

2023 - 2024

God's Work
Our Hands

Ephesians 2:10

ST. CHARLES BORROMEO SCHOOL PARENT-STUDENT HANDBOOK

**ST. CHARLES
BORROMEO**



431 Decatur Street
St. Charles MO 63301

636-946-2713

Fax: 636-946-3096

Website: www.borromeoschool.com

School Staff

Pastor, St. Charles Borromeo-Rev. James Theby	jamestheby@archstl.org
Principal-Dr. Daniel Mullenschlager	principal@borromeoschool.com
Assistant Principal- Mrs. Michelle Winkler	michellewinkler@borromeoschool.com
Office Manager – Mrs. Emily “Freddie” Humes	office@borromeoschool.com
School Business Assistant – Ms. Darlene Mueller	schoolbusiness@borromeoschool.com
Nurse – Mrs. Casey Quarando	nurse@borromeoschool.com
Technology Coordinator – Mr. Luan Nguyen	scbtech@borromeoschool.com

Mission of the School

United by the Holy Spirit, the St. Charles Borromeo school community advocates for a child's spiritual, emotional, and cognitive development to learn, worship, and serve thy neighbor while in relationship with Jesus Christ.

Yearly Virtues

August - Affability - Colossians 3:12-14
September - Courtesy - Colossians 4:6
October - Generosity - 2 Corinthians 9:6-8
November - Gratitude - 1 Thessalonians 5:18
December - Kindness - Luke 10:33-35
January - Loyalty - Proverbs 3:3
February - Obedience - Colossians 3:20
March - Patriotism - 1 Peter 2:13
April - Prayerfulness - 1 Thessalonians 5:16-18
May - Respect - Galatians 6:4-5

Yearly Theme and Scripture

God's Work. Our Hands.

For we are his handiwork, created in Christ Jesus for the good works that God has prepared in advance, that we should live in them. Ephesians 2:10

Dear Parents,

Welcome to St. Charles Borromeo School! One of the hallmarks of this faith community has been longevity and excellence of St. Charles Borromeo School. St. Charles Borromeo parish has been in existence since 1791 and the parish school has been in existence since 1828. As a school, we seek to provide a learning environment where children are loved and provided with the best opportunity to formed in virtue, love, and truth. This is best accomplished through a harmonious relationship between parents, students, and school. We're glad to be partnering with you in the formation of your most precious gift, your children!

The theme of our work together this year is:
God's Work. Our Hands.

Ephesians 2:10 - For we are his handiwork, created in Christ Jesus for the good works that God has prepared in advance, that we should live in them

The ultimate goal of our lives is to come to know and be in a relationship with Jesus so that we will be with him one day in heaven. We understand that because of our relationship with God, we consciously choose to live a countercultural life. That choice is filled with blessings in the end. For now, we recognize the challenges that face us, and as a school, we are committed to the truth, our faith, and forming virtuous citizens.

We are all united in our mission together. The mission promotes not only togetherness but a shared advocacy for the children of our school. This togetherness is best expressed as communion, communion with one another, and communion with God. Together we support each other in living our vocation as Catholic parents and teachers. The Witness Statement enclosed with this handbook affirms the commitment that families make to their children and St. Charles Borromeo School.

Please read this handbook carefully so that you are aware of the philosophy and policies of the school.

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

In Christ,
Dr. Dan Mullenschlager
Principal

PURPOSE OF HANDBOOK

The purpose of the Parent-Student Handbook is to provide parents with a reference guide to the policies and practices of St. Charles Borromeo School and school administration. The interpretation of handbook policies is the discretion of school administration, including the pastor, principal, and assistant principal. The handbook does not cover all eventualities, circumstances, or consequences. The school administration makes all decisions in the best interest of the school's mission.

PARENT WITNESS STATEMENT

It is with an awareness of the Catholic Church's vision of my vocation as a Catholic* parent that I enroll my child at St Charles Borromeo Catholic School. In so doing, I acknowledge and accept my privilege and responsibility to be the primary religious educator of my children. I understand that Catholic School is a way in which my church seeks to share and assist me in my vocation. However, I know that no matter how clearly and effectively the Catholic School communicates the truths of our faith, the primary responsibility lies with me. My witness is essential to the religious development and growth of my children.

In my capacity as primary educator, I will:

Participate consistently and actively in the Sunday Eucharist with my family, especially at St. Charles Borromeo Catholic Church;

Actively commit to the parish stewardship program in terms of time, talent, and treasure;

Speak to my children about the things of God, and make prayer an integral and important part of the environment of our home;

Participate and cooperate, as St. Charles Borromeo Catholic School requests, in the religious education and especially the sacramental preparation of my children;

Accept my responsibility to support the moral teachings of the Catholic faith in order not to contradict in my home what is proclaimed in the school;

Teach my children by word and example to have a love and concern for the needs of others, especially the poor;

Do my fair share in financially supporting St. Charles Borromeo School and Parish;

Cooperate with the school in the education of my child and support the school's policies and handbook.

* If you are not of the Catholic faith, please substitute "parent of a Catholic child".

Handbook Usage and Disclaimer

This Student/Parent Handbook contains established policies and procedures for the 2023-2024 school year. The policies were created with input from the School Board, administration and SCB staff.

The Handbook is organized alphabetically. This includes both Headings and subheadings. For example, Admissions is the first overall heading. Under Admissions, you will find that each of the subheadings are alphabetical.

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

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

School Mission and Purpose of Catholic Education

United by the Holy Spirit, the St. Charles Borromeo school community advocates for a child's spiritual, emotional, and cognitive development to learn, worship, and serve thy neighbor while in relationship with Jesus Christ. (updated 2022)

The church recognizes parents as the primary educators of their children. The second Vatican Council stated, "Since parents have given children their life, they are bound by the most serious obligation to educate their offspring and therefore must be recognized as the primary and principal educators." (Gravissimum educationis 3)

Cooperating with this teaching, St. Charles Borromeo School recognizes that parents and educators work together to provide the best possible Catholic education for all children at St. Charles Borromeo School and Preschool.

The St. Charles Borromeo faculty and staff build a loving, safe and secure environment in which children grow spiritually, emotionally, and academically. As evangelizers in education, this includes building a meaningful relationship with Jesus Christ, celebrating God-given identity and dignity of all people, and worshipping together. Great importance is placed upon celebrating the liturgy, sacraments, and prayer.

As an instrument of formation, St. Charles Borromeo School strives to provide young people, including academically and physically challenged students, with a true sense of self-worth and the means of developing their God-given potential to the fullest. In partnership with parents, it aims to prepare them for life in a diverse world as responsible, contributing members of the family, school, church, and civic communities. It also strives to provide opportunities for ongoing enrichment and development for parents, faculty and staff.

Accreditation

St. Charles Borromeo School is the Full-Time Parish School of St. Charles Parish. St. Charles Borromeo School is a school within the Archdiocese of St. Louis and is accredited by the Missouri NonPublic School Accrediting Association. Accreditation is reviewed and renewed annually. Missouri Nonpublic School Accrediting Association is a chapter of the National Federation of Nonpublic School State Accrediting Associations.

Admissions and Enrollment Management

Admission Policies

A child is eligible for kindergarten at St. Charles Borromeo School when the child is five years of age before August 1. A child who is six years of age before August 1st may be admitted to grade one. Children who fulfill the age requirement for kindergarten or grade one, but after sufficient examination are found lacking in maturity or readiness, determined through readiness screening for kindergarten and primary grades, will not be admitted. (Archdiocese #4102) All student transfers are subject to review by the principal in consultation with the pastor. **Students will not be considered for transfer until all records have been reviewed.**

All Catholic schools of the St. Louis Archdiocese shall admit students of any race, color, or national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at these schools. The schools shall not discriminate on the basis of race, color, national origin, or ethnic origin in admission policies, scholarships and loan programs, and athletic and other school administered programs. (Archdiocese #4101)

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

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

- A. Participation in the spiritual and community life of the parish, including regular mass attendance at your home parish and volunteering
- B. Continuous support of the concepts upheld in the Parent Witness Statement.
- C. Agreement and willingness to follow the policies and procedures of St. Charles Borromeo School and the Archdiocese of St. Louis.
- D. Willingness to provide ongoing financial support to the Parish and school.
- E. Willingness to cooperate with the teachers and administration in their child's psychological, emotional, spiritual, intellectual, and academic development.

Priority

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

Registration Requirements

As a part of the registration process, appropriate medical information should be collected on each student and maintained in a secure area. All students should have:

1. a completed emergency form
 2. a registration form indicating special needs immunization records
 3. a physical exam form
- [4401.2]

Under Special Circumstances

The decision to accept a student on a conditional basis will be made only after a thorough review of the student's previous school records and all records relating to the student's special needs, if any. The school will communicate the conditions of acceptance in writing. The Catholic Education Office is available for assistance with making and communicating such decisions. [4102.6]

Under special circumstances, acceptance may be conditional, which could require probation. This may mean that a child would have a student plan that defines the considerations and requirements for full active status enrollment.

Under specific circumstances not outlined in this handbook, the school principal and pastor will utilize policies written in the *Administrative Manual for Elementary Education*. This could include, students from merged/consolidated schools, non-Catholic schools, other countries, homeschooling, and students who do not meet the age requirement

Before and After School (BASK)

St. Charles Borromeo School provides a childcare program for those students who need to arrive early and/or stay later than the normal school day. This program, entitled BASK (Before and After School Kids), and provides before care from 6:30 am-7:30 am and after school care until 6:00 pm. Parents interested in using this service should contact the BASK Coordinator at bask@borromeoschool.com.

Tuition for BASK is figured daily and administered through FACTS:

- A. Before Care - \$5.00 an hour for first child
 - a. \$5.00 an hour for 2nd and 3rd child
 - b. 4th child is free

- B. After Care - \$7.50 an hour for first child
 - a. \$4.00 an hour for 2nd and 3rd child
 - b. 4th child free

Kindergarten Application

Age of Admission

A child may be admitted to grade 1 who has reached the age of 6 before Aug. 1. The date of birth must be certified by a birth certificate or by a Baptismal certificate. Any exception to the age of admission must be approved by the Pastor/Principal in accordance with the guidelines set down by the Archdiocesan School Board.

Screening

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

School Tuition and Fees

We believe that tuition payments are an investment in your child(ren)'s education and religious formation. Therefore, the principal, with the approval of the pastor and in consultation with the School Board of St. Charles Borromeo School, accepts responsibility of establishing tuition and fees annually, the manner of payment, and, in general, the development of policy in this area of concern. Furthermore, it is the responsibility of the principal, in consultation with the pastor and supported by the school board to ensure that adequate financial resources are available for the school, and that enrollment is as available and affordable as possible to all families.

Assistance, Grants, and Scholarships

A limited amount of tuition assistance is available from the Archdiocese as well as the parish for school families experiencing economic difficulties. Since such circumstances often are unpredictable, families should not hesitate to inform the principal or pastor of their need whenever it may arise during the year. The principal will review the circumstances in consultation with the pastor.

To apply for Financial Aid through the parish, please go to our Financial Aide website - <https://online.factsmgt.com/SignIn.aspx>

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

Enrollment and Registration Fees

A Registration fee of \$200.00 per student with a maximum of \$600.00 is due at registration. The payment also reserves your spot for the 2023-2024 school year. As of April 1st, \$100.00 per student of registration fee is non-refundable.

Registration for the next school year is held each year in January and February. To complete registration and be fully enrolled parents must complete the following list of responsibilities:

- A. Acknowledgement and sign the Parent Witness Statement.
- B. All registration and enrollment fees are due by Aug. 1st.
- C. Provide Baptismal and sacramental records and birth certificate.
- D. Health records and documentation must be completed before Aug. 1st.
- E. Custody agreements for families of divorce, separation, or special parenting arrangements
 - a. Verification of custody arrangements in cases in which the parents of the student are divorced or separated must be on file. A copy of the portion of the divorce decree, which verifies custody arrangements, must be provided.

Families are required to pay an enrollment fee for each family and a registration fee per child. The enrollment fee covers the Home and School Association Activity Fee, a supply fee for paper and office supplies, and a technology fee. The registration fee covers the cost of materials, resources, and personnel in the summer. This includes textbooks, technology, year-round staff, and additional resources and supplies.

Enrollment and registration fees will be reassessed each year. Changes for the coming school year will be communicated to parents prior to the spring registration. BASK fees, lunch charges, textbook or technology damage fees and incidental fees are separate from the above.

Home and School Association Fee

As a family attending St. Charles Borromeo School, each family must pay a \$350.00 activity fee, which is included in your enrollment fee, a portion of tuition. The money is used at the discretion of the Home and School Organization and school administration to celebrate students, teacher appreciation, educational enhancement grants, marketing, and communication, and connect home and school.

Payment Plans and Late Registration

All tuition payments shall be made through the FACTS Tuition Management Program. All paying parties should have a FACTS tuition management account. The website for FACTS Tuition Management is <https://online.factsmgt.com/SignIn.aspx>

Families requiring support for FACTS Tuition Management should contact FACTS at 866-441-4637

The following tuition options are budgeted through the FACTS program, with three payment options.

- A. **Full Payment:** Under this option, the entire amount of tuition is paid at one time. Full payments are due by July 1st..
- B. **Semester Payments:** two payments due in July and January.
- C. **Monthly Payments:** ten equal payments beginning in July.

FACTS will automatically charge school families who miss a payment due to insufficient funds a missed payment fee and may incur a similar penalty from their own banking institution. After being informed of the missed tuition payment, families are required to pay the amount due directly to the parish office within fourteen (14) calendar days. If this is not possible, suitable arrangements must be made with the Pastor.

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

Late Registration

Families registering after July 1st shall be expected to fulfill their tuition obligation according to the policy stated above.

Tuition for students registering on or after the first day of school shall be prorated over the number of school days they will be in attendance according to a formula established by the Pastor, Principal, and School Board.

Late Payments

In addition, school families who have missed two monthly payments and have not paid the amount due to the parish office or have not made suitable arrangements within fourteen (14) calendar days of the second missed payment will be informed that their child(ren) may not be able to continue enrollment.

Parish Investment

School tuition covers around 65% of the cost of education for each student at St. Charles Borromeo. The parish generously provides a parish investment of around 35% to cover the additional cost of education. The parish investment is a result of the Sunday Offering from parishioners, including you the parents. All parents are expected to give accordingly through regular Sunday offerings.

Tuition for 2023-2024

Options	1 Child	2 Children	3 Children or More
Option 1 – Annual (1% discount)	\$6500	\$9084	\$10,214
Option 2 – Monthly	\$6,620 10 payments of \$662	\$9,260 10 payments of \$926.00	\$10,280 10 payments of

			\$1028.00
--	--	--	-----------

Attendance

Students may enter the building at 7:30 a.m.; classes officially begin at 7:50 a.m.

Students should be dropped off at the lot corresponding to the youngest sibling enrolled in the school.

- A. Preschool and Kindergarten students and their siblings will use the fire lane on the south side of the gym, which leads to the lower lot. Students will enter the school through the Preschool Entrance doors. Cars will then exit onto the Fourth St exit closest to Clark St near the recycle bins.
- B. First- and Eighth-grade students will enter from Fourth St at the first entrance of the tree lot parking lot. Cars will proceed past the Cafeteria and drop students to enter at the breezeway entrance or the lower entrance below the breezeway. Cars will exit onto Fourth St from the south side of the Parish Center closest to the office door.

Gates on the Lower Lot will be closed at 7:50 am. Students arriving after 7:50 am must be checked in by a parent at the main office through the main entrance of the school off Fifth St facing Decatur St.

The school day ends at 3:00 p.m. Students should be picked up at the lot corresponding to the youngest sibling in attendance.

- A. Students in Kindergarten through Second grade will be picked up on the Lower Lot south of the Parish Center. Cars should pull in facing Clark St in lines for easy dismissal, ignoring conventional parking.
- B. Students in the Third through Eighth grades will be picked up on the Upper Lot on the West Side of the Church. Cars should pull in facing Decatur St in lines for easy dismissal, ignoring conventional parking.

Student may NOT be picked up from the street due to student safety.

Please note that this will differ for our preschool age students. Information related to their drop-off and pick-up will be shared in the separate Preschool Handbook.

Daily Attendance

The school doors open at 7:30 a.m. and the school day begins at 7:50 a.m. Students should be prepared for school, in their desks and ready for class when the 7:50 a.m. bell rings. School is officially dismissed at 3:00 p.m for grades 1-8. Students in kindergarten will be dismissed at 2:55 pm to the lower lot. Parents are responsible for seeing that their children are brought to school on time and picked up on time. If children are left after 3:05 p.m., children will be placed in the BASK program and charged by the minute for their attendance.

Absences and Making Up Work

Students are considered absent whenever they are away from school during school hours except for school sponsored or school sanctioned cocurricular activities (e.g., field trips, enrichment, and remedial programs, annual Pro Life March in Washington, DC, etc.) Students who must be excused for medical, dental, funeral, or other reasons during school hours are considered absent. For these types of absences a written notice should be sent to the school in advance by a parent/guardian stating the time, length, and reasons for absence.

Chronic or excessive absences without substantial cause can be a factor in determining a student's continued enrollment in the school.[4201]

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

A student is truant if he/she is absent from school for a day or portion of the day without the knowledge and/or consent of the parent/guardian and school officials.
[4201.1]

The student is expected to make up necessary work missed during the absence. Which work is necessary is determined by the assigned teacher. Homework may be picked up in the Main Office at the end of the school day if it is requested before 2:00. Depending on the ages, a student has the responsibility to check with the teachers upon return to school for any work that needs to be completed. Parents of younger students are invited to reach out to teachers to determine work missed.

A child who is absent will be provided the same number of days to complete work that was missed. If the child is absent for an extended period of time, the teachers will give the child a timeframe in which missing work is to be completed.

Teachers are not expected to provide work for students in advance of vacations or sports trips that remove students from school on a scheduled school day. Students are responsible for all class work, assignments, and tests missed due to vacations or sports trips at the teacher's discretion.

After 10 absences have accumulated, the parents will be contacted to review the reasons for the absences. After 20 or more absences have accumulated, the principal may contact the parents and request a meeting to review the cause of the absences. A conference may be required to determine the child's readiness for the next grade level. Parents will be given the opportunity to correct the problem

In an event that a child misses time that interferes with the end of the grading period, extended absences, or unique circumstances a grade on a report card may be withheld until work is completed. A child will receive an “I” on the report card, representing “incomplete”. Once the work has been completed, the “I” will be removed and replaced with the earned grade.

Dual Enrollment

Dual enrollment is a method of providing courses and programs to a student that the school itself cannot provide due to staffing and/or finances. Missouri state law also allows Catholic school students to be dually enrolled in public schools in order to participate in specialized programs or to receive special education or remedial reading and mathematics services. [4204]

Tardy

A student is tardy who arrives after the time fixed by school policy for the start of the school day. [4202]

That means a student entering the classroom after the 7:50 a.m. bell is considered tardy and must check in at the office with a note explaining the tardiness to obtain an admittance slip to class. Tardiness is counted for time up to 1.5 hours, starting at 7:50 a.m. when the first bell rings. After 1.5 hours, the child is considered absent.

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

Excessive tardiness is defined as 7 or more tardies in trimester. When students have accumulated 7 tardies, parents will receive a letter from the office notifying them of the number of tardies.

Release During the Day

A student is permitted to leave the school premises for illness only after the parent/guardian has been contacted by phone. Records containing the names of persons to contact if a parent/guardian cannot be reached should be kept on file. [4203.1]

If a child needs to leave school for some reason during the day, the parent should send a note to the teacher in the morning stating the time of departure and who will be picking up the child. Parent/authorized persons coming to pick up a child early must come to the office to check the child out. The office will then call the classroom to release the student. Allow added time for your child to retrieve his/her belongings. Every effort should be made to schedule doctor's appointments around school hours. Under no circumstances are parents to bypass the office to take

their child from school. Any time missed over 1.5 hours (and less than 3 hours) is considered a half day absent.

Communication

The office and school administration will communicate with parents through the use of email, the school website, FACTS, text messaging, and phone calls. The school will not employ Facebook as an official form of communication for pertinent information from the school.

Facebook and Instagram will be used to promote and market the school, spreading the mission of St. Charles Borromeo through the digital universe.

FACTS Parent Portal

When parents log in to their child's FACTS account, they can find information specific to their child's classes and teachers. The FACTS homepage also has the calendar for the entire school year, forms of all kinds, and the weekly newsletter. Parents are asked to access FACTS regularly for the most up-to-date information.

Website

The school website will be the appropriate place to find communication and information from St. Charles Borromeo. The school website is integrated with FACTS and will retain the most up-to-date information for the calendar, events, and information pertaining to St. Charles Borromeo School. The school website can be found at: www.borromeoschool.com

Parent Newsletter

A weekly school newsletter will be made available each Thursday through email and FACTS. Most office communication will be sent via FACTS. Any parish organization requesting the including of announcements or flyers on the Thursday update must have the request approved by the administration. Please send this type of correspondence to office@borromeoschool.com

Records

Parents/guardians have the right to inspect and review the official active file of their children. The local school officials should make reasonable rules and regulations designed to implement this policy. [4601.2]

Any parent wishing to see his/her child's file should call the office for an appointment.

The right of school personnel to access the records of students is limited to those who have a legitimate purpose for the information the record contains. In addition,

the person must also have a professional responsibility for a specific individual student or a clearly identified group of students. This includes teachers, guidance counselors, administrators, and special education personnel. [4601.3]

Student records may be held should there be any outstanding balances on student accounts.

Release of Academic Information

There should be no release of student records to other schools, institutions, agencies, or individuals without the prior written consent of a parent/guardian, or the former student if age eighteen years or older. Records are not released to parents or students but are transferred directly from the school to the institution designated to receive them. [4601.4]

Release of Discipline Information

Student discipline information is not part of a student's cumulative or permanent record file, and as such, is not included when parents authorize information to be provided to another school or agency. Making this information available to any person or institution must only be done with the specific written consent of the student's parent or guardian and the student, if 18 years old or older and still enrolled in the school. This applies to providing both written and/or oral information. [4601.6]

Procedures for Separated or Divorced Parents

In all cases in which the parents of a student are separated or divorced, the school shall be presented with a copy of the part of the decree relative to custody and visitation rights. The school will follow the parenting plan that is in the child(ren)'s permanent record. A school will not deviate from the requirements of the plan based on a verbal conversation with a parent. Administration must be provided with the most up-to-date information to ensure appropriate implementation of the plan.

School Closings/Late start

In case of emergency or inclement weather, school closings will be communicated through various media outlets, including text, recorded phone messages, email through FACTS, www.borromeoschool.com, and various News services. FACEBOOK is not an official tool of communication for St. Charles Borromeo School. If parents are concerned about weather and/or road conditions, they are encouraged to decide about arrival time and/or pick up their children. In the case of a school daytime emergency, the phone number to be used for parents calling the school is 946-2713.

Teacher to Parent Communication

Teachers are expected to communicate with parents to promote the ongoing academic, behavioral, social, and spiritual success of their child(ren). **Parents should expect at least a 24 hour response time but no more than 48 hours unless extenuating circumstances exist.** In many cases, teachers will respond sooner than 48 hours. There is no guarantee or expectation of an immediate response from a teacher to a parent, unless there is an urgent need. Types of appropriate communication from a teacher to a parents are the following: email, handwritten notes, phone calls, scheduled in-person meetings or conferences, progress reports, and graded student-work.

Parents are invited to initiate communication with teachers through the use of email, handwritten notes, phone calls, messages left in the office, or appointments. All email addresses are listed on the school website.

Texting is not a permitted form of communication between a teacher and parent or a parent and teacher.

Withdrawal from School

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

Curriculum and Instruction

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

Class Placement

We recognize the importance of maximizing opportunities of success based on a particular skill set or a child's educational needs. St. Charles Borromeo has high-quality teachers, and each has sufficient talent and skills to provide opportunities for success for all learners. For that reason, through ongoing and careful conversation, class lists are created to maximize all students' learning and formation potential. Parent requests for a particular teacher are not guaranteed nor encouraged, unless significant concerns need to be discussed with school administration.

Class Size Limit

Every attempt will be made to limit class sizes to 25 students.

Copyright

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

No unauthorized copies of copyrighted materials in any form should be made or used on equipment owned by or borrowed or leased from a school. No school staff, students, or others should use any form of unauthorized copies of copyrighted materials for any purpose within the school's instructional programs. "Fair use" of copyrighted materials is allowed for specific instructional purposes within the limits of "fair use" limitations. [5202.6]

Extracurricular Activities

All extracurricular activities (outside of school hours) must be approved by the principal. These activities must have an evident educational purpose. The purpose of the activity and the requirements for participation must be clearly defined. A member of the faculty or a qualified/responsible adult should act as moderator of the activity and should be present at all times during the activity. Parents/guardians permission must be obtained for a student to participate in extracurricular activities. [5202.9]

Field Trips

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

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

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

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

Whenever possible, schools should use bus transportation by an insured carrier for off campus school sanctioned events. There are circumstances for which a school administrator may determine that transportation in private passenger vehicles is appropriate. These could include the small number of students involved in an activity and the cost of commercial transportation. If a private passenger vehicle must be used, the following criteria are recommended:

1. Drivers must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely.
2. The vehicle should have a valid registration and meet state safety requirements.
3. The vehicle must be insured for minimum limits of \$100,000 per person, \$300,000 for occurrence.
4. Drivers should be experienced drivers and demonstrate the maturity necessary to provide for the safety of those they are transporting.
5. Every person in the private vehicle must have a seat belt and wear it. Students under the age of 13 are not permitted to ride in the front seat. Students under the age of 8 or 80 pounds or 4'9" tall must be seated buckled in booster seats.
6. Vehicles must proceed directly to the site of the trip and return directly to the school. No side trips or stops at fast food restaurants or convenience stores are permitted.
7. Adults are not permitted to smoke in the vehicle. [5202.9]

Outdoor Education/Leadership Camp

As a part of the 6th and 8th grade curriculum, 6th and 8th grade students have the opportunity to participate in outdoor study. The study will include several nights' stay at an outdoor education facility, Camp Lakewood in Potosi, in either the fall or spring. Parents are expected to pay the entire cost of 6th and 8th grade camp. The 6th and 8th grade teachers will send home information with the details regarding camp.

Graduation

To graduate from St. Charles Borromeo School, a student must have successfully completed the school's minimum academic and religious requirements; maintained satisfactory attendance record as defined by the school; demonstrated satisfactory conduct; and completed all financial obligations. Students with excessive absences and/or receiving failing final grades in two or more core subjects in their eighth-grade year will not be allowed to participate in the graduation ceremony. Failed subjects must be retaken during an approved summer school program with results sent to the St. Charles Borromeo School office before records will be transferred to any high school.

Payment in full must be made for all financial obligations to the school before the day of graduation. Within the 10 days prior to graduation, the local administration has the right to require a specific method of payment. [4502.1]

Homework and Assignments

Homework is assigned to reinforce the material taught during the day. Students should complete homework independently with minimal involvement from parents or others. Educational research data illustrates that students will achieve higher achievement in the classroom when they work through their homework and assignments. Homework is assigned at the discretion of the classroom teacher and is given at age-appropriate amounts:

- A. Grades K-2 – is most effective when it does not exceed 10-20 minutes each day
- B. Grades 3-6 – is most effective when it does not exceed 30-60 minutes
- C. Grades 7-8 – homework will vary based on the subject

Homework time does not include long-term or multi-day projects. Those types of assignments could increase at-home work time. The school provides students with sufficient time to work on in-class assignments and projects under the teacher's supervision.

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

The student must ensure that all the necessary materials for any assignments are packed before leaving the classroom for the evening.

Grading

Grades are used as an evaluation tool teachers use to measure student learning and mastery of the subject. Student work will be evaluated based on the scale below. When necessary, classroom work and tests will also be evaluated with a narrative to provide a more clear understanding of the evaluation.

The goal of academics is learning and mastery. Grading is subjective based on standards, rubrics, references, and teacher discretion. Grading is not normative, that is comparing one student to another. All teachers establish grading policies that promote learning and mastery.

Teachers use comments and grades for the benefit of parents and students. The grading scale used in grades 4-8 at St. Charles Borromeo School is:

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

Report Cards and Progress Reports

Report cards and progress reports will be available for parents to review through FACTS. Students in grades K-3 will use a 1-4 rating scale for articulated skill items in each content area.

Students receive conduct ratings in the homeroom as well as specialist classes. Middle School students receive conduct and effort ratings in each class.

FACTS grades are updated regularly. The final report cards for the school year will be sent electronically 1-2 weeks following the end of the school year. [5301]

Library Learning Center

Our school is fortunate to have a central library for the use of all students and teachers. subscription to World Book Online is available for student research within the library and by accessing the library site. <https://scbschoolmo.booksys.net/opac/scbs/index.html#menuHome>

The library system and the holdings are managed through the software, Atrium. The library system will push out default emails to parents for return reminders and overdue books. The software also allows for placing books on reserve. Here students check books in and out of the library through the system. Students are responsible for reimbursing the school for lost or damaged library books and materials and for following the general guidelines set out by the school. The school librarian has the right to determine the extent of damage to books and if the book may be repaired or replaced. The librarian will determine the cost of the book according to a variety of resources and sites.

Student Chromebooks and chargers will be distributed through the library as well. If there is damage to a Chromebook or a charger is lost then the cost of the item will be assessed to the student for replacement. Students may check out 2 technology items (Chromebook, charger, and case) at the start of the year and will be returned at the end of the year in May.

Students may check out 2 books at a time, as long as they do not have overdue books. Students may have up to 5 books checked out for reading and research if necessary. If students have books overdue, they will not be allowed to check out books until they are returned or replaced.

National Junior Honor Society

Students in grades 7-8 may join the NJHS. The purpose of this organization shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, to develop character, and to encourage good citizenship in the students of St. Charles Borromeo School.

Membership in the National Junior Honor Society is both an honor and a responsibility.

Membership is granted only to those students selected by the faculty council on the condition of having met the standards for selection established at the local level and based on the provisions of the National Constitution. NJHS is more than an honor roll. Each candidate must demonstrate not only good grades, but also strength in each of the remaining four criteria: character, service, leadership, and citizenship. (Paraphrased from the NJHS Handbook).

Parties

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

Physical Education

All students will participate in physical education classes. Students will also receive health education while in physical education. Students will complete pre and post test at the start of the year to track progress and growth in certain skills. Students unable to participate in physical education class are required to have a note from their doctor. Notes are to be given to the office and then will be passed on to the homeroom teacher and PE teacher.

Special Service/Referrals for Special Evaluation

Catholic schools should attempt to address the special learning needs of students to the greatest possible extent within the parameters of the school's financial and human

resources. To do less than can be done in this regard is to be exclusive in a faith that is called to be universal. It is important that schools fairly evaluate both students' special needs and their own capabilities of addressing those needs. The goal of all efforts to address students' special learning needs should be successful mastery of the regular curriculum in the regular setting.

Federal legislation prohibits schools from excluding otherwise qualified students who have disabilities, solely on the basis of their disability, if, with minor adjustments, the school could provide that student with an appropriate education. In the event that a school cannot meet a particular student's special learning needs with minor adjustments*, the school should assist the family in finding appropriate alternatives so that the student's needs are ultimately met. [5204]

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

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

Special Need Records

The school will obtain current diagnostic evaluations and authorization to exchange information with specialists and agencies, in order to make informed decisions about admitting students with special needs and providing them with appropriate adjustments during their term of enrollment. These evaluations and related documents will be a part of a student's cumulative record. [5204.1]

Parents who believe their child might need special evaluation should confer first with the child's teacher and the principal for guidelines as to how to proceed. Various interventions must be tried before the formal referral is made to the St. Charles Public School District or the Archdiocese. If the interventions are not successful, the school will then contact the appropriate agency and begin the referral process. Parents may also speak to their own doctor should they have concerns regarding their child's behavior or academic progress.

Technology

Students in grades 2-8 will have their own chrome book leased through Saint Charles Borromeo. Students in grades K-1 will be assigned to chrome books that are kept in their classroom.. The computers are used for skill enrichment and reinforcement, and research. All classrooms and the STEM lab will have access to filtered Internet. Students may NOT bring external storage media (such as a CD, disk, thumb drive, or digital camera) into the lab or classrooms.

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

Students in all grades should refer specifically to their Chromebook policy regarding policies and procedures for the 1-1 program at this level.

Testing

Students in grades 3-8 take the Iowa Assessments each year in September. The results of this test are given to parents after the 1st trimester. We ask that parents not schedule routine medical appointments at the times of these tests.

Kindergarteners are given a developmental screening before entering school. Students in grades K-8 will also take various Benchmark tests in both reading and writing at various times over the course of the school year.

Discipline Policies

Code of Conduct

Borromeo Way

St. Charles Borromeo School has developed THE BORROMEO WAY which outlines in simple terms behaviors expected of every student.

A respectful, responsible and Christian attitude is the standard of behavior for all students. We continually work to recognize and promote positive student conduct and attitudes. When student behaviors do not align with the standards at St. Charles Borromeo School, teachers will handle common infractions, correcting children lovingly but firmly, and imposing logical, appropriate consequences. See separate CODE OF CONDUCT (APPENDIX 3) for more specific details related to expected behaviors and consequences.

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

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

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

resolved between the parent and teacher, parents may contact the principal. The teacher in the classroom represents you, the parent, and the closer you and the teacher can work together, the better. Investigations and all actions taken will be shared only with those who have a need to know.

Cheating/Plagiarism

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

Harassment

Catholic schools shall maintain a learning environment that is free from all forms of harassment. No student in the school shall be subjected to any type of harassment. Catholic schools forbid harassment because it is not in keeping with the Gospel message of Jesus Christ and the standards of its programs.

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

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

If, after investigation, the school determines that a student has engaged in sexual or other forms of harassment, appropriate disciplinary action, up to and including suspension and withdrawal for cause, will be taken. [4303.7]

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

Safe Environment

Our Catholic school shall provide a safe learning environment for all members of the school community. The climate shall reflect Gospel values including an emphasis on the dignity of all

persons which is necessary for respect, the interdependence of all persons that is the basis of community, and the rights and responsibilities of all persons which are the foundation of justice.

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

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

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

All reported or observed instances of threatened or actual violence will be addressed by the school administration. Appropriate actions may include parent/guardian conferences, mandatory counseling, suspension, withdrawal for cause, and legal action depending on the severity of the incident. [4303.3]

Severe Discipline and Consequences

The administration and/or local school board, with the approval of the pastor, may determine specific reasons for administering serious disciplinary consequences of a student. The following conduct may lead to serious disciplinary consequences:

1. an individual infraction of a major school rule;
2. disrespect of authority;
3. repeated truancy;
4. repeated infractions of school rules;
5. disruption of the learning environment;
6. theft, vandalism, and/or destruction of school property or the personal property of students, staff, or others;
7. harassment, threats, or physical acts against others;
8. out of school conduct which seriously detracts from the reputation of the school.

In School Suspension/Out of School Suspension

Suspension is the removal of a student from all classes for a specified period of time. The decision to use suspension as a disciplinary action is made at the local level by the school principal in consultation with the pastor. [4302.1]

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

Probation

Probation is the continued enrollment of a student, but with specified conditions. The decision to use probation as a disciplinary action is made at the local level by the school principal in consultation with the pastor. [4302.2]

Withdrawal for Cause

Withdrawal for cause is the permanent end of enrollment of a student from a school. Ordinarily a student would not be subject to withdrawal for cause unless there has been a period of suspension or formal probation and the consequences of further infractions clearly communicated to both student and parents/guardians. A student may also be subject to withdrawal for cause as the result of a single, extremely serious conduct violation or action contrary to the mission and purpose of a Catholic school.

The decision of withdrawal for cause is made at the local level by the pastor of the parish, with the recommendation of the principal. This decision should only be considered when withdrawal for cause is appropriate to reflect the serious nature of the conduct, and must be undertaken with the utmost Christian charity, caution and prudence.

When considering the decision regarding a withdrawal for cause, the principal and pastor need to realize the potential effect, if the parents seek to enroll the student in a public school. Under certain circumstances, Missouri's "Safe Schools Act" may prevent a public school from enrolling a student who has been permanently removed from another school as a disciplinary action.

The following serious conduct may lead to withdrawal for cause:

1. engaging in public behavior or taking a public position contrary to Church teachings;
2. membership in organizations which espouse positions contrary to Christian values; serious violations of the Archdiocesan Violence Policy;
3. possession of a weapon;
4. assault, with or without a weapon;
5. possession or distribution of controlled substances; serious acts of harassment;
6. inappropriate conduct of a sexual nature.

[4302.3]

Substance Abuse

The use and abuse of alcohol and other drugs poses a threat to the health of young people and creates an obstacle to their full development as Christian persons. In addition, under present federal and state laws, the possession and use of certain un-

prescribed drugs, including narcotics, depressants, stimulants, marijuana, and hallucinogenic drugs are illegal.

Therefore, the possession, use, or transfer of un-prescribed or illegal drugs, or the use, possession of, or being under the influence of alcohol on the school premises or at school sponsored functions are not permitted. Students violating this policy will be subject to suspension and/or withdrawal for cause from school. In addition, civil authorities may become involved. [4303.2]

Tobacco

St. Charles Borromeo School is a smoke-free environment. Smoking is not permitted on school grounds including school events.

Violence and the Threat of Violence

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

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

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

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

All reported or observed instances of threatened or actual violence must be addressed by the school administration. Appropriate actions may include parent/guardian conferences, mandatory counseling, suspension, withdrawal for cause, and legal action depending on the severity of the incident. [4303.3]

Technology Violations Against a Safe Environment

A safe environment for all members of the school community should be a hallmark of a Catholic school. This is accomplished, in part, by fostering a climate based on Gospel values that emphasize the dignity of and respect for all persons. Words, actions, or depictions which violate the privacy, safety, or good name of others are

inconsistent with that goal. Whether occurring within or outside of school, when students jeopardize the safe environment or act contrary to those Gospel values they can be subject to disciplinary action by the school.

This policy applies to communications or depictions through e-mail, text messages, or web site postings, whether they occur through the school's equipment or connectivity resources or through private communications, which: (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, harass or embarrass members of the school community or (3) in the principal's discretion, cause harm to the school, or the school community (collectively referred to as "Inappropriate Electronic Conduct"). Inappropriate Electronic Conduct shall be subject to the full range of disciplinary consequences, including withdrawal for cause.[4303.4]

See Appendix 1 for St. Charles Borromeo Acceptable Use Policy

Search and Seizure

School Officials May Search a Student's Locker or Desk. [4303.5]

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

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

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

Therefore, students who bring cell phones to school will be required to place them in a container provided by the teacher for the duration of the school day and may retrieve them at dismissal time. Cell phones are to be turned off at all times within the school building. This includes any school-sponsored activity on or off school property. Students bringing cell phones to school will be required to fill out a signed form noting school policy related to the use of phones. Students at all grade levels are STRONGLY discouraged from bringing their cellular devices to school.

Students violating this policy will have their cell phones confiscated. A confiscated cell phone will be returned to the student per the schools cell phone policy. Students will not be called to the phone during school hours except in case of extreme emergency. If there is a message you must get to your child, the office manager will see that the student gets it. Teachers will be called to the phone during class time only in case of family emergencies.

The office phone may be used by students to call parents in emergency situations. Phone calls will not be permitted for forgotten homework, books, lunches, etc. All students must have adult permission before using the telephone.

Students shall not have any electronic devices such as DS, iPods, other gaming systems, digital cameras and CD players during the school day.

Virtue Education and Restorative Practices

We incorporate virtue-based education, guiding our students to make decisions and act in a manner consistent with their Catholic faith. A virtue is a holy habit that leads us closer to God.

Additionally, students will be led to understand the use of restorative practices in resolving conflict scenarios. This includes:

1. Student meeting with all parties
2. Constructive responses to conflict
3. Repairing the harm that was caused
4. Giving and received forgiveness

Dress Code

Students are expected to dress and present an appearance consistent with standards of good taste and appropriate for school and school events. Any dress or wearing of insignia which conveys the image of gang membership, supports the beliefs of hate groups, makes sexual innuendos, or promotes drugs, alcohol, or tobacco is inappropriate for school and should not be allowed. [4303.6]

St. Charles Borromeo School Uniform 2023 - 2024

The following information is for Kindergarten through Eighth Grade. For information on preschool, please refer to the preschool handbook.

Why do St. Charles Borromeo students wear a uniform? The tradition of this community is reflected in the way a student takes responsibility for the way they look, dress, and act. The uniform is a reflection of the heritage and mission of the school. The school uniform reduces distraction and allows students to focus on living good habits every day.

Note to parents: It is not the responsibility of the school or staff to see that children are in proper uniform. The school staff will enforce the uniform through the expectations outlined below. Parents agree to the uniform expectations when they sign the handbook agreement letter. School administration expects that parents will comply with the expectations and enforce the uniform requirements each day.

The school uniform provider is Global Schoolwear and available for purchase at www.globalschoolwear.com

Are all of the uniform pieces that I bought for this year obsolete?

No. The 2022-2023 uniform pieces that would have been purchased through Fischer's this school year are still acceptable through 2025, that is, the 2024-2025 school year.

Where do I purchase uniforms for St. Charles Borromeo?

Uniforms can be purchased through Global Schoolwear. Global Schoolwear is the official uniform provider and supplier for St. Charles Borromeo. Any shirts with logos should be purchased through Global Schoolwear. Any sweatshirts, sweaters, or outerwear should be purchased from Global Schoolwear to ensure a match in style, color, and logo consistency.

Parents are invited to purchase plain versions of the shirts, pants, and shorts through other outlets. Current uniforms are grandfathered in until the 2024-2025 school year.

Does the school require the uniform to have a logo or crest?

No. Uniforms are not required to have the logo to be on them. We encourage parents to use Global Sportswear for any uniform purchases. They will embroider the official school crest or logo on the appropriate clothing. This ensures consistency and presentation.

Our school's crest and the Bobcat logo represent our school's mission and spirit. We are proud of the history and meaning behind these visual representations of our school mission. If parents choose to have the logo on the uniform or spirit wear, it must be consistent with the approved crest and logo. The official uniform provider and spirit wear stores have our crest, logo, and approved designs.

K-4 Boys

- **Shirts** - Heather Gray polo, Maroon/Burgundy Polo, Performance/Athletic Dry-Fit style Gray Polo
 - Should be neat and tucked in at all times in school
- **Sweatshirt** - Maroon/Burgundy crewneck or fleece
- **Sweater/Sweater Vest** - Gray/Maroon/Burgundy
- **Pants/Walking Shorts** - Regular Navy or Dry Fit/Golf Navy
- **Shoes**
 - Athletic-style shoes are the only shoes permitted
 - Hightops are permitted
 - Shoes must be able to stay on the child's feet and be worn all-day
 - Crocs and boots are not permitted
- **Accessories**
 - A watch is permitted
 - Cannot communicate wirelessly or be connected to a phone during the school day
 - A religious necklace is permitted
 - One rubber or cloth bracelet is permitted
 - Limited to bracelets that do not interfere with academics or distract a student from focusing
- **Belt (Grades 3 and 4 only)**
 - Boys wear a belt with their pants and shorts.
 - Belts should have a regular-size buckle and be able to be worn all day and for all activities

- **Hair**
 - A child's hair is the child's natural color, and extreme hairstyles are prohibited
 - Hair should be kept out of the eyes, as well as not hanging over one's face to avoid obstructing a child from seeing
 - Hair may be touching the shirt collar but no longer
 - Boys must be cleanly shaven
 - **Socks**
 - Socks should be worn with tennis shoes and should be visible.
 - Socks should be solid in color or have limited minor striping and may have a small manufacturer logo
- *Crazy socks may be worn on specific days. Crazy socks must be appropriate for school and not contain inappropriate images, language, or theme

5-8 Boys

- **Shirts** - Heather Gray polo, Maroon/Burgundy polo, Performance/Athletic Dry-Fit style Gray Polo
 - Should be neat and tucked in at all times in school
- **Sweatshirt** - Maroon/Burgundy crewneck or fleece
- **Sweater/Sweater Vest** - Gray/Maroon/Burgundy
- **Pants/Walking Shorts** - Regular Khaki or Dry Fit/Golf Khaki
- **Shoes**
 - Athletic-style shoes are the only shoes permitted
 - Hightops are permitted
 - Shoes must be able to stay on the child's feet and be worn all-day
 - Crocs and boots are not permitted
- **Accessories**
 - A watch is permitted
 - Cannot communicate wirelessly or be connected to a phone during the school day
 - A religious necklace is permitted
 - One rubber or cloth bracelet is permitted
 - Limited to bracelets that do not interfere with academics or distract a student from focusing
- **Belt**
 - Boys wear a belt with their pants and shorts.
 - Belts should have a regular-size buckle and be able to be worn all day and for all activities
- **Hair**
 - A child's hair is the child's natural color, and extreme hairstyles are prohibited
 - Hair should be kept out of the eyes, as well as not hanging over one's face to avoid obstructing a child from seeing
 - Hair may be touching the shirt collar but no longer
 - Boys must be cleanly shaven
- **Socks**
 - Socks should be worn with tennis shoes and should be visible
 - Socks should be solid in color or have limited minor striping and may have a small manufacturer logo

*Crazy socks may be worn on specific days. Crazy socks must be appropriate for school and not contain inappropriate images, language, or themes.

8th Grade Dress Privileges

*8th grade T-shirt - Design voted on by students and can be worn throughout the school year on appropriate days

*8th grade - 8th grade Fleece - Navy with Class Logo

Mass Dress

Mass Dress - Dress Down or T-Shirts are not permitted on Mass days

Virtue Mass (1x a month) Dress - 5-8 boys will wear a white button-down shirt with a tie or sweater
September 1, October 6, November 10, December 1, January 5, February 2, March 1, April 5, May 3

Gym

Students will wear a gray t-shirt and blue shorts (Navy or other blue)

K-4 Girls

- **Shirts** - Heather Gray polo, Maroon/Burgundy polo, Performance/Athletic Dry-Fit style Gray Polo
 - Feminine cut/fit are available and can be worn
 - Should be neat and tucked in at all times in school
- **Sweatshirt** - Maroon/Burgundy crewneck or fleece
- **Sweater** - Crew/V-Neck/Cardigan/Vest - Gray/Maroon/Burgundy
- **Jumper** - St. Charles Borromeo Plaid - *Jumpers and skorts are currently only available through Global Schoolwear*
 - Shorts must be worn at all times under the jumper
 - Uniform length for jumpers must be no shorter than the top of the knee while standing upright
- **Skorts** - St. Charles Borromeo Plaid
- **Leggings** - Navy/Black/Dark Grey
 - Can only be worn under a jumper
- **Shorts** - navy walking shorts
- **Shoes**
 - Athletic-style shoes are the only shoes permitted
 - Hightops are permitted
 - Shoes must be able to stay on the child's feet and be worn all-day
 - Crocs and boots are not permitted
- **Accessories**
 - A watch is permitted
 - Cannot communicate wirelessly or be connected to a phone during the school day
 - A religious necklace is permitted
 - One bracelet is permitted

- Limited to bracelets that do not interfere with academics or distract a student from focusing
 - **Hair**
 - A child's hair is the child's natural color, and extreme hairstyles are prohibited
 - Hair should be kept out of the eyes, as well as not hanging over one's face to avoid obstructing a child from seeing
 - Hair ornaments or accessories should be in keeping with the whole uniform. Excessive large or distractive accessories are not permitted
 - **Socks**
 - Socks should be worn with tennis shoes and should be visible.
 - Socks should be solid in color or have limited minor striping and may have a small manufacturer logo
- *Crazy socks may be worn on specific days. Crazy socks must be appropriate for school and not contain inappropriate images, language, or themes.

Mass Dress

Mass Dress - Dress Down or T-Shirts are not permitted on Mass days

5-8 Girls

- **Shirts** - Heather Gray polo, Maroon/Burgundy polo, Performance/Athletic Dry-Fit style Gray Polo
 - Feminine cut/fit are available and can be worn
 - Should be neat and tucked in at all times in school
- **Sweatshirt** - Maroon/Burgundy crewneck or fleece
- **Sweater** - Crew/V-Neck/Cardigan/Vest - Gray/Maroon/Burgundy
- **Skirts** – St. Charles Borromeo Plaid - *Skirts and skorts are currently only available through Global Schoolwear*
 - Uniform length for skirts must be no shorter than the top of the knee while standing upright. Girls who fail to follow this policy will be provided a rental skirt of the appropriate length from the office until their skirt is fixed properly.
 - Waistbands are not to be rolled and be visible
 - Shorts must be worn at all times under the jumper or skirt
 - Stretch bike shorts in navy or black or other navy shorts may be worn under the uniform. Shorts may not be longer than the jumper or skirt, and no boxer shorts may be worn
- **Skorts**
- **Leggings** - Navy/Black/Dark Grey
 - Can only be worn under skirts
- **Shorts** - khaki walking shorts
- **Shoes**
 - Athletic-style shoes are the only shoes permitted
 - Hightops are permitted
 - Shoes must be able to stay on the child's feet and be worn all-day
 - Crocs and boots are not permitted
- **Jewelry**
 - A watch is permitted
 - Cannot communicate wirelessly or be connected to a phone during the school day

- A religious necklace is permitted
 - Simple, non-distracting earrings are permitted for girls only
 - Bracelets are permitted
 - Limited to 1 or 2
 - Limited to bracelets that do not interfere with academics or distract a student from focusing
 - **Make-up/Nail Polish**
 - Girls in grades 7-8 are permitted to wear a small amount of makeup that hides skin blemishes (concealer)
 - Girls in grades 5-8 are permitted to wear nail polish
 - Acrylics and French tip nails are acceptable for special occasions, such as family weddings, sacraments, graduation, etc. for grades 6-8. This is a rarity not a regular occurrence.
 - **Hair**
 - A child's hair is the child's natural color, and extreme hairstyles are prohibited
 - Hair should be kept out of the eyes, as well as not hanging over one's face to avoid obstructing a child from seeing
 - Hair ornaments or accessories should be in keeping with the whole uniform. Excessive large or distractive accessories are not permitted
 - **Socks**
 - Socks should be worn with tennis shoes and should be visible
 - Socks should be solid in color or have limited minor striping and may have a small manufacturer logo
- *Crazy socks may be worn on specific days. Crazy socks must be appropriate for school and not contain inappropriate images, language, or themes.

8th Grade Dress Privileges

***8th grade T-shirt** - Design voted on by students and can be worn throughout the school year on appropriate days

***8th grade** - 8th grade Fleece - Navy with Class Logo

Mass Dress

Mass Dress - Dress Down or T-Shirts are not permitted on Mass days

Virtue Mass (1x a month) Dress - 5-8 girls will wear a uniform polo, cardigan sweater, or sweater vest

September 1, October 6, November 10, December 1, January 5, February 2, March 1, April 5, May 3

Gym

Students will wear a gray t-shirt and blue shorts (Navy or other blue)

Dress Down Days

Occasionally a free dress day will be given to students as a reward or for recognition. Clothing worn on free dress days must be in good taste and must be able to be worn for all regular school activities. Any dress or wearing of insignia which conveys the image of gang membership supports the beliefs of hate groups, makes sexual innuendos, or promotes drugs, alcohol, or tobacco is inappropriate for

school and will not be allowed. Clothing that supports political candidates is not permitted to be worn at school. Students may not dress down on Mass days.

Shirts

- Sleeveless, Tank tops, thin strap tops, or bare midriffs are prohibited

Pants

- On free dress days, students are allowed to wear nice jeans, joggers, or appropriately fitted athletic pants
- Girls may wear a skirt no shorter than two inches above the kneecap with modesty shorts underneath
 - Jeggings, yoga pants, leggings, and pajamas are not allowed
- Pants may not have holes, cuts, frays, or any other tearing type
- Shorts, at the shortest point of the fabric, must measure below the longest fingertips when arms are at rest
 - Low-riding hip-hugger shorts are not acceptable

*If children come to school on Free Dress Days, Dress-Down Days, or Picture Days dressed inappropriately, parents will be called to bring other clothing.

Birthday Dress Down

Children may have a free dress day on their birthday if they wish. If a child's birthday falls during the summer, he or she may choose another day.

Spirit Day

All Mondays we have school will be Bobcat Spirit Days - Borromeo Bobcat spirit wear shirts, sports uniforms, or plain blue shirts. Spiritwear is available throughout the year in our spirit wear store or through the athletic program.

Bottoms - uniform pants, uniform shorts, uniform skirts/skorts, uniform jumpers, PE shorts, spirit wear sweatpants, or jeans. These are the only acceptable choices for spirit day dress-down Mondays.

*No uniform/dress code can cover all eventualities or possibilities. It should be understood that the school administration will have the final decision regarding what is acceptable and what is unacceptable.

Faith Development

The faith development of our students is central to the mission of the school. Throughout the year, students are provided many opportunities to celebrate and worship the Lord and build a personal relationship with Him. Parents are always welcome to attend and participate in the spiritual growth of their child in unity with the whole St. Charles Borromeo community.

Adoration

Once a month, each grade will attend Adoration in the Church. Adoration is a time for the students to be present with Jesus and be unified with the St. Charles Borromeo parish community in prayer. Teachers may provide students with age-appropriate Adoration guides to utilize during Adoration.

Special opportunities of being in the presence of the Blessed Sacrament include opportunities for Benediction, All School Prayer Services, and the School Prayer Day.

Human Sexuality Program

As a requirement for human sexuality education, all Archdiocesan school students in grades K through 8 will be using “Rooted” from Ruah Woods:

The program in grades K through 5, REVEALED, is literature-based, using richly illustrated stories to delve deeper into the foundational concepts of Theology of the Body using a language we can all understand. Through the curriculum, we look at what it means to be human: male or female, how to live as a gift to others, and what it means to have heaven as our ultimate destiny.

Our Theology of the Body curriculum for students in grades 6-8, ROOTED, will help your students explore scripture, Pope St. John Paul II's teaching, and their own dignity in 6 grade-specific, accessible units. Through ROOTED, your students will be able to understand what it means to be made in God's image, begin to see themselves and others as gifts, and grow their own roots and wings in God's perfect plan.

Liturgy

Students actively participate in liturgy preparation and celebration under the guidance of their teachers, principal, and pastor. Each class attends All School Mass once a week. Other Masses are scheduled throughout the year, including a bi-weekly group Mass for grades K through 4 and grades 5 through 8. We strive to suit these liturgies to the children's level of development as outlined in the Directory for Masses with Children promulgated by the Holy See and the Guidelines for Masses with Children prepared by the St. Louis Archdiocese Commission on the Sacred Liturgy. Parents are welcome to attend all liturgies.

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

Prayer and Services

Morning prayer is led over the intercom each day. Teachers also pray with their students at the beginning of each class, at lunchtime, at the end of the day, and whenever prayer is called for. Genuine participation in prayer is always sought.

- A. During October and May and give special attention to Mother Mary, with devotions, including the Rosary and May Crowning.
- B. The holy seasons of Advent and Lent are also times of special prayer.
- C. All students pray the Stations of the Cross at some time during Lent.

Sacraments

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

Reconciliation

Students who have received the sacrament of Reconciliation will be allowed to go two times during the school year. Students in grades 3-8 participate during Advent. Students in grades 2-8 participate during Lent. Other opportunities to attend Reconciliation may be provided to students throughout the year at the discretion of the Pastor

Health and Medicine

Accommodation for Medical Diagnosis

St. Charles Borromeo School may require a parent to obtain a signed physician's note with a diagnosis to determine the necessity or implementation of a school service plan.

Communicable Diseases

St. Charles Borromeo School will follow the recommended policies and procedures on communicable diseases established by the Missouri Department of Health. [4401.5]

The following are guidelines for school attendance regarding communicable diseases:

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

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

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

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

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

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

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

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

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

Illness and Injury

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

Immunization and Health Records

All students must have current immunization and the record of this must be on file in the office. All students new to the school, Kindergarten, 3rd, and 6th grade students are required to have a physical. Record of the physical is due to the school office by the beginning of school. All 3rd and 6th grade students must also have received their hepatitis B immunization or be in the process of receiving it prior to the school year starting.

Medication

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

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

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

All medication sent to school will be secured in a locked cabinet under the supervision of the school nurse. Students may not carry medication on their person, with the exception of metered-dose inhalers when properly registered with the school. A trained staff member will be assigned to administer medication. Proper documentation will be kept on every dose given. [4401.4]

Students with Significant Medical Conditions

A student enrolled in a Catholic school who has a significant or potentially life threatening medical condition may require special consideration. Schools should

take steps to obtain the information necessary to understand the condition, its manifestations in the school setting, and any specific adjustments or plans for an emergency response which may be necessary in order to provide the student with a healthy and safe environment. [4401.6]

Maintaining a Safe and Secure Environment

Building Security

All doors that enter and exit to the school are locked during the day. The only door visitors or guests will be admitted into is the FRONT ENTRANCE. The school's FRONT ENTRANCE is located off Fifth St and faces Decatur St.

All visitors, volunteers, and vendors must check in at the school office before proceeding to any other location on campus. Upon checking in, individuals are given a badge to wear throughout the school. These individuals must also check out through the office upon leaving. All outside doors, including the main entrance, are locked directly after morning drop-off and remain locked during the day.

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

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

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

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

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

Child Abuse Reporting

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

All employees and volunteers who work with children are required to complete the educational child sexual abuse prevention program entitled “Protecting God’s Children”. The program provides information on how to prevent situations that can lead to abuse, on what behavior should raise concern about abuse and how to report abuse. Parents who have not completed Protecting God’s Children will not be allowed to volunteer in the school or go on field trips.

Emergency Response

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

We have a crisis plan in the case of needing to “lock-down” the building. This plan is reviewed annually and updated for the following year before the end of the current school year.

Playground Supervision

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

Questioning of Students from Someone Outside the School

Except at the direction of a caseworker from the Division of Family Services, no minor student will be questioned by law enforcement authorities or officials of other public agencies unless a school administrator is present. Every effort will be made to contact parents and provide them the opportunity to be present. [4402.2]

School Privacy

St. Charles Borromeo School understands that students/parents have access to technology that enables them to record, either visually or audibly, a student of the school or member of the school staff.

Additionally, in order to ensure the privacy of members of the school staff, students and parents are not to record a member of the school staff without the express permission of the staff member. As

such, students and parents are prohibited from recording classroom lessons/discussions and are prohibited from photographing or videotaping teachers without the teacher's permission. Likewise, students and parents shall not publicly post any videos, pictures or audio recordings of staff members unless the student/parent(s) have the express written permission from the school staff member. This includes, but is not limited to, online photo-sharing and posting videos to YouTube or similar applications.

Searching of Student Property

According to the Safe Schools Act, school officials with sufficient reasons to do so may search a student's desk or locker. [4303.5] A student's jacket, purse, backpack, and the like are personal property. With good reasons, school officials may request that a student empty the contents of pockets, purses, backpacks, or the like. If the student refuses, disciplinary action could be taken based on the refusal.

Weapons

In order to provide a safe environment, the carrying or possession of any type of firearms or other dangerous weapons on the premises of St. Charles Borromeo School is strictly prohibited. This prohibition expressly includes those persons licensed to carry concealed firearms. [6202.1]

Personnel

Political Process

Facilities, materials, equipment, mailing lists, and personnel will not be made available for partisan political activity. The school will not post or distribute any material that either supports or opposes any political candidate. School representatives and employees will not endorse or oppose any candidates during official school duties. [6203]

School Board

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

The Board meets regularly throughout the year. The schedule of the meetings is published on the web site calendar. Those wishing to address the Board should contact the president at least one week in advance so that they can be placed on the agenda.

School Community Information

Christian Service

Service is a pillar of St. Charles Borromeo School, and students will have opportunities throughout the year to serve in our community.

Minnie Vinnie Program

Students in grades 7-8 have an opportunity to serve in the Minnie Vinnie program. This is a program associated with St. Vincent De Paul. The Minnie Vinnie's have many opportunities throughout the year to serve the local community.

Home and School Association (HSA)

The Home and School Association exists to support the school. there will be planning meetings of the officers. Members serve as volunteers in various capacities throughout the year. The organization also provides the school with financial support for needed expenses not included in the school budget. This would include such things as new textbooks, educational resources for the teachers and special activities for the students. The organization will generate this money by various means.

Invitations and Gifts

Private party invitations should not be passed out at school unless the whole class is included in the celebration. Family contact information may be accessed via Sycamore. Parent-to-student and student-to-students gift giving is not appropriate in the school setting. Please make these presentations at home.

Logo and Mascot

The official mascot of the school is the Bobcat. The cross in the logo's center represents the centrality of our Catholic faith in our school. The blue banner behind the cross represents the excellence we seek to achieve. The banner was first added after we received Blue Ribbon status.



The heart and rays represent the sacred heart, which is the heart of Jesus. St. Charles Borromeo School was first run by the Society of Sacred Heart Sisters and the Society of Jesus (Jesuits). The heart and rays and the year 1828, represent the historical significance of our school. The shield is an old heraldry symbol that holds the image. The shield was part of an older logo from the early 1990s. Finally, the heart is bursting forth, as we should be as Catholics.

Lunch

St. Charles Borromeo School runs a hot lunch program for the convenience of parents and students. Food Service Consultants run the program. Funds may be added to individual student accounts online through FACTS. Milk may be purchased separately at a predetermined price.

Parent Teacher Conferences

At the end of the first trimester, a formal conference opportunity between the parent and teacher is scheduled. Parents will be expected to sign up for these conferences. In addition, parents are encouraged to contact teachers whenever they have questions about their child's progress, relationships, or behavior at school.

Pets on Campus

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

Money Sent to School

Money sent to school for field trips, pictures, etc. should be sent with each student and not as a family. Cash or checks must be for the exact amount. All money should be sent in a sealed envelope marked with: what the money's for, the child's name, grade, and teacher. No cash amounts larger than \$20 should be sent in a child's backpack.

Snacks/Water Bottles

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

School Buddies/Family Groups

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

Textbooks/Library Books/Property

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

Volunteers and Visitors

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

Attending Protecting God's Children Class and completing all required paperwork must be completed before anyone may volunteer in the school.

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

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

Fish Fries

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

Parish Picnic

The parish and school come together to celebrate the parish picnic on the first (or first full) weekend of October annually. **All families are required to work at this event.** Please make every effort to attend and volunteer.

Students are not allowed to have food or beverages from any outside restaurant. Students in grades 6th-8th have access to a microwave. Students are not allowed to bring soda for their drink. Parents may eat lunch with their children at school. Parents may choose to purchase school lunch or to bring a lunch from home. Parents are not allowed to bring food or beverages from a Fast Food type restaurant for their lunch with the exception of a Subway-type sandwich. Parents may purchase a lunch on their student's account.

Appendix 1: Technology Use Policy

Acceptable Internet Use Policy

**Students in grades 4-8 will receive a separate document related specifically to the 1-1 use of chromebooks. **

Saint Charles Borromeo School, in its effort to provide its students with the vast resources that the Internet has to offer, has developed the following Acceptable Internet Use Policy. Access to the Internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information. The purpose of this policy is to provide guidelines that must be adhered to for the protection of all students, while allowing students the opportunity to enhance their learning by utilizing the critical thinking, problem solving, and research skills that the Internet has to offer.

In putting forth this policy, Saint Charles Borromeo School considers its own stated educational mission, goals, and objectives, as well as the discipline policy already in place. While our intent is to make Internet access available to further educational goals and objectives, there are information areas within the structure of the Internet which may be inappropriate for access and use for our students. All faculty and staff of Saint Charles Borromeo School will make every effort to ensure appropriate and educational use of the Internet.

Students are responsible for appropriate behavior while using the School's computer network and accessing the Internet through this network, just as they are responsible in a classroom or any other area of the School. It is expected that students will comply with the School discipline policy and the specific rules set forth here. The use of the School's computer network to access the Internet is a privilege, not a right, and may be revoked if abused. Each student is responsible for his/her own actions in accessing and utilizing the School's computer resources. Furthermore, it is the responsibility of each student in our School and their parents to read this Acceptable Internet Use Policy. Only those students who have returned the parent permission letter, signed by the student and their parent(s), thus agreeing to adhere to the rules set forth by this policy, will be allowed access to the Internet at Saint Charles Borromeo School.

Rights and Privileges-

The Saint Charles Borromeo Computer Network, that is all computers throughout the School that are linked together and are able to access the Internet, is provided for educationally-related communication, research, and other such activities. Access to the Internet through this network will be provided to students who agree to act in a considerate and responsible manner.

- Students will submit a properly signed Acceptable Use Agreement, this includes parent's signature(s) as well as their own.
- Students attend the "Internet Responsibility" lesson given during their scheduled computer class time.
- Students may only access the Internet during school hours, and only when under the direct supervision of a teacher.
- Students should only expect limited privacy in regards to their personal files or record of web research activities. If routine maintenance and monitoring of the Saint Charles Borromeo School computer network leads to the discovery that a student has violated any part of this Acceptable Use Policy, the school discipline code, or the law, appropriate measures will be taken.

Use of the Internet-

Students will follow a sequential, structured approach to gaining skills which will allow them to become independent, responsible users of the Internet. This approach addresses Internet use from an age and topic appropriate standpoint. At no time will students have access to the Internet unless under direct supervision of a teacher. GoGuardian is an important tool that SCB uses to monitor student screens and searches, but is in no way perfect. Teachers are instructing the classes and at times, students are on the honor system to be following along in class, rather than surfing the Internet. **Students are under parent guidance and monitoring when at home with school issued devices. GoGuardian will work at home for flagging content, but teachers are not meant to be constantly monitoring student usage while at home.**

In **grades K - 3**, teachers will actively supervise student use of the Internet. Students will access resources which the teacher has previously explored and selected. Teachers will make every effort to ensure that students are directed to sites with only age- and topic-appropriate material and resources.

In **grades 4, 5 & 6**, teachers will supervise and model appropriate use of the Internet. Students will continue to have Internet access under direct teacher supervision; however, students will also experience guided practice leading towards gaining skills to become an independent, responsible user of the Internet. Teachers will model skills needed to search for information within an area of study, to filter information for credibility and worth, and to recognize areas of inappropriate information sources or access. Teachers will explore an Internet site before directing students to that site. Teachers will make every effort to ensure that students are directed only to sites with age- and topic-appropriate material and resources.

In **grades 7 & 8**, teachers will provide guided practice and model appropriate use of the Internet. Teachers will supervise student-initiated information search activities and provide support for students as they begin to assume responsibility for becoming independent users of the Internet. Teachers will make every effort to ensure that students explore only sites with age- and topic-appropriate material and resources.

Responsible Use of the Internet-

The Internet is a valuable resource for students. Internet use and access is a privilege. Anyone who uses School Internet access in an inappropriate manner, as determined by a teacher, may lose this privilege, and may face consequences in accordance with the current school discipline code. Students who have the privilege to use Saint Charles Borromeo School resources for Internet access are expected to abide by the following methods of interaction:

1. Use School facilities and equipment **only** for school-related, educational activities (purposes directly related to a Saint Charles Borromeo School assignment or project), and **only** under direct supervision of a teacher.
2. Accessing, uploading, downloading, transmitting, displaying, or distributing obscene or

sexually explicit material is strictly **prohibited**, as is transmitting obscene, abusive, sexually explicit, or racially offensive language.

3. Maintain individual anonymity and privacy. **Do not** reveal full name, personal address, telephone numbers, name of their school, or images of themselves or classmates.
4. Use equipment appropriately. **Do not** engage in acts of vandalism (malicious attempt to harm or destroy).
5. Adhere to copyright laws and restrictions. **Do not** transmit material in violation of federal or state law or regulation. (Such material includes, but is not limited to, commercial software, copyrighted material, threatening or obscene material, or material protected by trade secret.)
6. Any passwords provided to students by the teacher should **never** be shared with another person.
7. **Never** trespass in another person's folders, work, or files.
8. Notify an adult **immediately** if you accidentally encounter materials which violate this policy.
9. **Do not** plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were your own.
10. **Be prepared** to be held accountable for your actions and, at minimum, for the loss of Internet access privileges if you are found to be in violation of any of the rules set forth by this policy.

E-mail

Saint Charles Borromeo School email access is authorized for particular grades. Student email usage through the School network is restricted for school purposes and subject to administrative audit and review. Personal email accounts may not be accessed on the School network.

Consequences of Policy Violation-

Students should immediately report knowledge of any violation of this policy to a teacher. Any student found to be in violation of the items set forth in this policy may, at minimum, be denied access to the Internet through the Saint Charles Borromeo School computer network. In addition, students should be prepared to face disciplinary action at the classroom and/or building level, in accordance with the school's current code of conduct. When appropriate, law enforcement agencies may be involved.

Limitation of Liability-

Saint Charles Borromeo School makes no guarantee that the functions or services provided by the School will be error free or without defect. Saint Charles Borromeo School will not be responsible for the loss of data or for the accuracy, nature, or quality of the information obtained through or stored on the network. Students and parents understand that neither Saint Charles Borromeo School nor its teachers have control over Internet content. Parents and students further understand that, although students will be allowed Internet access only in supervised environments, and that teachers will take every precaution to block-out objectionable areas, potential dangers remain. Saint Charles Borromeo School will not be responsible for financial obligations arising through the

unauthorized use of the system. Parents can be held financially responsible for any harm to the system as a result of misuse by a student

Appendix 2: Code of Conduct

SAINT CHARLES BORROMEIO CODE OF CONDUCT

The Saint Charles Borromeo Code of Conduct is meant to serve as a supplement to behaviors already outlined in the Parent Student Handbook. The chart details behaviors, as well as consequences that may be given in the case these behaviors are exhibited.

Saint Charles Borromeo will assign school discipline for behaviors that occur off site if there is a nexus or connection to the school or if it does create a disruption to the school learning environment.

We will continue to instill among all of our students the importance of Catholic faith and virtues as they continue to develop socially and emotionally. We believe that our Catholic faith along with the partnership between home and school will allow for the success of all students and a learning environment that promotes a positive and supportive learning environment.

Inappropriate or Disruptive Behavior	1	2	3	4
ACT OF VIOLENCE/ASSAULT				
Against a student or staff member - use of physical force by a student with the intent to do serious physical injury.			X	X
BOMB SCARE / THREAT				
Threatening to set off explosives, including any written or phone threats; by definition a Terrorist Threat.				X
BULLYING				
By any means including but not limited to, in person, telephone, cyberbullying, writing or via electronic communications with the intent to intimidate or inflict physical, emotional or mental harm.		X	X	X

CHEATING / PLAGIARISM				
Carries the penalty of a zero on the text/assignment and teacher notifies parent(s)/guardian(s) of problem; includes electronic cheating. Multiple offenses may result in Level 2.	X	X		
DISRESPECT TO STUDENTS OR ADULTS				
Including, but not limited to words, tone of voice, facial expressions, written expressions or gestures.	X			
DISRUPTIVE BEHAVIOR				
Conduct which has the intentional effect of disturbing education including but not limited to, excessive talking, out of seat, throwing objects, disturbing others, note passing, and/or other actions which interfere with the education process.	X	X	X	
DISRUPTIVE OR DEMEANING SPEECH OR CONDUCT				
Including, but not limited to, use of hate language (written or spoken) to demean other persons due to the person's race, color, sex, national origin, age, ethnicity, disability, or religion. This includes conduct, verbal, written or symbolic speech. May be a Level 3 infraction if serious enough.	X	X	X	
DRESS CODE VIOLATION				
Dress that does not follow the guidelines specifically outlined in the school wide dress code policy.	X			
ELECTRONIC DEVICE MISUSE				
Operation or display of phone or any non-academic electronic devices during school hours including, but not limited to CD's, headphones, iPods, DVD's, e-readers, etc. Devices must remain off during school hours. Items in use or displayed during school hours will be confiscated. This includes the inappropriate, unauthorized use, capturing, transmitting or duplicating an unauthorized picture of school staff, students or school documents. Students will be held accountable for the contents on the phone regardless of where the inappropriate content originated.	X			
FALSE ACCUSATIONS				
Deliberately made against students or staff. May be deemed			X	X

a Level 4 infraction if deemed serious enough.				
FALSE ALARM/FIRE EQUIPMENT MISUSE				
Tampering with emergency equipment or setting off a false alarm.		X	X	
FIGHTING				
Physically striking another in mutual contact (as differentiated from assault) or using words or actions to incite or cause a fight. May be deemed a Level 3 infraction if deemed serious enough.		X	X	
FORGERY				
Of parent / guardian signature (includes impersonating a parent via phone) teacher or official signature.		X		
INSUBORDINATION				
Refusal to follow staff directive or request, or defiance of staff authority.	X	X		
LANGUAGE				
Language, symbols, acronyms or gestures including, but not limited to, use of words (spoken or written) which are used to harass other people; that are obscene including, but not limited to, use of words (spoken or written); drawings or pictures which describe sexual conduct and are deemed offensive to community standards.	X	X		
LYING				
Intentionally providing false or inaccurate information.	X			
MOVING INAPPROPRIATELY THROUGH THE BUILDING				
Failure to move quietly through the building; not walking in line; running in the building; leaving assigned area without permission.	X			
PHYSICAL CONTACT OR CONDUCT				
Inappropriate contact or conduct(i.e. Scuffling, play fighting, or horseplay). Physical harm are behaviors such as “play”	X	X		

fighting, hitting, pushing, slapping, punching or pranks that have the potential to cause harm to a student or an adult.				
POSSESSION OF STOLEN PROPERTY				
Theft and /or alteration of school, student records or documents (including but not limited to, electronically hacking into or downloading grade book, report cards, computer records, passwords etc.)			X	
RESTROOM VIOLATION				
Misuse of materials (i.e. soap, water, towels, toilet paper)	X			
SEXUAL HARASSMENT				
On the basis of race, color, sex, national origin, ethnicity, disability or religion. Defined as unwanted sexual advances, requests for sexual favors, or other verbal or physical contact of a sexual nature. This includes verbal comments, sexual name-calling, gestures, jokes, slurs, sexually oriented pictures or letters, and the spreading of rumors of a sexual nature.		X	X	
TECHNOLOGY / NETWORK MISUSE				
Inappropriate use of school technology network. Violation of Saint Charles Borromeo's Acceptable Use Policy.		X	X	X
THEFT OF MONEY OR PROPERTY				
Theft of money or property less than \$100.00 is a level 2 offense. Theft of money or property \$100.00 or greater is a level 3 offense.		X	X	
THREATENING				
Threatening an adult or student verbally or physically. The level of discipline will be determined based on context. May be considered up to a level 4 violation if deemed serious enough.		X	X	X
VANDALISM				
Minor,requiring additional time for cleaning, restitution may be included; intention damage or attempt to damage property belonging to the staff, students or Saint Charles Borromeo. May be a Level 3 infraction if deemed serious enough.		X	X	
WEAPONS				

Possession or use of a weapon.				X
--------------------------------	--	--	--	---

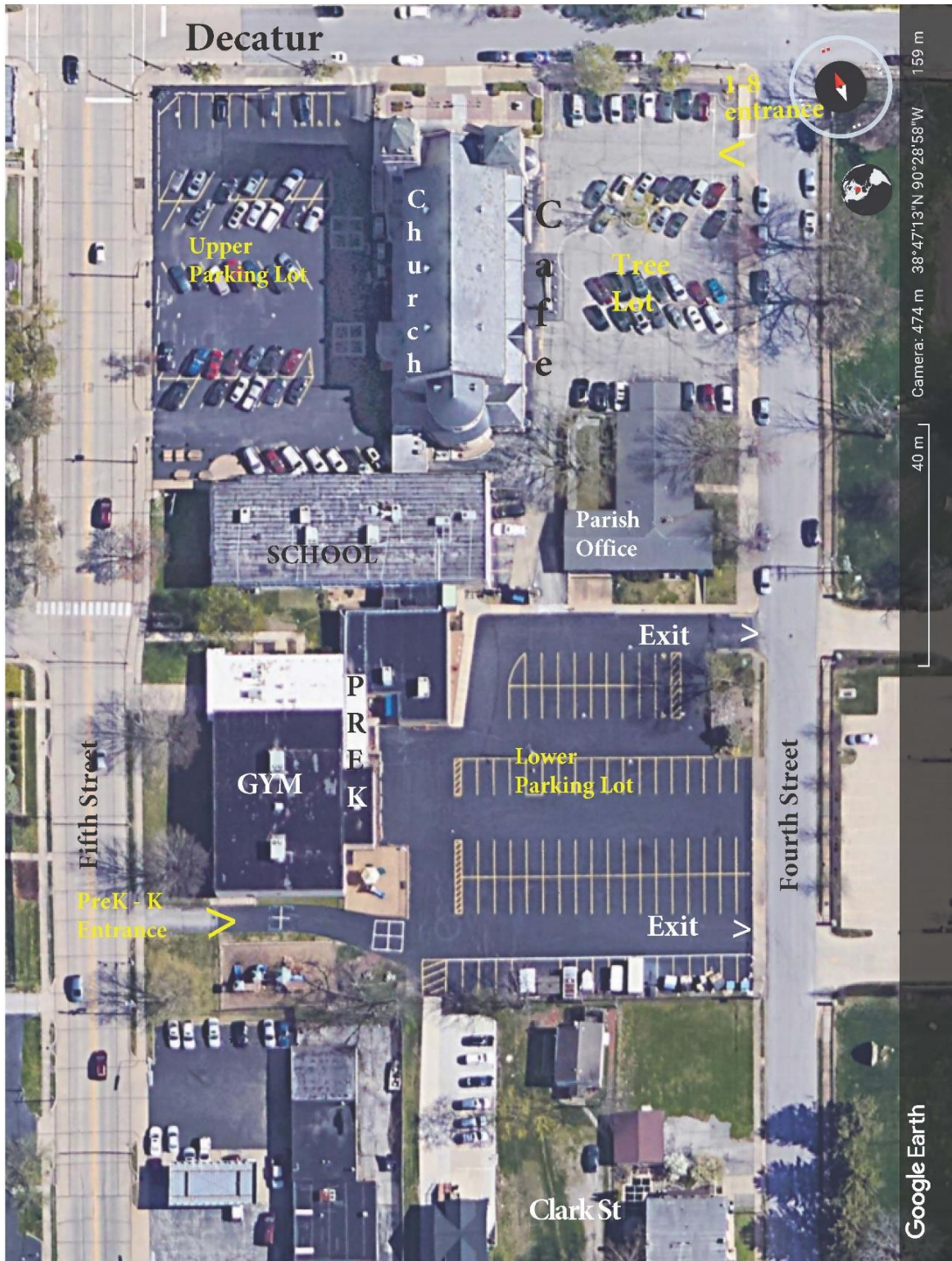
Teachers work to create environments that promote student learning. Prior to referral to the office or use of the discipline levels outlined below teachers may confer with students, issue warnings or involve parents in the problem solving process. If issues or behaviors cannot be resolved a referral to the office may be made.

DISCIPLINE LEVELS

	Examples of Classroom Support and Administrative Action	
Level 1	Elementary - May include any of the following actions.	
	Teacher conference with student	Withhold recess
	Verbal / written communication to parents related to behavior	Teacher/parent conference with or without the principal
	Restorative practices	Lunch / recess detention
	After school detention	Alternative interventions such as daily behavior chart
	Middle	
	FIRST OFFENSE - up to 3 days detention or suspension	
	SECOND OFFENSE - up to 5 days suspension	
	THIRD OFFENSE - up to 10 days suspension	
Level 2	Intensive Support and Administrative Action	
	Elementary - May include any of the following actions.	
	Teacher conference with student and parents	In school detention - loss of recess
	Conference with parents and principal	Restitution or restoration
	After school detention	In or out of school suspension up to 5 days
	Middle	

	FIRST OFFENSE - Up to 10 days suspension
	SECOND OFFENSE - Additional 10 days suspension with conversation about continued enrollment
Level 3	Suspension and Referrals
	Elementary
	In-School Suspension
	Out of School Suspension
	Meeting and discussion about continued enrollment
	Middle
	Out of School Suspension up to 180 days
	Any Subsequent Level 3 Offense - May lead to discussion about continued enrollment
Level 4	Extended Suspension and Referrals
	Elementary
	In-School Suspension
	Out of School Suspension for 1 to 180 days
	Meeting and discussion about continued enrollment
	Middle
	Out of School Suspension up to 180 days
	Meeting and discussion about continued enrollment

Appendix 3: Parking Lot Map



Index

School Mission and Purpose of Catholic Education	6
<i>Accreditation</i>	7
<i>Admissions and Enrollment Management</i>	7
Admission Policies	7
Before and After School (BASK)	8
Kindergarten Application	9
School Tuition and Fees	9
Parish Investment	11
Tuition for 2023-2024	11
<i>Attendance</i>	12
Daily Attendance	12
<i>Communication</i>	15
FACTS Parent Portal	15
Parent Newsletter	15
Records	15
School Closings/Late start	16
Teacher to Parent Communication	17
Withdrawal from School	17
<i>Curriculum and Instruction</i>	17
Class Placement	17
Class Size Limit	17
Copyright	18
Extracurricular Activities	18
Graduation	19
Homework and Assignments	19
Library Learning Center	20
National Junior Honor Society	21
Parties	21
Physical Education	21
Special Service/Referrals for Special Evaluation	21

Technology_____	22
Testing_____	23
<i>Discipline Policies</i> _____	23
Code of Conduct _____	23
Safe Environment _____	24
Severe Discipline and Consequences _____	25
Search and Seizure _____	28
Telephones/Electronic Devices/Cell Phones/Messaging and Digital Imaging Devices_____	28
Virtue Education and Restorative Practices _____	29
<i>Dress Code</i> _____	29
St. Charles Borromeo School Uniform 2023 - 2024_____	29
<i>Faith Development</i> _____	35
Adoration _____	35
Human Sexuality Program _____	36
Liturgy _____	36
Prayer and Services _____	36
Sacraments _____	37
<i>Health and Medicine</i> _____	37
Accommodation for Medical Diagnosis _____	37
Communicable Diseases _____	37
Illness and Injury _____	38
Immunization and Health Records _____	38
Medication _____	38
Students with Significant Medical Conditions _____	38
<i>Maintaining a Safe and Secure Environment</i> _____	39
Building Security _____	39
Child Abuse Reporting _____	40
Emergency Response _____	40
Playground Supervision _____	40
Questioning of Students from Someone Outside the School _____	40
School Privacy _____	40
Searching of Student Property _____	41

Weapons	41
<i>Personnel</i>	41
Political Process	41
School Board	41
<i>School Community Information</i>	41
Christian Service	41
Home and School Association (HSA)	42
Invitations and Gifts	42
Logo and Mascot	42
Lunch	42
Parent Teacher Conferences	42
Pets on Campus	43
Money Sent to School	43
Snacks/Water Bottles	43
School Buddies/Family Groups	43
Textbooks/Library Books/Property	43
Volunteers and Visitors	43
<i>Appendix 1: Technology Use Policy</i>	45
<i>Acceptable Internet Use Policy</i>	45
<i>Appendix 2: Code of Conduct</i>	49
<i>DISCIPLINE LEVELS</i>	53
<i>Appendix 3: Parking Lot Map</i>	55
<i>Index</i>	56

