and School Organization

The Home and School Organization exists to provide support for the school. All parents are automatically members of this organization and are needed to participate in its various activities. There are four general meetings yearly. The meetings are held in September, November, March, and May. At least one parent is highly encouraged to attend each of the meetings. In addition, there will be planning meetings of the officers.

The organization has two primary purposes. The first purpose is to provide an avenue for parent education. Home and School promotes communication between parents of students and members of the school staff.

The second purpose is to provide support for the educational programs of the school. This support comes from you, our members, in the form of time, talent, and treasure. Members serve as volunteers in various capacities throughout the year. The organization also provides the school with financial support for needed expenses not included in the school budget. This would include such things as new textbooks, educational resources for the teachers and special activities for the students. The organization will generate this money by various means.

As a member of the St. Charles Borromeo Home and School Organization, each family will be required to pay a \$250.00 fund raising fee (SCRIP fee).

### Home and School Officers for 09-10

*Tim Johnson, President*

*Stacey Hilker, Vice-President*

*Trisha Hirtz, Secretary*

*Marilyn Edmondson, Treasurer*

### Homework and Assignments

Homework assignments are given to reinforce the material taught during the day. This is an integral part of the students' learning experience and should not be taken lightly. Some reading or study should be done each night, even if written work has not been assigned. Common guidelines for time spent on homework are:

Primary-15-30 minutes

Intermediate-45-60 minutes

Middle School-60-90 minutes

Students who work slowly or inconsistently may take more time to complete their assignments. If your child never has homework or works an excessive amount of time every night, please talk to the homeroom teacher. If, because of some emergency, a child is not able to complete the homework assigned, parents should send an explanatory note to the teacher and see that the child completes the work the next day. The note does not take the place of the homework. This "emergency" exception does not include sports or athletic practice.

Students in Grades 2-8 have assignment notebooks or agendas. If these are lost or damaged, the student must purchase a new one through the school office for \$5.00.

It is the student's responsibility to ensure that all the necessary materials for any assignments are packed before leaving the classroom for the evening. No student will be allowed back into the building after 3:05 p.m. for forgotten materials.

### Honor Roll Grades 6-8

Students in Grades 6-8 can achieve honor roll distinction for the first three quarters by having all A's and B's and only one C on the report card.

### Invitations/Gifts

Private party invitations should not be passed out at school unless each child (or at least each boy or each girl) in a class receives one. Parent-to-student and student-to-students gift giving is not appropriate in the school setting. Please make these presentations at home.

### Library

Our school is fortunate to have a central library for the use of all students and teachers. Students are responsible for reimbursing the school for lost or damaged library books and materials and for following the general guidelines set out by the librarian. The librarian and administration have the right to determine the extent of damage to books and to the appropriate monetary amount of the fine.

### Liturgy

Students actively participate in liturgy preparation and celebration under the guidance of their teachers, principal, and pastor. Each class is scheduled to participate in Mass twice each week. We strive to suit these liturgies to the children's level of development as outlined in the Directory for Masses with Children promulgated by the Holy See and the Guidelines for Masses with Children prepared by the St. Louis Archdiocese Commission on the Sacred Liturgy. Parents are welcome to attend all liturgies.

**As stated in the Witness Statement, parents are expected to see that their children attend and actively participate in Mass on Sundays and Holy Days.**

### Lunch

St. Charles Borromeo School runs a hot lunch program for the convenience of parents and students. The program is regulated by the State of Missouri. The cost for meals will be set prior to the beginning of the school year. Students may choose to

- Buy the school lunch which includes milk in the price.
- Bring a lunch and a drink.
- Bring a lunch and purchase milk.

Students are not allowed to have food or beverages from any outside restaurant. Students do not have access to a microwave. Students are not allowed to bring soda for their drink. Parents may eat lunch with their children at school. Parents may choose to purchase school lunch or to bring a lunch from home. Parents are not allowed to bring food or beverages from any outside restaurant for their lunch. Parents should call ahead to notify the office if they will be eating with their child and to order a lunch.

### Mascot

The official mascot of the school is the Bobcat!

### Money Sent to School

Money sent to school for field trips, pictures, etc. should be sent with each student and not as a family. Cash or checks must be for the exact amount. All money should be sent in a sealed envelope marked with: what the money is for, the child's name, grade, and teacher.

### Outdoor Education

**6<sup>th</sup> Grade Camp:** As a part of the 6<sup>th</sup> grade curriculum, 6<sup>th</sup> grade students have the opportunity to participate in outdoor study. The study will include several nights' stay at an outdoor education facility in either the fall or spring. Parents are expected to pay the entire cost of 6<sup>th</sup> grade camp. The 6<sup>th</sup> grade teachers will send home information with the details regarding camp.

### Paper Headings

The school has an adopted paper heading format for all work that is turned in by students in grades 2-8.

### Parent-Teacher Conferences

At the end of the first quarter, a formal conference opportunity between the parent and teacher is scheduled. Parents will be expected to sign up for these conferences. In addition, parents are

encouraged to contact teachers whenever they have questions about their child's progress, relationships, or behavior at school.

### **Parties**

Classroom parties are held during the year. These are organized under the direction of the teacher and through the Home and School class assigned Room Parents. Specific information will be communicated by the Room Parents. The students enjoy a Christmas and Valentines Day party.

### **Pets on Campus**

For the safety of the children and your pets, please do not bring pets on campus without the principal's permission. This includes pets being out of vehicles at arrival and dismissal times.

### **Physical Education**

All students will participate in physical education classes. Student in Grades 5-8 are required to wear PE uniforms. Please refer to the Dress Code. Students unable to participate in physical education class are required to have a note from their doctor. Notes are to be given to the office and then will be passed on to the homeroom teacher and PE teacher.

### **Playground Supervision**

The children are supervised at all play periods. All recesses are supervised by the teachers and aides. Toys and equipment are provided for the children's use during recess. They are encouraged not to bring things from home for use at recess time because of the danger of their things being damaged. If students do bring toys from home, they do so completely at their own risk. Hard balls or violent toys (guns, swords, etc.) are never allowed on the playground.

Each family is assessed a playground fee that is included in the enrollment fees. This fee is used to compensate the playground supervisors.

### **Political Process**

Facilities, materials, equipment, mailing lists, and personnel will not be made available for partisan political activity. The school will not post or distribute any material that either supports or opposes any political candidate. School representatives and employees will not endorse or oppose any candidates during official school duties.

### **Prayer and Other Liturgical Services**

Morning prayer is led over the intercom each day. Teachers also pray with their students at the beginning of each class, lunch time, at the end of the day, and whenever prayer is called for. Genuine participation in prayer is sought at all times. Mary is honored especially during October and May with devotions, including the Rosary and May Crowning. The holy seasons of Advent and Lent are also times of special prayer. All students pray the Stations of the Cross at some time during Lent.

### **Procedures For Separated or Divorced Parents**

- A. In all cases in which the parents of a student are separated or divorced, the school shall be presented with a copy of the part of the decree relative to custody and visitation rights.

- B. In a case in which parents retain joint custody, both parents shall be afforded equal access to the student and student records. They will both be held responsible for the child, and the school will release the child to either parent.
- C. In a case in which the parents of a student are separated or divorced and one retains primary custody: 1) Both parents are entitled to access information. 2) Both parents shall be afforded the access to the child normally afforded to parents of all the children. 3) Student will not be released to a non-custodial parent unless arrangements agreeable to both parents have been made in advance or, in case of emergency, if the non-custodial parent is listed on the emergency form.
- D. If the custodial parent has provided the school with a copy of the restraining order against access to the child by the non-custodial parent, the non-custodial parent will be denied access to both the child and information about the child.

### **Publications**

School Newsletter: The newsletter is a weekly publication of important school matters. It is sent out each Thursday.

Website: The school website is continuously being updated to provide parents with relevant information. [www.borromeoschool.com](http://www.borromeoschool.com)

Edline: When parents log-in to their child's Edline account, the individual teacher bulletin boards for their children can be accessed. The bulletin boards contain newsletters, calendars, due dates for long-term and major projects, and other information about the class. The Edline homepage also has the calendar for the entire school year, forms of all kinds, and the weekly newsletter. Parents are asked to frequently access Edline for the most up-to-date information.

### **Questioning of Students**

Except at the direction of a caseworker from the Division of Family Services, no minor student will be questioned by law enforcement authorities or officials of other public agencies unless a school administrator is present. Every effort will be made to contact parents and provide them the opportunity to be present.

### **Records**

Parents/guardians have the right to inspect and review the official active confidential file of their children. Any parent wishing to see his/her child's file should call the office for an appointment. The right of school personnel to access the records of students is limited to those who have a legitimate purpose for the information the record contains. In addition, the person must also have a professional responsibility for a specific individual student or a clearly identified group of students. This includes teachers, guidance counselors, administrators, and special education personnel.

### **Recycling Efforts-Paper, Labels, Cartridges**

The school sponsors paper recycling. Three large bins are located near the fence on the bottom parking lot. All families are encouraged to participate in this program.

Campbell Soup Labels, Box Tops for Education, and Nestle Water Bottle labels are also collected. Families may send these items in throughout the school year.

We collect used printer cartridges. These are exchanged for cash that is returned to the technology program.

### **Release of Student Academic Information**

There is no release of student records to other schools, institutions, agencies, or individuals without the prior written consent of a parent/guardian, or a former student if age eighteen years or older. Records are not released to parents or students but are transferred directly from the school to the institution designated to receive them.

### **Release of Student Discipline Information**

Student discipline information is not part of a student's cumulative or permanent record file, and as such, is not included when parents authorize information to be provided to another school or agency. Making this information available to any person or institution must only be done with the specific written consent of the student's parent or guardian and the student, if 18 years old or older and still enrolled in the school. This applies to providing both written and/or oral information.

### **Report Cards and Progress Reports**

Report cards are available for parents to print from Edline at a date announced quarterly. Parents are expected to print, sign, and return the 1<sup>st</sup> quarter report card to the teacher at Parent-Teacher Conferences. The 2<sup>nd</sup> and 3<sup>rd</sup> quarter report cards are to be printed, signed, and returned to the homeroom teacher by the date required. The 4<sup>th</sup> quarter report card will be printed by the school and provided to the parents after the conclusion of the school year.

Teachers use comments as well as grades for the benefit of parents and students. The grading scale used in grades 1-8 at St. Charles Borromeo School is:

|             |              |
|-------------|--------------|
| A+ = 99-100 | C+ = 83-84   |
| A = 95-98   | C = 79-82    |
| A- = 93-94  | C- = 77-78   |
| B+ = 91-92  | D+ = 75-76   |
| B = 87-90   | D = 72-74    |
| B- = 85-86  | D- = 70-71   |
|             | F = Below 70 |

Students receive conduct ratings for each class.

Progress reports for grades 1-8 are available online through Edline. Edline grades are updated each month on the 15<sup>th</sup> and 30<sup>th</sup> of the month.

The final report cards for the fourth quarter along with the class supply lists for the following school year will be available for pick up in the narthex of Church 1-2 weeks following the end of the school year.

### **Sacraments**

The school helps parents prepare their children to receive the sacraments of 1<sup>st</sup> Reconciliation and 1<sup>st</sup> Communion in the second grade and Confirmation in the 8<sup>th</sup> grade. The actual reception of the sacraments is a parish event and is arranged with the Pastor, Director of Religious Education and the Principal.

The school children are given the opportunity to participate in the Eucharist twice a week and Reconciliation two times a year.

### **School Board**

The St. Charles Borromeo School Board consists of members who serve as an advisory council to the pastor and principal. The Board reviews existing policies and recommends new ones, helps set the tone of the school, and advises the pastor and principal on matters relating to school operation.

The Board regularly meets on the second Thursday of each month. The schedule of the meetings is published on the Edline calendar. Those wishing to address the Board should contact the president at least one week in advance so that they can be placed on the agenda.

### **School Buddies**

All students in the school will be matched with another student from a different grade level. Throughout the year, the school buddies will do several things together.

### **School Closings**

In case of emergency or inclement weather school closings will be broadcast on TV channels 2, 4, and 5. We will not close early during the school day. If parents are concerned about weather and/or road conditions, they are encouraged to make their own decision about arrival time and/or pick up their children. In the case of a school daytime emergency, the phone number to be used for parents calling the school is 946-2713.

### **Searching of Student Property**

According to the Safe Schools Act, school officials with sufficient reasons to do so may search a student's desk. A student's jacket, purse, backpack, and the like are personal property. With good reasons, school officials may request that a student empty the contents of pockets, purses, backpacks, or the like. If the student refuses, disciplinary action could be taken based on the refusal.

### **Security**

All visitors, volunteers, vendors must check in at the school office before proceeding to any other location on campus. Upon checking in, individuals are given a badge to wear throughout the school. These individuals must also check out through the office upon leaving.

All outside doors, except for the main entrance, are locked directly after morning drop-off and remain locked during the day.

All staff members of St. Charles Borromeo School are acutely aware of the need to protect your children from harm that disturbed members of our society might inflict on them. Any suspicious or unknown persons are investigated as soon as reported. Playground supervisors and maintenance personnel are especially warned to be alert to danger.

Teachers supervise the grounds at dismissal to make sure no child is left without a ride. No student is allowed to walk outside without a partner.

The walkie system allows teachers to call the office without leaving their classrooms. In all of this, we need the help of parents in keeping alert for danger and ready to help any child in distress.

To ensure the safety of all students, the school will take the following steps:

1. Student use of school materials and equipment will be regulated, and necessary precautions will be taken to ensure their safe use. Equipment will be kept in good working order.
2. Training that focuses on the location and use of safety equipment and fire extinguishers, and basic first aid materials and procedures will be provided to all appropriate personnel.
3. All chemicals and other potentially hazardous equipment and materials used in science or other classes will be secured in designated locked cabinets. Chemicals will be stored in appropriated containers, and labeled with information about the contents and handling directions. The school will maintain a current and accurate inventory of chemicals used in science and other classes.
4. As required by state law, students and teachers in science and other classes will use appropriate protective equipment, including industrial quality eye protective devices, when activities involve exposure to hazardous materials or situations.
5. Areas of the school facility that pose potential safety hazards for students will be clearly identified as off limits to students, and students will be directed so they will not enter any restricted area.

### **Snacks**

Students may bring a snack to be eaten during the day at a time designated by the teachers. Snacks must be nutritious and not messy to eat. No candy or soda of any kind is permitted. Suggestions include: pretzels, grapes, trail mix, granola bars. Students may bring a small (no more than 12 oz.) water bottle (with lid) to school for use in the classroom. The students' names must be on the bottles. The bottles may not have a disposable straw and must be able to be used without taking the cap off. Students are expected to drink only as needed and will be allowed to refill from the drinking fountain at the teacher's discretion and at designated times. In the event that the water bottles interfere with student instruction and work or cause problems with spills, the teacher will limit use.

### **Spanish**

Spanish class is taught in all grades for 10-week sessions in each semester. Students have class once a week for the ten weeks. Students are expected to complete the homework assigned by their Spanish teacher and to study during the week.

### **Special Service/Referrals For Special Evaluation**

The school attempts to address the special learning needs of students to the greatest possible extent within the parameters of the school's financial and human resources. The goal of all efforts to address students' special learning needs is the successful mastery of the regular curriculum in the regular setting.

Children with extraordinary learning or behavioral difficulties may be referred to the public school districts or the Special Education Department of the Archdiocese of St. Louis for special evaluation. Special services offered to our students through the St. Charles Public School District are for hearing, learning difficulties, speech and language, and vision.

The school will obtain current diagnostic evaluations and authorization to exchange information with specialists and agencies, in order to make informed decisions about admitting students with special needs and providing them with appropriate adjustments during their term of enrollment. These evaluations and related documents will be a part of a student's cumulative record.

Teachers are alert to special problems and will contact parents of any children they suspect should have this in-depth evaluation. Parents who believe their child might need special evaluation should confer first with the child's teacher and the principal for guidelines as to how to proceed. Various interventions must be tried before the formal referral is made to the St. Charles Public School District for the Archdiocese. If the interventions are not successful, the school will then contact the appropriate agency and begin the referral.

### Technology

All students will be exposed to our computer lab. All classrooms have computers within the rooms. The computers are used for AR tests, AM, skill enrichment and reinforcement, and research. All classrooms and the lab will have access to filtered Internet. Students may NOT bring external storage media (such as a CD, disk, thumb drive, or digital camera) into the lab or classrooms.

All students and parents are required to sign and abide by the Student Technology Use and Internet Agreement form. This form is provided to all families in the back-to-school packet.

As per Archdiocesan policy, communications or depictions through e-mail, text messages or web site postings, whether they occur on the school computer network or through private communications, which: 1) are of a sexual nature; 2) threaten, libel, slander, malign, disparage, harass or embarrass members of the school community or 3) in the principal's discretion, cause harm to the school or school community (collectively "Inappropriate Electronic Conduct"), shall be subject to the full range of disciplinary consequences, including withdrawal for cause.

### Telephones/Electronic Devices/Cell Phones/Messaging and Digital Imaging Devices

Cell phones, messaging devices, and digital imaging devices are a part of our society and provide a useful function when used for their intended purpose. Under normal circumstances, there is no reason for students to access the functions of these devices during the school day.

If used by students during the regular school day, cell phones, messaging devices, and digital imaging devices are a disruption to the discipline and decorum of the school. They can be abused in the school setting by presenting the opportunity for unwanted communication with others, for causing academic dishonesty, by capturing, storing, and sending digital images, and are frequently the target of theft.

Therefore, students who bring cell phones to school will be required to place them in a container provided by the teacher for the duration of the school day and may retrieve them at dismissal time. This includes any school-sponsored activity on or off school property. Students violating this policy will have their cell phones confiscated. A confiscated cell phone will be returned to the student's parent/guardian. A student violating this policy will receive a detention. Continuous breach of this policy will result in more serious consequences.

Students will not be called to the phone during school hours except in case of extreme emergency. If there is a message you must get to your child, the secretary will see that the student gets it. Teachers will be called to the phone during class time only in case of family emergencies.

The office phone may be used by students to call parents in emergency situations. All students must have adult permission before using the telephone.

Students shall not have any electronic devices such as game boys, I pods, other gaming systems, digital cameras and CD players during the school day, at any school-sponsored activity on or off school property.

If cameras are allowed by the teacher, it is ONLY to take pictures, absolutely no video is to be taken via a camera or any other device a child may bring to school.

### Testing

Students in grades 3-8 take an Achievement Test each year in September. The results of this test are given to parents after the 1<sup>st</sup> quarter.

We ask that parents not schedule medical routine appointments at the times of these tests.

Students in grades 5 and 8 take the ACRE Religion Test in January. This assessment assists the teachers in our school to better understand where students are in terms of knowledge, perception, attitude, and practices of our Catholic faith.

Kindergarteners are given a developmental screening before entering school.

### Textbooks, Library Books, Property

Students are responsible for all books and supplies issued to them. Books will be covered at all times. If school materials or school property becomes lost or damaged, the student is required to pay for the repair or replacement of the item(s). Students are not allowed to “deface” the covers of their assignment notebook, notebooks, workbooks, textbooks, etc.

### Volunteers and Visitors

There are numerous ways to volunteer as there are numerous needs for assistance. Many volunteers are scheduled through the volunteer form included in the back-to-school packet. In addition, various help is asked for through the weekly newsletter during the school year.

Attending Protecting God’s Children Class and completing all required paperwork is critical to anyone who chooses to volunteer in the school.

Parents are most welcome to visit the classrooms. So as not to disrupt the classroom activities, prior notification of the visit must be made to the respective teacher.

Parents, visitors, and volunteers are to sign in at the office before going to a classroom or any other area of the school. These individuals will be given a badge to wear for identification. Upon leaving, the individuals must also check-out through the office.

### Weapons

In order to provide a safe environment, the carrying or possession of any type of firearms or other dangerous weapons on the premises of St. Charles Borromeo School is strictly prohibited. This prohibition expressly includes those persons licensed to carry concealed firearms.

### Withdrawal From School

If a child needs to withdraw from school, parents should make a formal withdrawal at the school office. Needed information will include the name and grade of the child and the name of the school to which the child is being transferred. Our office will send the student's records directly to the new school when the request is received. Tuition and fees must be up-to-date before records will be sent.

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|---------------------------------|
| <b>Student Clubs and Groups</b> |
|---------------------------------|

#### Broadcast

#### Choir

#### Mass Servers

#### Math Contests

#### National Junior Honor Society (NJHS)

#### Student Council (STUCO)

#### Tech Sherpas

#### Yearbook

*Changes in Handbook: The school retains the right to amend the handbook for just cause. Parents and students will be given prompt notification of changes.*

## All School Mass Schedule 2009-2010

### August

14-Liturgy Committee

21-2G/2P

25-5E

### September

4-8M STUCO Induction

11-7K/7V Kindergarten Welcome

14-5L

25-6Di

### October

2-3F

9-4L

16-4W

### November

4-6S St. Charles Borromeo

13-1L/1S All Saints

18-3L

25-STUCO/NJHS

### December

4-5E

9-7K

18-7V

22-2G

### January

8-6S

15-8M

22-4L

29-4W

\*Sunday, January 31 8:30 Catholic Schools Week

### February

2-6Di

12-3L

17-5L Ash Wednesday \*1:30

26-2P

### March

5-1L

12-1S

19-3F Fathers Mass

25-7V

31-7K

### April

16-6Di

23-Liturgy Committee Grandparents Day

30-6S Volunteer Appreciation

### May

7-5E Mothers Mass  
14-5L  
21-8E Grade 8 Thank You Mass  
28-Liturgy Committee