

# **ST. CHARLES BORROMEO CATHOLIC SCHOOL**



## **PARENT HANDBOOK**

**2018-2019**

**VISIT US AT:**

**4910 TRIER RD.  
FT. WAYNE, IN 46815**

**PH (260) 484-3392  
FAX (260) 482-2006**

**schooloffice@stcharlesschoolfw.org**

**WEB SITE [www.stcharlesschoolfw.org](http://www.stcharlesschoolfw.org)**

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Please note: **SCP** before a number (for example SCP1014) designates a St. Charles Policy

**P** before a number (for example P4060) designates a Diocesan Policy

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## ST. CHARLES HANDBOOK

Our **Vision: Share Faith. Serve Others. Seek Knowledge.**

Our **Mission: To teach, love, live, and learn as Jesus did.**

Our **Beliefs:**

St. Charles Borromeo School believes that:

1. Each child is created in God's image and that opportunities are provided to enable all students to reach their potential.
2. Parents are the primary educators of their children and we will assist parents in educating their children in the teachings and practices of their faith.
3. All children deserve a safe, loving, and respectful environment where children and faculty can grow spiritually and academically.
4. Each member of the school community is called to a personal relationship with Jesus Christ.
5. We are members of a larger church community whose role is to proclaim the Gospel message and celebrate through prayer, worship, and service.

**GOD’S GIFT OF HUMAN SEXUALITY**

The Catholic school upholds and supports God’s plan for sexual relations by promoting chastity and a respect for human life. Sexual union is intended by God to express the complete gift of self that a man and a woman make to one another in marriage, a mutual gift that opens them to the gift of a child. Therefore, all students are expected to live a chaste lifestyle and to abstain from sexual relations.

In conformity with pastoral guidelines from the Holy See on human love and sexuality, the moral and spiritual aspects of human love and sexuality will be presented to students within the school’s curriculum. Parents, as the primary educators of their children, are normally expected to address the more intimate details of human love and sexuality at home with their child. However, if parents need assistance in this area, they may delegate this personalized dialogue with their child to a teacher, counselor, or some other trustworthy person. The diocesan Office of Family Life, in conjunction with the parishes and schools, will assist parents of elementary students in carrying out this responsibility of family life education.

On the high school level, students will attend a one-semester course focusing on reverence for life in their freshman or sophomore years.

**SCHOOL/PARENT AGREEMENT**

St. Charles students are taught, through our religion program, the essential truths of the Catholic faith and are urged to cultivate a habit of daily prayer, to do works of charity, and to be faithful in receiving the sacraments of the church, particularly by attendance at Sunday Mass. This supports Diocesan policy P4060.

The work of the school is greatly compromised if parents do not make an effort to practice their Catholic faith at home. The time that we take to teach the children the truths of the Catholic faith and to cultivate good habits is negated if parents do not practice what is taught at school. Most especially, the work of the school is greatly compromised if parents do not bring their child/children to Sunday Mass every week. Therefore, it is required that Catholic parents enrolling their child/children in our parish grade school agree to attend Sunday Mass weekly throughout the year.

**P4060**

**Diocese of Fort Wayne-South Bend**

**Students**

**Attendance in Religion Program**

In keeping with the philosophy and mission of the Catholic schools, it is the policy of the diocese that all students enrolled in the Catholic schools shall participate in the complete religion program, including religion classes, and attend liturgical functions.

Recommended: February 9, 2017  
Ratified: October 15, 2017  
Bishop

Diocesan School Board  
Diocesan

**EXPECTATIONS OF ST. CHARLES STUDENTS**

The following list emphasizes the positive actions expected of students committed to studying in a Catholic school environment. It is through the sharing of faith and values that we help students to grow spiritually, socially, and academically to the best of their ability.

1. Students are expected to treat others in a Christian manner as they expect to be treated.
2. Students are expected to demonstrate respect for all faculty and staff members, volunteers and other students. This would include refraining from physical and/or verbal harassment as well as profanity.
3. Demonstrating true pride in being a part of the St. Charles School community, students are expected to respect all property and to assist in maintaining order and cleanliness in the school building, church and on school property.
4. Realizing that liturgy is an important part of the school community, students participate actively in the planning and celebration of grade level and all school liturgies.
5. Students follow all guidelines and expectations as outlined in this school handbook.
6. Realizing that all individual gifts and talents are gifts of God, students strive to use all of their gifts to develop their greatest potential and to help to build the Kingdom of God.

**Classroom Expectations**

1. Talking, running, and all loud noise in the halls and restrooms are never permitted.
2. In order to leave the homeroom, permission of the homeroom teacher is necessary.
3. Students should take proper care of desks, chairs, and other school property. Rental books may not be marked in any way. Restitution is required for any property damage.
4. Class changes should be done in a quiet and orderly manner and monitored by grade level teachers.
5. All written work to be handed in should be headed as follows:

Name	Date
St. Charles School	Grade
Subject	

**SCHEDULE FOR THE DAY**

- |                |   |
|----------------|---|
| 7:50 am        | School begins for all students in grades PreK-8     |
| 10:40-12:10 pm | Classes break for lunch and recess at varying times |
| 2:55 pm        | Announcements                                       |
| 3:00 pm        | Dismissal of bike riders and walkers                |
| 3:02 pm        | Dismissal of car riders                             |

## **Arrival**

1. Car riders are not to arrive before 7:20 a.m., as the cafeteria doors will not be opened until that time. They are to enter by the cafeteria, and, if prior to the 7:37 a.m. bell, they will wait there quietly. At the 7:37 a.m. bell, students report to homeroom.
2. Walkers and bike riders may not arrive before 7:30 a.m.
3. At the 7:50 bell all students, K-8, should be in their homerooms and seated. There is to be no talking during the a.m. prayer and announcements.

## **Dismissal**

Silence is to be maintained in the classroom until bike riders and walkers are called. Students are to remain in your homeroom and leave only when their transportation is called. Drinking fountains and restrooms are off limits during afternoon announcements.

Car riders not picked up by 3:15 pm will be brought back into school and asked to wait in the vestibule by the main office. Therefore, if you are delayed past that time, you will need to come to the main door to pick up your child(ren). We have a before and after school care program which is available from 6:30-8:00 am and from 3:00-6:00 pm. If you cannot be here to pick up your child by 3:15 pm you must use the after school care services. For their own safety, children must be supervised at all times.

## **ADMISSIONS - SCP 1023**

St. Charles School shall follow and promote an open enrollment policy, accepting students according to Diocesan Policy (4010) and Parish guidelines. (Before acceptance all registration requirements and deadlines must be met.)

### **SPC1023 - Admissions Procedures**

Per Diocesan Policy 4010, all students new to St. Charles Borromeo School must be administered a placement test before beginning school. Diocesan policy allows the use of ISTEP+ test results and various standardized and local assessments to fulfill the placement testing requirements.

#### **Classification A:**

Families who are registered and actively involved at St. Charles or Our Lady of Good Hope parishes who presently have their baptized Catholic children attending St. Charles School.

#### **Classification B:**

Families who are registered and actively involved at St. Charles in order of parish registration date, who do not currently have children enrolled at St. Charles School. Parents from St. Charles parish would have priority for admittance to St. Charles depending upon their date of parish registration and their active and/or contributing support of their parish church.

Every registered family has a moral obligation to support their parish through the weekly offertory envelopes by donating to the Sunday collection as much as they can afford to cover the actual cost of educating a child. Tuition for St. Charles does not cover the full cost, the balance is subsidized by the parishes of St. Charles. In addition, regular Sunday church attendance is required. Families must not only be registered in their parish, but be active members as well as participating in some of the programs of parish life.

#### **Classification C:**

If room permits, students whose parents are actively involved in other parishes may be admitted after March 1<sup>st</sup>. If a family is utilizing an Indiana Choice Scholarship (voucher), the student will be enrolled on the day of the annual voucher lottery if room permits. In the event of a voucher lottery, if there are more students applying than there are available enrollment spaces, then applying students must be enrolled in the order in which they are chosen in the lottery. This is a first-come first-serve system as required by State law.

#### **Classification D:**

If room permits, non-Catholic students may be admitted after March 1<sup>st</sup>. If a family is utilizing an Indiana Choice Scholarship (voucher), the student will be enrolled on the day of the annual voucher lottery if room permits. In the event of a voucher lottery, if there are more students applying than there are available enrollment spaces, then applying students must be enrolled in the order in which they are chosen in the lottery. This is a first-come first-serve system as required by State law. Character references from a minister or a school administrator may be required. If a student in this category is accepted into St. Charles, he/she may continue through graduation. Siblings, however, will be placed in Classification C.

#### **Waiting Lists:**

In the event that there is a waiting list for any grade, the following criteria will determine your placement on the list:

- A. Criteria are the same as the Admissions Guidelines.
  1. Regular attendance at Mass.
  2. Active participation in the parish.
  3. Dedication to Catholic education.
  4. Consistent financial support of the parish.

- B. When a family is offered an opening for a student and refuses, that student moves to the bottom of the list regardless of whether or not they have siblings.

Registration requirements are:

- A. Incoming students' records must be obtained before grade placement is finalized.
- B. Parents must complete and provide the registration form, immunization form, birth and baptismal certificate, payment of registration fee, & copy of current report card for grades K-8.

### **ENROLLMENT POLICY - SCP 1007**

Students will meet all enrollment requirements for a safe and healthy school environment. This is in compliance with Diocesan policy P4010.

## **Diocese of Fort Wayne-South Bend**

**P4010**

### **Students**

#### **Enrollment**

##### **I. School Admissions Policy**

Diocesan schools shall comply with state laws and regulations regarding school enrollment and attendance to the extent possible, as consistent with the teachings of the Catholic Church and diocesan policy.

##### **II. Nondiscrimination Policy**

Diocesan schools shall follow and promote an open enrollment policy, accepting students without regard to color, race, gender, or national origin, and reasonably accommodate the disabled in its educational programs.

III. All prospective students are required to complete a battery of academic assessment tests prior to admission to any diocesan school. Students applying for admission are required to be tested on Language Arts/English proficiency and Math. The principal is responsible for the administration of all placement tests and reporting test result data to teachers and parents. The principal must select placement tests for Language Arts, English proficiency, and Mathematics from an approved list provided by the Office of Catholic Education. Requests for waivers or exceptions to placement must be submitted to the superintendent of schools in writing prior to admission of students.

Upon review of test data and other relevant information, the principal will make a determination regarding the schools' ability to meet the needs of the student tested.

##### **IV. School Entrance Requirements**

A child can be enrolled only by a person having the legal custody of the child. A certified copy of the student's birth certificate or a baptismal certificate shall be required for original entrance at all grade levels. Proof of legal custody may also be required in cases where a child does not reside with both natural parents.

If these required documents are not provided to the school within thirty (30) days of the student's enrollment or appear to be inaccurate or fraudulent, the school shall notify the Indiana Clearinghouse for Information on Missing Children (See P4030) and will cooperate with local authorities if the child has been reported missing.

The custodial parent or legal guardian shall provide the name and address of the school the student last attended, if any. The school shall request the records from the last school the student attended within fourteen (14) days.

Written proof that the child meets State and county health requirements (immunization record) for enrollment shall also be required.

##### **IV. Kindergarten Age Requirement**

Schools shall follow state law guidelines in enrolling kindergarten students.

A child entering kindergarten must be five years old on or before August 1, or date set by the state.

A school should administer developmental assessment for determining proper placement in kindergarten.

##### **V. First Grade Entrance Requirements**

Indiana compulsory education begins when a child is officially enrolled in school, or the school year of the child's 7<sup>th</sup> birthday, whichever is earlier.

Students enrolling in a diocesan school after successfully attending kindergarten in another accredited school that has different age requirements shall be allowed to continue in school without interruption because of chronological age.

VI. Children with Exceptional Educational Needs

Children with exceptional educational needs requiring special class placement are accepted if their needs can be reasonably accommodated in the school. Initial enrollment should be on a tentative basis with the understanding that in the event the exceptional needs of the child cannot be reasonably accommodated by the school, the custodial parents or guardians will agree to enroll their child in another school system which can accommodate the special needs of exceptional children.

Ordinarily when a diocesan school cannot reasonably accommodate the exceptional needs of a child, a recommendation for special class placement should be made to the custodial parent or guardian by the principal, after consultation with the child's teacher(s).

This recommendation will be either for special class placement within the Catholic school or referral to a public school for evaluation or placement. If the custodial parent or guardian does not accept the school's recommendation, it is expected that he/she will place the decision in writing. In some instances the custodial parent or guardian will be required to withdraw the child if the child's continued presence, in the opinion of school personnel, would be detrimental to the child's educational or emotional needs, poses an undue hardship on the operation of the school, or poses a threat of harm to the student, other students or school personnel.

VII. Students or Prospective Students with Diseases

Catholic schools shall comply with all applicable State law and all Board of Health policies regarding school enrollment and attendance in relation to a student or prospective student having a communicable disease.

Prospective students who meet all entrance requirements may not be denied admission solely on the basis of a diagnosis of a disease unless required by applicable State law or board of health policy; similarly, students may not be excluded merely on the basis of a diagnosis of a disease.

However, as with any prospective student who is diagnosed as having or is suspected of having a communicable disease, a child with a communicable disease may be excluded, if after an individualized assessment of the child's condition, in accordance with the school's communicable disease policy/procedure, it is determined that the child's presence in the classroom would expose others to significant health and safety risks.

Upon being informed that a child is diagnosed as having or is suspected of having a communicable disease, a review team consisting of the student; his/her parent/guardian; his/her physician; a physician representing the school, parish or diocese; and school or parish administrators will be established to determine whether the child's admission or continued presence in the school would expose others to significant health and safety risks. In making its determination the review team, will conduct an assessment of the child's individual condition. The review team's inquiry will include findings of fact, based on reasonable medical judgments given the state of medical knowledge about:

- A. The nature of the risk – how the disease is transmitted;
- B. the duration of the risk – how long the carrier is infectious;
- C. the severity of the risk – the potential harm to third parties;
- D. the probabilities the disease will be transmitted and will cause varying degrees of harm; and
- E. whether a reasonable accommodation exists and/or is required.

The review team must also take into consideration the scope of the problem, education-related issues, and the student's right to confidentiality. The recommendation of the review team and the decision of the parish and school administrators shall be considered confidential and will be submitted for review only to the Superintendent of Schools, Secretary for For Catholic Education, and diocesan attorney.

In the event it is determined that a child is unable to attend regular Catholic day school, the parish, school and diocese will assist the parent or guardian in locating alternative educational services and obtaining religious and catechetical instruction.

Recommended: February 11, 2016  
Ratified: July 15, 2016

Diocesan School Board  
Diocesan Bishop

**TRANSFER POLICY - SPC1014**

The St. Charles School transfer policy applies to all transfer students wishing to attend St. Charles School. A transfer student is defined as anyone not starting at St. Charles within the first two weeks of kindergarten. The provisions of this policy are not all inclusive. St. Charles reserves the right to waive the provisions of this policy, if in the opinion of the principal or pastor waiver is merited. This is in compliance with Diocesan policy P4020.

**SCP 1014 - Transfer Procedures**

1. Application for admission to St. Charles must be made during a personal interview with the school administration.



2. Transfer students who are Catholic may not be admitted to any grade from a non Catholic school unless the student is actively enrolled in a religious education program (either at St. Charles or at the child's previous parish), and a letter of recommendation from the child's religious education director is submitted along with the application for admission to St. Charles School.
3. A student may not be admitted if he/she has been involved in a serious infraction of a previous school's rule during the preceding year. This includes, but is not limited to, violation of drug, alcohol, vandalism, and smoking rules, attendance problems, harassment, threat of violence and/or violence against another, stealing, suspected gang activity, grades that reflect a preponderance of under achievement or under supervision of the judicial system.
4. A student may not be admitted if he/she has been expelled from another school, or has voluntarily withdrawn from another school because of threat of expulsion.
5. Transfer students will be placed on probation for a period of 60 school days from the date of transfer. During this probationary period, St. Charles School reserves the right to ask transfer students to withdraw if serious academic or behavioral problems arise.

## **Students**

## **Diocese of Fort Wayne-South Bend**

**P4020**

### **Student Transfers**

#### **I. Accepting Transfer Students From Another Diocesan School**

Students shall be discouraged from transferring to another diocesan school except in the case of a change of residence.

The principal of the school from which the student requests to transfer should be notified within five school days once the first inquiry is made. It is expected that the principals involved can arrive at a decision agreeable to both schools regarding the requested transfer. All unpaid bills at the original school must be satisfied before an official transcript may be sent to the receiving school so that enrollment can be finalized.

In the case of high school students, all rules and regulations of the Indiana High School Athletic Association (IHSAA) regarding athletic eligibility shall be strictly followed.

#### **II. Accepting Expelled or Suspended Transfer Students**

A principal may consider accepting a student from another school who has been expelled, suspended, or has been a party to a major discipline problem as defined by the former school or interpreted by applicable school operating policies and/or parent/student handbook or appropriate state law only after a full and complete explanation of all facts pertinent to an individual case has been evaluated. This provision will not be followed when a student has been expelled for violating the "Gun Free" diocesan policy, which is required by state and federal law (Policy 4560).

Discovery that any information provided to the receiving school was falsified will automatically be grounds to refuse the transfer request or to immediately dismiss the child from the school if the discovery occurs after the child has been enrolled.

All unpaid bills at the original school, if diocesan, must be satisfied before an official transcript may be sent to the receiving school. The final decision of accepting a transfer student rests in the discretion of the principal (in consultation with the pastor in the case of an elementary school).

#### **III. Accepting Students from Non-Accredited Private School or Home Schools**

Credits from a non-accredited in-state or out-of-state private school or home school shall not be accepted at face value, and parents shall be notified of this at the time of enrollment. In order to determine grade placement and/or credit, the principal may require a battery of tests or evidence of equivalency. Evidence of equivalency shall include an evaluation of the certification of the instructional staff and an evaluation of the course of study followed from the private or home-school (refer to Diocesan Policy 4010). Testing shall be administered under the auspices of the enrolling principal. The principal shall place the student and accept credits based upon the test results according to the local school policy. The tests and procedures used to appraise eligibility for credit and/or placement may include, but are not limited to, standardized achievement tests, criterion referenced tests, intelligence tests or other ability tests, departmental achievement tests, oral testing, teacher semester tests, interviews, and teacher recommendations.

In all cases, the receiving school must request records from the sending school within fourteen (14) days of enrollment.

Recommended: February 9, 2017  
Ratified: October 15, 2017  
Bishop

Diocesan School Board  
Diocesan

## AMENDMENTS TO THE HANDBOOK

The Principal retains the right to amend the handbook for just cause. Parents and students will be notified as soon as possible when changes are made.

## ATHLETICS - St. Charles School Athletic Association Mission Statement

St. Charles is committed to offering an athletic program that facilitates the spiritual, emotional and physical growth of our young athletes. We will provide our athletes with the opportunity to:

1. Utilize the talent and ability that God has given.
2. Develop good sportsmanship, teamwork, and individual responsibility.
3. Prepare a foundation for future development as an athlete, young woman or young man.
4. Demonstrate integrity and quality in all that they do.

For further information regarding Athletic programs please refer to the Athletic Handbook on page 46.

## ATTENDANCE POLICY - SPC 1010

All students are expected to arrive in class on time in order to provide a positive learning environment. This is in compliance with Diocesan policy P4040.

Absence Protocols - Students will be allowed five (5) absences as 'Excused' with parent call-in and/or note only (no doctor's note of excuse). All absences outside of the five (5) allowable call-ins and/or parent note will require a doctor's note to be considered excused. Physician-documented long-term illnesses, surgeries, etc., will be considered excused. Absences outside of five (5) without a doctor's note will be marked as 'Unexcused Absence'. After seven (7) unexcused absences, a student will be referred to the **Status Offender Court Alternative Program (SOCAP)** for creation of an action plan, probation, etc. If at any time a student attendance matter cannot be successfully resolved, school administration may require the student be withdrawn from St. Charles Borromeo School.

## SPC 1010 - Attendance Procedures

- 1. Tardiness** - You are tardy if you arrive later than the time designated for the beginning of the morning and/or afternoon sessions. You must stop in the office and pick up a pink slip before going to your homeroom. If you are tardy five times in one quarter, you will receive a detention.
  1. Students are tardy if they arrive after the time designated for the beginning of the morning session (7:50 a.m. for all students in grades K-8).
  2. Students are tardy if they arrive later than the time designated for the beginning of the afternoon session (this varies by grade level).
  3. Students who are tardy due to circumstances out of their control (car trouble, traffic accidents, flat tires, etc.) are tardy, but it is an excused tardy.
  4. Students who are tardy due to oversleeping are tardy, but it is an unexcused tardy.
- 2. Absence** - Upon returning to school after an absence, a written note stating the reason for the absence and signed by your parent/guardian must be presented to the teacher within two days. If notes are not received by the second day, you must report to the office and parents will be called. Students who do not attend school at least one-half day, especially for reasons of health, may not participate in any after school practices, games or meetings on that day.
  - a. Students attending school less than 2 hours are absent all day.
  - b. Students leaving school before 9:50 a.m. are absent all day.
  - c. Students arriving at school after 1:00 p.m. are absent all day.
  - d. Students arriving at school more than 2 hours late in the morning (after 10:05 a.m.) are absent 1/2 day.
- 3. Appointments** - Whenever possible, dentist and doctor appointments should be made after school hours. All appointments during school hours must be presented in writing to the school office, where a pass will be issued. If your appointment is before school, and you will be arriving late:
  - a. Please notify your homeroom teacher by note on the previous day. You will be marked as an excused tardy if you are not present at the beginning of the morning session.
  - b. If you are purchasing lunch for the day, please inform your teacher or the school office
  - c. Student appointments arriving late for the beginning of class are marked excused tardy

## Perfect Attendance

Students with excused tardies qualify for perfect attendance. Students with unexcused tardies or absences do not qualify for perfect attendance.

Diocese of Fort Wayne-South Bend

P4040

## Students Attendance

The diocesan schools consider the development of good attendance habits as a vital and desirable undertaking for two essential reasons. First, it is difficult for young people to learn if they are not in class; the teaching-learning process builds upon itself. Secondly, research shows that educational achievement is directly related to attendance. A student who misses a day of school misses a day of education that cannot be retrieved in its entirety.

I. Parent/Legal Guardian Responsibility

Parent/legal guardians are responsible for having their children in school. Indiana law prescribes that parents must have their children in public or private school from the age of seven (7) until the date on which the child:

- A. Graduates; or
- B. Reaches at least sixteen (16) years of age or less than eighteen (18) years of age and:
  - 1. the student and the student's parent or guardian and the principal agree to the withdrawal; and
  - 2. at the exit interview the student provides written acknowledgment of the withdrawal which must include a statement that the student and the student's parent/guardian understand that withdrawing from the school is likely to reduce the student's future earnings and increase the likelihood of the student being unemployed in the future, and the student's parent or guardian and the school principal each provide written consent of the student to withdraw from school; and
  - 3. the withdrawal is due to financial hardships requiring the student to be employed to support the student's family or dependent, illness or an order of a court that has jurisdiction over the student, or
- C. Reaches the age of eighteen (18) years - whichever occurs first.

II. Absences from School

Absences from school shall fall into one of the three following categories:

- A. Absences that are counted as present
  - 1. Serving as a page for or honoree of the Indiana General Assembly
  - 2. For students in grades 7 through 12, serving on a precinct election board or as a helper to a political candidate or political party on election day with prior approval of the principal;
  - 3. Court appearances pursuant to a subpoena;
  - 4. Active duty with the Indiana National Guard for not more than ten (10) days in a school year, or participation in civil air patrol as a member of the Indiana wing of the civil air patrol for not more than five (5) days in a school year.
  - 5. Placement in a short-term inpatient treatment program, which provides an instructional program
  - 6. Homebound instruction;
  - 7. Religious observances;
  - 8. Approved, educationally related non classroom activity per I.C. 20-33-2-17.5;
  - 9. Participation or exhibition in the Indiana State Fair by the student or a member of the student's household if the student is in good academic standing but not to exceed five (5) instructional days in a school year.
- B. Excused Absences
  - 1. Illness of the student (with written statement by parent/guardian or doctor)
  - 2. Funerals
    - a. for death in the immediate family
    - b. for persons outside of the immediate family with parental permission
  - 3. Out-of-school suspension
  - 4. Medical and legal appointments - Such appointments should be scheduled after school hours when possible.
  - 5. School/college visits (2 days) - parents/guardians need to check with the individual school's policy for arranging such visits.
- C. Unexcused Absences
  - 1. No parent/guardian contact with the school giving an explanation for the absence on the day of the absence.
  - 2. No physician's note to excuse an absence once more than 5 days of absence has occurred (see Frequent or Prolonged Illness below).
  - 3. Family vacations
  - 4. Absences other than those defined as excused or absences counted as present.

III. Truancy

A student is truant when she/he is absent from school or class without the permission of his/her parent/guardian and the school. Students who are habitually truant shall be reported to the juvenile authorities in accordance with applicable state law and following diocesan procedures.

The following may be evidence of habitual truancy:

- A. Refusal to attend school in defiance of parental authority.
- B. Accumulating a number of absences from school without justification over a period of time, such as a grading period. Habitual truancy is not evidenced by a single isolated incident of unexcused absence.
- C. Three (3) or more judicial findings of truancy.

IV. Reporting an Absence

A parent/guardian shall contact the school to report a student's absence. Each school has established procedures for reporting absences. Absences will not be excused and the student may be considered truant if the procedure for reporting an absence is not followed.

A written explanation for any absence and signed by a parent/guardian is required upon the return of the student to school. The school is not required to provide credit for makeup of assigned work missed because the student's absence is unexcused or the student is truant.

V. **Frequent or Prolonged Illness**

If a student is absent for five consecutive days due to illness, or has contracted a contagious disease, a physician's statement may be required in order for the student to return to school.

VI. **Response to Irregular Attendance**

If an irregular attendance pattern begins to develop, the school may use the following procedure to encourage the student's return to a pattern of regular school attendance.

A. Call daily from school (secretary, principal, or attendance clerk), to the parent/guardian to verify absence and to determine reason.

B. After a student is absent six (6) days per school year, a school administrator, attendance clerk, or counselor will contact the student's parent/guardian. The date and content of this contract shall be documented.

C. After a student is absent over 12 days per school year, a conference shall be held with the parent/guardian and the student. An attendance contract may be established at this time and documentation shall be kept.

D. After a student is absent over 15 days per school year, a referral shall be made to the principal. If the principal is unable to successfully resolve the attendance problem, a referral may be made to the intake officer of the local Juvenile Probation Department.

VII. **Habitual Truancy Report to BMV**

If the student is at least 13 years of age but less than 15 years of age and is truant more than 10 times in one (1) school year, the student shall be designated as a habitual truant and reported to the bureau of motor vehicles as provided by State law.

Recommended: May 11, 2017

Ratified: October 15, 2017

Diocesan School Board

Diocesan Bishop

**BEFORE AND AFTER SCHOOL CARE PROGRAM**

St. Charles School sponsors a Before and After School Care Program located on the premises. For more detailed information, please refer to the Child Care Handbook found on page 46 of this handbook.

**BUCKLEY AMENDMENT**

The Buckley Amendment requires that noncustodial parents be given information about the student's progress in school as well as unofficial copies of report cards unless there is a court order to the contrary. St. Charles does require postage for the mailings of the above reports be provided by the noncustodial parent. Divorced or separated parents must file a court certified copy of the custody section of the divorce or separation decree with the principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known.

**CAFETERIA**

Lunches are provided through St. Charles' hot lunch program. The lunch program includes milk and meets all nutrition standards and guidelines of the USDA and the Indiana Division of School and Community Nutrition. *The USDA and the State of Indiana are equal opportunity providers and employers.* St. Charles' students are encouraged to participate in this program. The menu will be posted monthly in the school newsletter and can be found on the school website [www.stcharlesschoolfw.org](http://www.stcharlesschoolfw.org). Additionally, in compliance with federal regulations, St. Charles School offers a **Free and Reduced Lunch Program** for those students who qualify. Parents may fill out an application any time during the school year. All information is confidential. Further details can be found on the school website.

**Cafeteria Guidelines**

1. The school uses the MealPayPlus online accounting system, a debit system in which money is placed into an online account, and student lunch costs are electronically deducted as students order lunches, entrees, or milk daily. For those needing to establish a MealPayPlus account, the school office can assist with this process. Once an account is established, parents can put money into their child's account through the online account at [www.mealpayplus.com](http://www.mealpayplus.com) or by calling 866-662-3382 for a small fee. Or, a check may be sent with a Lunch Accounting Form to the school cafeteria.
2. If a student would like to order a hot lunch, he needs only to raise his hand when the homeroom teacher asks for the lunch count at the start of each day. As the student enters the cafeteria, the attendant will deduct the price of a hot lunch (or milk) from the student's individual account. If an extra entrée is ordered with a hot lunch, the student should share this with the cafeteria attendant upon check in, and the cost of the entrée will be deducted along with the price of the regular full lunch.
3. We ask that a student who is late arriving to school because of an appointment, illness, or other reason, verify with the office that he will be receiving hot lunch for the day. The cafeteria is then informed, and the lunch count is adjusted for accuracy.
4. St. Charles School offers a Free and Reduced Lunch Program. Parents may fill out an application any time during the school year.
5. Milk will be sold daily.
6. Water will be available for all children.

7. To assist the volunteers to record lunches quickly and accurately, students purchasing hot lunch must enter the cafeteria with their homeroom and in alphabetical order by last name.
8. Politeness, courtesy, and cooperation toward faculty, lunch assistants, and other students is expected at all times.
9. Students are responsible for cleaning their own places, the table at which they are seated, and the area around it. Please be respectful of the next student who will occupy the same lunch space.
10. Students are expected to exhibit good table manners and courtesy at all times in the cafeteria. Talking should be done only with persons seated next to you or across from you. Keeping your voice soft will help make the cafeteria a pleasant place for all.
11. The school cafeteria, in consultation with the principal, reserves the right to deny hot lunch privileges to students who have outstanding charges.
12. If you have any questions, please contact the cafeteria office at 969-4028.

## **CHURCH**

Eucharistic Liturgy will be celebrated:

Tuesday	Grades 3-5	Thursday	Grades 6-8
Wednesday	Grades 1-2	Friday	All School

Kindergarten students will attend Mass with increasing frequency as the school year progresses. All-school liturgies will also be celebrated for Holy Days and special feast days. Students at St. Charles have the privilege of attending Mass and other spiritual exercises. This privilege allows you to grow in your love for God, our Father; Jesus Christ our Savior; and the Spirit, who dwells in you while allowing you to pray for those in need. Your prayer life together is what makes St. Charles School a living Christian community. In order to take advantage of these opportunities for prayer, the following regulations must be followed:

1. All students will join in our celebrations in song and prayer.
2. When entering and departing church, you should remember that it is God's dwelling place and adore Him with a respectful genuflection and proper use of holy water.
3. In reverence for Jesus present in the Blessed Sacrament, you are to be silent when entering and leaving the church.

**Diocese of Fort Wayne-South Bend**

**P2310**

## **Community Relations**

### **Parent/Legal Guardian Concerns Procedure**

To facilitate and promote the orderly and efficient resolution of concerns, parents/legal guardians wishing to address and/or question an academic area or situation regarding a specific teacher or classroom procedure must follow the grievance procedure below:

- Step 1: Address the issues with the classroom teacher in a formal manner (face-to-face or in writing).
- Step 2: Address the issue with the Principal.
- Step 3: Address the issue with the Pastor (elementary schools only).
- Step 4: If the issue is not satisfactorily resolved, then the parent/guardian should place his/her concerns in writing to the person involved and his/her supervisors (e.g., pastor and principal).
- Step 5: Contact the Catholic Schools Office.

Parents/legal guardians should follow the steps set forth in this policy, except where a situation is specifically covered under another school or Diocesan policy which provides for a different reporting procedure (e.g. harassment).

Recommended: April 23, 2015

Diocesan School Board

Ratified: July 24, 2015

Diocesan Bishop

## **CONFERENCES**

To discuss a student's performance, problems and progress please telephone the school to arrange a conference or request a call back from a teacher or the principal. A teacher can usually schedule a phone call to you during the school day and in this way quickly clear up any questions before they become problems. A conference, however, is better for longer discussions. To assure the appropriate setting and time, it is necessary to arrange a conference appointment in advance.

Please do not disrupt the learning environment by interrupting with a "stop in" visit. Teachers have requested that they be contacted at school. They are normally at school until 3:25 pm. Parent-teacher-child conferences are scheduled for all students at the end of the first quarter. The opportunity for a second and third conference at the end of the second and third quarters will be available per request of parent and/or teacher.

## **CONFLICT MANAGEMENT**

The Conflict Management program facilitates solution to conflicts. It is voluntary but can be encouraged by faculty so a student avoids disciplinary action. This program believes that students can be taught a process that enables them to communicate more effectively with each other to solve their own disagreements. There are four parts to this program.

1. Students learn conflict management skills in the classrooms from teachers and the counselor.
2. Selected 6th graders are trained to provide conflict management to students on the playground who are in dispute.
3. There are also Conflict Managers available to provide peer mediation in junior high.

4. The counselor is available to provide mediation between two students in conflict.

### **SCHOOL CLINICAL SOCIAL WORKER**

Through the team effort of our faculty, we strive to provide a healthy atmosphere of learning for all our students. The school social worker's role in the school may include:

1. Referrals from the student, parents and faculty for individual guidance to help with specific issues that may be interfering with the student's optimal learning.
2. Classroom presentations on a variety of topics such as friendship, safe boundaries, virtues, sexual harassment, self esteem and responsibility.

Our policy permits a child to be seen individually by the counselor one time without the written permission of the parent. If a parent does not want their child to be seen - even one time - by the school social worker, a note from the parent must be written to the school at the beginning of each school year.

### **DISCIPLINE POLICY - SCP 1021**

Disciplinary action will be taken by any faculty/staff or administrator for inappropriate student behaviors. This is in accordance with Diocesan policies P4560, P4520, P4530, and P4420.

### **Discipline Guidelines**

Self discipline, respect for others, and cheerful cooperation are considered basic behaviors for St. Charles School students. Students are expected to be honorable, charitable and responsible. Disciplinary actions are corrective measures taken by a faculty member or administrator as responses to inappropriate behaviors. They are intended to provide an appropriate reaction based on the seriousness of the offense with the intent to have the student realize his/her mistake, understand the school's concern, and take appropriate actions to change the inappropriate behavior.

1. Teachers will handle all normal discipline problems that occur in their classrooms. They will communicate with parents concerning problems so they can work together to correct these.
2. Problems that occur in the cafeteria or on the playground will be referred to the student's homeroom teacher.
3. The assistant principal and the teachers will notify the principal about any serious offense.
4. Students who are sent to the office for a "time out" three times in one quarter will receive a detention from the principal.

### **Serious Discipline Violations: Majors**

Disciplinary referral slips will be given to students for the following Major violations:

1. Deliberate disobedience, defiance or disrespect toward any person in authority, such as teachers, teacher assistants, parents, patrols, office staff, cafeteria and maintenance personnel, etc.
2. Habitual disruptive behavior, such as inappropriately speaking out, excessive talking during class, causing deliberate distractions, and inappropriate behavior on parish property.
3. Physical or verbal abuse, including intimidation or bullying of others.
4. Damage to parish/personal property, such as textbooks, equipment, furnishings, facilities, materials, etc.
5. Stealing, lying, cheating
6. Truancy or unauthorized leaving of school.
7. Other - this includes any other incident (i.e. playground, etc.) that requires parent notification.

Disciplinary referral slips will also include extreme violations, as outlined under Suspension/Expulsion in this handbook.

### **Less Serious Discipline Violations: Minors**

The disciplinary referral slips will also list minor violations, which require parental notification. These violations may include:

1. Leaving the classroom without permission.
2. Inappropriate language.
3. Unauthorized candy/gum/food.
4. Unauthorized toys or electronic devices (i.e. walkmans, computer games, etc.).
5. Inappropriate behavior in the hallways, restroom, classroom, Church, cafeteria, playground, etc.
6. Miscellaneous (includes any other incident which requires a referral).

After receiving five referral slips for minor violations a student will be issued a slip for a major violation.

### **Procedures for Issuing Majors and Minors**

1. The adult issuing a disciplinary referral slip will provide the students homeroom teacher with all three copies. The homeroom teacher is then responsible for assigning the appropriate consequence, noting it on the referral form and distributing one copy to the student and one copy to the office.
2. When a student is issued a disciplinary referral slip, a copy will be sent home to the student's parent/guardian. This form is to be signed and returned the next school day. The student's homeroom teacher will then keep the form on file.
3. Consequences for each major violation referral will occur in the following order:  
First referral: Detention  
Second referral: Detention and conference with student, parent/guardian, and teacher(s).  
Saturday detention for any 7th/8th grade student. At this point, principal notified.  
Third referral: In-School-Suspension students 1-6.

Saturday detention for any 7th/8th grade student with extended time.  
 Fourth referral: Out-of-School (OSS), or In-School-Suspension (ISS), and conference with principal, teacher(s), parent/guardian and student prior to readmission to classes.  
 Fifth referral: Extended OSS or ISS with possibility of expulsion.  
 Conference with principal, teacher(s), parent/guardian & student prior to readmission to classes.  
 Extreme incidents may incur the penalty of immediate suspension.

**Probationary Period**

If a student does not receive additional referrals for any major violations for a period of eight or more weeks then the next major referral would result in a repetition of the most recent consequence.  
 These policies will apply to ALL school related activities on and off school property.

**Detention**

A detention may be used as a consequence for misbehavior or academic irresponsibility. A teacher, assistant principal, or principal may assign after-school detention. Students will be notified at least one day in advance. They will be issued a detention slip stating the reason for the detention, the date and time for the detention, and to which classroom to report for the detention. This form will be sent home with the child for a parent's/guardian's signature. Pupils who for a good reason (such as a previously scheduled doctor's appointment) cannot stay for the scheduled detention must bring a written note from a parent/guardian. Sports practices, games, club meetings, etc. are not acceptable reasons for deferring a detention. Failure to serve the detention on the assigned day without a written parental excuse to the person assigning the detention will result in the detention being doubled. Repeated detentions are cause for suspension or other disciplinary action to be decided by the principal.

During the detention the child will be given some type of work - physical or academic work. The detention period will not be a time for visiting, playing, or doing homework. Detentions will normally be held once a week from 3:10-4:00 pm. Parents will be required to provide transportation for their child immediately at the end of the detention. Students can be picked up at the main school door.

**Diocese of Fort Wayne-South Bend**

**P4560**

**Students**

**Gun-Free Schools**

Students are prohibited from facilitating in any way the delivery of a firearm, destructive device, or deadly weapon to school or school functions. Further, students are prohibited from possessing a firearm, destructive device, or deadly weapon while en route to or from school or school activities, or while on school property or at school activities. A violation of this policy carries an automatic expulsion from school. The principal shall establish the term of expulsion after consultation with the Superintendent of Schools. Subject to modification by the Superintendent of Schools, a student expelled for bringing a firearm or destructive device to school or a school activity or for possessing a firearm or destructive device on school property or at a school activity may not return to the school until the first school semester after a one (1) year expulsion period. Exceptions may be made to this policy concerning antique or ornamental firearms or weapons that are transported or possessed for an authorized educational purpose, or firearms or weapons that are used as part of an authorized school program or activity. Any exception must be approved, in advance and in writing, by the principal. A violation of any limitation or requirement contained within a policy exception that is granted by the principal shall be considered a violation of this policy.

Principals will provide information to the Catholic Schools Office annually concerning the following:

- I. A description of circumstances surrounding any expulsions imposed under the policy;
- II. The number of students expelled from the school under the policy; and
- III. The types of instrument concerned
- IV. For purposes of this policy, the term "firearm" means:
  - A. Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; or
  - B. The frame or receiver of any such firearm; or
  - C. Any firearm muffler or firearm silencer.
- V. For purposes of this policy, the term "destructive device" means:
  - A. An explosive, incendiary, or poison gas
  - B. Bomb
  - C. Grenade
  - D. Rocket having a propellant charge of more than four ounces
  - E. Missile having an explosive or incendiary charge of more than one-quarter ounce
  - F. Mine
  - G. Device similar to any of the devices described in clauses
  - H. Any type of weapon by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has a barrel with a bore of more

than one half inch in diameter; or  
I. Any combination of parts either designed or intended for use in converting any device into any destructive device and from which a destructive device may readily be assembled.

VI. For purposes of this policy, the term "deadly weapon" means any firearm, destructive device, weapon, taser, electric stun weapon, equipment, chemical substance, or other item or material that in the manner it is used or could be used, or is intended to be used, is readily capable of causing serious bodily injury.  
See "Gun-Free School Report" in the School Administration Handbook.

Ratified: May 11, 2017  
Recommended: October 15, 2017

Diocesan School Board  
Diocesan Bishop

### **SUSPENSION AND EXPULSION**

The principal has the right to discipline a student, up to and including suspension and/or expulsion, for any violation of the school's policies or rules and regulations of student behavior. Diocesan policies P4520 and P4530 (listed following) will be adhered to in discipline cases warranting suspension and/or expulsion.

#### **Suspension**

##### **Type I - In School**

The student is removed from the normal school situation, placed in a private work area and supervised by the principal, assistant principal or their designee. The student will be given work from all subject areas and all work must be completed before returning to the normal school routine. Term not to exceed five days.

##### **Type II - Out of School**

The student is placed under parental supervision and is sent home. According to diocesan policy no make up work is allowed when a student is suspended out of school. All school related extracurricular activities of the student will cease through the duration of the suspension. Term not to exceed five days.

#### **Expulsion**

There are some extreme incidents which of their very nature may incur the penalty of immediate expulsion. The following offenses are considered examples of extreme incidents: Proven delinquency; incorrigible behavior; setting fires; stealing; carrying dangerous weapons; serious destruction of school property; possessing, selling, using, buying, transmitting or secreting any illegal substance, including alcohol; blatant disrespect toward any school authority; real or attempted physical assault upon any person.

### **Diocese of Fort Wayne-South Bend**

### **P4520**

#### **Students**

##### **Grounds For Suspension or Expulsion of Students**

- I. The grounds for suspension or expulsion below apply to student conduct, which occurs:
- A. On school grounds;
  - B. Off school grounds at a school activity, function, or event;
  - C. Traveling to or from school or a school activity, function, or event; or
  - D. At any other time when the principal determines that the student's conduct either causes harm or could potentially cause harm to the other students, school employees or property, or the reputation of the School or the Diocese.
- II. The following types of student conduct constitute a non-exclusive listing of grounds for suspension or expulsion subject to the school's provisions for disciplinary review contained in P4530.
- A. Any conduct which, in the opinion of school officials, is contrary to the principles and teachings of the Catholic Church.
  - B. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct.
  - C. Causing or attempting to cause damage to property belonging to any other person, student, school employee or the school, stealing or attempting to steal property belonging to any other person, student, school employee, or school.
  - D. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way that, in the opinion of school officials, could cause physical injury to any person.
  - E. Threatening or intimidating any individual for whatever purpose.
  - F. Violation of the Diocese's Gun-Free School Policy, or possession of, or control over, a knife or other cutting type device not used for school sanctioned purposes.
  - G. Possessing, using, transmitting, or being under the influence of any controlled substance, including lawfully prescribed medications taken in a non-prescribed manner, or intoxicant of any kind. The prescribed use of a drug authorized by a medical prescription from a physician is not a violation of this rule.



- H. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes and/or educational function.
- I. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision.
- J. Engaging in any activity forbidden by the laws of the State of Indiana that interferes with school purposes or education function.
- K. Violating or repeatedly violating any rules that are, in the opinion of the school officials, necessary in carrying out school purposes and/or educational function.
- L. Using on school grounds during school hours an electronic paging device, mp3 player or similar device, cell phone or other mobile message conveyance device in a situation not related to a school purpose or educational function.
- M. Engaging in any unlawful activity on or off school grounds if the unlawful activity is considered by school officials to be an interference with school purposes or an educational function.

Recommended: May 11, 2017  
 Ratified: October 15, 2017  
 Bishop

Diocesan School Board  
 Diocesan

**Diocese of Fort Wayne-South Bend**

**P4560**

**Students**

**Disciplinary Review for Students (Suspension or Expulsion)**

Any student accused of wrongdoing in violation of school or diocesan policy that could result in the student's suspension or expulsion from the school will be given:

1. An explanation of what the student is accused of doing that is wrong; and
2. An opportunity for the student, in the presence of the student's parents, to respond to the accusations before either the principal, his or her designee, or impartial tribunal established by the school's administration for the purpose of making a recommendation on the matter to the principal.

The principal (in consultation with the pastor in the case of an elementary school) shall be responsible to make a final decision on all such matters. The principal's decision shall be final and binding on all parties.

Recommended: May 11, 2017  
 Ratified: October 15, 2017  
 Bishop

Diocesan School Board  
 Diocesan

**Diocese of Fort Wayne-South Bend**

**P4420**

**Students**

**Failure or Refusal of Parents/Guardians/Custodians to Participate in a Disciplinary Proceeding**

The failure of parents/guardians/custodians to participate in diocesan or school discipline proceedings concerning their student's improper behavior or delinquency, if the behavior of the student has been repeatedly disruptive in the school, may be considered educational neglect and the child may be considered a "child in need of services" in accordance with I.C. 31-34-1-7, and, in that case, the matter shall be referred by the building level administrator to the Department of Child Services or local office of juvenile probation.

Recommended: May 11, 2017  
 Ratified: October 15, 2017

Diocesan School Board  
 Diocesan Bishop

**SCHOOL UNIFORM POLICY -SCP1005** All students grades PK-8 will follow the St. Charles Borromeo School dress code.

**DRESS CODE**

St. Charles School enforces a dress code for students in order that all students come appropriately attired for school. Students are expected to dress in a manner that indicates they are engaged in serious educational business. The St. Charles dress code is written to focus on uniformity and enforceability.

Modesty, chastity, humility, unity, obedience, self-discipline, respect for just authority, respect for the inner gifts of our neighbor - not outward appearance, etc. all of these virtues, though not completely developed in a student by a dress code, are aided by a dress code. Dress code also contributes to the building of an overall positive school atmosphere. **All students - Clothes must be modest in fit and style.**

Should changes or clarifications to the St. Charles Uniform and Dress Code be needed, parents and students will be informed. All students are obligated to follow this dress code from the first day through the last day of the school year unless otherwise stipulated by the principal. Dress code for all St. Charles students is as follows:

**\*\*\* GIRLS \*\*\***

**Hair**

Please, clean hair and appropriate hairstyles. Dyed, streaked, or tinted hair is not permitted - no extreme styles.

**Blouses**

Blouses are limited to long or short-sleeved styles with a collar. They must button completely down the front or have a button tab front. There may not be ruffles, lace or embroidery on the blouses. Knit shirts with collars and button tab fronts are also acceptable. The top button only may be unbuttoned. Shirts and blouses must be completely tucked in at all times.

Blouses are not to be tucked up or rolled up above the waist. Colors for blouses and shirts are the following solid colors: **white, cardinal red, and navy blue.** Small manufacturer's logos are acceptable, but monograms, lettering or emblems are not permitted. These are not permitted: fitted shirts, three-quarter length sleeved shirts, shirts with capped sleeves, shirts or blouses of denim, chambray, sheer or silk material; shirts or blouses that are oversized; shirts with contrasting colors of collars/plackets.

#### **Turtlenecks**

Turtlenecks are to be of cotton or a cotton blend with a collar that folds down and fits snugly around the neck. Turtlenecks are allowed in these solid colors: **white, cardinal red, and navy blue.**

#### **Sweaters**

Sweaters are to be of the following solid colors: **white, navy blue or cardinal red.** The sweater must be of a traditional length in cardigan, v-neck or crew neck style. Solid colored sleeveless sweater vests worn over uniform blouses/shirts are also permitted. The sweater may be flat or cable knit. These styles are not permitted: Turtleneck sweaters or sweaters that are oversized or cropped. No zipper sweaters of any kind. No hooded sweaters of any kind.

#### **Skirts and Jumpers**

Should touch the tops of the knees when standing. The backs of the skirts and jumpers should also touch the knee crease in the back of the leg while standing. Please consider the growth of a child over a school year when hemming or buying uniform skirts or jumpers. If shorts are worn under the jumper or skirt, they may not extend below the skirt or jumper. Rolling of skirts at the waist is a violation of the dress code.

#### **Uniform Jumper**

Grades PK-3 (jumper optional in grade 4). Royal York jumpers are available new through catalog order or through our school Spirit Shop or from Schoolbelles, [www.schoolbelles.com](http://www.schoolbelles.com). They may also be purchased at the used uniform sale held at the end of the year.

#### **Uniform Skirt**

Grades 4-8 (skirt optional in grade 4). Royal York skirts are available new through catalog order or through our school Spirit Shop or from Schoolbelles, [www.schoolbelles.com](http://www.schoolbelles.com). They may also be purchased at the used uniform sale held at the end of the year.

#### **Slacks (Pants)**

Slacks are to be plain, tailored pants of twill or corduroy. These slacks are to be solid navy. Slacks are to be straight-legged (as in a Docker-style pant). They must be hemmed or cuffed. These are not permitted: Flared or belled slacks, slacks with rivets, slacks that are faded or royal blue, slacks that are of jean material or have a contrasting color of top stitching or metal ornamentation. Pants that have drawstrings at the waist, knit slacks, stirrups, leggings, or slacks with "cargo pockets" are not permitted. Slacks may not be rolled up or worn tucked into socks. "Hip huggers", slits, back pocket flaps, outside pocket stitching - not acceptable.

#### **Walking Shorts**

Shorts are to be plain, tailored, twill shorts and are to be solid navy. They must be hemmed or cuffed.

Shorts must be no shorter than four inches above the knee and may not hang below the knee. These are not permitted:

Shorts with rivets, shorts that are faded or royal blue or shorts with "cargo pockets". Shorts may be worn from the beginning of school until Nov. 1<sup>st</sup> and from April 1 until the end of the school year.

#### **Belts**

Belts must be worn if there are belt loops. Belts must be solid black, brown or navy. Oversized belts and/or belt buckles are not permitted. Decorative belts or belts with holes the length of the belt are not permitted.

**Socks** - Socks must be worn at all times, even on "dress down" days. Solid color socks of white, black, cardinal red, and navy blue may be worn. Socks must be easily visible. Acceptable styles are anklets, knee highs or opaque tights. These are not permitted: Socks with lace, bows, decorations or trim, footies, socks with logos.

#### **Tights/Leggings**

Girls may wear only tights with feet with their jumpers and skirts. Plain in color – red, white, navy blue, and black. Tights of various materials are allowed: fleece lined, cable knit, etc. Leggings may not be worn during the school day with jumpers or skirts. Of course, for recess warmth on cold days, girls with skirts and jumpers are allowed to put on sweats, pants, leggings, snow pants, etc., to play outside. The easier on and off the better.

#### **Shoes**

Flat heeled, leather, tie, loafer, and gym/tennis shoes are acceptable. Heel height of girls' shoes should be no more than two (2) inches high. [To check heel height, set the shoe on a flat surface and measure the heel from the surface to the heel of the shoe. If it is higher than two inches, save it for wearing out of school.] Separate gym shoes are to be kept at school and used only in gym classes. These styles are examples of those not permitted: High heeled or pump styles; sandals; backless shoes; clogs; jellies; flip-flops; water shoes; Teva shoes. Shoes with eyelets must have laces and must be tied.

#### **Boots**

Boots should be of leather or leather-like material. Plain in color – brown, tan, gray, and black only (fashion and hiking boot styles are OK). The following boots are not permitted: cowboy, booties, slipper type boots, boots with heels over two inches. Boots must be worn with pants only and should fit under the uniform pants. Nothing should be hanging out of the pants legs (i.e. fur, tassels, balls of yarn). Boots are not to be worn with uniform jumpers or skirts. Of course you can bring snow boots and wear them to enter the building, during recess, and when going home on snowy days. Boots may be worn from November 1<sup>st</sup> – April 1<sup>st</sup> annually. If the weather is unseasonably cold in late October or warm in late March, we may adjust the boot-wearing window accordingly.

#### **Make-Up**

7th and 8th grade girls only may wear the following: modest foundation, clear lip gloss, clear or light pink nail polish. These are **not permitted**: Heavy foundation, blush, rouge, eye make-up of any kind (mascara, eye shadow, eye liner, etc.), dark lipsticks, or dark nail polish. Girls in grades 7 & 8 only may also wear school color nail polish (cardinal red, navy blue, or white) on Fridays, or a weekday preceding a three or four day weekend or extended break. Any girl in violation of the make-up guidelines will be told to wash off the make-up and will receive a dress code violation.

## **Jewelry**

### **Rings, watches, and loose jewelry should not be worn while participating in gym class.**

Student jewelry should be modest in style. Only one set of small studded earrings or small hoops are permitted. These are not permitted: Large or dangling styles of any type of jewelry, including earrings. Necklaces (limit 1) are to be modest and of a religious nature (holy medal, cross, scapular, etc.). Rings (limit 2 total) are to be modest in appearance. Bracelets (limit 2) should not be worn at school unless they are of a religious nature (WWJD, Jesus bracelet, etc.) Watches, as always, are fine. It is the prerogative of the teacher/principal to ask students to remove jewelry considered inappropriate.

**Other** - No strong perfume or cologne may be worn. Coats, jackets, fleeces, and sweatshirts may not be worn during class unless the fleece or sweatshirt is a dress code approved St. Charles fleece or sweatshirt. These sweatshirts must be worn over a dress code shirt, not over just a T-shirt.

## **\*\*\* BOYS \*\*\***

### **Shirts**

Shirts are limited to long or short-sleeved styles with a collar. They must button completely down the front or have a button tab front. Knit shirts with collars and button tab fronts are also acceptable. The top button only may be unbuttoned and shirts must be completely tucked in at all times and may not be rolled or tucked up at the waist. Shirt colors are the following solid colors: **white, cardinal red, and navy blue**. Small manufacturer's logos are acceptable, but monograms, lettering or emblems are not permitted. These are not permitted: Shirts of denim, chambray or silk material, shirts that are oversized, shirts with contrasting colors of collars or plackets.

### **Undershirts**

All t-shirts worn beneath school shirts must be plain white.

### **Turtlenecks**

Turtlenecks are to be of cotton or a cotton blend with a collar that folds down and fits snugly around the neck. The turtleneck must be of a modest fit. Turtlenecks are allowed in white, cardinal red, and navy blue.

### **Sweaters**

Sweaters are to be of the following solid colors: white, navy blue or cardinal red. The sweater must be of a traditional length in cardigan, v-neck or crew neck style. Solid colored sleeveless sweater vests worn over uniform shirts are also permitted. The sweater may be flat or cable knit. Styles not permitted: Turtleneck sweaters or sweaters that are oversized or cropped.

### **Trousers (Pants)**

Trousers should be worn at an appropriate height. Trousers are to be plain, tailored pants of twill or corduroy and are to be solid navy. Trousers are to be straight-legged (as in a Docker style pant). They must be hemmed or cuffed. These are not permitted: Trousers with rivets, trousers that are faded blue or royal blue, trousers with "cargo pockets", trousers that are of jeans material or have a contrasting color of topstitching or metal ornamentation, or pants with a drawstring waist. Deck pants, pants with zippers on the legs, parachute pants, or pants with monograms or decorative emblems are not permitted. Trousers may not be rolled or tucked into socks. "Lowriders", slit pants, back pocket flaps, outside pocket stitching.

### **Walking Shorts**

Shorts are to be plain, tailored, twill shorts and are to be solid navy. They must be hemmed or cuffed. Shorts must be no shorter than four inches above the knee and may not hang below the knee. These are not permitted: Shorts with rivets, shorts that are faded or royal blue or shorts with cargo pockets. Walking shorts may be worn from the beginning of school until November 1, and from April 1 until the end of the school year.

### **Belts**

Belts must be worn if there are belt loops. Belts must be solid black, brown or navy. Oversized belts and/or belt buckles are not permitted. Decorative belts or belts with holes the length of the belt are not permitted.

### **Socks**

Socks must be worn at all times, even on "dress down days". Socks should be of mid-to-top of ankle and easily visible. Solid colored socks of white, cardinal red, and navy blue, or black may be worn. The following socks are not permitted: footies, socks with logos.

### **Shoes**

Flat heeled, leather, tie, loafer style, gym/tennis shoes. Separate gym shoes are to be kept at school and only used for gym classes. These styles are examples of those not permitted: Cowboy boots, sandals, clogs, flip-flops, water shoes, backless shoes and Teva shoes. Shoes with eyelets must have laces and must be tied. Shoes with straps must have the strap correctly fastened.

### **Hair**

Hair should be clean and combed, and hairstyles must be appropriate. Dyed, streaked, or tinted hair is not permitted - no extreme styles. Hair should be above the collar. No lines may be cut into the hair. Boys must be clean-shaven. These should be visible: the face, half the ear, bangs at least an inch above the eyebrow.

## **Jewelry**

Necklaces (limit 1) are to be modest and of a religious nature (holy medal, cross, scapular, etc.). Rings are not permitted. Bracelets (limit 2) should not be worn at school unless they are of a religious nature (WWJD, Jesus bracelet, etc.) Watches, as always, are fine. No earrings are permitted. It is the prerogative of the teacher/principal to ask students to remove jewelry considered inappropriate.

#### **Other**

No strong cologne or after-shave. Coats, jackets, and sweatshirts may not be worn during class unless the sweatshirt is a dress code approved St. Charles sweatshirt and is worn over dress code shirts, not T-shirts.

#### **OUT OF UNIFORM DAYS**

Occasionally for holy days, holidays, spirit week, etc., students will be allowed not to wear their uniform. Instructions for what may be substituted for the uniform will be given by the teacher/principal. The school uniform may be worn on any of these days. If dressing out of uniform the following guidelines will prevail:

##### **Dress Up**

Clothing worn on these days is worn for a special occasion. Boys: Dress shirt (ties may be worn), dress pants, dress shoes. Girls: Dress, skirt, blouse or dress pants. Guidelines for girls' dresses as follows:

1. Dress length should be no more than four inches from the floor when kneeling.
2. Heel height of shoes no more than two inches high. Set shoe on flat surface & measure the back of the heel.
3. No spaghetti strap, tank top, or sleeveless dresses allowed without the use of a sweater, shrug, or wrap to cover up the top. No bare shoulders or bare backs should be showing.
4. Camisoles should be worn under dresses with a lower front. Cleavage should not be showing.
5. Do not highlight or color your hair in any way. This includes graduation ceremony.

##### **Dress Down**

Clothing worn on these days is of a more casual nature. It must be neat and not torn. When wearing shorts, please wear shorts with pockets such as a jean short. Shorts must be no shorter than four inches above the knee. These items are not acceptable: Ripped/torn clothing, warm-up/jogging suits, gym trunks, athletic shorts, cut off shorts, sweatpants, wind suit pants, swishy pants, clogs, sandals, or shirts with inappropriate pictures or messages, and shirts which do not cover the stomach and waist. Tank tops or sleeveless tops are not permitted.

**DRESS CODE VIOLATION GRADES 1-8** This dress code will be strictly enforced. Only the attire stated above may be worn. Since all parents will be asked to sign a form indicating that they have read this code and explained it to their children, few violations should occur. Should violations occur, they will be handled as follows:

**Uniform offense** - A minor violation is written on the discipline referral form. On dress up and dress down days, students who dress inappropriately will be asked to call home for a change of clothes.

#### **EXTRA CURRICULAR ACTIVITIES**

St. Charles School is concerned with helping students reach their potential spiritually and academically. Realizing that extra curricular activities promote personal growth by challenging students to be the best they can be, we encourage students to participate in extra activities over and above their regular curriculum requirements.

However, participation in the extracurricular activities offered at St. Charles is a privilege for which reasonable standards are established and enforced for the educational and personal welfare of the students who participate. If students cannot successfully pass a normal load of class subjects and demonstrate self-discipline while simultaneously undertaking the extra demands upon time and energy required by extra curricular activities, they should concentrate time and effort on achieving in the classroom. Based on this, St. Charles School sets forth minimum academic achievement and conduct requirements.

Students who return to school for practice of any type are not allowed to be on the school grounds until the time set for practice, nor are they to return to classrooms or the school hallway. They should use the back entrance to the cafeteria, or the main gym entrance of the Hession Parish Center and are not to enter before the scheduled time and before there is an adult supervisor. After practice is over, all are to leave the gym or cafeteria as directed by the coaches and adult supervisors.

#### **EMERGENCIES**

1. Each fall two emergency cards are given to parents to fill out. Please fill out all sections completely. These should be returned promptly to the office.
2. In case of a change of address or work or home telephone number, please notify the school office immediately.
3. Parents should make provisions to have children picked up in the event of illness or unexpected dismissals when parents are not available. These names should be listed on the student emergency card.
4. Silence and order are to be observed during a fire and/or tornado drill.

**P4140**

#### **Students**

#### **Diocese of Fort Wayne-South Bend**

#### **Emergency Information**

Emergency procedure information for each student must always be available for quick reference. An emergency card on each student or a student data form must be current and readily accessible to the principal and staff.

Recommended: February 9, 2017  
Ratified: October 13, 2017

Diocesan School Board  
Diocesan Bishop

## FIELD TRIP POLICY - SPC1017

All school-sponsored field trips at St. Charles will adhere to Diocesan policy P4320, facilitate attainment of specific educational objectives, submitted in writing, and approved by the school administrator. The number of trips taken will also be at the discretion of the building administrator.

Field trips are educational opportunities provided for the students. They are not a right but a privilege. A student showing conduct, which does not prove him/her trustworthy on such occasions, will not be allowed to go. Field trips are school days and students not accompanying their class are expected to be in school. An alternative assignment will be given for a learning experience. A parent's/guardian's signature on the standard school field trip permission form is required before a student will be allowed to go. Verbal permission by phone is never permitted. If parent drivers are used, they must have adequate liability insurance. Seat belts must be provided and used by all student passengers.

### Students

### Diocese of Fort Wayne-South Bend

### P4320

#### Field Trips

School-sponsored field trips shall be limited to activities, which meet Diocesan policy and applicable law by promoting the educational philosophy and goals of the school, and facilitate attainment of specific educational objectives. (This policy prohibits all field trips to amusement parks.) Teacher requests must be submitted in writing when seeking approval by a school administrator. The requesting teacher is required to accompany the students on approved field trips but is discouraged from transporting the students. (See School Administrative Handbook.)

- I. All field trips, including local, long distance, and overnight stays shall follow diocesan guidelines.
  - A. Such trips should be well planned. Full information should be given to parents and the proper permission slips should be signed. Adequate supervision by prepared adults should be in place for such trips. A car and/or bus roster must be compiled.
  - B. The following guidelines must be followed:
    1. Medical Authorization Release forms (School Administrative Handbook)
    2. Documentation of insurance carrier coverage
    3. Documentation of educational purpose (Educational Related Activities form - School Administrative Handbook)
    4. Adequate supervision
    5. Diocesan Practical Guidelines for Conduct When Interacting with a Child or Young Person  
Diocesan must be followed
    6. Policy for all youth events involving overnight stay conducted or sponsored by a parish, school, or organization of the Diocese of Ft. Wayne –South Bend (Effective 6/1/12-Refer to Policy 4330).
    7. Forms to accompany overnight policy (Effective 6/1/12-Refer to Policy 4330).
  - C. Insurance liability coverage also demands strict observance of the above criteria.
  - D. All school rules apply on a field trip, however discipline is more stringent. Behavioral expectations shall be clearly defined and applied consistently.
  - E. If the principal is not present, the teacher in charge of the field trip shall be the onsite representative of the principal.
- II. The following alternatives to out-of-town field trips should be considered:
  - A. Field trips can enrich classroom learning and open new areas of interest for the student. Schools are encouraged to use the vast resources of the diocesan area for one-day field trips for students, which meet the criteria established in the policy.
  - B. The use of the camps for retreats and environmental education and camping offer new learning situations that will complement classroom learning.

See "Field Trip Permission and Release Form," "Emergency Medical Care Consent/Refuse to Consent Form," and "Educational Related Activities Request Form." Refer to Policy 4330

Recommended: May 11, 2017  
Ratified: October 15, 2017  
Bishop

Diocesan School Board  
Diocesan

## GUM/SNACK POLICY - SCP 1024

Gum chewing and snacking, unauthorized by the teachers, are not allowed during the school day in the building, on school property, or on field trips.

### SCP 1024 - Gum/snack procedures

A fine of \$1.00 will be imposed for the first infraction. This initial fine will be doubled with each subsequent infraction. With each transgression a disciplinary referral form will be sent to the parents for signature and must be returned to school the following day with payment.

## HEALTH

If a child has contracted a communicable disease parents must notify the school office as to the nature of the illness. A written note from the physician must accompany the student affirming safe reentry into school in the case of out of the ordinary situations, such as impetigo, etc. This complies with Diocesan policy P4220.

**Diocese of Fort Wayne-South Bend****Business and Non-Instructional Operations  
Environmental Tobacco Smoke**

All facilities (buildings which are enclosed) where pre-school, kindergarten, elementary, and/or secondary education or library services are being provided to children shall be smoke free. No one, whether an administrator, employee, student, or visitor, is allowed to smoke in these buildings.

Recommended: June 18, 2013  
Ratified: January 22, 2014

Diocesan School Board  
Diocesan Bishop  
**P4200**

**Diocese of Fort Wayne-South Bend  
Students****Health and Safety Precautions**

The school shall be concerned with the health and safety of all students. Anything that is considered, in the opinion of school personnel, a health or safety hazard in the school building or on the school grounds shall be reported to the principal or other appropriate school personnel. If necessary, appropriate steps should be taken to protect students, staff, visitors, or others from the thing considered hazardous.

Any serious illness or injury is to be brought to the attention of the principal as quickly as possible. Only trained personnel will move a seriously injured or ill child. If, in the opinion of school administrators and/or the school nurse, a student's injury or illness is severe or life threatening, the school shall immediately seek emergency medical services and have the student immediately transported to a hospital or medical center by ambulance service. The student's custodial parent, guardian, or emergency contact person will be contacted as soon as possible, but the inability to contact shall not delay necessary efforts to secure medical assistance for the student.

If a student is injured or becomes ill at school to the degree that medical attention may be necessary, but the injury or illness does not appear life threatening, the school shall immediately attempt to contact the custodial parent or legal guardian. If the custodial parent or guardian cannot be contacted, the emergency contact person will be contacted. If contact cannot be made with the custodial parent, legal guardian, or emergency contact person, the school may have the student transported by ambulance to the family's physician or the emergency room of the nearest medical facility or the facility specified on the emergency card.

Except in emergency situations, no student shall be permitted to leave the building ill or go home prior to the end of the school day without the consent of the custodial parent or legal guardian. Students may be sent home ill or injured only if there is an authorized adult there to transport and care for them or with the specific approval from the custodial parent or legal guardian in the case of a high school student.

Recommended: May 11, 2017  
Ratified: October 15, 2017  
Bishop

Diocesan School Board  
Diocesan

**HEALTH SCREENING**

During the school year our school nurse will conduct following screenings and examinations with the assistance of volunteer nurses/doctors, and parent volunteers:

1. Hearing screening for students in grades 1, 4, 7 and those referred by a teacher.
2. Vision screening for students in grades 1, 3, 5, 8 and those referred by a teacher.
3. All students are weighed and measured by volunteers.
4. All new students and transfer students will complete all screenings.

Our school nurse is responsible to see that all of our students are properly immunized and have an up-to-date health record on file. After reviewing the results of student screenings, the school nurse may make referrals to parents to seek outside medical attention for students in need. When referrals and health information requests are sent to parents, we ask that parents respond promptly and send the needed information back to the school nurse.

**HOME AND SCHOOL ASSOCIATION**

All parents of students attending St. Charles School are members of the Home and School Association. Membership dues are included within the tuition annually. Meetings are held three times within the school term, and all parents are requested to attend.

**Objectives**

1. To help parents and teachers acquire an appreciation of the ideal of Catholic Education, and to encourage interest in and support of Catholic education in the Diocese of Fort Wayne-South Bend.
2. To promote clearer understanding of the mutual educational responsibilities of parents and teachers.
3. To encourage close cooperation between parents/teachers in discharging their educational responsibilities.
4. To encourage higher standards of home and community living as an aid to total educational influence on child growth and behavior.

5. To help parents reach Christian solutions to problems of child growth and development.

### **HOMEWORK POLICY - SCP1020**

Homework is assigned as a means to help students assume the responsibility for review, comprehension, and enrichment of subject matter taught in school.

#### **HOMEWORK**

Formal learning activity carried on after school hours may take many forms. Homework could be daily study, completing assignments not finished in school, work given for reinforcement, and studying for tests. Parents can be of special help to their children by providing them with a quiet place to study without interruption. Some children need more parental guidance than others in planning work periods, organizing their time and establishing good study habits at home. While a certain amount of parental advice on homework is appropriate, it should not take the place of a student's work. The teachers recognize that different students, subjects and grade levels require different amounts of time for homework.

Suggested time for homework per day is approximately:

Grades K, 1, 2, 3	30 minutes	Grade 6	60 minutes
Grades 4, 5	45 minutes	Grades 7, 8	75 minutes

We try to interrupt classrooms as little as possible during the day; therefore, homework is not to be picked up at the classroom during the day. Parents should notify the school office, or the parent they call to report an absent child, before 11:00 am, regarding homework to be picked up, thus giving classroom teachers needed time to prepare the assignments. Homework will be prepared and sent to the office for pick up at the end of the day, when requested before 11:00 am. The teacher is not obligated to give homework or report cards to vacationers before a trip. We prefer to give make up work after the student returns. It is the student's obligation to find out what she/he has missed due to an illness or vacation and to do the work in the time frame stipulated by the teacher. The responsibility for making up work missed is the job of the student and parents.

All teachers will discuss the concept of responsibility with their students. They will stress responsibility toward personal belongings and tasks. In order to assist the school in developing this trait among students, we ask that you do not bring your child early in the morning or return to school in the afternoon with your child in order to find books, homework, shoes, jackets, lunch boxes, etc., that may have been left behind. We hope that our students will grow in personal responsibility and learn to accept the consequences of their actions, which are traits of great value through life.

The teacher is not obligated to give homework or report cards to vacationers before a trip. It is the student's obligation to find out what he/she has missed due to an illness or vacation and to do the work in the time frame stipulated by the teacher. As a general rule late assignments are not accepted. Teachers exercise freedom in implementing this regulation in regard to their particular subject and/or grade.

#### **INSURANCE**

A portion of each student's course fees is for student/athlete insurance coverage. Students have supplemental coverage for injuries and accidents that happen during the school day at St. Charles or during school sponsored activities. Eligible covered expenses will be paid which are in excess of other valid and collectible insurance. Claims should be submitted to the parent's insurance first.

If an injury occurs, seek medical care through your usual providers. Then contact the school secretary, who will obtain information required to complete the school's portion of the claim form. The claim form will be sent to the parents, who must complete their portion. Then the parents mail the completed form along with an Explanation of Benefits and corresponding itemized bills, to the plan administrator's address shown on the form. All correspondence after this point should be between the plan administrator and the parents. Completed claim forms must be submitted within 30 days of the date of injury.

#### **LIBRARY**

All students use the school library under the supervision of the librarian or their homeroom or language arts teacher. Students experiencing difficulty returning books or paying fines will have their borrowing privileges limited or withheld. If a book is lost or damaged the librarian will determine the cost. Books not recovered must be paid for, including a shipping and handling fee. Since the reordering process is time consuming and costly, we would prefer to receive the book, even though it is long overdue, than to collect the charge. Past experience has shown that books are often recovered from the most unlikely places. A student's report card may be held in the office until all fines are paid and overdue books are returned. The same applies to books borrowed from the Parish Religious Education Library.

#### **LOST AND FOUND**

1. If money, watches, eyeglasses or other valuable objects are found/lost on the premise, notify the office
2. Other articles found are to be placed in the parish hall in the box provided.
3. No student is to go from room to room looking for the owner of an article he/she found.
4. If found articles are not claimed, they will periodically be given to a worthy cause.

#### **MEDICATION POLICY - SCP 1025**

St. Charles School will follow Indiana State Law and Diocesan policies P4210 and P4220 regarding administration of medication to pupils.

## SCP 1025 - Parent Authorization Procedures

A parent, who requests the school to dispense medication to his child, must report to the school office, in person, to fill out the proper documentation.

P4210

### Diocese of Fort Wayne-South Bend

#### Students

##### Administration of Medication

The purpose of administering medication in school is to help each student maintain an optimal state of health to enhance his/her educational plans. Medications which are prescribed as necessary by a physician to maintain the child in school and must be given during school hours shall be administered in accordance with the physician's written prescription, a copy of which must be provided to the school.

A policy shall be developed in each school as to who shall administer the medications. In each building in which less than a full-time registered nurse is hired, access to medication shall be under the authority of the principal.

Each school shall designate in writing the specific locked or limited access space within each building to store pupil medication entrusted to the school.

Parents are responsible for bringing all medication to the school office except for prescribed medications authorized by the school's principal to be carried and administered by the students.

Schools may not routinely administer over-the-counter medication. Over-the-counter medications shall be administered at home. Over-the-counter medication shall be administered at school only in accordance with diocesan-approved procedures:

##### I. Prescription Medications Administered by the School

A program for the school's administration of prescription medications shall be developed and managed by the principal and/or school nurse:

- A. A school shall not administer prescription medication to a student unless the school has the following on file:
  1. The written order of the student's physician or health practitioner; and
  2. Written permission from the student's parent or guardian.

Any student taking prescribed medication at a school MUST have the appropriate information on file or the student will be in violation of the policy.

- B. Medications prescribed for a student (legend drugs) are kept in the original container/package with pharmacy label affixed. The label must include the student's name, name of medication, dosage of medication, route of the medication, and prescribing physician/practitioner's name. The pharmacy label can serve as the written order of a practitioner.
- C. All medications administered by the school are to be kept in locked areas other than classrooms or kept under proper supervision by the school nurse or trained employee as provided in Section V.B. inside tamper-proof containers.
- D. When a medication is to be administered by the school, the student's parents shall be requested to advise the school nurse (or principal) of the purpose of the medication, side effects, dosage, administration route, and time. This information is discussed with the student and other staff assigned to administer medication.
- E. All permission for long-term medication shall be renewed at least annually. Changes in medication shall be documented by written authorization from a licensed prescriber.
- F. In specific cases, the school (at the discretion of the principal and/or school nurse) may require that the parent/guardian come to the school to administer medication for his/her child. The school may also work with the licensed prescriber and parent/guardian to adjust administration time to avoid the need for medications during school hours.
- G. For all medications administered, the school shall keep on file the written order of a practitioner for legend drugs.
- H. The student should be given pill(s) with a glass of water. The staff assigned to administration must visually watch the student take the medication.
- I. The supervision of students using a nebulizer will be reserved for school nurse, administrator, or trained employee only. If the trained employee is not available the the parent will need to come in to school to administer the nebulizer.
- J. In the event of emergency medication administration, such as Epi-pen for signs or symptoms of life threatening anaphylaxis 911 shall be called immediately and the parent/legal guardian shall be notified.

##### II. Over-the-counter Medications (OTC)

- A. School personnel may not provide over-the-counter medications for a student except as authorized in this Section II.
- B. OTC medication may be administered at school with the parent's written permission. The principal and/or school nurse must be aware of the purpose for which a student is to receive the medication.



- C. OTC medication shall be provided by the parent for the student with the manufacturer's original label with the ingredients listed and the student's name affixed to the original package. It will be stored in a central dispensing area and secured.
- D. The parent/guardian must provide consent forms giving authority to the school to administer the OTC medication.
- E. The dispensing of cough drops, hard candy, or lozenges for the treatment of irritated throat or upset stomach shall be observed as an OTC medication and require the same standards of administration as other OTC medication.
- F. For all medications administered, the school shall keep on file the written permission of the pupil's parent(s)/guardian for OTC medication, along with any Written Order of a physician if applicable. (See Parent Authorization Form).

### III. Self-administered Medications

- A. The principal must have on file an authorization from the student's parent for the student to possess and self-administer medication. The authorization must include the three items listed in paragraph B.
- B. In addition to the parent's authorization, the principal must have on file a written statement from the physician indicating that:
  - 1. The student has an acute or chronic disease or medical condition for which the physician has prescribed medication;
  - 2. The student has been instructed in how to self-administer the medication; and
  - 3. The nature of the disease or medical condition requires emergency administration of the medication.
- C. The authorization and statement described in paragraphs A and B must be filed with the principal annually.
- D. Students having a chronic disease or medical condition may possess and self-administer medication for that disease or condition while on school grounds, traveling to, or attending school events. A student's self administration of an emergency medication such as an Epi-pen, may necessitate a 911 call and notification of the parent/legal guardian.

### IV. Storage and Access to School Administered Medications in School

- A. All non-emergency medications should be locked and stored in drawers or cabinets for that purpose. These designated, locked areas should be accessible to only those persons authorized to administer medications.
- B. Emergency medications should be stored in a secure area inaccessible to children. Emergency medication must be unlocked and immediately available to school personnel at all times students are present.
- C. The person(s) responsible for administering medication and the school administrator should have access to the key to access locked and stored medication and be the only people with knowledge of the keys' location. At the end of each school day, the keys will be secured to prevent assurances that they will not fall into unauthorized hands.
- D. In case of controlled substance, the medication is to be stored separately from other medications in a secure, substantially constructed, locked metal/wood cabinet or drawer.
- E. Controlled substances are to be kept under single lock (locked cabinet or box) when students are present and under double lock (locked office and locked cabinet) at all other times.
- F. Students may not transport school administered medications to school at all. Such medications must be brought to school and picked up by a parent or guardian.
- G. When the available medication has been completed, the school nurse, administrator, or trained employee will send the empty bottle home with the student. The parent/adult guardian is responsible for filling the bottle and returning it to the school.

### V. School Staff Training and Protection of School Personnel

- A. Except as provided in B., below, a school may not require a school employee who is not employed as a school nurse or physician to administer medications, drugs, or tests such as injectable insulin or a fingerstick for glucose. A school also may not discipline a person for refusing to administer medication, drugs or tests without the written consent by the student's parent/guardian or the written order of a physician/practitioner.
- B. For a school employee who is not a practitioner or a person licensed under IC § 25-23 to be responsible for administering injectable insulin or a glucose test by finger prick, the employee must obtain from a practitioner or a registered nurse licensed under IC 25-23 the training that the practitioner or registered nurse determines is appropriate for providing the service. Before the school employee provides the service, the school must have on file a written statement from the practitioner or registered nurse that indicates the school employee has received the training described above.

### VI. Record Keeping Related to School Administered Medications

- A. Each student receiving any school administered, OTC or prescribed medication in school shall have their own log sheet with the student's name to record the medication, dosage, route, and time/date of administration. It should also include the signature and initials of the person administering the medication. Any student's allergies should also be documented on the log sheet.
- B. Effectiveness and side effects shall be assessed with each administration of the medication. A side effect

should be documented on the medication log and the parent and/or physician should be contacted of any side effect.

- C. The medication log and the bottle should be compared at each administration of medication.
- D. The student should be asked prior to administration to state their name, the name of the medication, and the dosage.
- E. All controlled-substance medications will be counted and recorded upon receipt from the parent/adult guardian. This medication shall be recounted on a regular basis and this count reconciled with the medication administration/log/record.
- F. If medications are found to be missing or if there is suspicion of tampering, the school administrator shall contact the Superintendent of Schools to begin the investigative process. If necessary, local law enforcement shall be contacted to conduct a formal investigation.
- G. The medication log will be reviewed periodically by the school nurse, administrator, or trained employee.

#### VII. Discarding Medications

The parent/guardian is responsible at the end of the treatment regime for removing from the school any unused medication, which was prescribed for his/her child. If the parent, after notice, does not pick up the medication by the end of the school year, the principal or school nurse will dispose of the medication in an appropriate manner and document that the medication was discarded. Medications should be discarded in the presence of a witness.

#### VIII. Addressing Medication Errors

If at any time an incorrect medication or incorrect dosage of a medication is administered to a student, the principal shall be notified immediately. The account shall be documented thoroughly and the student shall be observed and monitored for any adverse side effects and 911 shall be called as necessary. The parent/legal guardian shall be notified of the medication error immediately. The principal shall notify the Superintendent of Schools.

See "Written Consent for Administration of Medication Form (Physician/Health Care Provider)," "Written consent for Administration of Medication Form (Parent/Guardian)," "Epi Pen Consent & Release Form," "Inhaler Self-Administration Form," "Nebulizer Consent & Release Form" in the Health & Safety Manual & School Administrative Handbook.

Recommended: May 11, 2017

Diocesan School Board

Ratified: October 15, 2017

Diocesan

### **MUSIC**

Instrumental music is offered through the band, flutes, strings, and hand bells programs. The band includes grades 4-8, while the strings program is open to any student in grades 2-8. The flute program is offered to all students in grade 4. There is one choir for students in Grades 5-8. An important part of St. Charles Fine Arts programs is St. Charles Music/Fine Arts Boosters. This is a parent organization providing support and funding for the many Fine Arts activities offered for students throughout the year. Parents are invited to attend these meetings and become involved in the activities sponsored by this organization.

### **NEWSLETTER POLICY - SCP1015**

A school newsletter including upcoming events, student and teacher accomplishments, and information, shall be established to promote communication between the school and home.

### **NONCUSTODIAL PARENT**

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. It is highly recommended that divorced parents provide the school with a copy of the custody section of the divorce decree. This information will also help the school in determining when, if ever, the child can be released to the non-custodial parent.

### **NOON RECESS**

1. When staying in the building because of inclement weather, students must remain in homerooms.
2. Weather is monitored carefully. Students are not expected to go outside in severely cold or wet weather. A parent's note explaining a reason for a student not participating in outdoor play is required before a student will be allowed to remain in the building for recess.
3. Obedience and respect are to be shown to all adults and students who patrol the playgrounds.
4. Students must play only on their appointed playgrounds.
5. It is necessary to obtain permission from an adult patrol to re-enter the building at noon. This should be requested only in case of emergency. After the emergency is taken care of, please sit in the office until your class returns to the building.
6. Snow, snowballs or ice may not be thrown at any time on school property.
7. At no time may you leave the school premises, even if ill, without the permission of the office.
8. Special permission is needed to be in the hallway at this time.
9. A student who cannot follow the above rules may be asked to go home over the noon break.

### **ANNUAL NOTIFICATION OF PARENTAL ACCESS RIGHTS TO STUDENT'S RECORDS**

#### Family and Educational Rights and Privacy Act

Any natural parent, guardian, individual acting as parent in the absence of a parent or guardian of a student of a diocesan

school, or a student or former student who has reached eighteen (18) years of age or is attending an institution of post-secondary education has the following rights (unless there is a court order, State statute, or other legally-binding document precluding these rights):

1. Inspect and review the student's educational records;
2. Request the amendment of the student's educational records if he/she believes that they are not accurate,
3. Consent to disclosure of personally-identifiable information contained in the student's education records, except to the extent that the Family Education Rights and Privacy Act and the FERPA Regulation 99.31 authorize disclosures without consent, and
4. File with the U.S. Department of Education a complaint under 34 C.F.R. § 99.63 and § 99.64 concerning alleged failures by the agency or institution to comply with the requirements of the Act and this part.
5. A copy of the Diocesan Policy (P4170 - Access to Official Student Records) and procedure for access to student's records can be requested from the school office.

### **PARENT INVOLVEMENT IN ST. CHARLES ACTIVITIES - DIOCESAN BACKGROUND SCREEN REQUIRED**

St. Charles School has a very active parent volunteer committee, and we welcome and encourage you to take an active part in all school activities. Parents may wish to take part in the volunteer program to direct an activity, as room other/father, or to volunteer several hours a week in a classroom.

Per Diocesan policy, adults who volunteer within the school must complete a required Diocesan background screening process before they can volunteer within the school. The school office will assist interested volunteers with this process.

Occasionally we need your assistance on field trips, sharing your expertise, hobbies, or travel experiences in the classroom. It is very important that you show interest and enthusiasm for your child's activities and accomplishments. Please do try to attend your child's presentations. Your support is essential and helps to build the family, Church, and school relationship that help to keep St. Charles School so strong.

### **PARTIES**

We would encourage parents of upper grade students not to place their children in a social situation for which they may not be prepared. Mixed parties and unsupervised parties in homes can be that type of setting.

### **Birthday Parties**

A child often considers his/her birthday to be the most important day of the year. On that day parents may wish to bring enough fruit, cupcakes, or cookies to share with classmates and teachers. A child's teacher should be notified of the treat well in advance. Extra plans, such as balloons, toys, etc. should be saved for the celebration at home. If balloons are delivered to the school they will be given to the child at the end of the day to avoid classroom disruption. For at-home parties parents are urged to include either all of the class (not grade) or all of the members of one sex of the class members. All party invitations should be mailed and not sent to school. Nothing crushes young spirits more than the dreadful realization that one is among the few, or is the only one, excluded from a classmate's birthday party.

### **PASSES**

Fourth through eighth grade students leave their classrooms only when a pass is obtained from the teacher.

### **POLICY REVIEW - SCP1016**

All St. Charles School Board policies will be reviewed every three years and updated as needed.

### **PRIVATE TUTOR POLICY - SCP 1009**

St. Charles School recognizes the need for individual assistance for some students. St. Charles will support the involvement of private tutors, who are not paid by the school, by permitting the tutors to use school facilities on a case-by-case basis, if space is available. There are also requirements and restrictions that apply to this policy.

### **Background**

St. Charles School recognizes the need for individual instructional assistance for some students. St. Charles will support the involvement of private tutors, who are not paid by the school, by permitting the tutors to use school facilities on a case-by-case basis if space is available.

### **SCP 1009 - Private Tutor Requirements**

1. The tutor's resume, credentials, and references must be provided by the parent and be placed on file in the administration office.
2. The schedule of the tutor's activities on the St. Charles campus must be proposed and approved by the administration office.
3. The smooth operation of St. Charles School is the highest priority. A tutor's activities must defer to St. Charles School activities.
4. The principal, along with parents and teacher, must establish the need for, and use of, an outside tutor during the school day before any relationship is agreed upon.
5. Permission/liability forms, which indicate consent and responsibility of tutor and parents, must be completed.

### **SCP 1009 - Private Tutor Restrictions**

1. St. Charles School reserves the right to refuse access to the school's facilities based on a review of the tutor's resume, credentials, and/or references by the principal or other limitations on space or resources.
2. Any interference/disruption of school's schedule will be reviewed with the tutor for immediate resolution.
3. The tutor may not dictate changes in curriculum or requirements for course work for the student being tutored.

### **SCP 1009 - Private Tutor Procedures**

- A. Parent contacts student's teacher to discuss the student's need and how it can be met. If the student need cannot be met by school personnel then proceed to step B.
- B. The parents, teacher and administrator meet to discuss the need. If all agree that the child's need is severe and cannot be met by the use of a St. Charles tutor, teacher help, or a tutor employed after school hours, then proceed to step C.
- C. Parents, teacher and administrator meet to discuss the scheduling possibilities. This is dependent upon:
  1. Availability of a space suitable for tutoring.
  2. An agreement can be reached as to what in school instruction time the child will miss and how he/she will make up the instruction missed.
  3. A tutor's schedule must defer to St. Charles School activities and needs. Should these activities and needs conflict at any time. If scheduling is possible, then proceed to step D.
- D. Parents and tutor are required to submit the following:
  1. A parent/guardian shall provide the principal with at least one letter of reference for the tutor.
  2. The tutor shall sign the "Tutoring Agreement" form.
  3. Parent/guardian shall sign and have notarized the "Parent Authorization Form and Waiver".
- E. Twice a year the parents, teacher and administrator shall meet to evaluate the tutoring and to discuss how the student is progressing as well as any problems or concerns.

### **PROMOTION AND RETENTION POLICY - SCP 1019**

It is the policy of St. Charles School that a student may be placed, promoted, or may repeat a particular grade level for a variety of reasons determined by the principal, teachers, and parents. St. Charles School will follow Diocesan policy P4130 regarding promotion and retention.

### **SCP 1019 - Promotion and Retention Procedures**

The following may be reasons for retention:

1. In kindergarten and grade one an average of F in reading
2. In grades two or three an average of F in reading and math.
3. In grades 4-8 an average of F in three major subjects (math, science, religion, social studies, language arts, Spanish)

#### **Conditional promotion with summer school/tutoring:**

1. In grades two or three an average of F in reading.
2. In grades four through eight an average of F in two major subjects.

A student may repeat a particular grade level for the benefit of maturity, lessening pressure, or any other reason deemed beneficial by the concerned parties of parents, teachers and principal.

**P4130**

### **Diocese of Fort Wayne-South Bend**

#### **Students**

#### **Promotion / Retention / Graduation**

- I. Elementary Schools
 

Each school shall develop a policy regarding grade level promotion or retention guidelines. The promotion or retention is the local school's decision based on evaluation of the following factors:

  - A. Ability
  - B. Emotional and physical maturity
  - C. Attendance
  - D. Completion of required curriculum / achievement
  - E. Testing results/ review of supportive evidence, such as samples of student work, test results, progress reports, report cards, etc.
  - F. Previous retention in a grade

A principal (in consultation with the teacher) may recommend that a student be retained in the present grade after considering the above factors.
- II. The school may prepare a recommendation for retention whenever practical and consistent with Diocesan educational standards. These steps should be followed:
  - A. Identification and documentation of the student's deficiencies by end of the 90th day of school;
  - B. Parent/teacher conference with parent/guardian to discuss the possibility of recommending retention of the child and to explore assistance (e.g., educational and/or psychological testing, tutoring, etc.) and options;
  - C. Upon continuation of the learning problems, a written recommendation for retention providing reasons for the recommendation signed by the principal and teacher; and
  - D. Signature of the parent/guardian if the recommendation is rejected. The signed document is placed in the student's permanent folder.

- E. The school retains the right not to accept or enroll said student for the following year.
- III. High Schools  
The high schools shall follow all Indiana Department of Education guidelines for graduation requirements and for placement at Grade 10.
- Recommended: February 9, 2017  
Ratified: October 15, 2017
- Diocesan School Board  
Diocesan Bishop

**REPORT CARDS**

1. Report cards are issued four times a year.
2. Students absent 10 days in a grading period do not receive a report card until work is completed.
3. Our marking system is based on the student’s performance in these areas: Recitation, class participation, written work, homework, tests, conduct, and effort.

**GRADING SCALE/Explanation of marks:**

<b>FW-SB Diocesan Scale</b>		<b>Gr. 3-12</b>	<b>Gr. K-2</b>	
A+ = 100-97	C = 76-73	O= 100-95	O = Outstanding Progress	
A = 96-93	C- = 72-70	S+=94-87	S = Satisfactory Progress	
A- = 92-90	D+ = 69-67	S=86-80	I = Improving	
B+ = 89-87	D = 66-63	S-=79-70	N = Needs Improvement	
B = 86-83	D- = 62-60	N=69-60	U = Unsatisfactory Progress	
B- = 82-80	F = 59-below	U=59-Below	INC = Incomplete	
C+ = 79-77			NA = Not evaluated at this time	

**Honor Roll** Students in Grades 5-8 will be eligible for one of two honor rolls.

1. High Honors - A’s with a maximum of two B+’s (B is not acceptable), no less than an N in conduct.
  2. Honors - A’s and/or B’s in all subjects (C’s are not acceptable), no less than an N in conduct.
- These students will receive recognition by receiving a ribbon included in their report card, and having their names published in the weekly parent newsletter. Students who are on an honor roll for four consecutive quarters will be invited to the annual Honors Breakfast held in April. Invitations to the banquet will be based on the first three quarters from this current school year and the last quarter from the previous year - the exception being students new to the school. New students’ recognition will be based on the first three quarters of the current school year. At the breakfast all students will receive a certificate, and students receiving High Honors will receive a pin. A student begins eligibility for Honor Roll in fourth grade. Specifically, the fourth quarter grades of the fourth grade school year begin to count toward qualification for the Honor Roll.

**RESPECT FOR PROPERTY**

Students will respect the property rights of the school as well as those of all other students. Restitution is required for any property damage. Students who walk to school are to use sidewalks where provided and avoid blocking traffic where there are no sidewalks by walking on the side of the road. Please emphasize respect for the property of others by reminding your children that short cuts through yards and other private property are violating the rights of others.

**SAFETY POLICY - SCP 1018**

St. Charles School will provide a safe environment for all students and staff.

**SAFETY**

Because we are concerned with the safety and well being of our students, our school and the diocese have prepared a Safe and Secure School Plan which addresses events which may threaten our students. During the school year we will conduct drills for fire and severe weather as well as lock down drills. In addition, the plan provides for responding to crisis situations, such as identifying evacuation sites and providing support for students, parents, and staff, including counseling services provided through school counselors or counselors on the staff at Catholic Charities.

**Walkers and Bike Riders**

1. Children are to cross only at patrolled areas and at times patrols are on duty. They are to obey the patrols.
2. Students on bicycles should exercise caution when walking their bicycles across the driveway next to the parish office, rectory, and Church.
3. Children who walk or ride bicycles are not to arrive at school before 7:35 am.
4. Students are not to operate any motorized vehicles on the school grounds, or bring such vehicles to school at any time.

**Car Riders**

1. Parents who bring their children to school in the morning are requested to enter via the rectory driveway from Trier, or via the Reed Road entrance south of the Church. Students are to be dropped off to enter through the cafeteria entrance. Students from several cars in the line may exit at once so as to not cause a backup in traffic.

**Reminder: cafeteria doors will not open until 7:20 am.**

2. When leaving the property during the morning drop off period parents should exit on to Reed Road via the north drive through the church parking lot or exit on to Trier Road via the rectory driveway.
3. Parents who pick up their children at dismissal should be in the church parking lot/primary lot no later than 2:55 pm. (A diagram is included in the summer mailing.)

4. Parents picking up or dropping off students during the school day are requested to use the parking lot by the main entrance (across from the football field).
  5. Students are not to be left off or picked up in the area behind the cafeteria, by the convent, along Reed Road, Westlane, Bradwood Terrace, or at the traffic light.
  6. The driveway in front of the primary wing is a fire lane, please do not park there.
  7. The driveway in front of the primary wing is not to be used to pick up or drop off students. No cars should use this driveway at dismissal time as walkers and bike riders use this area. Those arriving late for pick up in the primary lot are to use the Reed Road entrance.
- Please consider the safety of all the children and follow the arrival and dismissal procedures carefully.

**SCHOLASTIC ELIGIBILITY -Extra Curricular and Intra Curricular Activities (athletics, musicals, robotics, etc.)**  
 Passing grades (no grade lower than D-) at the end of each grading period in all subjects. No U in conduct in any subject or homeroom.

A few subjects (varies from grade to grade) are graded on a 12-week grading period rather than the 9-week period used for other subjects. The students' grades for these subjects are reported on the next 9-week report card following the completion of the subject. If a student receives an F or U she/he will be ineligible following the same procedures as listed below. However, since these classes would then be finished, we realize that a student would have no way to improve and become eligible again. If such is the case, the teacher of that subject will assign extra work for the student to complete before she/he will be considered to be eligible. The work must be completed in the time frame stipulated by the teacher and be done to his/her satisfaction. If there is a U in conduct, the student will check with his/her current 12-week teacher after several weeks for approval to once again be eligible. The student's grade will not be changed but she/he would be eligible at midterm of the grading period that she/he received the F or U. Students who are on a special grading system may not receive a U in any subject or they will be ineligible as defined below.

### **Ineligibility Procedures**

Students under probation for disciplinary reasons are ineligible to participate in extracurricular or extra curricular activities during the probationary period without permission of the principal.

Academically, students will become ineligible if they receive a failing grade -- below 60% or any unsatisfactory (U) on their interim report or report cards. Teachers in grades 4-8 will review the student's grades two weeks after the date that progress reports or report cards are sent home. If the grade has not improved in that time, the student will remain ineligible until the next interim report or report card, whichever comes first. Students who are ruled ineligible are ineligible for practices, games, meetings, etc.

It is a student's responsibility to check with his teacher two weeks after he has received his grade report. If the student is passing and/or conduct has improved substantially, the teachers will give the student a new grade and/or conduct mark, and the student will come to the principal's office. The principal will then let the athletic director/moderator know that the student either has/has not regained eligibility according to the established guidelines. At no time is the student who is failing allowed to participate in games or at practice until the coach/moderator has received the principal's permission.

Fall extracurricular participants who received a failing grade (F), and/or an unsatisfactory grade (U), at the end of the previous school year, are allowed to practice before school begins and up until the completion of the first two weeks of school, but must sit out the first game/meet/match of the academic school year. After the first two weeks of school have been completed, the teachers will review the student's grades and the eligibility process will be followed as usual. The school office/principal will receive a list of extracurricular participants from the coaches/moderators prior to the opening of each extracurricular activity.

### **Extra curricular activities included under this policy are:**

1. Sports
2. Student Council: Members are subject to the eligibility requirements as set forth in their by-laws
3. Servers: Are not eligible to leave class to serve, but would still serve as scheduled weekend Masses
4. Spring and fall musicals

Parents always have the option of removing a student from extra curricular activities before the student has received a failing grade and are encouraged to monitor their child's progress on an ongoing basis.

### **SCHOOL CLOSINGS**

When St. Charles School is closed or delayed due to weather conditions or emergency, we will follow St. Charles Borromeo School directives. Such closing or delays will be announced on the following radio/television stations: WOWO RADIO 1190 AM, WANE-TV (21), WISE-TV (33), and WPTA-TV (21). We will send **text** and **email** messages via our SchoolMessenger™ connection, post delays or closings on our website at [www.stcharlesschoolfw.org](http://www.stcharlesschoolfw.org) and leave a recorded message on our school answering machine at 484-3392. The rectory or convent should not be called regarding openings or closings.

When school is canceled due to weather or other local emergency, all after-school activities scheduled for that day will also be canceled. Safety of students and parents is foremost. Extreme after-school circumstances will be considered by the principal and teams or groups involved. The principal will make any final decisions in extenuating circumstances.

## **SCHOOL SUPPLIES**

Students are responsible for all learning materials issued to them - textbooks, workbooks, tablets, chromebooks, library books, etc. Payment is to be made for lost or damaged items, including physical education equipment, damaged due to abuse or misuse. A list of school supplies can be found on our school website [www.stcharlesschoolfw.org](http://www.stcharlesschoolfw.org). We ask that students cover all hardback textbooks by September 1<sup>st</sup> of each school year.

## **SECLUSION & RESTRAINT PLAN**

Pursuant to Indiana Code 20-33-8-12(a)(1), effective July 1, 2014, St. Charles Borromeo School maintains a student Seclusion and Restraint Plan. If needed for perusal, a plan copy may be requested from the Principal.

## **SEXUAL/RACIAL HARASSMENT POLICY - SCP 1011**

It is the policy of St. Charles School to maintain a learning environment that is free from sexual harassment. It shall be a violation of this policy for any student to harass another student through conduct or communication of a sexual nature. Please contact the principal for the diocesan procedure for reporting sexual harassment. This is in compliance with Diocesan policy P4580 and procedure for P4580.

**P4580**

### **Diocese of Fort Wayne-South Bend**

#### **Students**

#### **Harassment Prohibition**

It is the policy of the Catholic schools of the Diocese of Fort Wayne-South Bend to maintain a learning and working environment that is free from harassment based on sex, race, national origin, color, age, disability, or any other impermissible factor that is prohibited by law and/or the teachings of the Catholic Church.

It shall be a violation of this policy for any employee of the Catholic schools to harass a student through conduct or communications of a sexual nature as defined in Section I of the Procedure to this policy or on any other impermissible grounds described in Section II of the Procedure to this policy. It shall also be a violation of this policy for any student to harass another student or employee, through conduct or communication of a sexual nature as defined in Section I of the Procedure and on any other impermissible grounds as described in Section II of this Procedure. (For harassment against employees, see Policy and Procedure 3630). The use of the term "employee" in this policy and procedure also includes non-employees and volunteers who work subject to the control of school authorities. See Procedure to P4580 & P3630-Legal Issues: Harassment Prohibition (Personnel)

See forms to report harassment in School Administrative Handbook

Recommended: May 11, 2017

Ratified: October 15, 2017

Diocesan School Board

Diocesan Bishop

#### **Procedure for Policy 4580**

#### **Sexual/Racial Harassment Prohibition**

This policy and procedure covers situations in which a student claims to be the victim of harassment (see Policy 3630 and accompanying Procedure relating to employees who claim to be victims).

- I. Sexual Harassment
  - A. Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any employee to a student, or made by any student to another student.
  - B. Conduct of a sexual nature may include verbal or physical sexual advances, looks, leers, gestures, comments, jokes, or other inappropriate conduct based on the victim's sex.
  - C. The Diocese forbids sexual harassment and retains the right to address sexual harassment or inappropriate conduct of a sexual nature in the schools through whatever means it determines are reasonable and appropriate.
- II. Other Forms of Harassment
  - A. Harassment may be based on any lawfully protected characteristic, including race, color, religion, national origin, age, disability, or other protected characteristics. Harassment may be based on any other personal trait or characteristic, whether of not obvious or readily discernible. Harassment may consist of unwelcome, derogatory, and/or inappropriate comments or physical conduct. Comments and conduct of harassing nature may include, but are not limited to, verbal or written comments, insult or jokes, regardless of whether the targeted person is present, physical gesture or inappropriate touching. See also Policy 4620 - Diocesan Internet Acceptable Use and Policy 4630 - Student Internet Off Campus.
  - B. Harassment prohibited by this Policy concerns behavior by an employee or volunteer toward a student or by a student toward another student or any employee or volunteer.
  - C. The Diocese prohibits harassment and retains the right to address harassing behavior through whatever means it determines are reasonable and appropriate.
- III. Complaint Procedures for Students Regarding any form of Harassment
  - A. Students and/or their parents/guardians may bring a harassment complaint by notifying the pastor (in the

case of an elementary school), principal, assistant principal, or other person specifically designated by the school, of the alleged harassment. School officials who receive complaints must insure that the complaint procedure explained below in Section III, C is followed.

- B. The right of confidentiality, both of the complainant and of the accused, will be respected consistent with the school's legal obligations and the necessity to investigate allegations of misconduct and to take reasonable and appropriate action if warranted.
- C. All complaints of harassment shall be handled in the following manner:
1. Complaints must be made by student, and parent/guardian if under age 18, in writing on forms supplied by the school.
  2. The principal should determine if the allegations in the report and the information readily available appears to meet the definition of harassment as given under Section I or II, respectively.
    - a. If the information received or discovered, at any stage of the investigation, gives the recipient reason to believe that an alleged victim is a victim of child abuse or neglect as defined by law, the matter must also be handled according to the child Abuse Reporting Policy 3610;
    - b. If the allegations and information initially appear to constitute harassment, the principal shall take the following steps:
      - (1) Complete the Investigative Report of Alleged Harassment;
      - (2) Conduct any necessary follow-up, gather additional information, conduct interviews with any students or staff having information, and gather witnesses who have knowledge of the situation;
      - (3) Contact the parents of all students known to be involved.
  3. The principal who receives a written report of harassment shall immediately review the report and information readily available and should consult with the superintendent;
  4. The principal is responsible for the decision in the matter but may establish a Discipline Board assist. The report and results of the investigation will be utilized by the school to:
    - a. Determine appropriate disciplinary action;
    - b. Determine need for counseling referral; and,
    - c. Determine who will be responsible for continued monitoring and appropriate follow-up of the situation.

IV. Sanctions for Misconduct

A substantiated charge against an employee or student in the school shall subject that employee or student to such disciplinary action that the pastor/principal determines necessary consistent with Diocesan Policy and/or the school disciplinary policy.

V. False Reporting

Any person who knowingly files false charges of harassment against an employee or a student in an attempt to demean, harass, abuse, or embarrass that individual may be subject to appropriate disciplinary action.

Recommended: May 11, 2017  
Ratified: October 15, 2017

Diocesan School Board  
Diocesan Bishop

### **SPEECH THERAPY**

Speech therapy is available to St. Charles students through the Fort Wayne Community Schools by way of a federally funded program. Sessions are held on the school premises.

### **STUDENT COUNCIL**

#### **Election of Members and Officers**

1. Students in grades 5-7 will elect the offices of President, Vice President, Secretary and Treasurer at a general election on a designated day in the spring. Officers will take office the following fall semester.
2. All offices are open to seventh grade students. Sixth graders may run for any position except President. Fifth grade students may run for Secretary or Treasurer. The following are the qualifications for all offices.
  - A. A grade average of C or better must be maintained.
  - B. Conduct and effort must be satisfactory (no N's on quarter report cards).In addition the candidate for Vice President must have attended St. Charles for one year. The Presidential candidate must have attended St. Charles for one year and have had at least one year of Student Council experience or have held a position of leadership in some school sponsored organization.

#### **Guidance for the Campaign**

1. Each candidate must have a petition signed by at least twenty-five students from grades 5-7 (only 5 from their own grade level). One parent/guardian, four teachers (one of these from the student's present grade level and one a Student Council Moderator) and the principal must sign a student's petition. Names must be collected during lunchtime or ET. The petition is to be turned in to the sponsor by the designated date.
2. Each candidate may exhibit three posters approved by the designated moderator in the school hallway at the permitted time prior to the election.



3. Each candidate may distribute buttons approved by the designated moderator to the voters.
4. Each candidate will give a campaign speech approved by the designated moderator to the voting student body before the election.
5. The campaign should be carefully planned and dignity maintained at all times.

**Homeroom Representatives**

Each homeroom from grades 5-8 shall have one representative and one alternate elected in the classroom by majority vote. This election will take place during the first quarter of the school year.

**Student Council Members**

In order to remain on the Student Council students must qualify under the guidelines stipulated in the Student Council Constitution. Any student who has a position on the Student Council and is suspended from school immediately loses his/her position and will be replaced by the alternate if the student was a representative, or by another officer if that was the position held. If a student is off due to ineligibility because of grades, an alternate will take that position until he/she is again eligible.

**SUBSTANCE ABUSE**

St. Charles School believes that drugs and alcohol are to be handled legally and responsibly. We also realize that adults, and even elementary school students, can fall victim to drug and alcohol abuse. It is our duty as a school, then, when dealing with issues of substance abuse, to make decisions that are in the best interest of the safety of our students and employees, and yet decisions that are tempered with compassion where possible. This is in compliance with Diocesan policy P4570.

**P4570**

**Diocese of Fort Wayne-South Bend**

**Students**

**Substance Abuse**

The Diocese of Fort Wayne-South Bend recognizes that substance abuse (drugs and alcohol) is a disease and not a manifestation of character weakness. Persons afflicted with this disease are entitled to the same compassion and treatment as anyone afflicted with any other disease.

If a principal becomes aware of facts or circumstances which gives the principal reason to believe that a student is experiencing a substance abuse problem, the principal and/or the school's counselor shall meet with the student and arrange a conference with the student's parent(s)/legal guardian(s) at which time the underlying problem and treatment options will be explored, as appropriate. The principal reserves the right to require that a student see a substance abuse counselor for an evaluation at the parent/guardian(s) expense, and to require that recommendations for treatment be implemented and followed by the student as a condition for the student's continued enrollment in the school. Should the student or the student's parent(s)/legal guardian(s) refuse to cooperate; the principal, after consultation with the pastor, may require the student to withdraw from school and/or the principal may contact the Department of Child Services.

Notwithstanding the foregoing, the principal reserves the right to discipline a student, up to and including expulsion, for any violation of the school's policies or rules and regulations of student behavior, regardless of whether the violation was involved or related to a substance abuse problem.

Recommended: May 11, 2017  
Ratified: October 15, 2017

Diocesan School Board  
Diocesan Bishop

**ALCOHOL POLICY - SCP 1013**

No alcohol will be allowed in the presence of students before, during, or after any school sponsored activity, including all extra curricular activities.

**SCP 1013 - Alcohol Guidelines**

- A. Any person or persons violating this policy will be asked to leave St. Charles property.
- B. Any person in a leadership role who willfully violates this policy will be asked to resign from that role.

**TEACHER REQUEST POLICY - SCP 1012**

It is the policy of St. Charles School to not accept requests from parents for specific teachers, but requests submitted according to specified guidelines will be considered, but the honoring of any request is at the discretion of the school administration. This is in compliance with Diocesan policy P4180.

St. Charles' teachers spend many hours in May of each year planning class lists for the coming school year. This is a process that involves looking at each child's needs academically, socially, and emotionally.

The teachers strive for a balance in each of the three classrooms at each grade level. This includes a balance of boys and girls and of academic ability in addition to trying to see that each child will have a friend in homeroom. The teachers have worked with the children throughout the year and so are cognizant of special needs and work hard to place each child with the teacher who can best meet those needs.

**SCP 1012 - Teacher Request Procedures**

St. Charles School will only consider parental requests for a specific teacher within the following guidelines:

- A. Twins or siblings in the same grade. Twins and siblings in the same grade will be separated unless requested by the parents that they stay together. Please submit a written request to the principal by May 1st, clearly stating your situation.

**P4180**

**Diocese of Fort Wayne-South Bend**

**Students**

**Class Assignment of Students**

The principal shall consider several factors – class loads, scheduling ramifications, ability levels, gender balance, physical and emotional needs, student-teacher rapport, peer relationships, placement test data – in determining teacher and class assignments of students. Parents/guardians are welcome to provide special insights as to which learning environment may be best for their children. However, the school principal shall make the final determination with regard to the assignment of students to teachers and classes. Class size is determined in conjunction with the pastor. Consultation with the superintendent is required prior to adding classes including increased staffing.

Recommended: May 11, 2017  
Ratified: October 15, 2017

Diocesan School Board  
Diocesan Bishop

**TELEPHONE/ CELL PHONE**

Students may use the telephone in the Hession Center lobby during after-school hours. The office telephone may be used when a student has a note of permission from a teacher. Parents are advised to contact their child during the school day by calling the school office. All rooms and offices have telephones in case of emergency.

**Electronic Communication Devices, Cell Phones, and other Electronic Media Devices:**

Electronic devices disrupt the educational process and are, therefore, not to be used during school hours.

**These devices must be turned off and kept in book bags during the school day.** Examples of these devices include, but are not limited to: cell phones, camera phones, PDAs, pagers, cameras, digital recorders, iPods, mp3 players, radios, headphones, personal stereo systems, electronic game players, CD players, DVD players, camcorders, and laser pointers.

Electronic devices, which are either seen or heard, will be confiscated with the following consequences administered.

- 1<sup>st</sup> Offense: After-School Detention. Parent must pick up the device.
- 2<sup>nd</sup> Offense: Saturday School. Parent must pick up the device.
- 3<sup>rd</sup> Offense: In-School Suspension. Parent may pick up device after two weeks.
- 4<sup>th</sup> Offense: Discipline may include Out-of-School Suspension or Expulsion. Device held indefinitely.

**TUITION POLICY - SCP 1008**

Families whose children attend St. Charles School are required to pay school tuition. The Parish Finance Committee, after consultation with the School Board, determines the school tuition for each school year. The school principal, in consultation with the School Board, determines the book fees.

**VISITATION POLICY - SCP 1006**

All school visitors must report directly to the school office to secure a school pass. This is in compliance with Diocesan policy P2410.

**SCP 1006 - Background**

We want parents to feel that school visits are a welcome part of a child’s growth. An Open House for parent visitation is held during Catholic Schools Week each year. If you wish to visit your child’s classroom we suggest that you visit after September and before May. At this time in the school year your child should feel secure within the class and emotionally independent.

**SCP 1006 - Visitation Guidelines**

Parents are requested to call the school well before the day they wish to come. This plan permits the secretary to check with the teachers involved. Please do not call the same day you wish to visit. Visits are not possible, for example, if the teacher has scheduled a test. Unexpected circumstances (a substitute, for example) might make it necessary for the school to request a parent to reschedule a visit.

As with any visit to the school parents are asked to check in at the school office when they arrive. Visits should be kept to a reasonable length of time (one to two hours at most). Your child's teacher can suggest an appropriate time period. Parents can expect to visit primarily as a quiet observer. Please do not try to conference with a teacher during your visiting time. The teacher is responsible for the instructional time for the students. When parents wish to discuss a child's progress, a scheduled conference at another time will be necessary.

As a general rule, teachers as well as students will not be interrupted while in class. If a parent needs to give something to a child (lunch box, book, etc.) it should be given to the school secretary who will deliver the object at an appropriate moment. However, we strongly encourage your child to assume the responsibility for remembering to bring money, lunch, books, etc. in the morning.

## Diocese of Fort Wayne-South Bend

P2410

### Community Relations

#### Visitors to School Buildings

For student and personnel safety, all visitors to Diocesan schools shall be directed by means of signs at the schools main entrance to report to the school offices upon entering the building. All visitors must enter into the school visitor log their name and purpose for their visit. Any visitor allowed into areas of the building outside of the school office must be issued a visitor tag. See: School Health and Safety Manual

For student safety, all visitors to elementary and secondary schools shall be directed by means of signs or otherwise to report to the school office upon entering the building. See: School Health and Safety Manual

Recommended: April 23, 2015

Ratified: July 24, 2015

Diocesan School Board

Diocesan Bishop

#### WITHDRAWAL POLICY - SCP 1026

When withdrawing from St. Charles School for any reason, parents are to notify the school office. Students who are withdrawn from St. Charles School for academic or disciplinary reasons cannot be readmitted at a later date.

#### INTERNET ACCEPTABLE USE POLICY

P4620

The school shall follow the Diocesan Internet Policy. A copy of policy is available in the school office during business hours.

#### INTERNET USER AGREEMENT - (Please read this document carefully before signing.)

Internet access is available to students and teachers in St. Charles Borromeo Catholic School. We are very pleased to bring this access to our school and believe that the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to student and teachers is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication. The use of the Internet and related technologies must be in support of education and research and consistent with the educational objectives of the Catholic schools. Use of other organizations' networks or computing resources must comply with the rules appropriate for these networks.

#### As a user of the St. Charles Borromeo Catholic School computer network, I hereby agree to comply with the stated rules, terms, and conditions, honoring all relevant laws and restrictions.

I understand that my use of technology and the Internet in the school is a privilege, not a right. Inappropriate use will result in a cancellation of those privileges. The school administration determines appropriate use and their decision is final. Further disciplinary action may follow as indicated in the school handbook.

I understand that I am expected to abide by the generally accepted rules of technology and network etiquette. These include (but are not limited to) the following:

#### Network and Technology Etiquette

1. Be polite. Do not send abusive messages to others.
2. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
3. Illegal activities are strictly forbidden.
4. Keep your personal address & phone number private & do not reveal the phone numbers of students or colleagues.
5. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
6. Use technology and network in such a way that will not disrupt the use of the network by other users.
7. Note that all communications and information accessible via the network should be assumed to be private property.
8. Inform the technology facilitator of any security problem immediately.

9. Inform the technology facilitator of any unsolicited online contact immediately.
10. Handle with responsibility and care any computers, computer systems, computer networks, iPads, and/or any other school technology made available to you by the school.

**I understand that the following are not permitted:**

1. Sending or displaying offensive, violent, pornographic, obscene or sexually explicit messages or pictures.
2. Using violent, abusive, obscene or sexually explicit language.
3. Sending harassing, insulting, or threatening messages.
4. Damaging computers, computer systems, computer networks, or iPads or attempting to harm or destroy data of another user.
5. Violating copyright laws.
6. Unauthorized use of another's password.
7. Trespassing in other's folders, work, or files.
8. Intentionally wasting resources.
9. Employing the network for commercial purposes.
10. Transmission of any material in violation of any U.S., state or local law.
11. Obtaining software or data fraudulently or illegally.
12. Revealing one's own or another's personal address or phone number.

**DIOCESAN POLICIES INCLUDED IN THE PRECEDING HANDBOOK PAGES**

The following Diocesan policies have been incorporated in entirety into the St. Charles School Parent Handbook. Please refer to the Index at the beginning of the handbook for page location.

P2310	Community Relations – Parent/Legal Guardian Concerns Procedure
P2410	Visitors to School Buildings
P4010	Enrollment
P4020	Student Transfers
P4040	Attendance
P4060	Attendance in Religion Program
P4130	Promotion/Retention
P4140	Emergency Information
P4180	Teacher / Class Assignment
P4210	Administration of Medication
P4220	Health and Safety Precaution
P4320	Field Trips
P4420	Failure or Refusal of Parent to Participate in a Disciplinary Proceeding
P4520	Grounds For Suspension or Expulsion of Students
P4530	Disciplinary Review for Students (Suspension or Expulsion)
P4560	Gun-Free Schools
P4570	Substance Abuse
P4580	Harassment Prohibition

**ADDITIONAL DIOCESAN POLICIES NOT INCLUDED IN THE LANGUAGE OF THE HANDBOOK**

The following Diocesan policies are listed in their entirety. They have not been included in the language of the handbook, but are relevant to parents, students, faculty, and staff, and so are listed for referral. The policies can be found on the following pages. They are listed in order of policy number.

P3610	Legal Issues: Child Abuse Reporting
P4410	Religious Issues
P4550	Student Accused of a Non-School Related Criminal Act
P4590	Student Locker and Vehicle Searches
P4630	Student Use of Internet Off Campus Policy

**Diocese of Fort Wayne – South Bend**

**P3610**

**Personnel**

**Legal Issues: Child Abuse Reporting**

Pursuant to Indiana law (I.C. 31-33-5-1 and 31-33-5-4), all cases of suspected child abuse or neglect must be reported to the Department of Child Services office or law enforcement agency. This obligation to report exists regardless of who the accused may be.

Any diocesan school employee or volunteer who, in the capacity as a member of the school's staff, "has reason to believe that a child is a victim of child abuse or neglect," must make an immediate oral report of the same to the Department of Child Services or law enforcement agency as well as to his/her supervisor as defined in diocesan child abuse guidelines of when the abuse or neglect is claimed to have occurred. The direct supervisor also becomes personally responsible for reporting or causing the report to be made to the appropriate Department of Child Services or law enforcement agency. If the person making the report is someone other than the school administrator, that person has the responsibility of letting the principal know that Department of Child Services has been contacted.

Persons who knowingly fail to make a required report of child abuse or neglect commit a Class B misdemeanor (I.C. 31-33-22-1). A direct supervisor who has been informed about possible child abuse or neglect and knowingly fails to make a required report commit two Class B misdemeanors: first for knowing failure to report by an individual having "reason to believe," and second for knowing failure to report by a person in charge of an institution, school, etc. who has been notified of possible child abuse or neglect (I.C. 31-33-22-1). See Procedures to P3610 - Supervisor's Guide, Employee/Volunteer Guide, and Supplement

Recommended: February 11, 2016

Ratified: July 15, 2016

Diocesan School Board  
Diocesan Bishop

## P4410

### Diocese of Fort Wayne-South Bend

#### Students

#### Religious Issues

The teachings and traditions of the Catholic Church are the guiding principles of behavior for all students while enrolled in a diocesan school.

#### I. Pregnancy – Elementary Student

Every human being is created in the image and likeness of God and his or her life must be respected and protected from the moment of conception until natural death. When a student(s) becomes involved in a pregnancy, the Catholic school must act to provide assistance and support for the student and his or her family. While the first responsibility for the pastoral, spiritual, and psychological care of the students involved in a pregnancy belongs to the parents/guardians of the students(s), the Church and the school also bear serious responsibility.

When a pastor/principal is made aware that a student(s) is involved in a pregnancy, the following action shall be taken:

- A. The pastor and principal should meet with both parties, the male and female, and their parents/guardians to investigate the situation and to assure them, if necessary, that the young people involved will be provided with the opportunity to complete his/her education in the Catholic school without interruption.
- B. Both parties, the male and female, should then be referred for pastoral counseling given by a priest and a social worker or psychological counselor. This counseling must emphasize the teaching of the Catholic Church on the sanctity of human life from the first moment of conception.
- C. The pastor and principal must seek to assist the young people to ensure that the child is born, not aborted.
- D. The school's administration, after consultation with the school's pastor/designated priest, will decide whether any sanctions are to be imposed on the students. Because of the public nature of the situation and the Catholic identity of the school, the principal, in consultation with the pastor, reserves the right to undertake whatever additional action(s) seem appropriate for the well-being of the student(s) involved and the school as a whole.

#### II. Pregnancy – High School Student

Every human being is created in the image and likeness of God and his or her life must be respected and protected from the moment of conception until natural death. When a student(s) becomes involved in a pregnancy, the Catholic school must act to provide assistance and support for the student and his or her family.

If it has been discovered that a student enrolled in a diocesan high school is pregnant or is the putative father of an unborn or already-born child, the principal will conduct initial, confidential meeting(s) inviting:

- A. The student(s) involved
- B. The parents/guardians of the student(s)
- C. A priest(s) assigned to the high school

The purpose of the meeting is to investigate and, if necessary, to assure the parties involved that the student(s) will be provided the opportunity to complete his/her education in the Catholic school without interruption and also to emphasize the Church's teaching on the sanctity of human life.

In order to continue his/her education at a diocesan high school, a pregnant student and/or a putative father and the respective parents/guardians must agree to:

- A. Secure continued professional prenatal/childrearing care and/or adoption alternatives and

- B. Receive pastoral and psychological counseling to assist in coping with the circumstances and to be helped to make the right decisions in keeping with Church teachings. (The schools pastor/designated priest must approve all such professional assistance.) The school's administration, after consultation with the school's pastor/designated priest, will decide whether any sanctions are to be imposed on the students. Because of the public nature of the situation and the Catholic identity of the school, the principal, in consultation with the priest(s) assigned to the high school, reserves the right to undertake whatever additional action(s) seem appropriate for the well-being of the student(s) involved and the school as a whole.

III. Abortion

Every human being is created in the image and likeness of God, and his or her life must be respected and protected from the moment of conception until natural death. The Church views abortion as a grave violation of this principle and as a most serious sin. Catholic schools must convey the seriousness of this act by its inclusion of this issue in its teaching at appropriate grade levels and of its policies.

Therefore, when information becomes available to any Catholic school personnel that a student enrolled in a Diocesan school is contemplating abortion, has obtained a completed abortion, or has aided or induced another person in any manner whatsoever in procuring an abortion, the following steps shall be taken.

- A. The so informed school personnel must notify the Principal, who, in turn must notify the Diocesan Secretary of Catholic Education.
- B. A confidential meeting shall be held with the student(s) and parent(s) or guardian(s) involved, the pastor/chaplain and pastoral minister (high school), and the Secretary of Catholic Education or his/her representative.
- C. The confidential meeting shall seek to ascertain the facts relevant to the contemplation of, aid or inducement for, or commission of an abortion and to provide the appropriate pastoral assistance.
- D. Both parties, male and female, should be referred for pastoral counseling given by a priest or pastoral counselor. The student(s) may be referred to a licensed mental health provider for further support. This counseling should provide both healing and an affirmation of the teaching of the Catholic Church on the sanctity of human life from the first moment of conception.
- E. Because of the gravity of the situation, the Catholic identity of the school, and the concern for the school as a whole, a course of action will be developed which may provide for:
  - a) a plan which will allow for the student(s) to remain in school, or
  - b) the student(s) being denied the privilege of continuing his/her education in a Diocesan school.

The school's principal, in consultation with the pastor/chaplain will make a recommendation to the Diocesan Secretary of Catholic Education regarding whether any sanctions should be imposed on the student(s). The Secretary for Catholic Education will present the principal's recommendation, along with his/her recommendation, to the Bishop. The Bishopp will make the final decision.

IV. Marriage

The school administration will defer the decision regarding the disposition and continued enrollment of any student entered into marriage to the Secretary for Catholic Education of a delegate of the Bishop. (See mandatory reporting requirements in Policy 4510 - Parent/Student Handbook

Recommended: May 11, 2017  
Ratified: October 15, 2017

Diocesan School Board  
Diocesan Bishop

**P4550**

**Diocese of Fort Wayne-South Bend**

**Students**

**Student Accused of a Non-School Related Criminal Act**

A student accused of a non-school related criminal act which does not subject the student to suspension or expulsion pursuant to Policy 4520 is presumed innocent and no academic or disciplinary penalties will necessarily be imposed regarding that alleged criminal act unless the student is proven guilty or admits guilt through the civil law process.

Some circumstances, such as a need to protect the safety and/or the privacy of the student or others, may necessitate such student's removal from the normal academic setting pending the outcome of the civil law process. In this case, the wishes of the student and/or custodial parents/legal guardians will be considered, but the final decision regarding removal is the principal's, after consultation with the Pastor and/or Superintendent of Schools. Should such a removal be deemed necessary, a program of home study will be developed and implemented for the student. See P4520 – Grounds for Suspension or Expulsion of Students

Recommended: May 11, 2017

Diocesan School Board

**Diocese of Fort Wayne-South Bend****P4590****Students****Student Locker and Vehicle Searches**

All students who enroll in a Diocesan school must consent to the search of their person and personal belongings, cellular phones and any other electronic devices, lockers, school desks, vehicles, etc., at any time and for any reason consistent with this policy.

**I. Persons and Personal Belongings**

The school reserves the right to examine the contents of the student's pockets, purses, backpacks, bookbags, or other personal belongings when an administrator has reason to suspect they may contain inappropriate or illegal materials or items. This right of inspection is effective at all times while the student is on school premises or at a school-sponsored event.

**II. Student Lockers**

All lockers, school desks, cloak rooms, etc., ("lockers") made available for student use on the school premises, including but not limited to, lockers located in the hallways, physical education and athletic dressing rooms, industrial education classrooms, and art classrooms, are the property of the school. These lockers are made available for student use in storing personal effects such as clothing, coats, etc., school supplies, and personal items necessary for use at school, but the lockers are not to be used to store items which cause or could cause an injury, an interference with school purposes or an education function, or which are inappropriate or forbidden by federal or state law or diocesan or school policy or rules. The student's use of the locker does not diminish the school's ownership or control of the locker. A student may not expect to have privacy in a locker or its contents.

The school retains the right to inspect the locker and its content to ensure that the locker is being used solely in accordance with its intended purposes.

Each school shall develop rules and procedures for the inspection and maintenance of school lockers.

**III. Vehicles**

Parking facilities may be made available to students upon approval of the school administrators. The school, however, reserves the right to establish rules for the use of such parking facilities including the right to examine the contents of any vehicle while parked on school premises when an administrator has reason to suspect that the contents of such vehicle may include items or elements which are in violation of school or diocesan policy, inappropriate, illegal to possess, have been stolen or lost, or present a threat to the health, safety, or welfare of students or staff.

**IV. Searches will be conducted by the administrator or administrator's adult designee in the presence of a witness.**

Recommended: May 11, 2017

Ratified: October 15, 2017

Bishop

Diocesan School Board

Diocesan

**P4630****Diocese of Fort Wayne – South Bend****Students****Student Use of Internet Off Campus Policy****I. School Handbook Information**

Handbooks will express clear expectations while taking into consideration changing circumstances that are a part of school life.

Parents will have the primary responsibility to oversee Internet use. Building level administrators reserve the right to respond to Internet use concerns that are brought to their attention from outside the school.

**II. Handbook Statement for Internet Use Outside of School**

The school reserves the right to impose consequences for inappropriate behavior that takes place off campus and outside hours. Thus, inappropriate use of technology (for example, on a home computer) may subject the student to consequences. Inappropriate use includes harassment, derogatory use of the school name, offensive or immoral

communications and safety threats. The school does not, however, actively monitor student use of technology (Internet blogs, chat rooms, etc.). While the school filtering system establishes some parameters for appropriate use within the building, students and parents/guardians are primarily responsible for the appropriate and ethical use of technology, especially in the home.

Recommended: May 11, 2017  
Ratified: October 15, 2017

Diocesan School Board  
Diocesan Bishop

## St. Charles Borromeo School Athletic Handbook 2018-2019

### **The Student/Parent Athletic Handbook**

This handbook is designed to acquaint our athletes and their parents with the policies and procedures that have been established for St. Charles. The purpose of this handbook is to give the prospective and current Cardinal athlete some indication of the goals and expectations with which they will be concerned. In this program of team participation, the athlete not only develops mentally and physically but also broadens concepts of teamwork and sportsmanship. With these thoughts in mind interscholastic athletics have been included in the total educational program at St. Charles School. The Athletic Association is an extension of the

### **Athletic Philosophy**

St. Charles is committed to offering an athletic program that facilitates the spiritual, emotional and physical growth of our young athletes. We will provide our athletes with the opportunity to

- \*Utilize the talent and ability that God has given
- \*Develop good sportsmanship, teamwork, and individual responsibility
- \*Prepare a foundation for future development as an athlete, young woman or young man
- \*Demonstrate integrity and quality in all that they do

**School Conference:** CYO – Catholic Youth Organization

**School Colors:** Red and Blue

**School Nickname:** Cardinals

### **School Song:**

Hail to the Cardinals valiant  
Hail to the conquering heroes  
Hail, hail to St. Charles  
The leaders and the best

Hail to the victors valiant  
Hail to the fighting heroes  
Hail, hail to St. Charles  
We rise above the rest.

*Lyrics by David Brown, St. Charles Class of 1994. Introduced 10/29/93. Tune: Michigan Victory March.*

### **Cardinal Athletic Programs**

Basketball	Winter	Boys/Girls	grade 5 team, grade 6 team, grade 7 team, grade 8 team
Cheerleading	Year-round	Girls	grade 5 team, grade 6 team, grade 7 team, grade 8 team
Cross Country	Fall	Co-ed	one team grades 5 through 8
Football	Fall	Boys	grade 5 and 6 team, grade 7 and 8 team
Soccer	Spring	Boys/Girls	grade 5 team, grade 6 team, grade 7 team, grade 8 team
Softball	Spring	Girls	grade 6 team, grade 7 team, grade 8 team (fastpitch)



Tennis	Spring	Co-ed	grade 5 through 8 (Club offered by St. Charles)
Track	Spring	Co-ed	one team grades 5 through 8
Volleyball	Fall	Girls	grade 5 team, grade 6 team, grade 7 team, grade 8 team
Wrestling	Winter	Boys	grade 5 through 8 (Club offered at BD, CYO Meets)

### **General Athletic Guidelines**

St. Charles offers a variety of athletic programs, in which each team has goals of their own. However, all programs share the following philosophy:

#### **At the 5th & 6th grade level\*, our goals include:**

- a. Developing basic skills
- b. Maximum participation is encouraged
- c. Learn the value of team play
- d. Learn to win and lose with respect

\*Coaches will do their best to give all athletes playing experience. Providing additional scrimmage time after regularly scheduled games will typically do this.

#### **At the 7th & 8th grade level\*\*, our goals include:**

- a. Skills and techniques are enhanced
- b. Developing specific positioning and game skills
- c. Learn the value of each role on a team
- d. Prepare for high school – skills, positioning & discipline

\*\*Coaches at this level are dedicated to preparing our athletes for high school athletics

Under specific circumstances, the St. Charles 7th grade athlete that excels may be given the opportunity to play at the 8th grade level. The reason is to allow this player to continue to grow at the level he/she needs. The 8th grade head coach involved initiates this opportunity. The athlete, parents, athletic board, principal and pastor, must concur with decision. At other grade levels, grades may be combined only if additional athletes are needed to complete a team.

### **Parent Concerns and Questions**

If, at any time during the season, there are concerns about the program, please contact the coach first. Most concerns are handled more efficiently and effectively at this level. If this does not prove to be effective, please bring your concerns to the coordinator of that specific sport. If the concern is still not resolved, please contact an athletic board member (preferably the girls or boys vice-president). You also may want to request to be added to the agenda of the next Athletic Board meeting. Athletic Board meetings are generally held on the first Thursday of each month during the school year.

### **General Athletic Information**

**Athletic Association Meetings:** Athletic Association Meetings are held every month. All parents and adults involved in student athletics are part of the Athletic Association. Everyone is invited to the open meetings scheduled for August, October, February and May.

**Athletic Awards:** Athletic Award Ceremonies are held for all 7th & 8th athletes in May. Athletes and their parents are invited. All athletes are honored. The Kettman Scholarship is awarded at the 7th & 8th grade Award Ceremony. This is a one-year partial scholarship for a student entering Bishop Dwenger High School.

**Physicals:** Physical examinations are required prior to participation in the St. Charles athletic program. The physical form must be completed by a physician and submitted to the school office PRIOR to participation in a sport. Physicals must be dated after May 1st for the following school year. The completed form will be filed in the school office.

**School Cancellations:** Whenever school is canceled due to weather or other local emergency, all after-school activities scheduled for that day will also be canceled.

**Student/Athlete Insurance:** Insurance is provided to all St. Charles students. Payment is included with annual school fees. This is supplemental insurance. Claims must be filed within 90 days of an accident. For additional information see INSURANCE in the Parent Handbook. To obtain a claim form, or for further questions, please contact the school office.

**Fundraisers:** St. Charles has an annual athletic budget in excess of \$30,000. The cost of this budget is partially funded by an athletic fee of \$25 per player per sport. This fee helps cover CYO fees (player and team), equipment and uniforms. Since this money is used in our general fund, it is nonrefundable. The athletic fee must be turned in to the coaches at the beginning of each season. Checks payable to "St Charles."

Beginning in 2005, there will be a "fund-raising" fee charged to each athlete. This is associated with the Burger King "You can lend a hand" program. Each athlete will be charged \$30 at the beginning of the first sport he/she participates in. When the "You can lend a hand" drive is initiated throughout the diocese, the athletes will receive 10 Burger King booklets.

The athletes can sell these for \$3 each to recoup the \$30 already paid. The athletes keep the money raised by selling the booklets. For families with multiple students, the 2nd and 3rd students will be charged a reduced rate.

We have tried to keep all fees affordable. We do not wish to discourage participation due to the fee. If you are having financial difficulty, please contact the Athletic Director.

In addition to the athletic fee, the Athletic Association also sponsors the following fundraisers: Christmas Pancake Breakfast with Santa, Donations from Sport Physicals, Concession Stand, Fish Fry, Golf Tournament.

Please support as many of these fundraisers as possible. Volunteers are also needed, if you would like to help, please contact a board member.

### **Bob & Sue Kettman Athletic Award & Scholarship**

The St. Charles Athletic Association, together with the family of Bob and Sue Kettman, sponsors this scholarship in the memory of Bob and Sue Kettman. The Kettmans were members of St. Charles Parish and very active in the athletic association and coaching. They died in the Beverly Hills Supper Club Fire (Kentucky) in the late 1970's. The Bob and Sue Kettman Scholarship was established in their memory with the first scholarships awarded in the spring of 1978. Since then, two scholarships have been awarded each year. The scholarship awards a one-year partial scholarship of \$1,500 to one young woman and one young man to Bishop Dwenger High School. The Athletic Association adds money every year to Kettman Fund so that one day the accrued interest will pay the \$3000 scholarship money and the principal will be untouched.

**Qualifications:** The recipient shall have participated in at least one varsity sport (athlete or manager). The student must have maintained a "C" average in 7th and 8th grade academic subjects and plan to attend BD.

**Nominations:** 8th grade head coaches will submit nominations to St. Charles Athletic Director.

**Selection of Winners:** A selection committee comprised of 1) school principal or 8th grade faculty member, 2) Parish Priest, 3) Athletic Association President, and 4) 8th grade Boys team Coaches for boy nominee and 8th grade Girls team Coaches for girl nominee will review nominations and select winners on the basis of character, leadership and need. The candidate should be an outstanding individual who is exemplary to both students and athletes. In other words, the honor should be given to the person who truly deserves such an award, and need not be the "best" athlete. The recipients will also receive certificates and have their name engraved on a permanent plaque that will remain at St. Charles.

**Award Plaque:** The plaque reads as follows: In memory of Bob and Sue Kettman, who gave their time and talent to the enrichment of St. Charles' students. The recipient has combined excellent leadership, determination, and character in scholastic work and athletics. This individual has demonstrated school spirit and sportsmanship to the other students. The award provides a one-year scholarship to Bishop Dwenger High School. The scholarship has been capped at \$1,500.

### **Scholarship Award in Memory of Vivian J. Welch**

The Vivian J. Welch Memorial Scholarship is named in memory of Vivian Rosswurm Welch who passed away on August 15, 2010, after a valiant battle with brain cancer. Vivian taught classes at St. Charles and served as a Girls' Soccer Coach for many years. She was loved by many and is missed by all. To honor her memory, family members and friends have created a scholarship to be offered to two grade 8 St. Charles Borromeo School students, one boy and one girl, who demonstrate exceptional academic performance and who play soccer for St. Charles School. Additionally, as a member of the soccer team, candidates must demonstrate leadership, faithfully attend practices and games, and exhibit a sportsmanship and work ethic that makes St. Charles Borromeo School proud. The Vivian J. Welch Memorial Scholarship will annually award a one-time scholarship of \$750 to one girl and \$750 to one boy who will be attending Bishop Dwenger for grade 9. Candidates will be nominated by their soccer coaches and by the 8<sup>th</sup> grade teachers in consultation with the St. Charles Borromeo School Principal. The first Vivian J. Welch Memorial Scholarships were awarded in the spring of 2013.

### **Athletic Association Organization & Responsibilities**

**Athletic Board:** The Athletic Board is a volunteer committee that works together to provide an athletic environment that stimulates the growth of all student athletes at St. Charles. Each person on the board is dedicated in assisting with all responsibilities of the athletic board. These responsibilities include evaluation of the program, assisting with fundraisers, and any other duties as designated.

**Duties:** 1. Establish and govern athletic policy for the entire interscholastic athletic program. 2. Approve and recommend the annual athletic budget. 3. Hold open forum meetings for the discussion of the athletic concerns of the coaching staff and student athletes. 4. Annually update the Athletic Handbook.

**Athletic Director:** The Athletic Director is directly responsible to the Principal whom, in turn, is responsible to the Pastor of the Parish or his designee (i.e. associate pastor). The primary responsibility of the Athletic Director is the administration and supervision of the interscholastic athletic program in St. Charles Parish. He/she will provide the leadership necessary for the day-to-day operation of the athletic department.

**Duties:** 1. Directs the operation of the athletic program. 2. Assists in approving and supervising coaches. 3. Evaluates the athletic program and the athletic staff. 4. Becomes the CYO Parish representative (or assigns this duty to another board member) and attends St Charles School Board meetings.

**Vice President - Boys and Girls:** The Vice Presidents provide assistance in organization and communication with the coaches and athletes.

**Duties:** 1. Assists in approving and supervising coaches. 2. Provides communication to coaches. 3. Collects athletic fees from coaches. 4. Verifies eligibility. 5. Checks physicals. 6. Maintains list of coaches and rosters. 7. Verify that all coaches and assistants have completed or have on file in parish office a "volunteer background screening authorization" form.

**Treasurer:** The Treasurer is primarily responsible for the tracking of moneys that flow through the Athletic Association & the Kettman Scholarship Fund.

**Duties:** 1. Coordinates annual athletic budget. 2. Approves routine expenses. 3. Maintains uniform records. 4. Maintains income and expense records. 5. Prepares annual reports.

**Secretary & Assistant Secretary.:** The Secretary and Assistant Secretary. assist the Athletic Director with all Athletic Association functions.

**Duties:** 1. Plans & coordinates all Athletic Association functions, including year end award ceremonies. 2. Maintains calendar and notes on all athletic board functions. 3. Maintains updates to Athletic Handbook. 4. Distributes minutes and other communications for newsletters, bulletins, coaches, etc.

**Marketing Director:** The Marketing Director assists in the coordination of all athletic fundraisers.

**Duties:** 1. Assists in coordination of annual fund-raisers. 2. Evaluates present and recommends future fund-raisers. 3. Helps find volunteers for annual fund-raisers. 4. Provides records to treasurer.

**Gym Scheduler: Duties:** 1. Responsible for maintaining the Hession Center and School Gym schedule for all St Charles School athletic teams. 2. Works closely with coaches throughout the season. 3. Updates facility use schedule continuously throughout the season.

**Head Coach & Assistant Coaches:** All coaches at St. Charles are volunteers. Coaches shall be responsible to the Athletic Director for the total operation of their respective sports programs. All coaches shall act as official representatives of the school as they carry out their interscholastic athletic responsibilities. All coaches will be responsible for the normal duties required of interscholastic competition, those duties described in the coaches' job description, and/or any duties delegated by the AD. All Coaches and volunteers will need to complete a "Current Employee/Volunteer Background Screening Authorization" form and turn this into the parish office.

**Duties:** 1. Represent the school in interscholastic activities. 2. Conduct their work within the framework of the goals of the school, the policies and procedures of the department of athletics, and the regulations of the St Charles Policy Handbook for Coaches, diocesan policies, and state statutes. 3. Determine team selection fairly. 4. Strictly enforce eligibility rules. 5. Consider athletics as part of the total educational program, encouraging athletes to work to their maximum ability in academics as well as in sports. 6. Exhibit proper and exemplary behavior at all times. 7. Implement the Code of Conduct for all athletes. 8. Are entirely responsible for the supervision and guidance of students in their charge. 9. Check physicals and eligibility with Vice President.

### **Athlete's Code of Conduct**

You are responsible for developing the necessary self-discipline to attain and maintain the appropriate mental and physical condition required for peak performance. Another responsibility you assume as an athlete is to your school. Since more is expected of you than other students in matters of school citizenship, leadership and personal sacrifice, athletes will be expected to make a sincere effort to achieve and maintain a satisfactory scholastic standing in the classroom. As an athlete you will have to sacrifice in terms of time, effort and other outside activities. Frequently, your conduct and attitude both on and off the field contribute to judgments made by students and community about our school. Such a responsibility requires that you engage only in activities that bring credit to yourself, your family and your school. You may quickly recognize that you are a model for younger athletes and as a model it is natural that they emulate your attitudes and actions.

**The following are specific responsibilities for each St. Charles athlete. Each individual coach may give additional responsibilities.**

**Attendance:** When accepting the responsibility of participating as an athlete in any of our sports, you are responsible for being present at all set meetings, practices and games unless excused by a doctor or have prior consent from your coach.

Student athletes who do not attend school at least one-half day, especially for reasons of health, may not participate in any after school practice, games, or meetings on that day.

Having an unexcused absence could result in disciplinary action by the coach.

**Attitude:** Your appearance, talk and actions may influence people's opinion of you, your team and your school. Once you have volunteered to be a member of our team, try to do what you are capable of and what is expected of you.

**CYO Policies:** As a St. Charles athlete, you must adhere to all CYO policies.

**Dress and Appearance:** Take pride in your appearance. You should attempt to look as well off the field as on. Whenever you are before the public, you reflect your school and community. Your appearance shall be; clean and neat, and conform to the sport and individual coaches' rules.

**Good Citizenship:** As a member of an athletic team, you are expected to be an outstanding example of good citizenship in the school classroom, during athletic competition and away from school.

**Good Study Habits:** Education is the Key to Success for your future. Adequate study time is required for good grades. Your primary responsibility is to fulfill your highest potential as a student first, and athlete second. (See Eligibility Rules)

**Injuries:** Injuries should be given immediate attention. Please notify coaches of any injuries or illness as soon as possible.

**Please note: All students are subject to the disciplinary and eligibility policies and procedures and listed by the school in the attached St. Charles Parent Handbook.**

**If an athlete is found in violation of the school's disciplinary or eligibility policies, coaches may, with approval of the Athletic Board, dispense additional disciplinary consequences for said athletes in violation.**

### **Catholic Youth Organization - CYO POLICY**

CYO has established its own Constitution and associated Policies. Highlights of the policies are listed below. See the Athletic Director (or designated Parish Representative) for an official copy of CYO Constitution and Policies. Additional CYO policies for each individual sport are given to the respective coaches.

1. CYO MISSION: The athletic program is to provide reasonable physical education, to instill a Christ-like code of sportsmanship and to give an opportunity for participation in athletics at the grade school level.
2. CYO THEME: The underlying theme of every program shall be: "It is not important who wins: it is important that youth play."
3. AGE ELIGIBILITY: Any player 16 yrs. old on or before August 1 is ineligible to play in the CYO program that school year.
4. GENDER ELIGIBILITY: Boys must play in boys' sports and girls play in girls' sports.
5. SCHOOL ELIGIBILITY: A student must be registered in the school they are playing for and have not completed the eighth grade. Any student added to the school squad after the season starts may become eligible in the CYO League, provided all other rules are observed and the student's name is submitted to the CYO office by the coach.
6. MULTIPLE AND SINGLE TEAMS: This applies to the varsity (7th & 8th) teams
  - A. For a school that enters 2 teams in any sport: Each athlete may play on a higher grade level team, BUT MUST stay on that team for the duration of the season and tournament.
  - B. For a school that enters only 1 team in any sport: Each athlete may play on a higher grade level if the school does not have enough players to make a team. That same athlete MAY also compete on a team of his/her own grade level.
  - C. Please see individual sport rules for exceptions to A and B above
  - D. A Player may only play on one tournament team with the exception of Rule B
  - E. One team per grade level can be entered in tournament play
  - F. The reason and name of any player that will be moving up (per Rule A or B) must be submitted by the Parish Representative to the CYO Office for approval.
7. SCHOLASTIC SUSPENSION: It is the CYO policy for the Pastor/Principal to handle all discipline and scholastic problems.
8. TEAM REQUIREMENTS:
  - A. CYO Consent Forms: CYO Consent Forms MUST be signed by a parent or guardian and returned the CYO Office by the date given for each sport. Only one consent form per year is required.
  - B. Also, a player fee per sport (including cheerleading) must be turned into the CYO Office prior to the start of each season. Violation of this rule will result in the athlete not being allowed to play until the situation has been corrected.
  - C. Team Roster: In the 7th \* 8th grade divisions each team may dress a total of three complete teams for any game, however more players may be carried on the roster.
  - D. Awards: All awards will be presented after the championship tournament game of each division.
9. GAME CHANGES: ALL game changes must be arranged through the CYO Office.
10. DIVISIONS: The Divisions Committee shall place teams/schools in divisions based on the following guidelines:

- a. Enrollment figures will be used for division placement if more than one division is required.
- b. A team may request to move up or down a division (based on ability). Final decision is the responsibility of the Executive/Divisions Committee.
- c. Combining of Schools: Schools wishing to combine with another school(s) to create a combined team must submit a formal request through their Parish Representative to the CYO Board. The following criteria will be considered: enrollment, geographic location, and number of available athletes.

11. ADULT SUPERVISION: The CYO recommends a FEMALE ADULT be present on the bench, in the locker room, and suggested to be at all practices if a girl's team has a male coach or coaches. Vice versa if a boy's team has a female coach or coaches.

12. CYO WORKERS: Priority of workers will be given to students of one of the Catholic High Schools.

13. PENALTIES

- A. Protest Rules: There is no protest rule in the CYO. The official's game decisions are final. A grievance of any nature must be submitted in writing to the CYO Office.
- B. Ineligibility Penalty: Infraction is an automatic forfeiture of all games in which the player or team participated.
- C. Unsportsmanlike Conduct: Any use of profanity, gestures, physical display of temper or verbal/physical harassment of officials, coaches, players or spectators will constitute unsportsmanlike conduct.
- D. If a player, coach or spectator is ejected from a game they will be suspended from the next scheduled CYO game.
- E. Any ejected player or coach may appeal this ruling within 48 hours of incident with a written request to the

CYO

Office. The Parish Representative will file this request. The official will also file a report. The officers will then make a decision. Findings of the officers will be final and binding. If the official's report is not submitted within 48 hours, the suspension from the next CYO game will not be upheld.

14. DETERMINING REGULAR SEASON TIE-BREAKERS:

- A. Two-way ties: Head to head winner
- B. Three-way ties: Head to head, Team with most total net points against the other two tied teams, Coin toss.

15. GRIEVANCES:

A grievance of any nature must be submitted in writing to the CYO Office through the school's Parish Representative.

CYO revised 11/2106

**Cardinal Athletic Code of Conduct Agreement**

The purpose of this Code of Conduct Agreement is to establish sportsmanship conduct guidelines for St. Charles student athletes and parents. The St. Charles Athletic Association realizes that the involvement and support shown by the majority of parents towards their student athlete, coaches, official and other spectators is of a positive manner. It has, however, become evident that insensitive and disrespectful individuals who choose to embarrass themselves, their sons/daughters, our school tradition, and all others around them during or after practices and competition have ruined past St. Charles Athletic events. These actions are usually directed toward coaches, officials or players. We feel strongly that these actions are detrimental to our Athletic Philosophy and will not tolerate this type of action. As a result, we find it necessary to require each student athlete and parent to review and sign the following Code of Conduct Agreement.

St. Charles School requires that all student athletes, parents, coaches and spectators at games or practices conduct themselves within the parameters of good sportsmanship. Parents must provide a positive example for the young student athlete whom we support. Parents and student athletes are encouraged to show good sportsmanship and Christian attitude at all times.

Student athletes and their parents are required to adhere to the CYO code of Conduct as described in the St. Charles Athletic Handbook.

**We promise to be good sports! We have read and agree with the St Charles code of Conduct Agreement. We will honor a high standard of good sportsmanship and behavior at all times. We understand the consequences of our actions should we fail to do so.**

**ST. CHARLES BORROMEO SCHOOL CHILD CARE HANDBOOK 2018-2019**  
Child Care Cell: 417-0932 Hession Ctr. Kitchen: 969-4043 School Office: 484-3392

**PURPOSE**

The purpose of St. Charles Borromeo Child Care is to provide convenient and affordable, before and after school care for our school families. It is our desire to create a safe, structured, stimulating environment, which promotes Christian development for all of our students who utilize the program. All procedures and expectations are to ensure a safe environment for all involved. Thank you for your support.

**REGISTRATION**

Registration forms must be on file with the Childcare Director before your child can enter the childcare program either as regular care or drop-in/delays. Registration forms are available in the school office.

**DAYS AND HOURS OF OPERATION**

**FULL DAYS** - The program will operate on school days, Monday through Friday, 6:30 a.m. to 7:45 a.m. and 3:00 p.m. to 6:00 p.m.

**HALF DAYS** - Monday to Friday, depending on time of dismissal (11:00 a.m. or 12 Noon) - 6:00 p.m.

**DELAYS** - In case of a delay, the hours will be:

1 hour delay - 6:30 a.m. – 8:45 a.m.

2 hour delay - 6:30 a.m. - 9:45 a.m.

In case of a delay changing into a cancellation, you will be contacted by telephone and your child must be picked up no later than one hour after the phone call.

**SCHOOL CANCELLATIONS** - If school is closed (weather, emergency, etc.), Child Care is closed.

**FEES**

**MONTHLY FEES** (Payments spread over 12 months)

1 Child - \$ 900.00 - Monthly payments of \$ 75 [\$5.00 a day]

2 Children - \$ 1,575.00 - Monthly payments of \$ 131.25 [\$8.75 a day]

3 or More Children - \$1,800.00 - Monthly payments of \$ 150 [\$10.00 a day]

**DAILY FEES FOR DROP-IN/DELAYS** - \$ 8.00 per day - per child - To be paid the day of service

**LATE PICK-UP FEES**

There will be a fine for students picked up after 6:00 p.m.

6:01 - 6:05 p.m. - \$ 1.00 per child

6:06 - 6:11 p.m. - \$ 2.00 per child

6:12 p.m. on - \$ 5.00 a minute per child

**ARRIVAL AND DEPARTURE ADULT SIGN IN/OUT REQUIRED**

Children must be signed in and out daily by an adult to ensure child safety and parent communication.

**COMMUNICATION/CONCERNS**

Communication between parents and staff members is encouraged. Please contact the director if there is a question or concern. Child Care Cell: 417-0932 Hession Ctr. Kitchen: 969-4043 School Office: 484-3392

Email: [before/aftercare@stcharlesschoolfw.org](mailto:before/aftercare@stcharlesschoolfw.org)

### **HOMEWORK**

A homework room, normally the Art Room, will be open between 3:30 p.m. and 4:30 p.m. M-T-W-TH. It is the responsibility of students to see that their homework is completed. Students who wish to do homework may go to the homework room. As weather permits, students who wish to complete their homework at recess may take their work outside.

A quiet, supervised room will be provided to allow students to do their homework as staff and space allow. Please note, however, although willing to help students with homework, supervisors are not tutors, nor can we take the place of parents in this area. Student assignments that require lengthy detail, or one-on-one attention (daily oral reading, science projects, etc.), will usually require parental attention at home.

### **IDENTIFICATION OF CLOTHING, BOOK BAGS, ETC.**

Please label all personal items with your child's name. St. Charles is not responsible for lost items.

### **ILLNESS**

**Please, if your child is ill do not send him/her to childcare.** An ill child must be symptom-free for 24 hours prior to returning to the program. If a child becomes ill during the program, the parent will be notified immediately, so the child can be picked up.

### **INJURY**

The care provider will attend minor scrapes and scratches. Should the injury be more involved, the parent will be notified immediately.

### **LOCATION**

The main area of care is located in the Hession Center, Rooms A, B, and C. Please use the Rm. B entrance only. The Art Room is also used as a supervised study area most days except Fridays and half days.

### **MEDICATIONS**

In compliance with Indiana State Law, staff members may not administer any medications to your child.

### **OBJECTIONABLE MATERIALS**

The school Telephone/Cell Phone Policy (pg. 34) is in effect for all students while enrolled in before and after school care. Dangerous or objectionable items will be removed from children. These will be returned to parents at pickup time. Children should not bring their own toys, games, trading cards, etc. Thank you.

### **PICK-UP AUTHORIZATION**

The name of the person picking up the child must be on the registration form or a note sent with the child. In case of emergency, verbal or written notification can be left with office staff or on the Hession Center voice mail. To ensure student safety, students will not be allowed to leave with an adult who is not listed on the registration form unless verbal or written permission has been obtained by childcare staff.

Child Care Cell: 417-0932    Hession Ctr. Kitchen: 969-4043    School Office: 484-3392

### **SNACKS**

A snack will be provided each afternoon. A variety of foods will be offered that your child will be encouraged to try. Please do not send additional snack foods with your child. If your child has special snack needs due to braces or other conditions, your child may bring his/her own snack. **If your child has a food allergy**, snack arrangements should be made with the childcare director. Thank you.

### **STUDENTS RETURNING TO THE CLASSROOM**

Students, with permission, will be allowed back to their classrooms to pick up forgotten homework assignments, books, clothing, etc. until 3:30 p.m. No students are to return to the classroom after 3:30 p.m.

Students are encouraged to remember books, boots, hats, gloves, assignments, notes, etc. After 3:30 p.m., if you have forgotten anything, students will have to wait until the next day.

### **STUDENT PROCEDURES AND EXPECTATIONS**

### **BEHAVIOR**

All school behavior expectations will continue in place for all students in childcare. Students who do not behave in the appropriate manner will face consequences. A time out may be used in most instances. For most infractions, a disciplinary form will be sent home to inform parents of any behavior issues. This form is to be signed and returned, please. For repeated behavior problems or serious infractions, a student may be suspended or expelled from the program by the principal in consultation with the childcare director.

### **DAILY STUDENT CHECK IN REQUIRED**

To ensure student safety, the whereabouts of students must be known/communicated to a teacher/supervisor at all times while at school. Therefore, all students using aftercare must first check in and be accounted for before permission to leave the room for any reason, other than emergency, will be permitted. Once attendance has been taken, students may then ask to use the restroom, drinking fountain, return to the classroom for forgotten items, etc. No student is to leave the aftercare room without supervisor permission.

On occasion, students who use aftercare have after school obligations/ activities, such as: tutoring, musicals, detention, athletics, etc. Again, for safety and accountability reasons, all childcare students who have after school obligations/activities, must come to aftercare first to be checked in, seek permission from the supervisors, and then sign out as to where they will be.

### **DAILY STUDENT PROCEDURES UPON ENTERING THE ROOM**

1. Upon entering the room, book bags and belongings are to be placed by the wall, not on or under any table.
2. After book bags and belongings are situated, please walk quietly to the kitchen to pick up a snack. Please return with your snack, walking quietly, to your assigned tables.
3. Once you are seated, you must stay seated until you have been given permission to leave your seat.
4. If you do not want to take a drink or snack that is offered you are not obligated to take one.
5. If you do choose to take a snack and a drink, please take both at the same time and return to your seat.
6. After snack and drink are finished, each student is responsible for cleaning his/her table and floor area.
7. For safety and maintenance, please keep chair legs on the floor at all times. Please no leaning or rocking.
8. Students should stay in uniform while attending aftercare. The exception would be when students belong to an athletic team, or if a special day has been planned and communicated by the director.

### **RECESS**

1. After snack has been eaten, and cleanup is complete, recess is scheduled, weather permitting.
2. For outdoor recess, unless the temperature is above 60 degrees, students must wear a coat. Those who do not want to wear their winter coats should bring lighter coats, sweatshirts, or sweaters.
3. Students are allowed to play in snow only if properly attired (boots, hats, gloves, snow pants, etc.).
4. Aftercare students will follow all directives of the supervisors. Failure to heed the directives of the supervisors may result in a time-out, being sent inside, or other discipline measures as needed.

### **PLAYGROUND RULES**

1. All playground rules followed during school time apply to childcare time.
2. Supervisors will review the rules for playground use annually with students to ensure safety and clarity.

### **HOMEWORK ROOM EXPECTATIONS**

1. So that all may have a quiet atmosphere in which to concentrate and study, there is to be **no talking** in the homework room. The only exception is when a staff member is helping a student.
2. Students who talk or are disruptive in the homework room will be sent to the Child Care room. Students who repeatedly disrupt the calm of the homework room may be banned from the room.

### **GAME AND CRAFT TIME**

After recess, students will return to the childcare rooms. Once all have been seated and settled down, students will be allowed to play games or work with crafts (if there is craft time scheduled for that day).



**AUTHORIZATION TO PUBLISH STUDENT/PARENT PICTURES ON SCHOOL/DIOCESAN WEBSITES AND IN SCHOOL/DIOCESAN PUBLICATIONS 2018-2019**

Our St. Charles Borromeo Catholic School and our Diocesan Catholic Schools Office maintain websites and prints promotional materials. These mediums are used to highlight student/parent accomplishments and other school related involvement. From time to time, we may determine it beneficial to publish pictures of students/parents, as individuals/groups, on websites, in brochures, etc., for any number of reasons, e.g.:

1. Acknowledgment of students/parents receiving honors and achievements;
2. Participation in athletics, student/parent organizations, clubs, or school sponsored, extracurricular activities;
3. Participation in the school or school-sponsored events;
4. Depictions of students/parents in relation to special school-related occasion or times of year, e.g. athletic events, graduation, school service projects, etc.

We believe that publication of student/parent pictures on publicly accessible websites assists us in promoting the success and benefits of our school and diocese, and the accomplishments and efforts of our students and parents. We would like to seek your approval before considering using your pictures. Giving permission to use your picture does not necessarily mean your picture will be used. Thank you for your consideration.

\_\_\_\_\_ **Yes**, I understand the content and meaning of **the Authorization to Publish Student/Parent Pictures on School/Diocesan Websites and in School Diocesan Publications** found above, and I give St. Charles Borromeo School permission to use photos of me and/or my child/children at their discretion.

\_\_\_\_\_ **No**, I do not grant permission for St. Charles Borromeo School to use photos of me and/or my child/children **School/Diocesan Websites and/or Publications**.

**HANDBOOKS RECEIPT ACKNOWLEDGMENT 2018-2019**

We agree to follow all rules and guidelines imposed in the school by the school administration and/or the diocese. If we have any questions about the content of the handbook we understand that it is our obligation to ask questions for clarification. This acknowledgment is to be returned to the school after being signed and dated. However, the failure to read the handbook or to sign or return this acknowledgment shall not relieve us of the obligation to follow all rules and guides that the school and the diocese establish or in any way impede or prevent the school administration from operating the school consistent with those rules and guidelines.

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**DATE**

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**PARENT PRINTED SIGNATURE**

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**PARENT WRITTEN SIGNATURE**

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**STUDENT PRINTED SIGNATURE IF GR. 5-8**

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