



St. Charles Catholic School

Student and Parent Handbook

2015-2016

Revised September 2015

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WELCOME
to
St. Charles Catholic School!

1801 Hazeldine Avenue SE
Albuquerque, NM 87106
(505) 243-5788
Fax (505) 764-8842

www.stcharlesabq.org

Dear Parents and Students,

Welcome to St. Charles Catholic School! We appreciate the opportunity to work as partners with you as parents, the primary educators, for the academic, spiritual, and moral growth of your child. If at any time you have any questions, please feel free to contact the School Office. We are delighted to have you join us as members of our school family!

This handbook offers information about the operation, rules, and procedures of St. Charles. Students and parents, after reading the handbook, should sign the acknowledgment form and return it to the School Office. Parents should keep this handbook for future reference, to ensure an enjoyable and informed school year.

May God bless you.

The Faculty and Staff
St. Charles Catholic School

BUSINESS INFORMATION

School Schedule

Early Morning Care

6:50 AM in Cafeteria

Daily School Hours

Tardy Bell: 7:45 AM

School Day: 7:45AM - 3:10 PM for grades Pre K-5

7:45 AM - 3:15 PM for grades 6-8

On regular early dismissal days the School Day is 7:45 AM - 1:15 PM.

After School Care

After School Care - 3:30 PM until 6:00 PM in Cafeteria

School Mass

Fridays and Holy Days of Obligation 9:00 AM

Other dates and times as announced

Important Access Information

	Phone	Internet
Church Office	(505) 242-3462	http://www.stcharlesbabq.org/
School Office	(505) 243-5788	http://www.stcharlesabq.org/
School Fax	(505) 764-8842	
Principal	(505) 767-1065	
Extended Care Program	(505) 767-1095	
School Website (including a link to Sycamore Education)		http://www.stcharlesabq.org
Student Performance (Sycamore Education ¹)		https://www.sycamoreeducation.com

Disclaimer

The purpose of this handbook is to serve as a source of information for parents, students, and teachers of the school. St. Charles' administration reserves the right to alter, amend, modify, change, or terminate any of the policies in the handbook or on Sycamore.

¹ <http://sycamoreleaf.sycamoreleafhosting.com/>

The Archdiocese of Santa Fe Catholic School Policy Manual governs all Parish/Regional preschools and elementary schools in the Archdiocese of Santa Fe. (ASF/CSPM #1300)

ST. CHARLES SCHOOL BACKGROUND

The mission of the Archdiocese of Santa Fe Catholic Schools is to provide a faith-filled, quality, Catholic Education. We will advance Catholic Education by standardizing intentional spiritual formation, fostering school improvement, and developing the capacities of Christ towards the fulfillment of God-given student destinies.

MISSION AND PHILOSOPHY

St. Charles Catholic School, as one of the primary ministries of St. Charles Parish, is a Catholic community in which we live and learn together spiritually, academically and socially. We value the development of each student and support parents as the primary educators of their children. Our teachers, as facilitators of learning, will:

Spiritually

- **foster** a community based on Gospel values
- **encourage** an awareness of each individual's worth
- **cultivate** the practice of the faith, including prayer and participation in liturgical life

Academically

- **establish** high expectations and standards
- **expect and provide support for** each child to work to his/her full potential
- **promote** independent and cooperative learning

Socially

- **inspire** positive participation in the local and global communities
- **guide** each child to respect self and others through words, actions and service
- **encourage** physical and emotional wellness

St. Charles Catholic School is a student-centered, faith-based educational community which nurtures each student as a whole person and a child of God.

ACCREDITATION

St. Charles Catholic School is fully accredited through AdvancED of the North Central Association of Colleges and Schools (NCA). In 2007, the Quality Assurance Review Team of AdvancED conducted a site visit of the school and recommended that St. Charles be awarded a 5-year term NCA CASI/ AdvancED Accreditation. In 2010 the school received continued accreditation recognition as a result of the Archdiocese of Santa Fe Catholic school system's accreditation process.

PARENTS AS PARTNERS — THE ROLE OF PARENTS IN EDUCATION

We believe God entrusts parents as the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life - physically, mentally, spiritually, emotionally, morally, and psychologically. Your choice of St. Charles involves commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

The strongest teacher is a good example. Your personal relationship with God, with each other and with the Church community will affect the way your child relates to God and others. Ideals taught in school cannot become rooted in a child unless these are nurtured by the example of good Christian values and by an honest personal relationship with God in your family life.

Once you have chosen to enter into partnership with St. Charles, we trust you will be loyal to this commitment. We ask that you respect our nut- and smoke-free environment on campus and on school-sponsored field trips. During formative years your child needs constant support from both parents and faculty in order to enhance his/her moral, intellectual, social, cultural and physical development.

It is understood that both parents and teachers are sincere in their efforts to challenge and nourish the student to reach his/her potential. These efforts work best if both parents and teachers act as partners to work with the student. If there is ever an incident at school, please investigate the complete story as your first step, and this should start by contacting the teacher directly. Mutual respect between parents and teachers will model mature behavior relationships for our students.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and guidance. At times your child may perceive discipline as restrictive. However, boundaries and limits provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be held accountable for homework, long-term assignments, major tests, service projects, and any other assignments. This responsibility also extends to times of absences.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child become the best and most fully educated person he/she is capable of becoming.

As parents in the educational process, we ask you to set rules, times, and limits so that your child:

- Gets adequate sleep.
- Arrives at school on time.
- Is picked up on time at the end of the day.
- Is dressed according to the school dress code.
- Completes class assignments on time.
- Has lunch money/account credit or sack lunch every day.
- Has all needed materials and is prepared to learn.

We also expect parents:

- To read school notes and check the school website (www.stcharlesabq.org) and Sycamore for updated information on a regular basis and to show interest in the student's total education.
- To address issues and concerns with the persons who can resolve the issues ([see Concerns-page 44](#)).
- To treat teachers and staff with respect and courtesy when discussing student issues.
- To treat students and families with respect and courtesy.
- To inform the school of any special situation regarding your student's well-being, safety, and health.
- To notify the office if your student will be absent from school.
- To notify the school with a note when your student returns to school after being absent or tardy.
- To actively participate in school activities such as Parent-Teacher Conferences, Parent-Teacher Organization (PTO) meetings and activities, and fundraising.
- To support and cooperate with the discipline policy of the school.
- To support the religious and educational goals of the school.
- To meet all financial obligations to the school in a timely and responsible manner.
- To notify the school about changes in address or important phone contact numbers.
- To promptly complete and return to school any requested information.
- To ensure that your student pays for damage to school books or property due to carelessness or neglect.
- To avoid gossip. St. Charles School fosters a positive environment. Gossiping by staff, parents or students about others in our community will not be tolerated.

ISSUES OF CHILD CUSTODY

St. Charles School requires that the custodial parent file a court-certified copy of the custody section of the divorce decree or a court-certified copy of the custody decree with the school. If no such copy is on file, St. Charles' staff presumes that both parents have custodial rights. The school employees make all reasonable efforts to ensure that children are released to the appropriate parent at the appropriate time according to the court-mandated custody arrangements. However, parents have the primary responsibility for such arrangements and shall instruct their children as to which parent has physical custody of them on any given day.

Financial Obligations

St. Charles Parish School is supported by the families and benefactors of the school. Financial stability is ensured by the careful stewardship by the staff of the available resources, the generosity of the benefactors, and the faithful fulfillment of the families to meet their financial obligations. The actual cost per student at St. Charles School is collected from various sources. Parents accept the terms and conditions of the school's "Tuition and Fee Policy" upon payment of the registration fees and final approved enrollment of their children in St. Charles School. The financial obligations of the parents are divided into five groups: Tuition, Parish Operational Subsidy, Fundraising Obligation, Registration Fee, and Other Charges.

Parish Operational Subsidy

The Parish Operational Subsidy is \$500.00 per student. The Parish Operational Subsidy is the amount that the Archbishop has determined that a parish is required to pay to support Catholic education in this archdiocese. Each student is assessed the Operational Subsidy and this fee is the financial obligation of the student's parent/guardian. The parish pastor will determine a student's eligibility for the Parish Operational Subsidy, but, generally, if a family is registered for one year in their home parish and is an actively participating family, then the parish will pay an operational subsidy of \$500 per child to St. Charles School to financially support that student's Catholic education. If a parish does not pay the subsidy, the parent/guardian is required to pay the entire amount by December 31st of the current school year.

Tuition and Fees

Current tuition and fee schedule is available on the School website or by contacting the School Office.

Registration fees are NON-REFUNDABLE. Registration fees must accompany the registration forms. To qualify for the Catholic parish subsidy, Catholic families must be registered, practicing their faith and supporting their parish. Additional information on registration, tuition amounts, and possible tuition financial assistance is available through the School Office.

A tuition contract is signed by each family in August or at the time of registration. This is an annual contract that binds the signee to payment of the full annual tuition and fees. A monthly payment plan does not change the obligation to pay the full annual tuition and fees.

Tuition fees are due no later than and are overdue after the 21st day of the month. Late fees will be assessed and penalty charges will occur for all insufficient debits or checks with insufficient funds. Tuition covers only a portion of the cost of educating each student. Additional school funds are generated from the raffle, fundraising activities, parish subsidy and donations.

It is the responsibility of the St. Charles principal, with the assistance of the Finance Council, to set annual tuition and fees. Parents may choose one of the following methods for paying tuition:

- Full payment due on June 1st with a discount. This payment shall be made directly to the school.
- Two payments of 50% of tuition due on June 1st and December 1st. Payments shall be made directly to the school. If unforeseen financial problems should occur, your tuition account will be converted to the FACTS plan by December 15th and the first payment will be deducted in January.
- Ten or Twelve month FACTS Plan. The 12 month FACTS Plan begins in June and the 10 month plan begins in August. Final payment for both plans ends in May. (www.factsmgmt.com)

Families who choose the monthly payment plan are required to use FACTS. The FACTS Plan is an automatic electronic payment plan paid through a checking or savings account. Those choosing the monthly plan will authorize their bank or credit union to make automatic monthly electronic payments to FACTS on either the 5th or the 20th of the month. Each family pays an annual set-up fee for using the FACTS service. If you have a child attending another school that is using FACTS, the fee is reduced for the second school. The FACTS administration fee will automatically be processed by FACTS as soon as the company receives the application

If FACTS attempts to collect a tuition payment from a family's account and there are insufficient funds, the following actions are taken:

- The company will immediately charge the account a NSF fee.
- FACTS will attempt to collect the payment every 5th and 20th of the month for two months.
- FACTS will charge a fee for every attempt that is unsuccessful.

Questions regarding tuition payment should be directed to the St. Charles Business Office at (505) 242-5788. All families are required to fulfill the entire year's contract.

Having agreed to a specific tuition payment plan, the parent or guardian financially responsible for the student must understand the following:

- (1) A school family will not be allowed to use After School Care or After School Enrichment if a payment is thirty (30) days past due unless arrangements have been made with the principal.
- (2) A school family will be required to meet with the principal if a tuition payment is sixty (60) days past due. The principal will determine whether the student will be allowed to continue to attend class.
- (3) No student will be admitted to school in August and no transcripts or report cards will be issued until a plan has been made to pay the current and previous financial obligations. This payment plan can include all registration fees for the upcoming school year.
- (4) No transcripts or report cards will be issued until all library fines, lost or damaged textbook charges, restitution for damages to school property, cafeteria charges, graduation fees, tuition, or administrative fees have been paid in full.

Fundraising Obligation

The annual tuition does not cover the true cost of educating a student. In order to keep tuition cost at a minimum, we require that every school family participate in fundraising. The required amount is \$600.00 per family, as follows:

- \$300.00 in raffle tickets (mandatory fall fundraiser, drawing at Halloween Carnival)
- \$300.00 by selling additional raffle tickets, participating in other fundraisers or making a donation to the school fundraising account

Any families who have not achieved their fundraising obligation must pay the balance of fundraising owed in full or have the outstanding balance added to their FACTS account to be paid in three (3) monthly payments. The first half of this obligation is the Fall/Halloween raffle and was paid as part of the orientation and registration process. Any other arrangements for this obligation must have been made the business office. The second half is due to be paid by April 1 unless solid commitments to the last fundraiser of the year or other arrangements have been made with the business office.

For those students who participate in the school's athletics program, required athletic forms and physicals need to be completed and turned in prior to the first scheduled practice. An athletic fee of \$150 is assessed and needs to be paid prior to the first scheduled practice.

Financial Assistance

Financial assistance may be provided to families based on need and circumstance. In order to receive financial assistance, families shall submit an application to the FACTS service. Financial Assistance Forms are available on-line at www.factstuitionaid.com or through the FACTS link available on Sycamore. It is important for families to let the school know if financial assistance is needed.

Financial assistance is for tuition only and will not be used to pay for the parish subsidy, fundraising obligations, registration fee, or other charges.

Outstanding Financial Obligations

All financial obligations shall be met before a student receives the final report card and/or transcript.

An elementary school may withhold a student's diploma until that student or the student's parents or legal guardians satisfy their educational, financial and/or disciplinary obligations to the school. A student's participation in graduation exercises is a privilege, not a right.

Parish/Regional schools may exclude a student from participating in graduation exercises for reasonable cause (i.e. discipline, failure to meet financial obligations) even if the student is to receive a diploma. The principal shall have the discretion to exclude a student from participation in graduation exercises after consultation with the Pastor/Rector and the Superintendent of Schools. (ASF/CSPM#2600)

In order to participate in graduation activities, all fees of 8th graders shall be paid in full and all financial obligations shall be met. The school reserves the right to withhold examinations from all students whose accounts have not been cleared.

Monthly Financial Ledger

The monthly Financial Ledger is available on Sycamore. The balance on the ledger consists of three basic charges that are owed by every family after the registration fee is paid: Tuition, Parish Subsidy and Fundraising Obligation. The financial ledger also notes any additional charges such as before-care and after-care fees and athletic fees. Please review the ledger carefully on Sycamore and notify the office of any errors.

Other expenses and fees which parents may expect to bear are as follows: class activity fees, party fees, graduation fees, recorder/music book costs, After School and After School Enrichment fees, uniform costs, athletic participation fees, and lost or damaged textbook, school material or athletic equipment charges.

Cafeteria

St. Charles offers a school lunch at a cost of \$3.00 per meal. Children are also permitted to bring sack lunches. St. Charles has implemented a computerized debit system that allows you to pay in advance for meals if you choose to do so. Students are able to pay cash on a daily basis as they have in the past.

All students will have an established cafeteria account on Sycamore. We ask that you make advanced payments on Sycamore, or the cafeteria can accept cash payments on a daily basis.

Money will be deducted from an account when the student uses the account to purchase meals. There is no limit on the amount of money that can be deposited into a Sycamore account. Parents can make an advanced payment in cash or by check in an envelope or bag. Please write the name and grade of the student, the date, and the amount enclosed. The parent or the student can give the envelope with payment to the cafeteria cashier or to the School Office.

Change of Address and Phone Numbers

Notify the School Office immediately concerning any change of address, phone numbers, email addresses, changes in guardianship or custody, or other vital information needed in case of an unexpected emergency. This is necessary care for your child should an emergency arise.

Communication with Parents

Our external school website is designed for the general public and alumni. Our Sycamore Education website is used to communicate with parents, teachers, and administration. Student progress, homework assignments, lunch menu, and specific communication from teachers and the principal are posted to the site. Access to Sycamore is through a link on the school website or directly (<https://www.sycamoreeducation.com>). Parents will be provided with the school ID, username and password required to access the Sycamore Education data.

Our School Office communicates with parents also through text notices and emails. Tuition statements will be available at the end of the month for the following month.

In addition, information concerning our school can be found in flyers, the weekly reminders from teachers, in your child's agenda, in our parish bulletins, through PTO meetings, by calling the School Office, and on Sycamore. Ask your child about any special notices and communications on a daily basis, and frequently refer to our school Sycamore Education website and to the classroom Sycamore pages for updated or new information. Some information on Sycamore may not be displayed using a mobile phone app, so we recommend you log into Sycamore several times each week using a regular computer or tablet.

Time and Talent

In the document *To Teach as Jesus Did*, the Catholic Bishops emphasized one of the three interlocking dimensions of the ministry of the Church has been and continues to be service to the Christian community and the entire human community. Historically, the Catholic Church has depended upon the generosity and goodwill of its members in providing time, treasure, and talent to the achievement of its mission.

Volunteers have played a major role in Catholic education since parishioners joined their efforts to establish the first Catholic schools in America. The tradition of involvement has been strong and each year grows stronger.

Volunteer Rights

- (1) You have a right to be treated as a member of our school community and trained in our rules and regulations, as well as safety procedures, while acting as a volunteer school.
- (2) You have the right to be treated with respect due any adult staff member.
- (3) You have the right to worship with us.
- (4) You have a right to the tools and information necessary to perform assigned tasks.
- (5) You have the right to ask questions.

Volunteer Responsibilities

- (1) The volunteer is obligated to undergo Abuse Awareness Training as required by the Archdiocese of Santa Fe and any other school training necessary for the safety and well-being of all our students.
- (2) The volunteer must sign the Confidentiality Statement.
- (3) The volunteer respects and enforces the school rules and works in a manner which keeps the safety, education, and rights of the students as a focus.
- (4) The volunteer arrives on time, signs in at the School Office, wears the printed name tag, and performs the assigned task(s) and signs out before leaving.
- (5) The volunteer recognizes that the school exists for the benefit of the students and treats all students the way Jesus would treat them if He were the volunteer.
- (6) The volunteer asks for instructions and assistance when needed.
- (7) The volunteer must sign in and out on the volunteer logbook.

Volunteer Confidentiality

In the course of your volunteer work at St. Charles Parish School, you may hear or see confidential information about students or teachers. **As a member of the Christian community here at St. Charles, you have a responsibility to keep this information confidential in any setting inside or outside the school. At the same time, volunteers must understand there are also times when student confidences cannot be kept. For example, if a student confides to a volunteer a desire to harm himself/herself or others, that information must be reported to a teacher, the principal, or to the Pastor, who bears the responsibility of communicating with the student's parents, if appropriate. The guideline is: "Any information which, if shared with faculty or administrators, may save someone from harm, must be shared."**

Volunteer Training

Volunteers are required to attend Abuse Awareness Training as outlined above. Specific training may be required for individual assignments and will be provided by the staff member in charge of that assignment.

Supervisor of Volunteers

The principal is responsible for school operations; thus, the principal supervises all who serve in any capacity in the school.

Volunteering and Service Hours

Volunteering provides us a golden opportunity to grow closer together as the St. Charles Family and to show our generosity of spirit. To that end, we ask parents, grandparents, and also St. Charles parishioners to volunteer in support of school activities and functions. We want our mid-school students to volunteer and do service hours (nine (9) hours per trimester). We see our responsibility to teach our students to volunteer and serve the larger community as part of the Christian perspective. Students need to be creative in how they serve the greater St. Charles School Community. Below are suggested areas that parents, grandparents, and students can help in which to volunteer. If you have suggestions, please contact our School Office.

Archdiocesan policy requires all adults who work with students in any capacity to attend the Archdiocese of Santa Fe Safe Child: Sexual Misconduct Awareness and Prevention Workshop. Only those parents who have attended this workshop may accompany students on field trips, or work in classrooms. **Volunteers are required to attend these workshops only once.** Any volunteer younger than 18 must be under the supervision of a trained adult.

² The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records.

Some examples of volunteer tasks include:

- Assisting in Library (During school day or after school)
 - Re-shelving books and organizing shelves
 - Doing inventory
 - Processing new/donated books
 - Check out books to students
 - Helping with Book Fairs
- Assisting in the Cafeteria and monitoring (10:30AM – 1:30PM)
 - Monitoring lunchroom along with staff member
 - Organizing or assisting with special lunch events
- Assisting Office Staff (During school day)
 - Copying
 - Assisting with First Aid and sick/injured child care
 - Answering phones
 - Stuffing envelopes
 - Collating/distributing papers to send home
 - Helping with basic computer work
 - Helping prepare for school-wide event
 - Specialized computer support
- Assisting Teachers/Classroom Aides (During school hours or at home depending on assignment)
 - Serving as class room parent or assistant to organize volunteers
 - Helping with Carnival, field day, jog-a-thon and special events and fundraisers
 - Baking/bringing refreshments for classroom parties or school events
 - Sharing a hobby or arts/crafts project with classes, After School enrichment
 - Sharing a musical talent with class
 - Reading to a class or with a student
 - Assisting with special projects and clean up
 - Preparing for classroom activity -cutting out, assembling, etc. at home
 - Planning or decorating bulletin boards
 - Helping prepare for the Christmas Musical, the Art Fair, and other events
 - Providing transportation/acting as chaperone for field trips/athletic meets
- Coaching/working concessions and other jobs for athletics
- Assisting with Beautification/School Maintenance
 - Decorating classrooms and hallways
 - Participating in campus work days to do projects planned
 - Volunteering for projects involving general upkeep of the school buildings
- Coordinating or Assisting with Special Events and Fundraisers
 - Chairing/co-chairing an event (find a partner; you don't have to do it alone!)
 - Chairing or serving on a committee for an event
- Serving on PTO committees, Booster Club, or Cardinal Consultative Council
(ASF/CSPM #1090)

Don't know how you can help with an event? Come to a PTO meeting and find out where your talents and gifts can best be put to work for your kids and our school!

ADMISSION POLICIES

In keeping with the universality of Christendom, St. Charles admits students of any race, color, and national origin to all the rights, privileges, programs and activities generally accorded or made available to students at our school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs. Admission to St. Charles will be based on a first come-first served enrollment process pending our ability to meet academic and social needs, and as long as an opening remains in the appropriate class. However, during pre-registration, preference will be given to families in the following order:

(1) Current St. Charles Catholic School families

A current St. Charles Catholic School family is one who has a student currently enrolled at the school and whose tuition, subsidy and other charges are current. Siblings of currently enrolled students have first priority of acceptance.

(2) Active parishioners of St. Charles Church who are new to the school

An active parishioner is defined as a family who:

- *is registered at St. Charles Parish*
- *participates in weekly Mass as indicated by the presence of offertory envelope*
- *actively participates in church activities/ministries*

(3) Active parishioners of another parish outside the local area who currently have children enrolled in a Catholic elementary school and are transferring to St. Charles

(4) Active parishioners from other Catholic parishes in the local area

(5) All others

Age Requirements

Age requirements for classes are as follows:

- **Pre-School** – in general, students must be 4 years old on or before September 1. students who are 3 years old may be admitted after a joint interview with the parents, the student, the principal, and the pre-school teacher
- **Kindergarten** -must be 5 years old on or before September 1
- **Grade 1** - must be 6 years old on or before September 1

Children seeking admission to Pre-School, Kindergarten, or Grade 1 who are under age according to admission requirements may be admitted to the respective grade only in certain circumstances:

- (1) The student has moved from a state in which the age requirement differs from what is listed above and was currently enrolled there.
- (2) The student has successfully completed the respective grade in that out-of state Catholic or accredited school.
- (3) A written waiver is granted by the St. Charles Principal, based on the above guidelines and any other applicable data.

Bathroom Needs

All students enrolled at St. Charles must be able to take care of their personal bathroom needs. Class schedules include ample opportunities to visit restroom facilities throughout the day. Parents should talk to their children about not waiting until the last minute to communicate their bathroom needs to their teacher.

New Students

Application forms for new students may be obtained from the School Office. Applicants are required to submit copies of the following:

- (1) Birth Certificate, Social Security Card, and medical insurance card
- (2) Baptismal certificate, and First Communion/Confirmation certificates (if applicable)
- (3) Proof of up-to-date immunizations (current shot record)
- (4) Transcript from previous school, if applicable
- (5) Copies of report cards, test scores, if applicable
- (6) Tuition Contract and/or Tuition Addendum
- (7) Completed registration forms accompanied by registration fee

All new students are accepted on probationary status until all pertinent documents are received and reviewed, at which time a decision on continued enrollment will be made by the school administration.

Students remain on probationary status through the first semester of attendance. Testing for admission may be required at the discretion of the administration, with appropriate fees to be paid by the applicant. Parents of prospective new students may be required to attend an interview with school administrators. St. Charles will follow the promotion/retention recommendations of the transfer school if the student failed to meet the standards for grade promotion.

Parents or legal guardians of students who have been home-schooled shall provide proper documentation to St. Charles School that will allow the school to properly evaluate and place the student. **(ASF/CSPM #2000)**

Returning Students

Parents must re-enroll their children for the coming school year. Since acceptance for the next school year is not automatic, the school reserves the right to accept or decline applications for the next school year at the discretion of the school administration. Such decisions are based on student conduct and/or achievement, student attendance, parental cooperation, and records of meeting financial and other obligations. Denial of re-admission will be made in writing.

Application

Application forms for pre-school through eighth grade students are available in the School Office and on the website. Tours to view campus facilities are available by appointment and during Open House events.

Registration, Tuition, and Fees

Registration for students and siblings of students currently enrolled in St. Charles begins during Catholic Schools Week of each year (beginning the last Sunday in January). Two weeks later, registration will be opened for new students who want to attend the school. The principal will schedule times to meet with parents to discuss enrollment. For all students, *Registration fees should accompany completed registration forms*. As an incentive to make a commitment for more efficient fall planning, the registration fees are lowest before March 1, with increases in May and June. See Fee Schedule for details.

To reiterate what is already stated on the tuition contract and under the previous section entitled “Tuition and Fees”, a tuition contract is signed by each family at registration.

This is an annual contract that binds the signee to payment of the full annual tuition and fees.

Student Records

St. Charles adheres to the Family Education Rights and Privacy Act² regarding access to student records.

CURRICULUM OFFERINGS

The Diocesan curriculum guidelines, consistent with the state of New Mexico guidelines, are followed for the teaching of all secular subject areas. St. Charles offers its students opportunities for growth in the following major subjects:

Religion

Religious instruction in the Christian faith, as lived out in the Catholic tradition, forms the basis for the total development of the student. All students are required to participate in all regular church services during school time. The Religion curriculum from the Archdiocese of Santa Fe forms the nucleus of religious instruction. Liturgical Services are held weekly and on Holy Days for the entire student body and staff. Parents and family are always welcome.

² The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records.

Sacramental Formation

Parents with children who are ready to begin celebration of the Sacraments should inform the school at registration. Sacramental formation consists of ongoing systematic catechesis based on the focused formation instruction on the particular sacraments.

The religion curriculum is based on the Archdiocese of Santa Fe's curriculum and will help parents fulfill that requirement. Formation for Reconciliation and the Holy Eucharist begins in the 3rd grade at St. Charles. Parents with children ready to begin formation for Reconciliation should let the School Office know their child is beginning formal formation for Reconciliation and then First Eucharist.

Mass and Prayer

The most important aspect of a child's development is spiritual. St. Charles expects all families to attend weekend worship services in the church of their choice. In addition, all St. Charles School students attend Mass on Fridays and on Holy Days of Obligation. Prayer is a daily part of our morning routine for all classes, usually over the school intercom, in addition to classroom and other special prayer opportunities. First Friday devotions are also on the school calendar of events each month.

Language Arts

Reading skills form the basic literary foundation and are critical tools for gaining knowledge and understanding in all subject areas, including the spiritual and the academic experiences of life. Emphasis is placed on Language Arts as a foundation for all learning, with remediation and enrichment opportunities provided as determined to be beneficial to the child.

Mathematics

The math program is designed to help each student learn the basic mathematical structures, language, and principles in order to develop skill in computation, to use vocabulary and symbols in reading and interpreting data, and to measure and solve problems.

Physical Education/Health

The physical fitness program provides students with the opportunity to exercise and acquire lifelong skills to maintain a healthy body and attitude. The program includes competitive athletics (grades 5-8), as well as beginning competitive intramurals in grades 2-4. Health classes are also included in the physical education program.

Spanish

The purpose of the Spanish program is to familiarize students with a basic knowledge of Spanish vocabulary, grammar, and conversational skills.

Social Studies

This program is designed to develop the knowledge, understanding, skills, and attitudes necessary for becoming good citizens.

Science

The purpose of the Science program is to promote a genuine interest in all facets of Science education and to provide skills necessary to achieve scientific literacy appropriate to grade level. Science will also prepare students for participation in science challenge activities (e.g., science fair).

Fine Arts

The purpose of the Fine Arts program is to provide students with the opportunity to experience and appreciate the fine arts and to develop basic skills in music (choir, recorders, and band) and art.

Computer Literacy

Computers are utilized in the classroom and lab setting as tools to enrich the curriculum in the classroom. Keyboarding skills, ethical use of technology and the internet, and general computer skills are taught, with a goal of integration of those skills into the learning process of the student.

Co-Curricular Activities

A number of opportunities for enrichment and reinforcement of skills and knowledge are integrated into our curriculum. These include contests, bees, tournaments, and organizations intended to allow students to excel academically as well as in leadership roles.

Guidance

Our teachers are interested in the physical, academic, spiritual, and emotional well-being of our children. We have a moral obligation to work as partners with the parents to guide the students to be healthy, productive citizens of our community and world. The more the teacher knows about the environment of each child, the better he/she is able to guide him/her through these important years of development. For this reason parents are encouraged to consult with the teachers and the principal when there are problems at home which could result in a child's experiencing some emotional or physical difficulties.

Character and Virtue

Character education, rooted in the teachings of Christ, is incorporated into all areas of our daily curriculum as well as a specific curriculum focused on the lives of the saints. As a school, we attend Friday Mass weekly to celebrate good character and other student achievement. Parents, guardians, and family are always welcome. We are dedicated to helping parents in their responsibility as primary educators of their children, in teaching, enforcing, advocating, and modeling the virtues we wish to instill in them.

ACADEMIC STANDARDS

Standardized Testing

One aspect of the education at St. Charles is academic. We follow state and diocesan curriculum guidelines, with standardized testing being one of several means of assessing pupil performance. Standardized tests, including the STAR 360 Assessment, will be administered each spring during the designated testing week(s) to the required grades. The results of these tests are analyzed in order to continue to develop the academic excellence for which we strive.

In addition, benchmark tests are administered to assess students' academic needs and evaluate their progress. An ACRE³ test is given to all students in the required grades each year. This test is an evaluation of scriptural, social, and moral growth of the student body over a period of years.

Progress Reports and Report Cards

Academic grades are to be based solely on scholastic achievement as defined by the individual school. Behavior is graded separately. **(ASF/CSPM#4400)**

The grading scale used for grades 3-8 is the Archdiocesan Grading Scale and is as follows:

A = 93-100	Superior
B = 85-92	Above Average
C = 76-84	Average
D = 70-75	Below Average
F = 69 and below	Failure (ASF/CSPM#4400)

As partners with the parents, we wish to communicate the academic and social progress made by the children in a period of time. Therefore, report cards are distributed every twelve (12) weeks. In addition, progress reports are issued between each report card, approximately six weeks into each grading period. Progress reports and report cards need to be signed by the parents and returned the following day.

Progress/Evaluation/Conferences

Parent/Teacher/Student Conferences will be scheduled by request of the parents or of the teachers. The first conference would most likely take place after approximately 6 weeks of school, but could occur at other times during the year, as needed. Conferences will take place

before or after school or at a time mutually agreed upon. Parents who see problems developing should contact the teacher immediately. Parents can send a pass-a-note or e-mail can be sent to the teacher or call to the office to schedule a meeting. Teachers will contact parents should any problems be noted, including changes in the student's attitude, behavior, as well as academic variance. Unless specifically prohibited by a court order, the non-custodial parent has the right to the same information and opportunities for conferences for the custodial parent. **(ASF/CSPM#4410)**

³ www.bestchurch.net/ACRE-Test.html

The St. Charles Faculty is dedicated to the task of developing students' character, as well as helping the student to grow scholastically, physically, emotionally, and spiritually. It is essential that parents and teachers form a united bond in the educational process. Parents will be informed of the student's progress by telephone, notes, conferences, progress reports, and work sent home. Parents should check Sycamore daily for communications from school. It is our responsibility as teachers and parents to work together as a team to provide the best possible education for our students.

Special Needs — Testing

St. Charles does not offer a special education program. We do, however, make every effort to accommodate identified special needs through differentiated instruction. It is important for parents to be forthcoming about the special needs of their children. A request for this information is included in the registration packet to help us meet your student's needs. Modifications will be reviewed on a semester basis or as needed to ensure adequate progress. If potential special needs are identified while attending St. Charles, the school will help in referring you to your local school district, a private diagnostician, or school staff for assessment. A parent who feels a child may have special needs can contact the Albuquerque Public Schools (APS), which serves as our Local Education Agency (LEA) for information regarding further testing.

Grading Policy

It is expected that 70% of students will attain 80% mastery on any given skill in order for the class to move to another skill. If this mastery is not achieved the teacher will re-teach, enrich and enhance until the learning expectation is met. Students who are not achieving success will be offered independent or group tutorials to achieve mastery. Parents may be asked to reinforce skills at home in order to promote success.

In order to provide a fair and consistent assessment of mastery, all classes (grades 1-8) will comply with the following:

- A minimum of 1 grade will be recorded each week for each subject area.
- A minimum of 1 test grade will be recorded every three weeks.
- All core content areas will receive a numeric grade during each reporting period. That numeric grade will be translated into a letter grade on the report card.
- Late work will only be accepted at the discretion of the teacher. No work will be accepted after three (3) days. In the event of extenuating circumstances, the parent can contact the teacher and/or schedule a conference with the teacher and principal to discuss an extension.

Absentee Policy Regarding Grades

Students will be allowed three (3) days for each excused absence to makeup missed daily assignments before suffering a late penalty. Missed tests will be rescheduled or taken upon return to school, after adequate preparation time. However, if a long-term project is due during illness, it should be delivered to the school by the end of the day on which it was normally due or it will be considered late and follow the plan for late assignments.

Parents of students in grades 1-5 will receive written directions and assignments via the assignment notebook or email to be signed by the teacher and parent in the event of absence. It is the responsibility of the student in grades 6, 7, and 8 to check with all their teachers to obtain and complete any missed work. It is up to the discretion of the teacher to offer assignments regarding unexcused absences.

Retention Policy

- If a student fails 1 or 2 Core Curriculum classes for the year and does not meet minimum expectations on standardized assessments, he/she will be conditionally passed pending a passing grade in Summer School for all failed content areas.
- If a student fails 1 or 2 Core Curriculum classes for the year and meets minimum expectations on standardized assessments, he/she will be conditionally passed based on a parent/teacher conference and signed contract regarding work ethic. He/she will be placed on academic probation for the following school year until grades are all 76 or above.
- If a student fails 3 or more classes, it will be recommended that he or she be retained in that grade and be placed on academic probation.
- The final determination for retention will be made by the principal following a conference with parents and teachers.

All decisions regarding student retention are the responsibility of the principal in consultation with the teacher(s) and parents. (ASF/CSPM#4420) Promotion to the next grade level in St. Charles School is based on "completion of academic work and mastery of academic skills. Credit for courses shall not be given solely on the basis of class attendance." (ASF/CSPM#4420) The administration may recommend retention of a student, or tutoring or summer school classes as a requirement for promotion, when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically and emotionally for the next level.

In cases of inadequate progress, each student will be considered individually. Any decision concerning non-promotion must be made after considering all the factors related to the student's development (emotional, physical, social, as well as intellectual and academic) collected from a wide range of sources throughout the year. Excessive absences and/or tardies may be cause for retention or withdrawal from the school. (ASF/CSPM#4420)

Academic Probation

A student whose academic performance indicates serious deficiencies may be placed on academic probation. A student whose average is an F in any subject or has earned 2 Ds in any subject will be subject to these policies:

- Students will not be eligible for participation in parochial league games or competitions.
- Parents will conference with teachers weekly by phone or email regarding grades/progress.
- Parents and teachers will together decide on the tutoring services that will best meet the needs of the student.

- Intervention accommodations may be implemented.
- Further testing/observation may be requested.
- Parents/teachers/administration will meet every 3 weeks to evaluate progress.

Homework Policy

Homework is not an endurance test. Students should have an average of 10 minutes worth of homework per grade level per subject. The teachers will partner together to assure this is happening. Formal homework is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, supplement and enrich class work, and to prepare for certain lessons through various experiences. In addition to the nightly homework, at least five (5) times each week all students should spend some time reading: 10 minutes of reading for students in grades k-2, 20 minutes for students in grades 3-5, and 30 minutes for students in grades 6-8.

Since each student has different capabilities and interests, it is difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted.

Generally, a student should be able to make up missed work for a 1-day absence. However, when a student is absent for more than two days, a parent should call the School Office before 9:00 AM to arrange for homework assignments to be gathered from teachers. Homework assignments may be picked up at the School Office between 3:00 and 3:30 PM. For short absences, students can make arrangements with classmates to pick up missed assignments. A buddy system is usually helpful. The principal reserves the right to set up a meeting with the parents or guardians if a student is absent too often.

Parents can do their part by:

- Providing suitable study conditions
- Encouraging the child
- Expressing an interest in the child's work
- Insisting that poorly done work be redone
- Cooperating with the school's homework policy
- Requiring a regular study and reading time, even if all assigned work is "done"
- Helping the child plan long term assignments

Honor Roll

We wish to recognize those students who have excelled academically, based on report card grades. Students in grades 4 -8 are eligible for the "All A" Honor Roll and the "A/B" Honor Roll. Students must also have conduct scores of "Satisfactory" or higher to be recognized. This is announced each 12 weeks on Sycamore and at Mass.

Educational Excursions — Field Trips

Worthwhile experiences can take place outside the classroom and the school if they are planned properly and coordinated with the instructional program. Teachers make every effort to utilize this

type of learning when possible. Before students are allowed to leave the school for any educational activity, a signed permission slip must be received from the parents. Students have a responsibility to act according to St. Charles guidelines and expectations at all times, including when off-campus for any reason on school outings. Therefore, we expect all students to follow the guidelines for behavior as set out in this handbook and to follow all rules and requests made by the teacher or other adults in charge. Since students represent the school when on a field trip, uniforms are the normally required attire. In certain instances, and with prior administrative approval, other clothes may be allowed. Field trips and school excursions are privileges rather than rights, and we may unfortunately find it necessary to remove this privilege in certain circumstances if the student is not in compliance with school regulations.

Summer Assignments

Effective May 2013 all St. Charles 2nd-8th grade students are required to complete both a reading and mathematics assignment over the summer break. The assignments are due for a test grade. The Summer Reading list is based on SRI Lexile Reading, and IXL assignments will be assigned at the end of school to returning students, mailed to registered new students, and are available in the School Office during summer hours.

The reading assignment details are posted on Sycamore. Families of new students registering in the summer must contact the School Office for the math packets. All students will be held accountable to return to school with these assignments completed as instructed.

STUDENT ACTIVITIES

Athletics

St. Charles is a member of the Albuquerque Parochial and Independent Athletic League (APIAL). Emphasis is placed on developing Christian values and sportsmanship. St. Charles School colors are red and black, and the school mascot is the Cardinal. St. Charles offers competitive athletics for student athletes in grades 5 – 8. Students can compete in volleyball, flag football, basketball, softball, and track and field. We believe athletics provide opportunities to develop and demonstrate the basics of good character: trustworthiness, respect, responsibility, fairness, caring, and citizenship. We design our sports programs with these intentions:

- Modeling virtue and character for our youth
- Encouraging athletes to exhibit good character
- Helping coaches and other responsible adults to instill and reinforce in our students a commitment to develop physical fitness and exhibit good sportsmanship

Academic Eligibility

In order to participate in athletic competitive activities, all students at St. Charles must maintain a 2.5 or better overall GPA in all classes recorded numerically. Students in Grade 5 may not have more than two (2) D's in subjects in order to be eligible to participate. All students must maintain a "Satisfactory" or better in all classes recorded on an E, S, N, U scale, including conduct. Students who do not meet the

eligibility requirements will be placed on an academic contract with a plan to raise the grades. They will be allowed to participate in practices but may not represent St. Charles in league games.

Conduct and Sportsmanship

Athletes, participants, parents, and student spectators shall conduct themselves in a respectful manner at all times. They should follow school policies and the directions and instructions of the adults in charge. Adults shall report any incident of student disobedience or disrespect to the athletic director or principal as soon as possible. Misconduct or abusive language is not tolerated by anyone, including staff, participant, parent, coach, or observer during, before and/or after the activity. Misconduct will result in requiring the person to leave the building and/or parish grounds. The principal reserves the right to determine the consequences for student or parent misconduct.

Uniforms for Athletes

Students are to wear approved practice clothing during all scheduled practices keeping in mind the importance of modest dress at all times. All team athletic uniforms are the property of St. Charles Parish School, unless otherwise determined by the principal. Uniforms are checked out to students who assume responsibility for the care of the uniform. Uniforms shall be washed carefully after each use. Uniforms shall be returned in clean condition to the Athletic Director within two days of the end of the season. A fee to replace the uniform will be charged after five days.

School Sponsored Contests

Opportunities to take part in a variety of contests and competitions are offered throughout the school year and include a variety of academic and fine arts areas. Students are encouraged to take part as often as they wish and receive recognition for participation. School-sponsored contests enrich the curriculum, enhance the learning process, and provide individual opportunities for developing and sharing talents, learning to cooperate in teamwork, growing in our knowledge of our school community's members, and of course, FUN.

St. Charles School encourages students to participate in coordinated extracurricular activities, such as Faith Challenge Bowl, Regional Science Fairs, Chess Club, History Bee, Yearbook Club, Ukulele Club, and others, throughout the year.

CODE OF CONDUCT

Philosophy of Christian Conduct

Catholic schools have a vision and values: a vision of Jesus Christ calling all members of the school to be an active community of faith in restoring all things in Christ and values of faith, hope, reconciliation, courage, service, justice, and love.

The ideal of discipline within Catholic education is to enable students to move from externally imposed discipline to self-discipline, and finally, toward adult discipleship. Children first must learn appropriate behavior through someone or something outside themselves, such as role models. As soon as they are sufficiently mature, they should be helped to govern their conduct from within themselves so that they can learn to live responsibly. Ultimately, opportunities should be provided which lead them to look beyond themselves to principled living, as exemplified by Jesus Christ.

Self-respect and respect for all others who make up our school community are essential requirements for a Christian environment. The rights of individuals must always be balanced with the acceptance of responsibilities toward the entire school community. It is our charge to help children accept responsibility for their actions and to understand the consequences.

Based upon Jesus' command to "...love the Lord, your God, with all your heart, with all your soul, and with all your mind....and to love your neighbor as yourself," St. Charles students are asked:

- To develop a truly Christian attitude in all activities and relationships with adults and other students
- To be courteous and considerate of others
- To maintain a respectful and academic atmosphere in the classrooms and halls at all times
- To extend courtesy to guests and visitors of the school
- To treat the entire school community with dignity and respect
- To carry this philosophy of discipleship into the community

As we teach, enforce, advocate, and model the virtues we wish to instill in our children, we are obligated to enforce certain rules and consequences.

STUDENT BEHAVIOR EXPECTATIONS

General Guidelines

Students are expected to behave in such a way as to show Christian Charity towards each other. The rules for all areas of the campus are based on the Six Pillars of Character:

- (1) Be trustworthy.
- (2) Be responsible.
- (3) Be respectful.
- (4) Be fair.
- (5) Be caring.
- (6) Be a good citizen.

Before School Arrival

The school building is open for the arrival of students at 6:50 AM. Students will report to the playground or Cafeteria depending on weather conditions. Behavior expectations during morning arrival are the same as during class.

Classroom Etiquette

Teachers are responsible to maintain a proper Christian learning environment in their classrooms. They will establish basic rules for proper behavior in their own classrooms. These basic rules will be based upon the following premises:

- Students will not stop the teacher from teaching.
- Students will not prevent another student from learning.
- Students will show courtesy and respect at all times.
- The teacher and school must be able to exercise discretionary authority. Therefore, each classroom teacher will send home class rules at the beginning of the school year to be signed by both parent and student as a means of communicating his/her rules.

Hallway Etiquette

While changing classes, students are to walk quietly in in two lines and report to the next class immediately.

Church Etiquette

The church building is a sacred place; hence we act with reverence when we are there. Some guidelines to help our children remember the correct behavior are:

- Be respectful at all times.
- Walk in a quiet line with the teacher to and from church.
- Keep quiet except when participating in verbal responses and singing at Mass.
- Use Holy Water properly.
- Genuflect or bow appropriately.
- Use kneelers properly.
- Stay in line when entering and exiting the pew.

Playground Rules

Children are to play in areas designated by their teachers. This is for the safety and well-being of the children. Rules are designed to protect our children as much as possible. We ask parents and families to reinforce the importance of playground safety so that children learn to take responsibility for their actions and treat each other with respect at recess times.

General playground rules:

- (1) If a problem should arise, tell the teachers on duty.
- (2) Share playground equipment.
- (3) Use playground equipment properly.
- (4) Use appropriate language on playground.

- (5) No fighting - physical or verbal.
- (6) Stay within school boundaries.
- (7) Display good sportsmanship.
- (8) Ask permission to enter the building.
- (9) Respect nature.
- (10) Play appropriately.
- (11) Clubs that exclude students are not allowed.

Playground Games/Use of Equipment:

Swings - Children may not stand in the swings; sit only. Only one child may be on a swing at a time. There is to be no twisting or bumping with the swings. Children are to exit swings properly - no jumping out of the seat while in motion. Those not swinging should stay clear of the swinging area.

Slide - Children are to go down the slide seated face front, feet first. Children are not to climb/walk back up the slide surface; only use the ladders for climbing. Children may not linger at the top but rather must go down immediately when the slide is clear of any other students.

Football - No tackle football is allowed, only tag or touch.

Wall Ball - At no time will Wall Ball be permitted on the school campus.

Red Rover - Red Rover games are not permitted on the playground unless supervised by the teacher.

Equipment - It is the children's responsibility to see that all playground equipment (such as balls, ropes, etc.) is returned to the proper place after use.

Unacceptable Playground Behavior:

Fighting, bad language, excessive aggression in play, and any other unacceptable behavior should be reported to the playground supervisor immediately.

Assembly Behavior

Student behavior for assemblies will follow the same expectations as the classroom and church. Respect and proper behavior should especially be shown to guest speakers and outside program presenters. The opportunity to attend assemblies is a privilege, not a right. Students may lose this privilege for inappropriate behavior.

Unacceptable Behaviors

Students are reminded the following are considered unacceptable behaviors and are subject to disciplinary action. Unacceptable behaviors include but are not limited to:

- (1) Violating attendance rules - absences and tardies - i.e., skipping or cutting class, leaving the campus without permission, etc.
- (2) Not being ready for class, including inappropriate attire
- (3) Using, possessing, or selling tobacco (in any form), alcohol, or illegal drugs or look-alike drugs as defined by the New Mexico Laws at any school function, on or off the physical grounds of the school
- (4) Defacing, damaging, or destroying school property
- (5) Using vulgar or offensive language written or verbal; use of vulgar or obscene gestures including signs, pictures, or publications, etc.
- (6) Refusing to accept reasonable directives of school personnel
- (7) Using and/or possession of weapons of any kind on campus or off-campus during school related activities, etc.
- (8) Cheating or plagiarizing
- (9) Stealing school or private property or the possession or sale of stolen property
- (10) Distributing any printed materials not approved by the administration
- (11) Bringing personal property to school without permission from teachers or administration (e.g., electronics, cell phones, etc.)
- (12) Public displaying of affection
- (13) Committing an offense against federal, state or local law
- (14) Acting incorrigibly - poor behavior continually repeated
- (15) Fighting, harassing, intimidating, or bullying
- (16) Behaving in a manner deemed unacceptable by the administration
- (17) Disobeying any safety guidelines, rules, and expectations
- (18) Any behavior that compromises the safety of students

Bullying/Harassing/Intimidating Behavior

The faith community of students and adults should respect, protect, and share the God-given life, worth and dignity of every person, regardless of ability, gender, appearance, cultural background, or interests. More particularly, St. Charles, through its administrators, faculty, and staff, in effecting an environment that encourages and supports learning, expresses a heightened concern for the student who may be isolated, bullied, harassed, intimidated, alienated, or the target of inappropriate conduct.

Such behaviors can include, but are not limited to: teasing, poking, biting, hitting, or extorting money, food, favors, or other possessions from another person, whether it is persistent behavior or a single egregious act. Further, such behaviors can range from mild to severe and include physical, verbal, written, or graphic aggression, as well as social isolation and alienation. Including, but not limited to epithets, slurs, stereotyping, name-calling, sexually-suggestive, insensitive, or vulgar comments, as well as written or graphic material circulated within the school, sent by text or computer or placed on walls, bulletin boards, or elsewhere for public display.

The conduct targeted under this policy need not occur in the school environment, on its premises, or at a school-approved event to come within the jurisdiction of the school, if it is deemed to affect anyone in the school community. Behavior that targets an individual or group (or their relatives, friends, or associates) is unacceptable when it:

- (1) Has the purpose or effect of creating an intimidating, hostile, abusive, or offensive environment.
- (2) Has the purpose or effect of unreasonably interfering with an individual's performance.
- (3) Adversely affects an individual's opportunities (It is not necessary to prove the victim was psychologically harmed or that the conduct was intentional).

The behaviors targeted here, including bullying and harassment, are forms of violence not acceptable in and will not be tolerated in Catholic schools as normal behavior or normal human development. At a minimum, they constitute bad manners and bad example. They may also be both immoral and illegal as well. St. Charles includes in its guidance program education about bullying, intimidation, harassment, and the consequences of such behavior. Students who are determined to have engaged in the various forms of conduct referenced here will be subject to progressive discipline, from mandatory counseling and suspension from participation in school-related activities and privileges, to disciplinary sanctions, up to and including expulsion.

DISCIPLINARY PROCEDURES

Philosophy on Discipline

Discipline is to be rooted in discipleship. Every decision made in the correction of a child should be one that strengthens their ability to follow Christ and to love as He loves us. The following forms of punishment are not permitted and could be deemed insubordinate:

- Blanket punishment (all suffer for the one)
- Having another student take names or be in charge while the teacher is out
- Academic consequences for discipline issues
- Inappropriate tone or volume level
- Inappropriate language and cussing
- Corporal punishment
- Humiliation

School Disciplinary Consequences (may include, but not be limited to):

- One on one conference
- Parent Contact
- Detention
- Behavior Plan with principal
- Classroom Isolation/In-school Suspension
- Disciplinary Probation
- Expulsion

Referral

Student referrals are made to the office when a repeated disregard of basic rules occurs. A teacher may give a referral at any time if a child's behavior is so severe as to warrant such action.

Disciplinary Probation

Disciplinary Probation includes loss of privileges such as recess, participation in school or extracurricular activities, field trips, parties, assemblies, etc. Parents/student/administration will enter into a behavior contract. Re-evaluation will occur in three (3) weeks. Students may be expelled if terms are not met.

Detention

Detention may be assigned to any student in grades 3-8 who does not follow the code of conduct. The student may be required to stay in detention during, before or after school

Isolation (In-School Suspension)

Isolation prevents the student from attending classes and extra-curricular activities during the suspension. Parents will be notified of this occurrence. During this time, the student must spend his/her day in total isolation from other students. A lunch should be sent for the student to eat while in isolation. Alternative arrangements for supervision will be made. ***Any in-school suspension will require the parents to supervise their child personally or pay to arrange supervision for their child, such as hiring a substitute or diverting a staff member from their normal duties to provide this service at the per day cost of a substitute (\$50.00 per day will be added to the next month's tuition statement for each day supervision is needed by a substitute/staff member).***

Suspension (Out-of-School Suspension)

This is the temporary dismissal of a student from school. The principal is the only school official who may place a student on suspension. This extreme disciplinary action should follow only after other means of motivation have failed, or if the circumstances warrant suspension.

Expulsion

This action is the permanent dismissal of a student from school. St. Charles follows diocesan policies and procedures regarding the expulsion of a student. These guidelines are available for review at the School Office.

DRESS CODE

In keeping with our belief that the moral, spiritual, and academic aspects of the education offered at St. Charles are of the utmost importance, we believe all students should be allowed and encouraged to focus on growth and development without distractions whenever possible.

Therefore, in the spirit adopted by Catholic schools throughout their history, all students attending St. Charles are required to wear school uniforms each day unless permission from the principal is obtained. Since uniforms are a positive part of our school environment, every school day is in general a uniform day. Being in uniform is part of being ready for class.

It is the parents' responsibility to have the student in the proper attire. Uniforms are always worn for Mass and for special events. Occasionally other appropriate clothes will be allowed for field trips, and other outdoor activities. In these cases the specified dress code will be noted on the event permission slip sent home by the teacher. As a general suggestion: if in doubt, wear the uniform.

Grooming

St. Charles students are expected to take pride in their appearance by being well groomed and by wearing their uniforms appropriately at all times when on campus or when representing the school elsewhere. This includes before and after school.

Jewelry

Jewelry is to be worn in moderation (no more than one necklace, one watch or bracelet, and one ring) and jewelry should complement (not distract from) the uniform. Students may wear one pair of earrings not larger than a dime (no hoops or dangling earrings). Students will be asked to remove any jewelry that is deemed by the faculty to be inappropriate for the school uniform. Jewelry must be removed for athletic competition. The student is responsible for any valuables brought to school. The school is not responsible for loss of or damage to any personal jewelry.

Makeup

Students in pre-school through the 7th grade are not allowed to wear any makeup and only clear polish will be allowed on their fingernails. Girls in 8th grade may wear clear nail polish and may wear limited makeup in soft tones. No French manicures or acrylic nails are allowed. The principal may require makeup or nail polish deemed inappropriate to be removed.

Hair

Hair styles (including excessive length for boys), highlighting, dying, and/or hair accessories which distract from the learning environment are not permitted. Hair must be neatly groomed.

Uniforms

Parents should refer to the current uniform requirement charts and additional instructions in this handbook for details on uniforms.

Consequences

Students are responsible for observing the dress code, and parents are responsible for enforcing it. The school's responsibility is to reinforce the parents' choice of Catholic school by enforcing those expectations. Parents will therefore be contacted if a student is not ready for class. Student negligence or indifference towards this policy shall lead to disciplinary action.

Parents may also be called to pick up their child or to bring a change of clothing. Parents should always check what their student is wearing before leaving the house to determine if the appropriate uniform is being worn.

The following consequences will be observed for different levels of uniform infraction. Each student gets one warning per grading period. After one warning (for any type of infraction) the following will be applied:

Infraction	1st Action (Applies to all students)	Grades 1-4	Grades 5-8
Failure to wear the uniform on Mass days or Holy days	Attend Mass, then report to office to call the parents.	Student will return to class until proper attire is brought to school. Student will also lose recess privilege that day.	Student will be held in the Office until the proper uniform is brought to school. Detention will be assigned for the next school day.
Failure to wear uniform as requested for a field trip or special event	Loss of privilege to attend the event	How about-- student will remain on campus.	Student will be held in the Office until students return to campus. Detention will be assigned for the next school day.
Failure to wear belt, proper socks/shoes, correct shirt/pants, and wearing skirts/shorts too short	Parent called to bring proper uniform part. [See note #1 for Pre-K and Kindergarten]	Student loses recess privilege for the day.	Student will be held in the Office until correction is made. Detention will be assigned for the next school day.
Wearing torn or badly stained uniform parts, or rolling waist to shorten skirt	First offense: Student asked not to wear again. [See note #1 for Pre-K and Kindergarten]	Second offense: Students loses recess privilege for the day.	Second offense: Student will be held in the Office until correction is made. Detention will be assigned for the next school day.
Excessive or inappropriate jewelry or makeup, improper outerwear or shirt untucked	First offense: Jewelry or outerwear confiscated or student is asked to remove makeup or to tuck in shirt. [See note #1 for Pre-K and Kindergarten]	Additional offenses: Parents must retrieve confiscated jewelry or outerwear from teacher or office. Student loses recess privilege for the day.	Additional offenses: Parents must retrieve confiscated jewelry or outerwear from teacher or office. Student will be held in the Office until correction is made. Detention will be assigned for the next school day.

Note #1: Students in Pre K and Kindergarten are exempt from penalties, but are still encouraged to follow these procedures. Parents will be contacted and advised.

School Uniform Guidelines

St. Charles' uniforms may be found at Dennis Uniform or other uniform suppliers who sell the proper items of clothing listed below. Students must be in uniform on the first day of school. Used uniforms are available from the school resale closet. No uniforms will be sold in the "used uniforms sale" that do not meet the school standards.

Some items, such as the girl's dress uniforms, may not be in stock in every size and may require a special order. Please allow ample time (up to 12 weeks) to be sure you have what is needed for your child to start school in uniform. Plain uniform shorts or pants may also be purchased at Walmart, Target, Dillards, Kmart, JCPenney's, Sears, Burlington Coat Factory or other retail stores with seasonal uniforms sections as long as they conform to the uniform guidelines.

When in doubt, check the stock at Dennis Uniform to see the correct styles before you buy elsewhere. Please read the details on the next few pages carefully for additional guidelines on what is appropriate uniform wear at St. Charles. Please keep unexpected seasonal weather changes and your child's comfort in mind when selecting uniforms.

Students may wear approved school hoodies, spirit shirts, polo shirts and button shirts purchased through the school. This wear is sold as a fundraiser and is optional. St. Charles spirit wear can only be worn on designated days. Any shirt sold at a St. Charles fundraiser, including the Parish Fiesta, may be worn on Spirit Days.

Uniform Requirements by Grade/Gender

	Girls Pre-K-4	Girls 5-8	Boys PreK-8
Basic Uniform	<ul style="list-style-type: none"> • Center box pleated plaid shift, skirt or skort • White Blouse with Peter Pan or Sport Collar(long or short sleeve) • White, red, navy blue, or black socks or leggings/tights (for cold weather only) - • Shoes [See note #1] 	<ul style="list-style-type: none"> • Center box pleated plaid shift, skirt or skort • White Blouse with Peter Pan or Sport Collar(long or short sleeve) • White, black, red or navy blue socks or leggings/tights ankle length (for cold weather only) - • Shoes [See note #1] 	<ul style="list-style-type: none"> • Navy blue pants with black or brown belt • White, red, navy blue, or black socks • Red knit polo shirt(long or short sleeve)

	Girls Pre-K-4	Girls 5-8	Boys K-8
Optional	<ul style="list-style-type: none"> • Navy blue pants or walk shorts with black or brown belt • Red knit Polo • Belts are not required for pants/shorts styles with no belt loops 	<ul style="list-style-type: none"> • Navy blue pants or walk shorts with black or brown belt • Red knit Polo 	<ul style="list-style-type: none"> • Navy blue pants or walk shorts with black or brown belt (belts are not required for pants/shorts styles with no belt loops) • Red knit Polo
Accessories	<ul style="list-style-type: none"> • St. Charles sweatshirt or hoodie • Red, solid black or solid navy blue cardigan sweater 	<ul style="list-style-type: none"> • St. Charles sweatshirt or hoodie • Red or solid black cardigan sweater 	<ul style="list-style-type: none"> • St. Charles sweatshirt or hoodie • Red or solid black cardigan or V-neck sweater

Note #1: Shoes should not distract from the integrity of the uniform. Laces must be tied and match the shoe. No flip flops, slippers, mules, thin soled shoes or backless shoes, sandals, or beach type shoes may be worn to school at any time. No high top style or 3/4 height shoes (including boots) may be worn.

BELTS: Students in grades Pre-K-4 may wear leather velcro belts in black or brown.

SHORTS: Navy blue shorts that are no more than 3 inches above the knees may be worn by boys or girls in the Fall, Spring, or Summer months, weather permitting, at the discretion of parents. Please keep unexpected seasonal weather changes and your child's comfort in mind when making the decision to send them to school in shorts. A temperature of 70°F or above for the full day is a good indicator of an acceptable shorts day.

REMINDER: PLEASE LABEL ALL CLOTHING ITEMS WITH STUDENT'S NAMES

Additional Dress Code Requirements

- (1) Only plain solid red or solid black outerwear or a St. Charles hoodie (purchased through the school) or sweater that is "open front" (button or zipper) may be worn in a school building. The only exceptions for indoors are the spirit hoodies or sweatshirts approved by the school. The school sweatshirt can be worn with uniforms indoors. Any coat can be worn outside.
- (2) Jeans are not permitted except for specific "jeans days" or for other reasons determined by the principal. Jeans must be dark blue and must conform to the rules regarding sagging, belts, not too tight, hip huggers, etc. They must be modest, free of holes, and free of extravagant designs.

- (3) Students are not allowed to wear hats, except on specific free dress days. Hats are NEVER to be worn in the building.
- (4) Jewelry is limited to one modest necklace, one watch, bracelet, and one ring.
- (5) Boys and girls in all grades are required to wear their shirt-tails tucked neatly inside their pants, skirts, shorts or skorts.
- (6) No low-rise (hipster), tight or form-fitting, baggies, cargo, painter or skater/biker pants or shorts of any type are allowed. Uniform pants/shorts must be dress/Docker™ style pants and material (should be twill or khaki - NO corduroy, denim, or jean material) with inset packets (no patch pockets). Pants may be pleated or flat front style. Form-fitting khaki pant styles like American Eagle™, although popular, are not uniform and will not be allowed, so do not buy them.
- (7) Pants/shorts must be worn with a belt (grades 1-8) and must be worn within one inch of the waist (NO SAGGING). Belts are not required for pants/shorts styles with no belt loops.
- (8) Shorts/skirts/jumpers should not be shorter than one (1) inch above the top of the knee. Most uniforms have extra material available to let down the hem if needed.
- (9) Socks must be worn as designed to fit with cuff worn either up or down.
- (10) Tights or stockings worn on cold days must be white, red, navy blue or black.
- (11) No brand name logos, emblems, or names should be visible on any uniform part, including shoes unless the logo/emblem/name is an official St. Charles logo. Any exceptions will be few in number and must be approved by the principal.
- (12) Belts should be brown or black with no decorations. Belts should be worn tight enough to keep the pants/shorts within one inch of the waistline. Belts are not required for pants/shorts styles with no belt loops. Pre-School and K students are exempt from wearing belts. If they do wear belts, a leather velcro belt is acceptable.
- (13) Uniform shirts (dress & polo) may be purchased in long sleeves for winter wear. Dress shirts must be worn with sleeves fully extended and sleeves may not be pushed up. Polo long sleeves may be rolled up. Casual uniform shirts must be unisex classic polo shirts. This means polos with frilly collars or sleeves, yokes, multi-buttons, etc. will not be accepted.
- (14) Any modifications to this dress code will be few in number and must be approved by the principal.

Free Dress Day Guidelines

- (1) Basic dress code rules of modesty, neatness, and safety still apply.
- (2) Clothes should be clean and free of holes.
- (3) Jeans should be dark blue denim. No distressed or colored jeans.
- (4) No short shirts with leggings.
- (5) Clothes with offensive or questionable messages, inappropriate art, or immodest (low cut or showing midriff) styling may not be worn. Spaghetti strap shirts/dresses should not be worn.
- (6) Dress, shorts, and shirt lengths must follow dress code rules.
- (7) If pants have belt loops, belts should be worn. Shirts designed to tuck in should be tucked in.

- (8) Sandals, flip flops, mules, and boots should not be worn by students in any grade. Remember your child's PE class when choosing shoes to wear for the day. Comfort and safety should be considered.
- (9) Hairstyles, makeup, and jewelry must comply with the rules.
- (10) Student behavior should not change when wearing something different from school uniforms.

STUDENT SUPPORT SERVICES

HEALTH AND SAFETY INFORMATION

Communicable Disease

As members of the St. Charles community, we have a responsibility to protect our children from illnesses. Parents of students with a communicable or contagious disease (such as chicken pox, measles, lice, pink eye, impetigo, etc.) have a responsibility to phone the school so other students who have been exposed to the disease can be alerted. Students with contagious diseases are not allowed to come to school while they are contagious and are not allowed to return to school without a doctor's release.

A student may not remain at school with a fever, diarrhea, or vomiting. *A child must not return to school unless he/she has been free of symptoms for 24 hours.* If an illness requires an antibiotic, *the child should receive the medication for 24 hours before returning to school.* Please adhere to this rule for the protection of all our children and staff. You will be called to take your child home if he/she returns to school before either 24-hour waiting periods expire.

Student Illness or Injury at School

While St. Charles Parish School does not have a registered nurse on-site, we take every precaution to protect our children from illness and injury. However, we realize that children do become ill, and they do suffer a variety of injuries, in keeping with the nature of being children. A student who is ill or has been injured during the school day is sent or brought to the office. We will make every effort to comfort the child and assess the illness or injury. If we find it to be warranted, the parent will be notified. School is not the appropriate place for sick children; should it be necessary to call parents, they are expected to make arrangements to pick up their sick children immediately in order to protect the remaining children in our care. If a student is running a fever, feels nauseous, or is vomiting or experiencing diarrhea, before school, that student should remain at home until symptoms are gone for 24-hours.

Health Records/Immunization Policies

St. Charles will follow guidelines regarding health records and immunization policies as set forth by the State of New Mexico. All updated health and immunization records must be turned in with registration paperwork.

Medication

All medication should be given outside of school hours if possible. Three times a day medications should be given before school, after school, and at bedtime for optimal coverage. If necessary, medication can be given at school only under the following conditions:

- All prescription medicine must be in the original container, labeled with a current pharmacy prescription label, and must be prescribed by a doctor or dentist for the current illness or complaint. The pharmacy can supply two labeled bottles for this purpose. All “over the counter medications,” for minor aches and injuries, must also be in the original container and be age appropriate in dosage. Medications sent in baggies or unlabeled containers will not be administered to students.
- The parent **MUST** bring all medication to the office and pick up unused medicine. Children should not have any medications in their possession at any time on campus. An exception may be made for a student to carry an Epi-pen, asthma inhaler, or other emergency medication only with written permission of the doctor. Any medications left in the office at the end of the year will be destroyed.
- No medication will be administered without a signed Medication Permit Form (available at registration and in the School Office).

Additional guidelines regarding medications given at school are available for viewing in the Archdiocese of Santa Fe Catholic Schools Policy Manual Policy No. 2320

Food Service

The physical well-being of our children is important to all of us at St. Charles. We make every effort to care for our children by encouraging healthy, nutritious lunches every day. We hope our parents and families will support us in this endeavor. In keeping with this concern, we do not allow students to purchase soft drinks during school time. We also adhere to the guidelines established by the state concerning foods of minimal nutritional value. Our school has a Wellness Policy in place that is available on request in the School Office. All student food allergies and lactose intolerance reports to the school require a doctor’s note to be on file at the school to document these medical conditions. St. Charles is a nut-free school. No foods containing nuts should be brought to the school. Since the school does not have microwave ovens available to students, parents should pack lunches in thermal containers to maintain an appropriate temperature until lunch.

Each school day a hot lunch is available for purchase by the students and staff. Parents are asked to pay for the milk and lunches in advance, by the week or by the month. Periodically, as needed, a lunch account statement may be sent home with your child warning the account is near a zero balance or in the negative. All lunch accounts with a negative balance will be shut down until payment is made. No child will be allowed to go hungry.

Please do not put the kitchen staff in the difficult position of having to explain to your child that the lunch account is overspent.

School Lunch Rules

All food and drinks are to be consumed in the cafeteria. It is expected that proper conduct be exercised at all times in the dining area. Consequences for any student who does not obey rules will follow school disciplinary procedures. The cafeteria rules are:

- (1) Speak in a soft voice.
- (2) Observe basic table manners.
- (3) Listen to and show respect for all adults.
- (4) Finish eating lunch in the cafeteria, carefully empty your tray in the trash can, and clean your own area and other areas as needed.
- (5) Enter and exit quietly and orderly. Students must have permission to leave the lunch area.
- (6) Remain properly seated while you eat.

Lunch boxes and bags left after lunch will be removed from the area, placed in lost and found, and donated to the local community at the end of the school year.

Snacks

In keeping with the school's interest in nutrition and health of our children, grades Pre-K - 5 are allowed a morning snack (including a drink). We encourage healthy, nutritious snacks. Classroom teachers will send home information regarding your child's snack time and procedure. For grades 6-8, snacks are available for purchase in the cafeteria. Profits from snack sales will be used for student activities. The sale of snacks during school hours is limited to the student's assigned lunch period and snack time.

Library

The library is an extension of every classroom. We encourage the use of the library in order to allow the growth of the child's imagination, leading to independent, original thinkers of the future. Students will periodically visit the library to check out books during class time. Fines for overdue books are necessary in order to reinforce responsibility and citizenship. In keeping with the teaching of responsibility, the following rules are to be observed:

- (1) Borrowed books are to be returned on time and in good condition.
- (2) The fine for overdue books is 50 cents per school day per book with no fines charged on weekends or holidays.
- (3) Lost or damaged books damaged must be paid for by the student before any other materials may be checked out. Students who have unpaid fines, lost, or damaged books at the end of the year will not receive report cards until their account is cleared.

GENERAL INFORMATION

Use of St. Charles Borromeo Parish School Name

Attaching the school name, logo, or other St. Charles Borromeo Parish School's insignia to any event, activity or publication implies a close connection with the school, usually sponsorship or endorsement. Involvement by individual faculty, staff, students or parents is not, by itself, sufficient basis to title an activity, program or event as sponsored by St. Charles. The activity, program or event must be one for which the school takes institutional responsibility. Use of the St. Charles School name or logo or insignia may be authorized only with written approval by the principal or pastor. **(ASF/CSPM #1540)**

Absences

When a student is absent from school, a parent should call the office by 9:00 AM. This policy is for the protection of the St. Charles students. A parent/guardian may also send a pass-a-note to our nurse. Phone calls and pass-a-notes are excused absences.

Reliability is a quality we wish to instill in all our students. Just as we realize the importance of being at work on time, so we work to instill the habits of reliability and punctuality in all our students. Absences and tardies indicate a need to reassess the morning routine at home, with everyone taking their part in the responsibilities for preparation for school.

A pattern of tardiness indicates a need to schedule a parent/student/principal conference. Students arriving after the 7:45 AM bell must report to the office for a tardy slip to gain admission into class.

A written statement giving reasons for absence or tardiness must be brought to the School Office on the day of the student's return for the student to be considered for an excused absence or tardy. Should an absence for any reason other than illness seem imperative, parents are requested to consult with the principal and present a written reason for the absence.

A written note and/or a pass-a-note needs to be sent to the School Office and the student's homeroom teacher to notify the school if the student needs to leave early or if the student is leaving with another student.

Regular student attendance at school is important to the educational process. Therefore, parents are encouraged to schedule trips or family outings during the holiday or summer schedule to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility. Teachers are not required to give make-up tests or assignments for absences due to vacations.

Arrangements for make-up work for excused absences are to be made with the individual teacher. Make-up work for unexcused absences is the decision of the teacher. The teacher will designate an appropriate amount of time within which the work must be completed.

Absentee Policy

Parents are asked to schedule student appointments at times when school is not in session as this practice is harmful to the student's progress. Students who are away from school 3 hours or more will be counted as absent for half a day.

When picking up a student during regular school hours, parents are to report to the school office to fill out the required Archdiocesan Release Form. The student will then be called to the office. To avoid loss of learning time, no student is allowed to wait at the office to be picked up by a parent. When a student is returned to school following appointments or other business, the parent/guardian is to return to the office and sign the child back into school. The student will obtain a class Admittance Slip to give to the teacher. Parents shall escort their child to class after signing the child back into school. Parent/guardian should inform the school in writing if someone other than the parent/guardian is to assume responsibility for the child at the time of release. Only individuals who are authorized to pick up a student are permitted to remove a student from campus.

Excessive absences make learning extremely difficult. The parent and principal will review the progress of any student with excessive absences (e.g., who has been absent more than 10% of the available school days at any point during the school year) to determine underlying causes and develop plans to make up the lost time.

Tardy Policy

Parents are to make arrangements for their children to arrive at school on time and be picked up at dismissal time.. Students who arrive at school after at 7:50 AM are considered tardy and should stop at the front office to receive a tardy slip to enter their classroom. After 8:00 arrival, a parent must enter the front office and sign the student into school. The student will then be escorted or sent to class with a tardy slip. There is no distinction between an excused or unexcused tardy. Ten (10) tardies in one trimester can result in disciplinary probation. Fifteen (15) or more tardies in one trimester will require a contract between the school and family to determine the commitment to education.

Accidents

The school is not liable for accidents occurring on campus. Families may purchase an accident insurance policy from an independent insurance company.

After School/Before School Care Program

We realize in today's world it is often necessary for parents to work hours other than school hours. For this reason we feel an obligation to provide the best possible care for the children of our community. Our Extended Care Program is provided for a fee on the days school is in session. Opportunities for supervised homework, socialization, and structured and unstructured play are offered on a daily basis.

Before School Care begins at 6:50 AM for grades K-8. After School Care is available for grades K - 8 from 3:15 - 6:00PM. More information and registration forms for this service are available at the office. The After School Care emergency contact number is (505) 767-1095.

We have a moral responsibility to care for our children and to monitor the dismissal so all students are accounted for and are seen to be safely turned back to the care of parents or guardians. For this reason, any students, including middle school students, not picked up within fifteen minutes following the final bell will be sent to After School Care.

Attendance

St. Charles strives for excellence in education and achieving this goal requires that our children make the most of each learning opportunity. Regular attendance is beneficial to the individual student and to the class as a whole. In keeping with the belief that parents are models and teachers of their children, it is vital that responsibility and honesty be shown to the students in making a judgment regarding a potential absence.

Students are required by law to attend school. It is also our responsibility as parents and teachers, and as members of this community, to protect all our students from illness and disease, so we must remember that perfect attendance is secondary to the safety and health of all our students.

Being present in a classroom exposes the student to group interactions with teachers and fellow students. Habits established now will have an impact upon attendance later in life, especially habits of practicing the virtues of punctuality and responsibility. Every student is responsible for attendance and punctuality in every class. Students who have good attendance generally receive higher grades, enjoy school more and are much more employable after leaving high school.

Belongings from Home

Uniforms, coats, sweaters, lunch bags, lunch boxes, shirts, skirts, etc. and all other personal articles should be labeled with the student's name. Unmarked clothing, etc. will be kept for a short period of time, after which they will be given to the St. Vincent de Paul Society.

Lunches and other articles forgotten at home should be brought to the main office in order to avoid interrupting classes. Marked articles will be delivered to the owner.

Any item that may detract from the learning environment or compromise the health and safety of the school shall not be brought to school. Prohibited items include, but are not limited to

- weapons,
- toys, trading cards, laser pointers, game players
- questionable books, magazines, or pictures,
- electronic devices such as computers, music players, or cell phones may be allowed in school for educational purposes. However, if they are not being used for a specific project, they are to be turned OFF and put in the student's backpack. (See additional information Page 48)

The school is not responsible for the loss of electronic devices. The school administration will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school. Items taken away from students may be picked up by the parent(s)/guardian(s) at the end of the school day.

Birthday Parties/Invitations

It is important that we, as adults, teach children the importance of respect and compassion for all other students in the community. Therefore, party invitations which are passed out at school must include everyone in the child's classroom; otherwise the invitations should be delivered off campus outside school activities. You are welcome to send a treat for your child's whole class with the child in the morning. The teacher will determine the best time for the birthday treats. Please contact the homeroom teacher prior to sending treats.

Child Abuse and Neglect

All SUSPECTED instances of child abuse or neglect will be reported as required by state law. We are all morally and legally responsible for protecting those who are unable to protect themselves. In keeping with that obligation, it is required by the Archdiocese of Santa Fe that every volunteer undergo Abuse Awareness Training. If you need help or know someone who does, please ask for help. It is our desire as a Christian community to reach out to help other members of our community family.

Classroom Interruptions

Your child's education is important; therefore, we must insist classes be allowed to continue as smoothly and effectively as possible. Parents bringing lunches, glasses, money, etc., to a student or having business to transact, should come first to the office so arrangements may be made to contact the student effectively and with respect for the other students in the class.

Parents who wish to take a student from school during the school day must come to the School Office and sign out the student. If a student knows in advance of an orthodontist, dentist or doctor appointment, he/she is to present a note to the teacher and will be notified upon the parent's arrival at the School Office. It is suggested parents arrive early enough to check in at the School Office and wait for the student to be notified to come to the office. When a student is to leave school with anyone other than his/her own parent or those on the approved contact list supplied by the parent, the school must be notified of this arrangement by the parent/guardian prior to the student's leaving. Proper identification may be required from anyone other than a parent or legal guardian to pick up a child.

Classroom Parties

Parties are held the last hour of the school day unless special permission is obtained from the School Office. Parties should be appropriate to the liturgical season and should be considerate of all student preferences. Parties must be approved by the school administration. Special food allergies for any student in the class should be investigated before any food is brought to school.

Teachers may also give additional incentive rewards in the form of parties or celebrations during the school year. These parties must be earned by the students through meeting the expectations set and must conform to the school party guidelines.

Communication: Social Networking

All faculty, staff, and school employees are expected to maintain a professional relationship with their students. School personnel may not engage in cyber networking with children. We work hard to establish boundaries in which minors and adults are not properly “friends”. Employees will not accept students or any minors (under 18 or students who have not graduated from high school) who are associated with the school into their circle of friends on Facebook, Twitter, My Space, email, chat forums, blogs, texting, or any other personal communication tools. These boundaries are maintained under the school Safe Environment policy. Students should not be offended if their teacher does not accept these forms of communication from them. Please do not put us in an uncomfortable position by allowing your child to solicit friendships in this fashion.

Concerns

In keeping with the Church's principle of subsidiarity, problems should be solved at the most direct level whenever possible. Persons having a problem with another individual should go directly to that person before going to that person's superior.

Matthew 18:15-17 - “If your brother sins (against you), go and tell him his fault between you and him alone. If he listens to you, you have won over your brother. If he does not listen, take one or two others along with you, so that every fact may be established on the testimony of two or three witnesses. If he refuses to listen to them, tell the church. If he refuses to listen even to the church, then treat him as you would a Gentile or a tax collector.”

Protocol - If a parent has a complaint about a teacher or staff member, it seems only just that the parent discusses the difficulty with the teacher or staff member first. Procedurally, parents must go to the principal, before the Superintendent or pastor.

The following is the protocol for discussing your child’s progress (academic or behavioral):

- (1) Listen to your child.
- (2) Contact the homeroom teacher for more information.
- (3) Parents and teachers jointly develop strategies to encourage success for the child.
- (4) If additional input is warranted, conference with teacher, principal, and pastor to address student needs.

For additional information on how to address concerns, see Grievance Procedure.

Dismissal

Be prompt in picking up your children. If your child is not picked up by 3:30 PM he/she will be sent to the After School Care Program, and a charge will be incurred. We are all morally responsible for protecting those who are unable to protect themselves. For this reason we are unable to allow students to remain in the school yard without supervision.

A Drop-Off and Pickup procedure will be provided to each parent at the beginning of each school year. The procedure includes maps and directions to ensure waiting on side streets is minimized and that children are safe.

PLEASE — DO NOT PARK IN THE FIRE LANE OR UNDER THE BREEZEWAY IN FRONT OF THE GYMNASIUM AT ANY TIME

To ensure safety of the children, please refrain from using cell phones while driving in the pick-up lane. Be ready to load your children and their school supplies, including unlocking your doors. Watch the line or the staff member directing traffic and be ready to pull up when it is your turn to load.

Drug-Free School Zone/Gun-Free School Zone

On November 29, 1990, the President signed the Crime Control Act of 1990. Included in this comprehensive legislation is the "Gun-Free School Zones Act of 1990." This law makes it a federal offense for a private individual to knowingly possess a firearm in a school zone. The term "school zone" means the grounds of a public, parochial, or private school, or within 1,000 feet from such grounds. A violation of this statute subjects one to the imprisonment of up to five years (which must run consecutively to any other violation of law), a fine up to \$250,000 or both imprisonment and fine.

Additionally, the Crime Control Act of 1990 instituted amendments to supplement the Drug-Free Schools and Communities Act. Congress has enacted legislation making it a federal offense to possess controlled substances with the intent to distribute them on school property. Severe penalties of imprisonment and fines are applicable to such offenses. Anyone violating the provisions of the Gun-Free School Zones Act or the Drug-Free School Zones Act or the Drug-Free Schools and Communities Act will be investigated by the appropriate Federal agency and prosecuted by the United States Attorney's Office in the Federal court.

Eighth Grade Graduation

Eighth graders will participate in a graduation celebration to mark their readiness to enter high school. The emphasis will be on the spiritual dimension of the event. In keeping with the importance of the character development of our students, and in recognition of the work and personal effort put forth in all areas, participation in this ceremony will be limited to those students who have fulfilled all academic and disciplinary responsibilities within the community.

Electronic Devices/Cell Phones/Personal Property

Bringing electronic devices and bringing personal property on campus can be distractions to the learning environment. Students should not bring to school or have in their possession, the following: cell phones, beepers, video games, iPods, palm pilots, MP3 players, digital cameras, video cameras or any other personal electronic devices. If any student's personal items found on school grounds are deemed to be a distraction by a faculty/staff member, the student will be required to surrender the item to a staff member who will turn it in to the School Office for safe-keeping. Parents should contact the principal about the terms of returning these personal items. On the second offense the electronic device will remain in the office safe until the end of the school day, when it can be retrieved by the parent/guardian. Any requests for deviation from this policy (e.g., cell phones) must be cleared with the principal by the parents/guardians. For special needs exceptions to the policy, please see the principal.

Digital cameras and video cameras may be allowed on field trips. These devices are the sole responsibility of the student and the school is not liable for lost, stolen or damaged property.

Emergency Procedures

As adults, it is our responsibility to do our best to protect our children from harm. One way we do this is by conducting safety drills periodically. In light of our current world situation, we have a comprehensive emergency plan, covering a number of possible situations which may be drilled, in addition to fire and tornado drills.

In the classroom, following a drill and at other appropriate times, the teacher or adult in charge will review the performance of the class and explain the purpose of the drills, emphasizing the importance of following the safety procedures, and stressing the need to follow teacher instructions carefully and quickly.

Fire Drills/Disaster Drills

Fire Drills are conducted periodically at different times during the day so that students and teachers will be adequately prepared if a need for evacuation occurs. This allows for students and teachers to be aware of procedures in any building or area of the campus.

Disaster drills are held periodically with simulated conditions resembling a realistic situation. If we must implement this procedure, please remember the school building is one of the safest places for our students. The students' safety is our primary concern in these situations. Appropriate inclement weather education and information is shared with students of all ages, in order to alleviate any unreasonable fears; however, it is necessary for students to have an age-appropriate view of the dangers involved in a bad-weather situation.

Grievance Procedure for Students and Parents

Definition

A “grievance” is a complaint based on any alleged violation, any inequitable application of policy, or any dispute over the meaning, or interpretation of the terms of a contract at the local level.

Purpose

The primary purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems which may arise. The procedure is intended to resolve grievances in informal proceedings in a cooperative Christian atmosphere. The proceedings are not intended to be of an adversarial nature. No participant is entitled to legal representation in these proceedings. All parties shall agree grievance proceedings shall be kept appropriately confidential.

Non-Discrimination

No person shall be discriminated against because of filing or participating in the grievance procedure, and no reprisals of any kind shall be taken by the council or the school administration against any person because of participation in the grievance procedure.

Local Reconciliation

Before allowing differences to become formalized into grievances, every effort should be made to resolve local-level disputes, by way of a free and open discussion, between the grievant and the immediate authority. Without exception, an informal settlement between the grievant and the immediate authoritative person shall be attempted prior to formal grievance proceedings.

- Any individual having a grievance shall first discuss the same with the immediate authoritative person.
- If the immediate authoritative person is not the principal, the grievant must meet with the principal before the grievance is brought to the next level.
- If a satisfactory decision is not reached, or if the principal fails to, or refuses to, discuss the grievance promptly, the grievant shall present the grievance in accordance with the procedures outlined herein.

Level One -Pastor

If a satisfactory solution was not reached during Local Reconciliation, the following procedure is to be used:

- The aggrieved party shall submit a complaint in writing to the pastor within ten (10) business days following the grievant’s last meeting with the principal.
- The Pastor will arrange a meeting within five (5) business days following receipt of the written statement. The meeting is an attempt to informally resolve the issue and reach a solution. This meeting is to be in an atmosphere of cooperative Christian dialogue and not adversarial.

- If a satisfactory solution was not reached, the grievant will notify the Superintendent of the intent to appeal, in writing, within five (5) business days

Inclement Weather

We wish to provide a safe environment for our students, and this includes providing for road and weather conditions which may be dangerous for travel to and from school. When weather conditions are such that classes will not be held, information concerning the suspension of classes will be released to local radio stations and television stations. St. Charles, in general, follows the same procedure used by the Albuquerque Public Schools (APS) in regard to inclement weather. However, parents are advised to listen to local broadcasts and check Sycamore for accurate information pertaining to the closing of St. Charles.

Internet Policy

The internet can extend teaching and learning beyond the walls of the classroom. It provides access to global information, resources and activities, and allows communication with users across the world. The internet provides opportunities to develop students' capabilities in information handling and communication. It also promotes their awareness and confidence in using various computer-based technologies. This creates educational challenges and users need to develop the ability to evaluate and verify the information and ideas they encounter. The use of the internet in teaching and learning supports student-centered learning; it promotes the development of information and communications skills and encourages collaboration, creativity and critical thinking. The multimedia presentation of the internet suits a range of teaching and learning styles that can be highly motivating for students.

Conduct for Technology and the Internet

Students and their parents/guardians are required to review the school's Internet Usage Policy and have a signed Authorized Usage Permission Slip on file. Students are expected to practice "netiquette" which includes appropriate language, courtesy, and adherence to copyright laws.

Students are responsible for reporting any accidental "hits" of inappropriate sites. The following behaviors are unacceptable and, if known, shall be reported to a teacher:

Students who do not comply with usage rules will forfeit their usage privileges as determined by the teacher and/or administrator. Students use computers at their own risk. The school makes no guarantees and is not accountable if data is lost.

Parents should realize that their students may encounter material on a network/bulletin board that they do not consider appropriate (vulgar jokes, statements of belief that some may consider immoral, etc.). The student is responsible for not pursuing material that could be considered offensive.

Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer.

Students whose avatars depict themselves, St Charles students or their families, teachers, staff members, or parish staff in a derogatory or defamatory light will face infractions, suspension, or expulsion.

Laptop computers, tablets, and/or personal electronic devices may be used by permission of individual teachers for appropriate learning activities. Misuse of electronic devices, such as playing nonacademic games at any time on school premises, texting, accessing personal email, or cheating will result in immediate confiscation of the device. The device will be returned to a parent/guardian and a student will lose the privilege of using these devices for the remainder of the year.

The Safety and Privacy of Students, Staff and Other Internet Users

- St. Charles will not provide identifying data, such as full name, address, or other information that describes the personal situation or location of students, staff, or community members.
- Written permission from parents or guardians will be obtained before photographs are published on the internet.
- Students are warned about providing personal information across the internet.
- It is the responsibility of all users to ensure that all passwords remain confidential and are known only to their rightful owners.
- Students are to be made aware that the identity of persons they communicate with is often unknown.
- Access to the internet (including the Local Area Network) will be by user ID and password.

It may be impossible to control all materials and controversial material may be discovered. Students are ultimately responsible for their own behavior and the appropriate use of this valuable resource. They are made aware that the use of this resource may be revoked if abused. If a student discovers material that is considered inappropriate, he/she is to immediately tell the supervising teacher who will take appropriate action.

Code of Behavior

- Students will respect the computer system and use the internet for the prescribed purpose(s). No user should damage a computer system, the network and/or software.
- Only officially installed software will be used.
- Copyright laws are to be adhered to including the use of downloaded music for presentations.
- The work of others is to be respected. Users should not trespass in someone else's folder, work and/or files. Nor should someone use another person's log-in name or password.
- Submitting documents from the Internet as a student's own work will be treated as a plagiarism infraction.
- The supervising teacher is to be informed when concerns arise or there is a need for "troubleshooting."
- No user should knowingly access inappropriate websites or send, display, or download offensive messages, and/or pictures

- No user shall use obscene language, harass, insult and/or threaten others using a computer.
- Users should not intentionally waste limited resources such as band-width, especially by having music or videos constantly running on the computer during school hours, thereby slowing the network.
- Using the network for commercial purposes or use the name St. Charles School on any personal website such as Facebook.com or MySpace.com.

Lockers

Lockers and student desks are the property of St. Charles and are assigned for school use only. It is the responsibility of the student to keep the lockers and desks in neat order. St. Charles is not responsible for the content of lockers and desks. For the safety and benefit of all students, school officials reserve the right to inspect lockers and desks at any time. Students are asked not to place signs or stickers on or in their lockers or desks, in order to help maintain the clean and orderly appearance. (ASF/CSO#2420).

Lost and Found

Students are encouraged and expected to respect the property of others, in keeping with our belief in the importance of honesty and citizenship. If they find clothing, lunch boxes, etc., they should take these articles to the School Office. Money, jewelry and books found should also be taken to the office. Anyone who has lost property should check the Lost and Found. It may be necessary to check several times, and parents are encouraged to look through the lost items when they are in the building. All unclaimed items at the end of the year will be disposed of, with clothing items being given to the less fortunate of our community.

PLEASE LABEL ALL STUDENT PROPERTY

Parking Lot Procedures (drop-off/pick-up)/Campus Safety

Keeping our children safe is our primary goal. Please adhere to all parking lot rules for safety.

Always put safety before personal convenience! Please limit cell phone use while driving in the St. Charles School parking lots.

A Drop-Off and Pickup procedure will be provided to each parent at the beginning of each school year. The procedure includes maps and directions to ensure waiting on side streets is minimized and the children are safe.

Property

We all have a responsibility, as citizens of this community, to care for our environment. Should it prove necessary to discipline a child for marring or defacing school property, a part of that discipline will be to restore that which has been destroyed or defaced. Students are to

remember that the school is not personal but community property, for which we are all entrusted to care and protect. School property includes all buildings, supplies and equipment.

Riding a Bicycle or Walking To School

Please note it is the parent's or legal guardian's responsibility to ensure the safety of their children to and from school. St. Charles is not liable for accidents that occur off school property.

Safe Environment Policy

Our safe environment program begins with an Abuse Awareness Training for all adults who work in direct supervision of youth. Those trained include parents, ministers, educators, church personnel, volunteers and others in supervisory positions, such as Scout leaders, etc. This training establishes acceptable behavior that is legal, professional, and responsible and includes standards of conduct with regard to sexual abuse and harassment. Written copies are provided to each employee/volunteer who acknowledges in writing they understand and must abide by it.

The training program for adults includes the following:

- What constitutes child abuse, including sexual abuse?
- What actions, procedures and policies are used to prevent child abuse in any form?
- How does an adult identify instances of abuse of a child, including sexual abuse?
- What signs should an adult look for in a child who may be abused?
- What signs should an adult look for in a person who may be abusing a child in any way?
- What actions should an adult take when he/she believes child abuse, to include sexual abuse, may be occurring?
- What are the laws and policies regarding the reporting of abuse, to include sexual abuse, of children?

Background investigations of employees are conducted. Such investigations are conducted by a reputable professional agency, law enforcement or social service agency. Background investigations include criminal history checks of the employee and references are also checked. Supervisory personnel evaluate the results of the background investigation.

The training/teaching program for children and young people includes age appropriate materials pertaining to personal safety through our guidance and character education program. This includes information about improper touching and relationships. Children are not expected to be fully knowledgeable about child abuse or of the laws governing care of children but they need to know when they should seek assistance from a trusted adult.

Children in our schools adhere to standards of behavior that include respect for their fellow classmates, teachers and volunteers. They are also aware of response and reporting in regards to suspected abuse of any kind: sexual, drug, bullying, harassment, intimidation, etc.

School Pictures

Opportunities for student pictures are offered throughout the year. Individual student pictures and group class pictures are taken in the fall and in preparation for the school yearbook. Students wear dress uniforms for group pictures and casual or dress uniforms (no T-shirts) for individual pictures. Spring pictures are optional and free dress (nice casual or Easter clothes recommended) is allowed if the family sends a completed picture order with payment by picture day. Parents will be sent information for purchasing pictures in advance of the picture dates. The administration reserves the right to choose photographers and picture dates based on the school needs.

Soliciting on Campus

We have a responsibility to monitor the commercial information distributed within our school community. Commercial enterprises, including both for-profit groups and non-profit groups, must obtain permission from the principal before distributing advertising or informational materials to our school families.

Supply List

A school supply list will be available at the end of the year for the upcoming school year. The list will be on Sycamore.

Textbooks

Students are issued school owned textbooks. It is the responsibility of the student to care for the textbooks by keeping them covered at all times, and by avoiding situations in which the books may be lost or damaged. At the end of the year, textbooks are turned in and fines are assessed for damaged or lost books. If a book is lost during the year, the student has a responsibility to pay for the lost book. A second book will be issued upon payment for the lost book. Students are to pay for lost or damaged books in the School Office.

Transfers and Withdrawals

We realize home and employment changes create situations in which it becomes necessary to withdraw a child from our school. If there is any way we can help you with this decision, please call us. Financial difficulties can often be resolved without removing the child from St. Charles. We have a moral obligation to live out our love for the child by working with families as much as possible.

Should a withdrawal be unavoidable, it is important parents notify the School Office in advance. The school will need 24 hours to collect materials, records, etc. All charges must be paid, books returned, and tuition and fundraising paid up-to-date before records will be released.

Student records will be mailed upon an official request. If the financial records are not clear, a notice to that effect will be placed on the records until all fees have been paid. An official transcript will be sent after all financial obligations are met.

REMINDER: A tuition contract is signed by each family at registration. This is an annual contract binding the signee to payment of the full annual tuition and fees. A monthly payment plan does not change the obligation to pay the full annual tuition and fees if the family withdraws before the end of the contracted school year.

Use of School Facilities

All scheduling for the use of school facilities is handled through the School Office in coordination with the Parish Office. A "Facilities Request Form" may be picked up at either the Parish Office or the School Office and must be submitted ahead of time.

Visitors

We ask that all families be understanding of our responsibility to protect our students in every way possible. Therefore, we have a system of monitoring the presence of visitors to our campus.

Parents, visitors (including former students), and volunteers must obtain permission to enter the school, classroom and playground areas of the facility by signing in at the School Office when entering the building. A visitor's name tag will be issued and worn at all times while on campus. Name badges must be worn clearly visible on clothing at all times while in the hallways. Visitors without a name tag will be escorted to the School Office to sign in.

Visitors are asked to refrain from standing in the classroom hallways or outside the classrooms or offices. This can be distracting to the school routine. Visitors to the classrooms must have a prearranged appointment with the teacher, and visitors should not be in the classroom during instructional time, unless serving as a classroom volunteer or prearranged educational observer. The main doors to the school will remain locked for external entrance during the school day. Therefore, lunchtime visitors should enter through the main doors, sign in at the School Office and receive a name tag identifying them as a safe visitor on campus.

Visitors do not need to interrupt classroom time to deliver something to a student. Items that need to be given to a child need to be dropped off at the School Office; the office staff will ensure the child receives it. This may include lunches, books, jackets and other items. It is important that class time is not interrupted.

Former students or siblings visiting during school hours must have prior permission from the principal to be on campus and must be under supervision at all times.

Former students serving as volunteers must have permission from the principal to be on campus and must be under the direct supervision of an adult while on campus.

Non-enrolled students or children may not be in the classroom during instruction or assessment unless approved by the school principal in advance. Arrangements can be made for a non-enrolled student to shadow another student in a class for the day.

It is also important for the safety of all visitors to sign out.

PLEASE REMEMBER:
ALL VISITORS AND VOLUNTEERS ARE REQUIRED TO SIGN IN
AND TO WEAR A NAME TAG WHILE ON CAMPUS.

Withdrawal from School

See Transfers/Withdrawals.

SCHOOL RELATED ORGANIZATIONS

Alumni Association

St. Charles is in the process of developing an Alumni Association. Information on past students may be mailed to or left at the School Office or Parish Office. Please note that this information is for the Alumni Association.

Parent-Teacher Organization (PTO)

St. Charles' PTO provides opportunities for parents and teachers to meet and work together for the betterment of the students and school. All parents are encouraged to participate in this active organization. Besides sponsoring fun projects for the children, this organization helps with fundraising and organizing volunteers, as well as focusing on the primary purpose of the organization: communication between our school and families.

Cardinal Consultative Council (CCC)

Community leaders involved with the education and moral development of the students are members of this council. This council serves as a guiding body. The CCC also assists the principal whenever necessary. Meetings are held monthly, with parents invited to attend non-executive sessions of the meeting. Further information may be found in the Constitution and by-laws, available for review at the School Office. Persons wishing to apply for a position on the CCC should contact the School Office for information.

St. Charles Catholic School Endowment Fund

St. Charles will be establishing an endowment fund as an independent charitable corporation, to help provide for the needs of St. Charles not covered in the school's annual operating budget. More details about this will be given at a later date.

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