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***WELCOME
TO
ST. CHARLES SCHOOL***

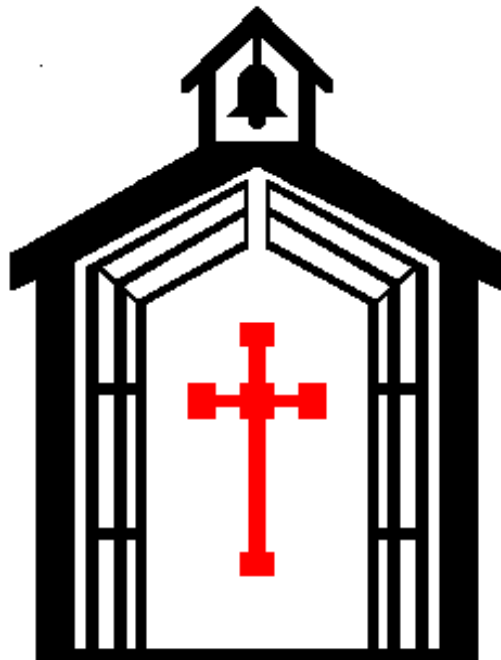
2224 East Third Street
Bloomington, Indiana 47401

School Office (812) 336-5853
Parish Office (812) 336-6846

Fax (812) 349-0300
Fax (812) 331-6732

School Information Hotline
Web Site

(812) 337-5900
<http://stcharlesbloomington.org>



Founded 1923

INFORMATION AT YOUR FINGERTIPS

About this Handbook

We would like to extend a warm welcome to all St. Charles families! Communication is a top priority at St. Charles School. This handbook has been prepared for our families to inform them of the present procedures and policies of St. Charles School.

School Office Hours

Monday - Friday (When school is in session) 8:00 AM — 3:30 PM

Visit our web-site <http://stcharlesbloomington.org> for updated information. Any staff member may be contacted by e-mail using first initial and last name @stcharlesbloomington.org.

Information Hotline

For updates and announcements on general school activities and happenings, call the school information hotline at 337-5900. The hotline is in operation during the school year. We also ask that you call this number for information on emergency and weather related closings rather than the school office. The hotline will be updated if necessary.

St. Charles School Calendar

View and print updated calendars on our web-site <http://stcharlesbloomington.org>.

Faculty and Staff Roster

The roster along with e-mail addresses can also be viewed on the web-site <http://stcharlesbloomington.org>.

School Mission

The life at St. Charles flows from our Mission Statement. It is posted in every classroom along with our school pledge and is reviewed by the faculty and staff each fall before school begins. Our mission provides a gauge for determining policies and procedures and for measuring success in attaining them.

St. Charles School Mission Statement

The mission of St. Charles School, with Jesus Christ as our guide, is to teach the total child by integrating the key areas of human development: spiritual, intellectual, physical, emotional, and social. We continually challenge students to do their personal best in a safe, supportive, and respectful environment that is spiritually and academically rich and prepare them to be life long learners in an ever-changing world.

Our Philosophy

Since its founding by the Sisters of Providence in 1923, St. Charles School has provided an education of the highest academic and moral quality to children of Bloomington's Catholic community, regardless of social or economic background. St. Charles also welcomes families from beyond the Catholic community who value a curriculum centered on Christian values, academic achievement, and personal discipline.

Rich in tradition, St. Charles School has educated thousands of children, instilling within them, through diverse curricular and extracurricular programs and experiences, a sense of justice, charity, self-worth, and individual dignity.

A partnership between parents and school staff promotes a sense of family within our community and creates a special climate for learning that paves the way for spiritual growth and academic success.

In its preschool through grade eight classes, St. Charles School seeks to shape its students as members of the world family, promoting the development of world citizens who understand the diversity of God's people and accept the stewardship of His planet Earth.

Students who complete the St. Charles program are expected to aim towards reaching their full potential and to be knowledgeable, healthy, and faith-filled children who will grow into responsible, compassionate, and faithful adult followers of Christ, prepared to pass on our Catholic traditions and heritage to future generations.

School Pledge

St. Charles School Pledge

Today I promise to keep Jesus

**In my mind+
On my lips +
And in my heart +**

**I promise to always do my best and to
treat everyone with respect and kindness.**

**I promise to take good care of everything
God has given me and to have the courage
to always do what Jesus wants me to do.**

**Today I promise to live what St. Charles
School teaches.**

St. Charles School Song

Words by Linda Brown
Music by Ruth Boshkoff

St. Charles School Song

***Beneath the cross of Christ we stand
One with those who say
“Let’s enter in and learn of God, the truth the light they way.”
Exploring God’s great mysteries of earth and wind and sea.
Knowledge, respect and courage all live and grow in me.
Then into the world we soar prepared,
Singing the glorious song;
Rise up like hawks upon the wing,
God’s pow’r will make us strong.
Beneath the cross of Christ we stand
One with those who say
“Let’s enter in and learn of God, the truth the light they way.”***

SECTION ONE: GENERAL INFORMATION

Our Patron Saint, Charles Borromeo

Charles Borromeo was born to an Italian noble family in 1538. He received a doctor's degree in law at the age of twenty-one. The following year his uncle, Pope Pius IV, appointed him a cardinal of the Church and later named him the Archbishop of Milan.

He became a great reformer and, more than anyone else, helped the Church weather the aftermath of the storm caused by Martin Luther during the Protestant Reformation. His great work was the direction of the Council of Trent and the carrying out of its decrees which corrected abuses within the organization of the Church and clearly outlined and reaffirmed Roman Catholic doctrine.

Although he was the heir of a great family fortune, Charles chose a plain and simple lifestyle. He used his personal resources to found schools, seminaries, and hospitals. So that formal religious education would be a part of a child's upbringing, he established the Confraternity of Christian Doctrine (C.C.D.), thus founding the first Sunday schools.

He died in 1584 at the age of 46. His body rests at the foot of the main altar in the Cathedral of Milan. He was canonized by Pope Pius V on November 1, 1610.

Charles Borromeo was devoted to the education of all members of the Church, religious and lay, young and old. He is the patron saint of those who pass on the teachings of the Catholic faith - catechists and seminarians. The Feast of St. Charles Borromeo is celebrated on November 4.

History of the School

St. Charles Borromeo School has been in continuous operation since 1923. The school was founded by the Sisters of Providence from St. Mary-of-the-Woods, Indiana. A staff comprised of both lay and religious persons served the school until the last Sister of Providence left in 1986. Since that time, a lay faculty and staff, in conjunction with the St. Charles Borromeo Church pastor and the St. Charles Borromeo Board of Education, has been responsible for the administration and operation of the school.

The first St. Charles School was located at the corner of Third and Dunn Streets. New "modern" facilities at the present site were opened in 1957. In 1965, due to lack of classroom space to accommodate elementary classes, grades seven and eight were dropped from the curriculum. By 1992, when the seventh and eighth grades again became part of the St. Charles curriculum and a class a year was being added at the elementary level (from 1989 to 1999 enrollment increased by over 150%), more classroom space was needed. At that time, two modular units, housing four additional classrooms, were leased and later purchased. A \$1.6 million expansion, financed by St. Charles Parish, was completed in August of 1996. The new addition includes nine classrooms, a multipurpose room used as a gym and cafeteria, and administrative offices. A three year parish capital campaign entitled "Rooted in Faith, Challenged to Grow" was undertaken in the summer of 1996. Contributions to this campaign from parishioners, school families, and members of the greater Bloomington community financed several capital projects including school renovation and upgrades. In the summer of 1998, the old cafeteria was remodeled into an art room and a middle school science lab. Another addition, funded by the Legacy of Hope Campaign was completed in the fall of 2000. This addition provides storage space for the school and the parish and houses the school band program.

School Colors and Mascot

Red and black are the official school colors. The hawk is the school mascot.

Accreditation

St. Charles School is fully accredited by the State of Indiana. All Catholic schools in the Archdiocese of Indianapolis are required by the Office of Catholic Education to go through the same accreditation process as their public school counterparts. In 2004, St. Charles School became a member of the North Central Association for Accreditation and School Improvement. The accreditation process through North Central is a six year continual process. The state accreditation which coincides with NCA is a three year process.

The standards of St. Charles School are commensurate with or exceed those in public education with respect to length of school year, instructional time, curriculum, student/teacher ratio, etc.

Faculty members are certified by the State of Indiana and licensed in the areas they teach. Children at St. Charles School consistently perform well above average on standardized achievement tests, including Indiana Statewide Testing for Educational Progress (ISTEP).

Our classroom curriculum begins with the basics - reading, mathematics, phonics, writing, spelling, English, social studies, and religion. Specialized teachers complement each child's learning in art, computer, library skills, music, physical education, science, and foreign language (middle school).

National Recognition as a Blue Ribbon School of Excellence

In May of 2001, St. Charles School was one of five elementary schools from the state of Indiana to be recognized as a "2000-2001 National School of Excellence" by the U.S. Department of Education's Blue Ribbon Schools Program. The Blue Ribbon Program honors schools that excel in academic leadership, teaching, curriculum, student achievement, and parental involvement. Part of the selection process involves a site visit by a representative from the Department of Education. In the reviewers report, she highlighted the school's focus on individual student needs, its family-centered and safe environment, its challenging curriculum, its innovative teaching practices, its collaborative leadership, its community partnerships, and its high standards for student achievement as reasons for making the award to St. Charles. The faculty and staff viewed the Blue Ribbon process as a tool for self-evaluation and the setting of goals that will enable us to better serve our children in the years to come.

Foundation in Faith

First and foremost, St. Charles is a Catholic School; Christian values and moral teachings, as passed on through the teachings of the Catholic faith, are the foundation of all our programs. We strive to build a community of faith based on the Gospel of Christ and His command to love one another.

We also seek to assist each child in developing a personal relationship and friendship with the Lord that will guide and support him/her throughout his/her life.

Wherever possible, Christian teachings and values are woven into the various subject areas. Our curriculum follows the guidelines established by the state of Indiana and the Archdiocese of Indianapolis. Our text books are adopted from state approved lists while the foundation of all our programs is religion and the Catholic faith.

Prayer begins each student's day at St. Charles. The school pledge and the Pledge of Allegiance are included. The school song is optional. Blessing of food at lunch time and a dismissal prayer are just two more examples of time spent in prayer.

Religion Classes

Our religion classes teach children to develop personal faith, discipline, and judgment. **These religion classes meet daily and are an important part of our curriculum at St. Charles School.** All students, regardless of religious affiliation, are expected to participate in religion classes and religious services and celebrations.

Sacramental Preparation

Sacramental preparation is a journey in faith. In the second grade, children prepare for First Reconciliation and First Holy Communion. For the time leading up to these sacraments, preparation for them is the focus of religion classes. The entire family will also share in the excitement of this special time in their children's lives through many at-home family projects and required meetings. Non-Catholic students participate in sacramental preparation along with their classmates. Although they do not take part in the sacrament itself, they have also made a special journey with their families and friends and are encouraged to attend First Reconciliation and First Communion services to share in the community celebration.

Preparation for the sacrament of Confirmation takes place during the freshman and sophomore years of high school. Enrollment in this program is through the Religious Education Department at St. Charles Parish.

Liturgies and Prayer Services

Liturgies and prayer services are held throughout the week at St. Charles Borromeo Church. Grades Kindergarten through Five attend Mass each Friday at 10:00 a.m. Middle School classes, Grades Six through Eight, attend Mass each Wednesday at 10:00 a.m. For both liturgies, a different class will be scheduled its turn planning and presenting the theme, readings, prayers, and music. *A liturgy schedule for the year will be given to each family at the beginning of the year.* Parents are invited and encouraged to attend; it means a lot to the children to have their parents present whenever possible.

A group of St. Charles parishioners also conducts a prayer or adoration service for students at St. Charles School each Monday morning. Classes attend on a rotating basis. *A schedule for the year will be given at the beginning of the school year.*

Family Church Attendance

All parents, regardless of religious affiliation, are strongly urged to take a vital part in the religious education of their children and support what is being taught in the school by attending religious services with them each weekend.

NOTE: To receive the parish tuition rate, families enrolled as St. Charles parishioners must attend weekend mass at St. Charles on a regular basis and contribute financially to the parish by verifiable means, i.e. stewardship envelopes, personal check, or direct debit. What a wonderful example this sets for our children!

Administrative Structure

St. Charles Board Of Education (BOE)

The governing body for our school is the St. Charles Board of Education in conjunction with the St. Charles Parish Council. This local board consists of nine elected or appointed members who assist the pastor, the principal, the parish director of religious education, and the daycare director in educational planning, policy development, and decision-making for St. Charles School, St. Charles Daycare, and the parish Religious Education program. The BOE operates under the umbrella of the Archdiocesan Board of Education that has the same functions for all schools and parish religious education programs. Therefore, local policy is developed for St. Charles School that complies with the more general policies of the Archdiocese. To run for election, you must be Catholic and a registered member of St. Charles Parish. Members of the BOE serve a three-year term. Three new members are elected each spring.

Additional functions of our local Board include the development of annual goals and objectives, recommendations to the pastor on the hiring of school, religious education, and daycare administrators, the approval of the education budget, and the establishment of yearly tuition fees.

Names and e-mail addresses of voting members are available on the web-site along with minutes for recent meetings.

Archdiocesan Administration

The Office of Catholic Education (OCE) is responsible for the overall administration of all schools within the Archdiocese of Indianapolis. The principal meets with OCE staff on a regular basis. An annual school visit is conducted by a member of the OCE staff to verify compliance with all state and archdiocesan policies, evaluate programs and curriculum, and assist in strategic planning.

Archdiocese of Indianapolis

Mission Statement

We, the Church in central and southern Indiana, called to faith and salvation in Jesus Christ in the Roman Catholic tradition, strive to live the Gospel by:

- Worshiping God in word and sacrament
- Learning, teaching, and sharing our faith
- Serving human needs.

We commit ourselves to generosity and to the responsible use of our spiritual and material resources.

Values

- Prayer and spiritual growth
- Lifelong learning and sharing our faith
- Parish and family, the individual community
- Compassion and respect for human life and all creation
- Justice and consistent moral standards
- Pro-active leadership and shared responsibility
- Vital presence in urban, suburban, and rural neighborhoods
- Stewardship

The educational mission of the Archdiocese is:

“Learning, teaching and sharing our faith”

This is a sign that hangs near the entrances of our Catholic Schools in the Archdiocese of Indianapolis:

Be it known to all who enter here that
CHRIST
Is the reason for this school.
He is the unseen but ever present teacher in its classes.
He is the model of its faculty and the inspiration of its students.

School Administrative Staff

Pastor

Although not directly involved in the day to day operation of St. Charles School, at the parish level the pastor is ultimately responsible for the operation of the school ministry. All policies proposed by the Board of Education must be ratified by the pastor. The pastor works closely with the principal and provides spiritual leadership within the school community.

Principal

The principal is responsible for the day to day operation of St. Charles School. She is the religious leader of the school, responsible for the spiritual development of faculty and students and building a Christian community. She is also the educational leader responsible for leadership in the areas of curriculum, instruction, and school climate. The principal also serves as the business manager of the school in matters regarding personnel management, institutional management, finance, and development. The principal is responsible for implementing all school policies adopted by the St. Charles Board of Education.

Assistant Principal(s)

In addition to classroom responsibilities, one or two members of the St. Charles faculty may serve as assistant principals. Duties of the assistant principal include:

1. Filling in for the principal when absent or out of the building.
2. Advising and participating in administrative decisions including institutional management, curriculum, and instruction.
3. Coordinating departmental staff meetings.
4. Assist principal with numerous other duties.

Administrative Assistant

The administrative assistant maintains all records regarding staff payroll and archdiocesan paperwork, as well as student enrollment, histories, parent financial commitments, and tuition payments.

Office Manager

The office manager directs all incoming callers and guests in addition to assisting in a wide variety of office duties. Currently, the office manager maintains all medical information, administers medications and provides medical attention for sick and injured children.

Senior Administrative Assistant

The senior administrative assistant coordinates fundraising programs and is responsible for various money transactions for the school and parish stewardship withdrawals. Deposits and direct debits for *Wish List* and *Gift of Education* concerns are also handled through this office. The senior administrative assistant assists the principal in matters of payment and purchase as needed as well as various state and archdiocesan reports.

Parents as Partners

We believe that parents are the first and life-long teachers of their children. When a student is enrolled at St. Charles his/her parents enter into a partnership with the school. This partnership creates a special environment that

fosters the child's academic success and emotional well-being. There are many opportunities for parents to assist and support their child's education at St. Charles and they are encouraged to do so. Parents, as visitors or volunteers, are always welcome in our school. Parents do make a huge difference at St. Charles. Without volunteer help, we could not afford to offer a hot lunch program. The Media Center would not operate as efficiently without volunteers to help check in books, read to the younger students, or do data entry. Parents also help supervise the parking lot and playground. Each year thousands of dollars are raised through two major fund-raisers including the Third and High Festival of the Arts and the Spring Gala. The proceeds from these events are a source of operating revenue that provides educational materials, equipment, and services that ensure high quality programs.

Several smaller fundraisers such as the fish fry, Christmas card sale, and the flower sale help provide funds for student scholarships exceeding budgeted amounts. Others provide funds for capital improvements, i.e. carpeting, desks, chairs, etc.

We believe that giving of ourselves to others is one of the most important things a student can learn. It is also one of the greatest lessons that a Catholic education system can teach. Parents of St. Charles students are fortunate to have many opportunities to share this lesson with their children. Volunteering is tangible proof of their commitment to the school, its mission, and the part it plays in their child's life. It is also how we build a strong community and maintain the sense of "family" that has always characterized this school. Teachers are asked to volunteer their time as well. There are many opportunities during the school year to help out.

The home/school relationship is a vital link in the education of the child. We expect parents to support the instruction and teachings of the school and likewise we expect the teachers to support what is happening in the home. If this does not happen, the home/school relationship can be a detriment rather than a blessing.

Parent-teacher conferences are scheduled in the fall at the end of the first grading period and are also offered at the end of the third quarter. Communication between parents and teachers is highly encouraged. Parents should feel free to contact teachers or the principal anytime they have questions or concerns. Likewise, teachers should contact parents immediately when a concern is present.

Parents and Visitors in the School

Drop Off/ Pick Up

Most parents are on school grounds each day to drop off and/or pick up their child (ren). Parents of preschool children should use the daycare entrance which is west of the “old” main entrance. Parents of children in kindergarten through grade eight are asked to drop off their children outside the school building. **Elementary teachers will escort their classes to and from the class’s outside waiting area in the morning and at afternoon dismissal.** Parents are asked to drop off and pick up students in the morning and afternoon following the traffic plan

In the case of inclement weather in the morning, students not enrolled in extended care, may enter the building after 8:00am and proceed to the multi-purpose room. At 8:15am the children in the multi-purpose room are then quietly dismissed to go to their classroom.

In the case of inclement weather at the time of dismissal, inside dismissal will be indicated by a pink flag in the window of Room 203 at the west end of the building on the second floor. The 3:00pm bell will ring twice for an inside dismissal as well. Parents of children in K-2 should come into the building to pick them up. Older children will be dismissed to go to younger siblings’ rooms or to attend extended care. At 3:15, all remaining students are escorted by their teachers to the main school entrance. BUS RIDERS WILL NEED TO BE PICKED UP.

Security

Access to the building during the day and for late drop-off is through the new addition entry way only. (Preschool families may use the daycare entry.) **Other doors to the school will be locked at all times so that occupants may leave at any time, but strangers may not enter.** Children who arrive after the morning bell rings must be signed in by an adult. Students **must** have a blue tardy pass to enter a classroom after the bell rings. Parents picking up their child (ren) for an appointment during the day **must** come into the office to sign out and sign in at the office when they return.

Visitors in classrooms or hallways must obtain a visitor’s pass in the main office to be worn throughout their stay. **Any person present without a pass is to be escorted back to the main office for sign in.**

Parents of children participating in after school extracurricular activities such as clubs, music practices, music lessons, or homework center must come into the building to pick up those students. For security reasons, no student will be allowed to wait outside the building after 3:25pm. Students who are waiting for a later after school activity must be picked up or signed up in extended care.

Note: Our school rule is that children always need to be under adult supervision and can not wait outside without adult supervision.

Parent Teacher Organization (PTO)

The PTO organizes many activities that benefit the school and students. ALL teachers and parents, preschool through grade eight, Catholic and Non-Catholic, are members of the PTO. No dues are charged. Meetings are usually scheduled during months of August/September, November, February, April, and May.

The first meeting of the year includes a short PTO meeting and an elementary open-house/orientation where parents can visit their children's classrooms, get acquainted with the teachers, and find out more about the curriculum for the upcoming year. All classroom teachers will provide each parent with a copy of their Parent Handbook at these Orientation meetings. A week later a middle school open house is held.

At the final meeting of the year in May, a budget that designates the uses of funds raised by PTO sponsored events and activities are voted on and officers are elected for the following year. In addition, the PTO will award teacher grants.

The primary purpose of the PTO is to support the ongoing mission of St. Charles School. Through the PTO, parents and teachers strive to build community, strengthen communications, and provide resources necessary to support the school and the programs it offers. Each fall, in conjunction with St. Charles Parish, the PTO co-sponsors the Third and High Festival. The PTO is also dedicated to the promotion of such school fundraising activities as SCRIP, the Spring Gala, Box Tops for Education, and Campbell's labels that generate sources of supplemental income critical to the operation of St. Charles School.

The PTO is also a forum for exchanging thoughts, expressing ideas, and sharing experiences. If there is something you would like to see discussed at a PTO meeting please contact the PTO president at least two weeks prior to the scheduled meeting so it can be included on the agenda.

Baby-sitting is offered at all meetings for a small fee.

PTO Mission Statement

To create an optimal environment for our children's academic growth and faith formation, the St. Charles PTO serves to support and promote the mission of St. Charles School. This partnership among parents, faculty, and staff builds community, strengthens communication, provides resources, and enhances the faith development within our school family.

Names and email addresses of PTO officers and committee chairs are available on the school web-site along with the minutes of recent meetings.

PTO Standing Committees

The work of the standing committees of the PTO is ongoing throughout the school year. Committee chairs, along with the executive committee, form the PTO Board, which meets prior to each PTO meeting to review committee work and set the agenda for the PTO meeting.

Babysitting

The babysitting committee sends out reservation forms and secures the rooms and volunteers needed for child care during PTO meetings.

Hospitality

The Hospitality Committee coordinates the purchase and serving of refreshments and provides any other materials necessary to help make the membership feel welcome at each PTO meeting, Grandparents Day, Catholic Schools Week Open House, and the Teachers Appreciation Luncheon. The Hospitality Committee may plan additional parties and social activities so that school families may get to know one another better.

Lobbying and Legislative Study Committee

The Lobbying and Legislative Study Committee will make reports to the PTO Executive Committee and the general membership as issues arise on the federal, state or local level. The responsibility of this committee will be to study legislative materials provided by the Archdiocese as well as other documents which pertain to school funding and other school related issues which could be of interest to parents, teachers, and administrators of the school.

Playground

The Playground Committee routinely checks the school grounds and equipment and recommends maintenance and upgrades. After securing cost estimates, with budgetary approval, the committee then solicits volunteers to assist in the completion of maintenance and upgrade projects. The committee will also solicit volunteers to help supervise use of playground equipment during lunch hours. Any staff or parent concerns or improvement suggestions for the playground should be submitted in writing to the PTO committee.

Publicity

The Publicity Committee prepares take-home flyers regarding PTO activities; notifies other parishes of announcements for their bulletins; notifies the press and radio about PTO activities that are open to the public; arranges for press and photography for school and PTO events, as directed by the Principal or PTO President; and provides posters for various events sponsored by the PTO. Teachers wishing to publicize classroom events will need to provide photos and write ups to this committee.

Room Parents

Through sign-up requests each spring and fall, the Room Parents Committee secures two room parents for each class and meets with these parents to give them general guidelines of responsibilities. A room parent's responsibilities will include an initial classroom teacher meeting where a schedule for special events will be set and expectations will be discussed. Some responsibilities may include: (1) organizing special activities in the classroom, (2) assisting with seasonal parties, (3) and communicating with parents about various important matters during the school year. **A room parent's role and responsibilities will be determined by the teacher of each class.**

Technology Committee

The Technology Committee will work with the School's Technology staff to assess and identify the Technology needs of the School including hardware, software, security, maintenance, personnel, training, and education; prepare and present a plan to the Executive Committee each Spring; identify how parents can help fulfill the Technology needs of the School; and coordinate parents to implement plans as needed.

Other

Work Days

A family workday is scheduled in August the weekend before the beginning of school to get things bright and shiny for the new year ahead. Families (children are welcome) are asked to bring cleaning supplies, tools, yard equipment, etc. and donate a couple of hours assisting in the upkeep of St. Charles School.

Financial Responsibility

Our school depends on your financial commitment, which includes your children's tuition and your Gift of Education pledge. Families in arrears will be asked via letter from the school office to contact the principal to discuss the situation; please be proactive and contact the principal if circumstances arise that necessitate review of your financial commitment. If arrangements have not been made with the principal and families become "non-supporting" (in arrears for 60 or more days), they will be asked to meet with the pastor and principal to discuss the situation. At the pastor and principal's discretion, non-supporting families will be asked to withdraw their children from St. Charles School.

If other arrangements have not been made with the pastor and principal, the children of families who are in arrears for tuition, book, activity, and technology fees, extended care fees, or cafeteria charges at the end of a school quarter will not receive report cards until all fee payments are made current.

The children of families who are in arrears for tuition, book, activity, and technology fees, extended care fees, or cafeteria charges at the end of the school year will not be enrolled for the following year until all fee payments are made current or other arrangements are made with the pastor and principal. Similarly, school records will not be released for children of families that are in arrears.

Method of Payment

Families may pay annually by check, semi-annually by check, or in 12 installments by automatic debit from a checking account. See the commitment packet for detailed information.

Registration Fees

An annual non-refundable registration fee for each child is due at the time of pre-registration. **Fee amounts are determined each year by the St. Charles Borromeo Parish Council.**

Tuition

After determining per pupil costs, the Parish Council sets tuition rates each spring. Parents pay per the pupil cost for the first child with discounts for siblings. Tuition is based on parish membership. To qualify for the parish tuition rate one or both parents must be baptized Catholics, the child(ren) must be baptized, the family must be registered with the parish office and actively participating in parish life throughout the year by attending Sunday Mass at St. Charles Borromeo Church and contributing to parish stewardship through a verifiable means, i.e. stewardship envelopes, personal check, or automatic debit. Compliance with this criteria is reviewed quarterly. Non-participating families will be reclassified to Non-Parish status and the corresponding tuition rate.

Book, Activity, and Technology Fees

Book, Activity, and Technology Fees are charged for all children in Kindergarten through Grade 8. Fees are added to tuition when calculating the total amount due for the year. Textbooks are rented on a year-to-year basis. The book fee covers the use of these books. Notice shall be given to the principal if a book is lost or destroyed. Some restitution should be made for lost or destroyed books. Middle School fees also include the cost of specialized Middle School activities, thus allowing St. Charles to charge the same tuition for grades K-8. **Fee amounts are specified each year on the financial commitment form and are not refundable after the start of the school year.**

Financial Assistance

Need-based financial aid is available to families who are participating members of St. Charles Parish. Applications are available in the school office or can be made via the school web site. All application materials should be received by the date specified in the commitment packet. Applications for financial aid must be renewed each year by the close of the school year. Families will be notified of the financial assistance available to them by the end of June. Financial assistance is not available for preschool or daycare students.

Free and Reduced Lunches

Federal subsidies are available for qualifying families. Applications go home to all families at the beginning of the school year. If you qualify, please take advantage of the assistance this program offers. Your participation also helps the school in several ways when it comes to funding proposals and federal and state classifications.

Refund Policy

If a student in Grades K-8 is voluntarily withdrawn before the first day of school, the student will receive 100% refund of tuition and book, activity, and technology fees.

If a student is voluntarily withdrawn after the start of the school year, the student will receive a prorated refund of tuition for that semester based on days attended. As noted above, book, activity, and technology fees are non-refundable once the school year has begun.

If a student is dismissed or expelled as a result of disciplinary action taken by the school administration or pastor, the student will receive no refund of the semester's tuition. A 100% refund of the second semester tuition will be made, if applicable.

Home/School Communications

Back-to-School Packets

Family Fall Information Packets are available for pick-up in the school office approximately one week before the start of the fall semester. These packets contain important information for parents pertaining to the start of school and should be picked up before classes resume. There is a packet for each family each year.

Supply Lists

Teachers turn in a supply list in May for the following school year. Supply lists are sent home with students at the end of the school year (in Summer Packets) so parents may refer to them for summer shopping. They may also be found on the St. Charles School website.

Back-to-School Nights

The first PTO meeting of the year is followed by an elementary (Pre-5) Open House. Parents are invited to visit their children's classrooms, meet the teachers, and learn more about curriculum, classroom procedures, etc. for the upcoming year. Teachers will also distribute copies of their individual classroom handbooks.

Middle School Open House is held on a separate evening, usually a week later.

Following this PTO meeting, teachers give short, 15 minute, parent presentations detailing information in their classroom handbook and addressing questions by parents. There are 4 sessions at 15 minutes each.

Middle School Orientation

There is a middle school orientation for incoming middle school students in May or early June.

Classroom Handbooks

Classroom handbooks have been prepared by teachers at each grade level. These handbooks are distributed to parents at fall orientations.

Class Lists

Class lists will be posted in the school and on the school website in early August. Back-to-School Packets are available for pick up the weekend before school starts.

Friday Folders

Children's work papers, class notes, and school announcements are sent home each Friday. Whenever possible, paper copies are sent only to families without e-mail addresses. To avoid duplication, school-wide announcements will be sent home with the youngest child in the family. **PLEASE NOTE that notices sent out on golden rod colored paper require a response and should be returned as soon as possible.**

E-Mail

School notes will be sent home via e-mail on Fridays and whenever necessary during the week. **Paper copies are to be sent only to families who do not have e-mail.** Weather related announcements regarding school closings, delays, or early dismissals will also be distributed via e-mail.

School Information Hotline

Call 337-5900 for the most current information on school programs and activities. Messages are updated when necessary. Please call the hotline number for information regarding weather related and emergency school closings. The hotline is not in operation during the summer.

School Bulletin Board/Pamphlet Holder

Bulletin boards are located in the school entry and near the school gym/cafeteria. These boards contain information about upcoming school and community events and programs.

Staff Mailboxes

Each member of the staff has a mailbox. Teaching assistants share the mailbox of the teacher(s) with whom they assist.

Staff E-Mail

Any staff member can be reached via e-mail by using their first initial and full last name@stcharlesbloomington.org.

PTO Meetings

PTO meetings are an important forum for exchanging information and ideas. Take an active role in the life of the school and its future.

St. Charles Web Site

The school has a section on the parish web site <http://stcharlesbloomington.org>. Visit this site on a regular basis for information and calendar updates.

Parent-Teacher Conferences

Parent-Teacher Conferences are held in the fall immediately following the first quarter report card. Conferences are also held in the spring upon the request of the teacher or the parents. The Principal and all staff members are available to discuss student performance at any needed time.

Special Events

Many special events take place at St. Charles during the course of the school year. Here are some of the highlights. Watch the newsletter and school announcements for dates and details.

August	Family Work Day
September	Back-to-School Nights ISTEP Testing
September/October	School Pictures Family Fun Day
October	Grandparents/Special Friends Day
November	Thanksgiving Food Drive Oktoberfest
December	Christmas Concert Make Wishes Come True Christmas Wish List
January	Pre-Registration for Returning Families
January/February	Catholic Schools Week/Open House
February/March	Pre-Registration for New Families Fish Fry
March	Spring Break
May	Egg Drop Spring Concert Field Day Kindergarten & 8th grade Graduation
June - August	St. Charles Summer Institute

PTO Back-to-School Nights

See Back-to-School Night.

ISTEP+Testing

See Testing.

School Pictures/Yearbook

School pictures are taken during the fall of each year. Order forms will be sent home with your students. **All picture order forms, along with payment, must be returned to the school prior to the time pictures are taken.** At this time, all children and staff members will be photographed for the yearbook. Only those students returning order forms will receive additional pictures. After all photo orders are returned from the photographer, a retake date is set for those who find the first take unsatisfactory or who missed the first photo shoot.

Order forms for yearbook purchases will be sent home in January and must be returned promptly.

Family Fun Day

See Fundraisers.

Grandparents/Special Friends Day

Grandparents and special adult friends are among the most important people in our children's lives. They are very eager to know as much as possible about the children's lives and are especially interested in the education they are receiving. *And we are very eager to meet them.* For this reason, each October we set aside a Friday morning for children in grades Pre-5 to invite these special people into our school. **The day begins with Mass in the church at 9:00 a.m. followed by classroom activities and lunch.** Grandparents and friends who are visiting more than one child in the school are welcome to move from classroom to classroom as they visit. Preschool classes often plan a variety of activities during the week of Grandparent's/Special Friend's Day.

Preschool – Fifth grade teachers plan fun and informative activities for their students' guests. Possible activities are Math Carnival, classroom tours, craft projects, games, spelling bees, specials, and so on. Classroom teachers will keep their normal schedule for the morning such as gym or science class. Grandparents and special friends are our guests at lunch time with their meals being provided by the PTO. The afternoon is a normal school schedule.

Thanksgiving Food Drive

During the holiday season, many people from the Bloomington community turn to St. Charles for help. Early in November, grocery bags are distributed to all students and they are asked to return them filled with nonperishable food items.

Musical Presentations

Grades five through eight participate in band or choir performances at Christmas time and in the spring. Each pre-school through 4th grade class also has a scheduled performance during the school year.

Make a Wish Come True Christmas Wish Lists

Each Christmas season we ask our teachers and staff members to put together a "wish list" of items that would enhance their classroom or working environment. The Wish List is then sent home to our families between Thanksgiving and Christmas. Staff members are notified of gifts given from the "wish list" by the end of January.

Catholic Schools Week/Open House

Traditionally the last week in January is set aside for the nation-wide observance of Catholic Schools Week. At St. Charles, we celebrate this week by honoring parents, teachers and staff, volunteers, parishioners, and students through a variety of activities. The week's activities culminate with a special Sunday 10:00 mass followed by an Open House.

This Open House gives us the opportunity to share our school with the entire Bloomington community and provides families interested in enrolling their children the chance to get acquainted with faculty and staff and everything St. Charles has to offer. A special collection for the support of the school is taken up at all Masses at St. Charles on the last Sunday of Catholic Schools Week.

Pre-Registration

Pre-registration for the upcoming academic year begins in mid-January at the end of the first semester for presently enrolled families and the first week in February for new families. No waiting lists are maintained prior to this time. See **Admissions Policies and Procedures** for additional information.

Spring Gala

See Fundraisers.

Egg Drop

In May, our firefighter friends from across the street (Station #4) come over each year for this event. As a science experiment, students in grades four through eight package a raw egg following guidelines given by their science teachers. The whole school watches as the firefighters drop the packages from the top of their snorkel unit and everyone scrambles to see whose eggs survived.

Field Day

Usually scheduled for the last day of school, students celebrate the end of the school year out on our school field by participating in a variety of outdoor games and activities.

Graduation

There are separate graduations for our graduating kindergartners and eighth graders. The kindergarten event occurs during a school day while the eighth grade event is an evening ceremony. Both graduations are followed by a reception that marks the beginning of a new phase in our graduates' lives. The date and time are announced in the spring by the each grade's teachers.

St. Charles Summer Institute

Summer School is cool! Especially at St. Charles! The St. Charles Summer Institute offers many exciting learning opportunities that enrich the basic curriculum taught during the academic year. Children can attend morning and/or afternoon classes. A supervised lunch program and summer extended care are also available. St. Charles Summer Institute is an ideal solution to summer childcare needs.

The Financing of St. Charles School

The operating budget for St. Charles School now runs over \$2,000,000 annually. The following sources of revenue provide the income necessary to meet those budget needs and allow us to continue to offer high quality Catholic education at an affordable rate.

Tuition:

Based on active parish membership and funding available from all sources, each spring St. Charles Parish sets tuition rates for the upcoming academic year. The pastor reviews Sunday collection records quarterly to verify active membership at St. Charles Parish. Families who are not active members of St. Charles Parish pay the per pupil cost for the first child with discounts given for additional children enrolled from the same family. Preschool tuition rates must cover the full cost of the preschool program. Therefore, one tuition rate applies to all families, whether parish or non-parish, and there are no discounts available.

Parish Support:

As a ministry of St. Charles Parish, St. Charles School receives parish support based on projected stewardship income for the current year. St. Charles parish pays all facility and maintenance costs. St. Charles School receives no financial support from other area parishes or the Archdiocese of Indianapolis.

The difference between tuition fees plus parish support and the actual cost of education must be funded in a variety of ways. Coordination of these programs and events takes place through our financial manager, PTO, Board of Education, and various organizations.

Gift of Education Annual Giving Campaign:

St. Charles School relies on charitable giving to make ends meet. All families and staff members are encouraged to pledge to the Gift of Education Annual Giving Campaign. This is one way to take a step toward bridging the gap between tuition and per pupil cost. Contributions made to the Gift of Education Fund are tax deductible to the extent allowable by law and will be reflected on an annual stewardship statement from St. Charles School. Accounting for the Gift of Education Campaign is done through the school office. Pledge payments can be auto-deductible or a one time donation with checks made payable to the Gift of Education Campaign.

Contributions to this fund provide operating revenue to assist us in

- Providing our children with the best education possible at a reasonable cost
- Providing need-based scholarship assistance
- Expanding our educational programs
- Providing just compensation for our teachers

St. Charles parishioners who do not have children in the school support the Gift of Education campaign by using the Gift of Education envelope in their monthly stewardship packet.

School Endowments:

St. Charles School has an endowment fund that is managed by the Catholic Community Foundation. This endowment was established through the gifts and bequests of parishioners and school families to provide a perpetual source of income for the school. The principle on the endowment itself can never be used. The interest earned on the endowment, along with the interest earned on the parish endowment, is committed through 2010 to pay off the construction loan for the 1996 school addition. The interest on the smaller endowment is currently being reinvested to increase the endowment so that its earnings can eventually be used for scholarship assistance. Contact the Senior Administrative Assistant for information on making a gift to the endowment fund.

Fund-Raising

This is a fact of life in Catholic schools and a special way of building community. Families and staff members are strongly encouraged to take an active role in all fund-raisers, i.e. Family Fun Day, Spring Gala, plus Campbell's and General Mills Box Tops for Education promotions.

Fundraising Policy

It is the policy of St. Charles to manage the fundraising activities of its various ministries in order to avoid wearying parishioners with appeals, to use volunteer energies and efforts in ways to generate the best returns, and to comply with legal restrictions and regulations. In order to achieve the objectives of this policy, standard procedures will be followed throughout the parish's missions.

Definitions

1. Core fundraisers – These annual activities, such as the Third and High Festival of the Arts and the Gala Auction, have established structures of committees, calendars, and uses of the funds generated. Proceeds go to the general support of St. Charles.
2. Earmark fundraisers – These recurring or one-time events are held for a specific goal by the organization to receive the benefit. Examples include bake sales and car washes for the 8th grade trip.
3. Other fundraisers – These may occur annually but tend to rely on a less-structured set of volunteers and expectations. Examples of recurring events include the golf outing and Oktoberfest.
4. Ad hoc fundraisers – These often originate when someone has an idea of something to do that would benefit one of St. Charles' programs. The event could happen only once or could be repeated.

Procedures

Because the parish has come to rely on the *core fundraisers* to supply budgetary support, they are considered as having approval under this policy. All other fundraisers will require the sponsoring person or organization to submit a request to the Finance Committee specifying:

- the nature of the event and its timing,
- an estimate of the number of volunteers and volunteer hours needed or committed,
- the anticipated net revenue, and
- the proposed use of such revenues.

The Finance Committee will consider the request and make a recommendation to the Parish Council. The sponsoring organization for any proposal benefiting the school will be the Board of Education, which must review and recommend it before it can go before the Finance Committee.

If special urgency requires consideration of a fundraiser in between scheduled meetings of the Board of Education, Finance Committee, and Parish Council, the heads of these groups, in consultation with the pastor, may approve an event and report approval to their respective organizations.

The Finance Committee will maintain the parish-wide calendar of fundraising events.

Budgeting Considerations

Revenues generated from *core* fundraisers are part of the parish's annual operating budget. If net revenues exceed budgeted amounts, the excess funds normally will go to the sponsoring organization. Only in the event of serious parish deficit would the decision to spend the funds be deferred to a subsequent fiscal year. Sponsors of the events will be notified should such a circumstance arise.

Proceeds from the other general fundraisers are not budgeted, given their variability from year to year. Profits from such events typically are applied to specific uses in accordance with approved plans.

Approved November 2007

Gifts Policy

It is the policy of St. Charles gratefully to accept gifts that will benefit missions of the parish. At the same time, it is the policy of St. Charles to accept gifts in a manner that is consistent with the endowment structure of the parish and that provides that the priorities of the parish are met. In order to foster gifts and to ensure donor understanding of the use of the gifts, the following procedures will be followed.

Definitions

An endowment is a fund invested to produce interest earnings in order to maintain the value of the gift and to provide an ongoing revenue stream for recurring costs. A memorial, named, or designated gift that it intended to provide such ongoing support will become part of an endowment fund.

A memorial, named, or designated gift that is intended to be spent immediately for a benefit to St. Charles will be considered a one-time gift. For purposes of this policy, the gift will be \$1,000 or more.

Procedure

Gifts to the Endowment

Gifts intended to provide ongoing support for St. Charles will be deposited into one of these three pools (church endowment, school endowment, gift of education endowment), in accordance with the donors' area of interest. Except as may be required in the event of major new gift, separate endowments will not be established. All funds received for the memorial, named, or designated gift will be tracked so that donors may be notified of the individual gifts.

In response to donor questions, St. Charles will report how the endowment fund was used for a given period. St. Charles will inform donors that specific tracking of the uses of earnings on the contributions received cannot be made, as the funds will have been consolidated into the endowment pool.

If a donor cannot accept the terms of this policy, the offer of a gift will be declined and an alternative way to honor or memorialize the person suggested.

One-time Gifts

If a donor wishes to set up a gift fund, either in memory of or to honor someone, for a specific purpose, or if a donor offers to make a one-time gift, either monetary or in-kind, for a specific purpose, the specific purpose must be consistent with the priorities of St. Charles. The potential donor will be thanked for the offer but no commitments of acceptance will be made until the Parish Council and the Pastor have approved the use. The potential donor will be advised of the need for this approval so that misunderstanding may be avoided. The rationale for this approval is to ensure that the best use is made of resources offered the parish. What may be a priority to a donor – and something that the donor would give to in lieu of other support of the parish – may not be a top priority of the parish. The parish will provide a receipt for each gift.

Approved November 2007

More about Our Fundraisers . . .

Family Fun Day

The Third and High Festival of the Arts began in 1983 with two goals in mind: to raise funds for the PTO budget and to host an event that can be enjoyed by the entire family, especially the children.

The variety of arts and crafts booths, children's activities, food, and live stage entertainment attracted many people each year. The book sale, bake sale, and Haunted House were also featured.

A Family Fun Day will take the place of the Third and High Festival, with the same goals in mind.

Octoberfest

This event provides an opportunity for the adults of our community to fun-raise and fund-raise. Entertainment, food, and games of chance (your opportunity to walk away a winner) are featured throughout the evening.

Gala Auction/Spring Gala

Each year the look may be a little bit different but the purpose is always the same: to break out of the late winter/early spring doldrums and have fun while benefiting our school. This event includes both a Silent and Live auction, games of chance, raffles, dinner and dancing.

Proceeds, which average over \$30,000 annually, serves a vital role in St. Charles School's mission to meet the unique educational needs of each of our students and provide an academically demanding curriculum in a nurturing Catholic environment. **If possible, teachers provide special activities or student-made classroom projects as auction items.**

Campbell's Labels, Box Tops for Education, Target

Labels from a variety of Campbell's products add up to provide brand new educational equipment for our school. We collect General Mills cereals box tops with the label "Box tops for Education" as a fundraiser for our Media Center and Computer Lab. We make 15 cents per box top. Teachers are asked to collect them from their students and give them to the Media Center for counting. Target, through its Visa cards, donates 1% of purchases to the school of your choice.

Book Fairs

Two Scholastic Book Fairs are held each year, one in October and the second in April. Each fair lasts one week. Children may bring their money to school and purchase books with their classes or parents may accompany their children to the fair before or after school. All proceeds benefit the Media Center.

These are our major fund-raisers. Throughout the course of the year other projects may be undertaken by the school as a whole or by individual classes to meet specific needs. Your support is always greatly appreciated.

SECTION TWO:

ADMINISTRATIVE POLICIES AND PROCEDURES

Registration

Pre-Registration

Pre-registration for the upcoming academic year begins at the close of the first semester of the current academic year (January) for presently enrolled families and in February for new families. Those families with children currently enrolled in the school automatically receive pre-registration forms. Pre-registration continues through March 31 when applications are prioritized in accordance with the Admissions Policy. There is a \$50 non-refundable pre-registration fee for each child. It will be assumed that current families who have not returned a pre-registration form by the due date stated on the form are not returning, and their spots will be available for new family placement.

Registration

After prioritizing all pre-registration forms received in accordance with the School's Admissions Policy, formal registration takes place in May when current families receive their Tuition Commitment Form, Gift of Education Pledge Form and Volunteer Involvement Form. These forms must be returned to the school office by the date specified on the forms. In the event that the number of applications exceeds available openings at a particular class level, the family will be notified that their child is on a waiting list and will be contacted when a space becomes available. Failure to return registration forms by the due date may result in a child's spot being filled by someone on the waiting list.

Waiting Lists

St. Charles School maintains no waiting lists prior to pre-registration. Waiting lists are established when pre-registration intent forms or enrollment requests exceed openings restricted by the school's Class-Size Policy. Waiting lists are prioritized according to the school's Admissions Policy and the order in which applications were received.

Application

Pre-School Applicants

Applicants for the three-year-old preschool program should be three years old by September 1, and applicants must be potty-trained. Applicants for the four/five-year-old preschool program should be four years old by September 1. There will be no early admission into pre-school unless deemed appropriate by the principal and space permits after all applicants who meet the age guidelines have been placed.

Incoming Kindergarten or First Grade Applicants

Guidelines for the Monroe County Community School Corporation age admission policy, which state that a child should be five years of age by August 1 of the year he/she will enter kindergarten, will be followed. There will be no early admission into kindergarten or grade one unless deemed appropriate by the principal and space permits after all applicants who meet the age guidelines have been placed.

Each spring the Gesell Assessment/School Readiness Test is administered to all new incoming kindergartners and new first grade applicants. Kindergarten applicants attending our preschool programs are allowed to waive this assessment, if desired. An applicant with a birthday past August 1 will be asked to take the Gesell assessment. This test is based on the concept that behavior and learning develop in a patterned and predictable way at varying rates. Each applicant is assessed by a trained professional to determine the child's school readiness. School readiness is the ability to cope with the school and classroom environments physically, socially, emotionally, and intellectually, without undue stress. Recommendations for placement are based on this test. More information on the Gesell Assessment can be found at www.gesellinstitute.org. There is a \$25 non-refundable fee for the assessment.

If it is determined that the child is ready for kindergarten/first grade, then placement follows the guidelines established in the school's Admissions Policy and Class-Size Policy.

If it is determined that the child is not ready for kindergarten placement by the administrator of the assessment, alternatives will be discussed with the parents. St. Charles School allows the parents to make the final decision regarding their child's readiness for kindergarten.

Transfer Applicants

Students transferring from another school to St. Charles School will be considered for admission if class size permits (see Class-Size Policy), if the student is in good standing, and if guidelines as established in the school's Admissions Policy are met. Conferences with prior school principal and teachers may be arranged before admitting transfer applicants. A student expelled from any school, including St. Charles, may be considered for placement one year after expulsion.

Application Forms and Fees

The following documentation and fees are required for application to St. Charles School:

1. Application for Enrollment (download below)
2. Copy of child's baptismal certificate for Catholic students (not necessary if child was baptized at St. Charles Borromeo Church)
3. Copy of birth certificate (non-Catholic students only)
4. Any pertinent medical records (i.e. immunizations, speech hearing, vision, special needs, psychological testing)
5. Total Family Commitment Form
6. Volunteer Commitment Form
7. Parish Membership Commitment (St. Charles parishioners only)
8. Extended Care Registration & Non-Refundable Fee, where applicable (\$35)
9. Any pertinent medical records (i.e. immunizations, speech hearing, vision, special needs, psychological and educational testing results)
10. Cumulative academic records (where applicable, including standardized test results, most recent report card, and any educational testing results)
11. 1/11th tuition and book fees (see current Tuition Schedule)
12. Non-Refundable Registration Fee (\$75 per student registration fee with a cap of \$225 for 4 students or more)

Admissions

Admissions Policy

It is the policy of St. Charles School that we welcome any student who wishes to apply for admission regardless of creed, race, sex, or national origin. Although first priority is given to St. Charles Borromeo parishioners and Catholic students, others who wish to participate in the program will continue to be admitted as long as there is adequate room following the school's Class-Size Policy, and it has been determined that St. Charles School can meet the child's specific needs. Admission will be based on the following ordered priorities:

1. Catholic and non-Catholic families presently enrolled in St. Charles School (K-8).
2. Catholic and non-Catholic families with siblings presently enrolled in St. Charles School (K-8).
3. Families who deferred enrollment the previous year based on developmental assessment results.
4. Registered parishioners of St. Charles Borromeo who have participated in the daycare or preschool programs, based on length of participation.
5. Registered parishioners of St. Charles Borromeo who have not participated in the daycare or preschool programs.
6. Registered parishioners of other area Catholic parishes who have participated in the daycare or preschool programs, based on date of pre-registration.
7. Registered parishioners of other area Catholic parishes who have not participated in the daycare or pre-school programs, based on date of pre-registration.

8. Non-Catholic families who have participated in the daycare or preschool programs, based on length of participation.
9. New non-Catholic families, based on date of pre-registration.

The principal will make the final decision for admitting students to St. Charles School.

Class Placement

Currently Enrolled Students

The procedure for classroom placement of currently enrolled students is as follows:

1. Teachers record achievement levels of all students making note of individual special needs.
2. That information is shared with the teachers of the following grade.
3. Together, the teachers select children from each achievement level to be placed in next year's class. Considerations include boy/girl ratios, social relationships that affect learning, student learning styles, and teaching styles of individual teachers.
4. Placements are made, taking into consideration the best interests of each student.
5. Special needs are also taken into consideration.

Periodically, St. Charles teachers will confer with parents to evaluate academic progress and may recommend alternative grade placement or special testing for enrolled students. Disputed recommendations will be presented to the principal for enrollment evaluation. Input will be gathered from the student's teacher and parents before making final assignments.

In turn, parents who believe their child has a particular educational need are encouraged to discuss the circumstances with the current teacher(s) and principal.

Transfer Students

If it is determined that the family's and student's philosophies are in keeping with the St. Charles program, the student will be admitted on a conditional status for nine weeks. After the nine-week conditional term, full enrollment status will be awarded, conditional status will be extended, or other arrangements will be recommended based on academic performance, emotional stability, faith commitment, and social adjustment. If needed, a parent/teacher conference may be scheduled to discuss the outcome of the conditional status period.

Class-Size Policy

The St. Charles School administration understands the importance of limiting class sizes in the best interest of the child. Every effort is made to provide the best educational opportunities to St. Charles students. A targeted classroom size shall be defined at 25 in kindergarten through third grade and 30 in grades four through eight. Significant variations from the target classroom size will be brought for review to the Board of Education by the principal. Additional staff may be proposed when the enrollment exceeds the maximum level.

Non-Discrimination Policy

St. Charles School admits students of any race, color, national, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students in the school. It does not discriminate on the basis of race, color, national, or ethnic origin in the administration of its educational policies, athletic, and other school administered programs.

Withdrawals

The following applies to students who withdraw from St. Charles School:

1. The principal should be notified in advance if parents are aware that their child(ren) will be withdrawing or transferring.
2. Official school records are sent directly to the new school.
3. There will be no refund of student fees for withdrawal.
4. If tuition has been paid in advance, a pro-rated per diem refund will be given.
5. If tuition or fees are overdue, records will not be transferred until all accounts are paid in full.
6. Families will be asked to complete an exit interview with the principal and/or teachers prior to withdrawal.

Extra-Curricular Activities

Philosophy

Participation and competition in extra-curricular activities, including athletics, at St. Charles provides an opportunity to teach the values of our Catholic faith in a Christ-centered environment with the hope that these values will be transferred into the real world of responsible teenage and adult behavior. While our primary mission is academic and religious development, extra-curricular activities enhance the classroom experience by promoting unselfish play, trust, working as a group, commitment, respect and faith. Just as in the classroom, competition is acceptable within St. Charles' extracurricular activities. Competition fuels the desire to excel. It teaches the life lessons that hard work and dedication to achieving goals are expectations. It enables the athletic and the artistic students alike to live by the parable of the talents, where Jesus tells those that have been given talents not to bury them in the ground, but rather that God expects them to make the most of what they have been given [Matthew 25:14-30].

Non-athletic Activities

St Charles provides a wide range of non-athletic, extra-curricular activities. These include, but are not limited to, Student Council, Academic Teams, Field Trips, Jazz Band, Tie Club, School Musicals, and Circle the State with Song.

Student-Athlete Opportunities

All 5th, 6th, 7th and 8th grade students of St. Charles Catholic School are eligible to participate in the athletic program. In addition, should it be determined by a coach of a particular sport that there will not be enough student-athletes to field a team, the coach may seek additional players as follows: (1) from the registered members of St Charles parish, (2) from the registered members of either St. John the Apostle, Ellettsville, and/or St. Paul's Catholic Center, Bloomington. The following academic, behavior and absenteeism eligibility rules apply to the St. Charles School athletic program.

Athletic Activities

St. Charles offers the following sports:

Basketball – fifth, sixth, seventh and eighth grade boys teams and girls teams.

Cheerleading – seventh and eighth grades girls.

Cross-country – fifth through eighth grade boys team and girls team.

Swimming and diving – fifth through eighth grade boys team and girls team.

Track and field – fifth through eighth grade boys team and girls team.

Volleyball – sixth, seventh and eighth grade girls teams.

Football

Team structure may vary based on factors such as the number and athletic ability of students participating in each grade, and the structure and competitiveness of the league in which the team participates. Such factors may necessitate the combination of grade levels to form a team, or permit participation by students in earlier grade levels.

Fifth and Sixth Grade Team Sports

Fifth and Sixth grade is a developmental time in a student's life and these students should be encouraged to participate in team sports. At this level, team sports will focus more on instruction, skill development and learning how to work as a team. All students who have a desire for the various sports offered shall be offered a position on the team, providing they are not otherwise ineligible. CYO guidelines will be adhered to regardless of teams playing against local schools. Academic Eligibility standards must also be met. Please refer to the "Academic Eligibility" standards for St. Charles School.

Seventh and Eighth Grade Team Sports

Team sports at the seventh and eighth grade level shall be more competitive. Although all students will be offered a position on the team(s) for the sports they are interested in playing, students will be placed on teams based on their level of athletic talent. This is done in the effort of furthering the student's skill while also providing our students and teams with comparable competition levels. Playing time will also be determined by athletic skill, prior and/or other outside experience in that particular sport, sportsmanship, attitude and other factors as determined by the

Participation

Participation in extra-curricular activities at St. Charles is a privilege earned by its students and not a right. This privilege carries with it honor, responsibility, and sacrifice. Students, who choose to participate in extra-curricular activities, are ambassadors of our school. It is the student’s duty to conduct him or herself, both on and off the field, court, or stage in an exemplary manner. All student actions should reflect positively on themselves, the team, the school and the community.

Unsportsmanlike Conduct

Any contestant who is ejected from a contest for an unsportsmanlike act will be suspended from the team until the player/student, parents, coach, and Athletic Director (athletic event) or Principal (non-athletic activity) meet to discuss what steps, if any, the student must take in order to return to the team.

School Attendance

A student must be in attendance for at least four (4) classes during the day of a contest to be eligible to compete that day. Special considerations will be given for doctor appointments or funerals.

Practice Attendance

Participation on teams at St. Charles requires that the student attend practice. Unexcused absences from practice may lead to loss or reduction of playing time or dismissal from the team as determined by the coach. Participation on a club team which results in failure to attend a practice or competition may be deemed an unexcused absence. Each athlete/student is responsible for communicating with their coach regarding their attendance at a practice or competition.

Suspension or Dismissal

The decision to dismiss or suspend a student from a team and the reasons for the decision shall be provided in writing to the student and the student’s parents. Any decision made by a coach may be appealed as provided below.

Eligibility

Physical Eligibility

Participation in athletics will be permitted only after the student has a valid physical examination form from a licensed physician on file in the St. Charles Athletic Director’s office. Physical examinations must be taken each year after May 1st to be good for the entire school year. A copy of the CYO Physical Examination Form” may be found on the school website or obtained from the Athletic Director. The form must be completed and signed by the examining physician, the student, and, at least, one of the student’s parents before turning it into the Athletic Director.

Acknowledgment of Extra-Curricular Activity Policy (“ECAP”)

Before a student will be allowed to participate in practices or contests, he or she and the student’s parents shall sign an “Acknowledgment of Receipt and Understanding of the ECAP”. The student *and* parents signatures on the Acknowledgment shall serve as permission for St. Charles to discuss the eligibility of the student with the coach(es) or leader(s) of the extra-curricular activity, including, but not limited to, the full release of the student’s grades.. A copy of the Acknowledgment is attached as Exhibit 1.

Academic Eligibility

Student-Athlete Academic Eligibility Standards

If a student-athlete falls below a cumulative ‘C’ average (75%) on a midterm progress report or report card and/or receives an ‘F’ in any subject on a midterm progress report or report card, that student-athlete becomes ineligible

and will be suspended from practice and games until the next progress report or report card is issued. Suspension and reinstatement begin on the day of grade distribution. Reinstatement will occur if the above grade requirements are met at the next distribution of grades. The Principal will contact coaches and parents of those who are ineligible at the time of grade distribution and when reinstatement occurs.

Student-athletes, who have been determined by the teachers to be working to the best of their ability, but fall below a cumulative 'C' average (75%) and/or receive a 'F' in any subject on a midterm progress report or report card, may still be eligible to play based on a conference with administrators, teachers, and parents.

In order to create a more equitable policy among athletes, spring report card grades will count toward fall athletic programs. Student-athletes need to understand that their participation in fall sports is contingent on their academic performance in the fourth quarter of the previous year. For example, if a fifth grade student receives a 73% in math on his/her fourth quarter report card, then he/she may not participate in cross country until a 76% or higher in math has been achieved on the first quarter progress report in sixth grade.

A student on academic probation may register for a sport. He or she may be a spectator at games, but may not participate in practices or games.

Conduct

Absenteeism

Any student-athlete with an unexcused absence from school is ineligible to participate in practices or games that day.

Behavioral

School Administration, teachers, and the Athletic Committee feel strongly that high standards of Christian behavior and citizenship are necessary to the success of the athletic program. Participation in athletics is a privilege earned by the students and not a right. The privilege carries with it honor, responsibility and sacrifice. Just as the student-athletes, as ambassadors of St Charles, are expected to conduct themselves in an exemplary manner on and off the court, so too are the coaches, parents and fans. All student-athletes, parents, coaches and fans actions should reflect positively on themselves, the team, the school and the community. Therefore, coaches and/or the Athletic Committee has the right to suspend student-athlete from participation if rules are violated or conduct unbecoming a Christian is displayed and will notify parents of the suspension. The Principal has the right to suspend a student-athlete from participation for violations such as unexcused absences, destroying/defacing school property, serious or repeated behavior infractions and the like; and will notify coaches and parents of the suspension.

Any student-athlete engaging in conduct/behavior described above will be subject to the following:

- First Offense – one week suspension from practices and games
- Second Offense – three week suspension from practices and games
- Further Offenses – suspension from the athletic program for a period of time to be determined by the Athletic Committee, School Administration, and Pastor/Designee (e.g., Board of Total Catholic Education President)

Any student-athlete serving an in-school suspension on the day of a practice or game will automatically be ineligible to participate on that day. A student-athlete serving out of school suspension will be ineligible to participate in games or practices for the duration of the suspension. The Principal will inform the coach and the student-athlete when the student-athlete may resume participation.

Any coach, parent or fan engaging in unchristian like and/or unsportsmanlike conduct/behavior at a practice or sporting event, shall be asked to leave the premises immediately. Should this unacceptable behavior continue thereafter, the coach, parent or fan may be barred permanently from attending future sporting events and/or practices.

Appeal Process

First Appeal

A student's parents have the right to appeal a ruling of ineligibility or probation by notifying the Athletic Director (athletic activity) or the Principal (non-athletic activity) in writing, within five (5) school days after receipt of writ-

ten notification of a coach's decision or teacher's academic report. If written notification of appeal is not received by the Athletic Director or Principal within five (5) school days, the right to first *and* final appeal is forfeited. Upon receipt of appeal by the Athletic Director or Principal, the Athletic Director or Principal shall meet with the student's parents as soon as possible. After this meeting and a conference with the coach and/or teacher involved, the Athletic Director or Principal shall determine whether or not the decision should be upheld. This decision by the Athletic Director or the Principal shall be issued in writing no later than three (3) days after the meeting with the student's parents.

Final Appeal

If the student's parents disagree with the decision of the Athletic Director or Principal, a final appeal may be made to the Extra-Curricular Activity Appeal Board, hereinafter referred to as the "ECAAB". The ECAAB shall be a standing committee consisting of one (1) member of the administration, one (1) teacher from grades Kindergarten through Three, one (1) teacher from grades Four through Six and one (1) teacher from grades Seven and Eight and one (1) representative of the Board of Education. An alternate teacher shall also serve in the event that one of the regular member teachers of the ECAAB is personally involved with the decision being appealed. The Principal shall appoint the members of the ECAAB, whose members shall commit to serve a term of at least one (1) year. The current members of the ECAAB and how to contact them can be found on the school website or by calling the school office. Any notice of appeal of the Athletic Director's or Principal's decisions must be made in writing and submitted to the ECAAB within five (5) days of receipt of that decision. The ECAAB shall then follow a procedure similar to that followed by the Athletic Director or Principal during the First Appeal. If written notification of appeal is not received within five (5) school days of the First Appeal decision, the right to final appeal is forfeited.

**ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING
OF THE EXTRA-CURRICULAR ACTIVITY POLICY**

The undersigned student, _____ and his/her parent(s)/guardian(s), _____ (Print Name), do hereby acknowledge that they have _____ (Print Name(s)) received, reviewed and understand the St. Charles Extra-Curricular Activity Policy. They agree to abide by this policy and are fully aware that their signatures below are permission for the student's eligibility, including but not limited to the student's grades, to be discussed with the coach(es) of the activities in which the student chooses to participate.

Date _____

Student Signature

Parent/Guardian Signature

Parent/Guardian Signature

NOTICE OF PROBATION OR INELIGIBILITY

Effective _____.

- Your child (name of student), _____, is on probation for a period of at least one (1) week for the following reason(s):

- Your child (name of student), _____, is ineligible for a period of at least three (3) weeks for the following reason(s):

- _____ may or may not participate in practices for: *(circle all activities involved)* cross-country, basketball, swimming and diving, track and field, volleyball, cheerleading, academic teams.

- _____ may or may not participate in contests for: *(circle all activities involved)* cross-country, basketball, swimming and diving, track and field, volleyball, cheerleading, academic teams..

- _____ may or may not participate in: *(circle all activities involved)* Student Council, Field Trips, Jazz Band, Tie Club, School Musicals, Circle the State with Song.

Date

Athletic Director

Date

Principal

If your parents/guardians disagree with this decision, they may appeal the decision by following the procedure found in the Extra-Curricular Activity Policy.

Health and Safety Information

Emergency Information

All information in each child's file must be kept current. It is the responsibility of the parents to promptly inform the school of any changes in the following:

- Home and parents' work addresses and phone numbers, including cell phone numbers and email addresses
- Names and phone number of child's doctor
- Changes in health condition of child
- Changes in family situation
- Names, addresses, and phone numbers of emergency contacts
- Up-dated health forms
- Current medication status

Immunization Records

The Indiana State Health Department has made it mandatory that each child has adequate certification of immunizations on file in our school records. Please keep your shot record up-to-date and notify the school of any changes. Unless children are immunized properly, they are to be excluded from school. Reminder: Before children enter sixth grade a second MMR (Measles, Mumps, and Rubella) shot is required. All incoming Kindergarten and first grade students must have been vaccinated against Chicken Pox (Varicella). Physician's Report forms are available in the school office.

Sick Children

Students with a temperature of 100° or over with any of the following symptoms of illness should remain at home. Please inform the school nurse if you observe any of the following:

1. Inflammatory eye conditions
2. Any cough associated with a temperature above 99.6°
3. Sore throat associated with a temperature above 99.6°
4. Discharging ears
5. Pediculosis (Head Lice)
6. Recurrent or persistent skin infections
7. Generalized rash

Any child running a temperature will be sent home immediately. The parents will be called if their child becomes ill during the school day. If the school is unable to reach the parents or child's legal guardian, the emergency contact listed in your file will be called. **Children must be fever-free for 24 hours before returning to school.**

Lice

Head lice (pediculosis) is a common problem in school age children in Monroe County. When a case of head lice is found, the child's siblings are examined. If one case is found in a classroom, all of the children in the classroom will be checked by the St. Charles office staff. Children found to have head lice are excluded from school until they receive treatment and are lice free. If you discover anyone in your family has a case of head lice, please inform the school. Do not be overly alarmed. This can happen to anyone at anytime. Lice are about as easy to catch as the common cold. We just need to treat each case quickly in order not to spread it further.

Medication Policy

Indiana law requires that school personnel observe certain safeguards in administering prescription medication to pupils. The prescribing physician must provide a written order stating the **amount** of medication, the **hours** for administration, and the **period of time** medication is to continue.

Non-prescription medication may be administered by office personal only and in compliance with the written permission of the student's parents.

Any child that needs medication during the course of the day may receive the medication only if the following guidelines are followed by the parent or guardian.

1. We must have a written request of the parent or guardian. Please see form below.
2. The prescribing physician must provide a written order stating the amount of medication, the hours for administration, and the period of time medication is to continue. NOTE: This information can be contained on the label of the original pharmacy container.
3. **Medication that is brought to school must be checked in at the office by the parent or legal guardian.** It must be kept in the original pharmacy container including medication that needs to be refrigerated.
4. Continuing long term medication (i.e. for diabetes, asthma, hyperactivity, etc.) must be re-verified at the beginning of each school year.

A written authorization regarding the administration of non-aspirin pain-reliever will be sent home for signature at the beginning of the school year and kept on file in the school office. The written authorization may be withdrawn by the parent at any time and shall be kept on file for no longer than one year.

WE CANNOT ASSUME RESPONSIBILITY FOR MEDICATION UNLESS THESE PROVISIONS ARE FOLLOWED. Non-prescription medication will be given or dispensed by the school nurse ONLY upon written request of the parent or guardian, and by phone only in an emergency, which must include the specific instructions for administration.

Injured Children

In the event that a child receives a minor injury (one that does not require emergency medical treatment) while at school, the following procedures will be followed:

1. School personnel will implement standard first aid techniques.
2. Parents will be notified and asked to pick up the child if there is any concern that the injury may need additional professional medical attention.
3. If both parents are unattainable, a staff member will attempt to contact the emergency contacts listed on the child's emergency form.

In the event that a child receives an injury that requires emergency medical attention, the following procedures will be followed:

1. One staff member will begin immediate first aid treatment.
2. A second staff member will phone for an ambulance.
3. The staff member will then attempt to contact the parents.
4. If both parents are unattainable, the staff member will attempt to contact the emergency contacts listed on the child's emergency form.
5. One staff member will travel with the child to the hospital. If a parent cannot meet the child at the hospital immediately, the staff member will stay at the hospital with the child until a member of the family or emergency contact arrives.
6. **An accident report provided by Gallagher-Bassett Insurance Company will be completed and kept on file in the school office.**

Some injuries are not severe enough to warrant transport to the emergency room by ambulance, but still may require treatment beyond the first aid level. In these instances, the parents will be contacted to transport the child themselves and an accident report will be filed.

Rights of Non-Custodial Parents

St. Charles School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. In the case that the child should not be released to the non-custodial parent, the custodial parent should also furnish the school with the custody section of the divorce decree. Custodial parents should have a Rights of Non-Custodial Parents form on file with the school.

Drug Free Policy

Use of illegal drugs, alcohol, or tobacco products in any school, preschool, or daycare buildings will NOT be tolerated. Furthermore, there will be no use of illegal drugs, alcohol, or tobacco in any other parish room where children are engaged in ministries for which the Board of Education has authority. Exceptions will be granted at the discretion of the pastor. This policy does not include the proper use of wine during sacramental preparation.

Universal Precautions

All St. Charles Staff will be trained in Universal Precautions. Training includes information on the use of personal protective equipment, hand washing, cleaning up and disposing of blood and other body substances, control of Hepatitis B and HIV, and reporting exposure to disease. Each staff member follows regulations concerning bloodborne pathogens as required by OSHA Bloodborne Pathogen Standard, section 1910/1030. See Appendix B for additional information.

Asbestos Policy

St. Charles School will adhere to the Asbestos Hazard Emergency Response Act Management Plan and policies set forth by federal and state legislation. The school maintenance director attends training each year and will inspect the building twice a year, providing detailed reports to the Office of Catholic Education. Records of training and inspections are maintained at the school. For additional information about federal and state law, visit: www.in.gov/idem;

Playground Facilities Safety Policy

St. Charles School faculty and staff are dedicated to providing a safe playground facility and equipment. The school playground committee will make quarterly inspections of the grounds and play equipment. The inspections will be based on the "Public Playground Safety Checklist" provided by the U.S. Consumer Product Safety Commission.

A copy of the "Public Playground Safety Checklist" is on the St. Charles School website.

Pest Control Policy

St. Charles School is committed to providing students a safe environment. It seeks to prevent children from being exposed to pests and pesticides. While pesticides protect children from pests that may be found in the school and its surrounding grounds, under some circumstances they may pose a hazard to children. Therefore, pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure to children.

This policy does not apply to the following pesticides:

1. When used in normal cleaning activities: germ killers, disinfectants, sanitizing agents, water purifiers and swimming pool chemicals;
2. Personal insect repellents when self applied;
3. Gel baits or manufactured, enclosed insecticides when used where students and staff members do not have access to the insecticides.

Pesticides will be applied by certified pesticide applicators and when students and staff members are not present, such as during non-instructional time or school vacation periods.

The school will:

1. Inform annually parents and staff members of the school's Pest Control Policy at the time of student enrollment (beginning of school year or semester) by separate memorandum or in the parent/student handbook.
2. Provide the name and phone number of the person to contact for information regarding pest control.
3. Establish a registry of parents and staff members who want to receive advance notice of all pesticide use.
4. Provide notice of planned pesticide applications to parents and staff who have requested advance notice.
5. Provide notice of all pesticide applications to the school nurse.
6. Maintain written record for at least 90 days of any pesticide applications.

The school will provide notice at least two school days prior to the date the application is to occur for all those who have requested advance notice. The notice will include the date and time of the pesticide application, the general area where the pesticide is to be applied and the telephone number and name of the person to contact for more information.

In case of emergency pesticide applications because of immediate threat to the public health, the school shall give written notice as soon as possible.

School Safety

St. Charles School faculty and staff are dedicated to a safe learning environment for all of their students, faculty and staff. St. Charles school has a ***Safe School Emergency Preparedness Plan*** that was written in accordance with DOE and OCE guidelines. It is reviewed and revised each year prior to November 1st by the school safety committee. This plan is intended to be a guide in dealing with an emergency or crisis situations, which may physically or emotionally threaten students, faculty and staff.

All faculty and staff members are expected to be familiar with the Safe School Emergency Preparedness Plan, in order to act in a calm, assuring manner with students and parents in the event of an emergency or crisis situation. Faculty and staff must share the appropriate safety information with all students with whom they work. Faculty, staff and students are familiar with the plan and practice various drills and codes each year. The plan is available for review upon request.

Health and Safety Programs

Officer Friendly from the Bloomington Police Department visits the elementary school children to teach them safety precautions. Officer Friendly will visit once in the fall and once in the spring to each the elementary grades. Both classes of the same grade should schedule a visit that works for both rooms.

The Bloomington Township Department of Fire and Emergency Services makes a school visit regarding fire prevention and the “Get Out Alive” trailer for grades K-2.

“**Life Skills**” is a semester long drug awareness program provided by the Bloomington Police Department to all sixth grade students in the Bloomington area. **AIDS** and **sex education** courses are provided to students on an age appropriate basis. Parents in health care professions offer field trip opportunities or come to the school to address classes and answer questions. In compliance with the State of Indiana Department of Health regulations, all school staff have been trained how to handle and dispose of bodily fluids.

Wellness Policy

The Archdiocese of Indianapolis is committed to supporting school environments that promote and protect the health, well-being, and ability of students to learn by supporting access to healthy foods, nutrition education, and participation in physical activity.

All students will have opportunities to be physically active on a regular basis.

Health education will be offered at all grade levels to provide students with the knowledge and skills necessary to promote and protect their health.

If school activities are scheduled during lunch time, students may eat their lunches during these school activities.

Students may not purchase or drink soft drinks during the school day.

Students may not bring fast food to eat during lunch.

Parents and students will be encouraged to include fresh fruits and other healthy items instead of packaged snacks.

Teachers will refrain from using candy or soft drinks to reward performance or behavior. Instead, nutritious snacks will be provided.

Teachers, students, and parents will provide nutritious snacks during school celebrations. School celebrations include birthday parties, holiday parties, etc.

Birthday celebrations will occur on the last Friday of each month, unless a healthy snack is provided which would be appropriate on any day of the month.

Each school will support parental efforts to provide a healthy diet and daily physical activity for their children by communicating with the home and sharing knowledge regarding health and nutrition.

Food or beverages, including food served through school meals, will not be withheld from students as a disciplinary measure.

Classroom teachers will attempt to provide opportunities for increased physical movement.

Students will not be kept from participation in physical education classes for academic or disciplinary reasons.

Students may not miss more than half of their recess period. (K-5 only)

Teachers will model healthy behaviors throughout the school year.

Emergency Evacuations and Disasters

Emergency evacuation and disaster plans are posted in each classroom. All posted procedures are followed by school staff. Should an emergency situation call for the evacuation of children from the school building, they will be taken outside or to the church until the school is deemed safe by appropriate authorities. Parents may contact the Parish Center (336-6846) in the event that no one can be reached in the school building. Parents or other family members may not interfere with emergency or rescue personnel or equipment in an emergency, but should wait patiently until the child is accounted for in the proper safe location and can be released. Fire drills are performed once a month and tornado drills are performed four times a year as preparation for emergencies.

Lockdowns and other emergency procedures will also be practiced.

Attendance/Tardy Policies (revised July 2007)

Enrolling a child at St. Charles indicates a family's strong commitment to the education of that child. Foremost in the educational process is the child's presence in class from the beginning to the end of the school day. St. Charles School follows the requirements of the State of Indiana regarding school attendance. This state requires that a school year consist of 180 days. To maintain our state accreditation, expected attendance requirements set by the Indiana Department of Education for our school must also be met. The following attendance policies have been adopted to ensure that St. Charles will meet the requirements of the Department of Education and, most importantly, provide a structured, uninterrupted learning environment that supports a curriculum where lessons are interrelated and build on each other from day to day.

Tardy Policy

Punctuality is an important habit to cultivate. Students should be in the classroom and in their seats when class is ready to begin. A student is considered tardy if he/she arrives more than five (5) minutes after the bell rings. The bell rings at 8:15 am for middle school students and 8:30 am for elementary students. Tardies will be considered "excused" for the following reasons:

- Illness
- Family emergency
- Unforeseen weather/road conditions
- Medical/Dental appointments (Parents and students need to present a medical/dental form to verify the appointment.)

Upon arrival at school, the adult accompanying the student must sign the student in at the office. *The student who is tardy for one of the above reasons will be given an office pass indicating "excused tardy" and the classroom teacher **should not** mark them tardy.* All other tardies will be considered "unexcused", marked accordingly on an office pass, and subject to the consequences outlined in this policy. TARDY SLIPS SHOULD BE FILED IN STUDENT'S CLASSROOM FILE.

WHEN A STUDENT HAS THREE (3) TARDIES FOR THE QUARTER, THE PARENTS WILL BE NOTIFIED IN WRITING BY THE PRINCIPAL. With the fourth tardy of the quarter, parents will be contacted by an administrator and be required to attend a Parent, Teacher, Administrator, and Student Conference. At this conference all parties in attendance will discuss the reasons for the recurring tardies as well as plans to correct the problem. Should any subsequent unexcused tardies occur during the quarter, appropriate consequences, such as Saturday School, will be determined by an administrator and a teacher.

Attendance Policy

Students must be present in order to learn. Some absences are unavoidable and, therefore, will be considered "excused" absences. Parents are asked to follow these procedures whenever their child is absent. State law now requires schools to identify excused and unexcused absences.

- Call the school office (336-5853) by 8:15 am on each day of your child's absence stating the reason for the absence. Arrangements may be made at that time to pick up your child's work in the classroom at the end of the day. **If the school is not contacted about a student's absence then the teaching assistant must call the child's home to determine the cause for the absence. This is a safety measure and must be done.**
- An absence of three (3) consecutive days or more requires a note from the child's doctor.
- If a student is absent more than a total of eight (8) days during the course of the year, a doctor's excuse is needed for each additional absence.
- If an extended absence due to illness is anticipated, the parents should notify the principal.

Routine doctor and dentist appointments should be made outside of school hours whenever possible. If a child must be excused during school hours, a note **must** be written to inform the teacher and given to the teacher at the beginning of the day. The child must be signed out in the school office at the time of departure and signed in at the time of return.

Absences are considered "excused" for the following circumstances:

- Personal illness or injury
- Death of an immediate family member
- Other highly extenuating circumstances which will be determined by the principal

All other absences including vacations/family trips are considered “unexcused” absences. Trips of this nature are strongly discouraged and should be planned only during school breaks. A Prearranged Absence Form (available in the office) must be submitted to the Principal at least two weeks prior to the anticipated absence. In some cases, parents will be required to meet personally with the principal and will be notified of the principal’s decision regarding excused or unexcused status.

Make-Up Work Policy

Excused Absence: Whenever possible make-up work will be provided for academic credit upon the student’s departure. The student will be given up to the same number of days he/she was absent to make up assignments, tests or quizzes for credit. In middle school it is the student’s responsibility to meet with individual teachers on the day of his/her return regarding missed assignments, tests and quizzes.

Unexcused Absence: Teachers will refer parents to the principal whenever an unexcused absence is discussed. All unexcused absences will be monitored and documented by the student’s teacher and the principal.

In most cases, make-up work will be available upon the student’s return. Completing the make-up work will be the responsibility of the student and the parents. Any make-up work not completed in the number of days equal to the number of days absent will not be counted and result in the grade of zero (0). It is understood that some work can not be made available upon the student’s return.

Suspension: An in- or out-of-school suspension will be considered an unexcused absence. The same set of rules apply.

Other

Sign-In/Sign-Out

Any student arriving after the morning bell or leaving school grounds before afternoon dismissal must be signed in and/or out by a parent or legal guardian. See *Security*.

Health Screenings

Each year vision screenings are conducted by the IU School of Optometry for grades 1, 3, 8, and all new students. The Indiana University Speech and Hearing Clinic administer hearing tests annually to grades K-8. A registered nurse is contracted to perform scoliosis screenings on students in grade 5 and 7.

Speech Pathology

Students with speech disorders are referred to a speech and language pathologist who is available on a part-time basis during the week. Contact the school speech therapist if you have questions.

Resource Teacher/Inclusion Teacher

Three full-time resource teachers are on staff at St. Charles School. These teachers provide academic support for students in grades K - 8. Activities include Reading Recovery for first graders, remediation, and classroom support. Teacher referral and parent consent are required.

Tutoring

In some cases, the classroom teacher or resource teacher may recommend additional tutoring sessions. The school will assist families seeking tutors. Tutoring fees are paid directly by the family to the tutor.

Counseling Services

A certified school counselor is available on a part-time basis during the week. Students are referred to the counselor by the teachers at the request of the parents or teachers themselves in consultation with the parents. The counselor works with students one-on-one, confers with parents and teachers, and keeps them updated regarding progress and needs. The counselor conducts group presentations as needs arise. Death/grief issues are discussed in the classroom when the parent of a student dies. Groups have also met to deal with peer pressure, divorce, and other topics that touch the lives of today’s children. Upon request, clinical social workers from Catholic Social Services Agency also provide individual and family counseling. The school has access to certified child psychologists if the need arises for emergency advice.

MCCSC Testing Services

A **school psychologist from the Monroe County School Corporation** is available to administer a psychological battery of tests and provide follow-up consultation and referrals to staff and parents. A private psychologist's testing services are also available for a fee.

Report Cards

Report cards are sent home each quarter. Report cards will be computer generated. Preschool and Kindergarten provide an alternate report. Teachers in grades 3-8 also send home mid-quarter reports that should be signed and returned to the school within three (3) days. Report Cards will not be distributed to those children whose families are in arrears for tuition, extended care fees, library fines or cafeteria charges at the end of the year. Once payment is made, the report card will be released.

Grading Scale

The following grading scale is used at St. Charles School for students in grades one through eight:

A	=	93	-	100
B	=	85	-	92
C	=	75	-	84
D	=	70	-	74
F	=	69	or	below

Classroom teachers from grades 2-8 report grades using percentages.

In addition to letter grades in academic subjects, grades ranging from Excellent to Unsatisfactory are given for effort. Work habits, skills, behavior, and development are also evaluated. Preschool and kindergarten classes do not use the grading scale noted above; class appropriate report cards are used at those levels.

School Closings/Delays

St. Charles School abides by the decisions made by the Monroe County School Corporation. Their decisions regarding closings and delays are usually announced on the local radio and TV stations. As soon as we have information regarding MCCSC delays and closings, it will be available on the St. Charles information hotline at 337-5900. We ask that you do not call the school office to ask about closings.

1. School Closings – If MCCSC announces a Snow Day, St. Charles will be closed with no child care available.
2. Morning Delay/2-Hour delay – In the case of a 2-hour delay, MCCSC offers only one hot lunch entree. Students will need to bring a lunch from home or order the one hot entrée, Cook's Choice.
3. Early Dismissal - If it becomes necessary to close school early due to inclement weather or other emergency, notice will be given by email and on the school information hotline (337-5900). This announcement will be given as soon as possible following the emergency. Please do not call the school to inquire about closings. Extended Care does not operate in the case of early dismissal which means that children should be picked up no later than 20 minutes after the announced dismissal time. St. Charles School will follow action taken by MCCSC regarding emergency dismissals.
4. Bus Riders – Parents of bus riders will need to pick their child(ren) up in the case of inclement weather that warrants inside dismissal. If it is raining or snowing at dismissal time, students will not be walked over to Binford. Heavy accumulation of snow may result in bus riders not being walked to Binford for additional days after the snowfall.

Traffic Plan

**St. Charles School Traffic Plan
(Revised 3/06)**

The St. Charles School Traffic Plan's purpose is to keep all of our students safe in the parking lot of the school. When you come to bring your student (s) to school, visit, volunteer, or conduct business, it is crucial that you follow these traffic rules:

Parking:

In the morning and throughout most of the day, parking is permitted west of the tree island only. Parking spaces adjacent to the tree island are reserved for teachers only. East of the tree island is used as a play and lineup area. Follow the AM traffic plan.

In the afternoon, parking is permitted throughout the parking lot in designated spaces only. Follow the PM traffic plan.

Students should NEVER walk to/from a parked car unescorted by an adult. Older students should set an example for younger students.

Drop-off/Pick-up:

Use drive through drop-off/pick-up lanes as designated on the AM and PM traffic plans. Avoid parking to ease congestion. If you must park, drop-off students FIRST. Pull as far forward as possible in the designated drop-off/pick-up zone before opening vehicle doors. Stay in line. NEVER pull around cars dropping off or picking up students.

Morning Only:

1. In the morning, there are two drop-off routes.

Route 1 begins at the far west end of the school. The drop-off zone is along the sidewalk only, and exits through one of the two middle aisles of the west parking lot. Students should exit vehicles from the passenger's side ONLY.

Route 2 begins on the north end of the tree island. The drop-off zone extends along the tree island and sidewalk in front of the school. The exit is through one of the middle aisles of the west parking lot. Students should exit vehicles from the driver's side ONLY.

2. Students should be ready to exit the vehicle as soon as the drop-off line stops. There is adult supervision on the playground at 8:00a.m. Teachers will escort their classes into the building when the bell rings.

Afternoon Only:

1. In the afternoon, ALL traffic progresses in a counterclockwise pattern, traveling from west to east along the sidewalk. Students should enter vehicles from the passenger side ONLY.

Route 1 is along the west parking lot, exiting along the tree island.

Route 2 is along the east parking lot, exiting on the north end of the lot.

2. Older siblings MUST go to the waiting area of the youngest sibling (this includes Preschool).
3. Students in grades K-2 will exit the school through the side door by the main entrance and proceed to the far east side of the parking lot for pick-up.
4. Students in grade 3 will exit the school through the side door by the main entrance and proceed along the west sidewalk.
5. Students in grades 4-5 will exit the school through the "old main entrance" near the flag pole and proceed along the west sidewalk in front of the school for pick-up.
6. Students in grades 6-8 will exit the school from the main entrance and proceed to the sidewalk in front of the two kindergarten classrooms.

Rainy Day Procedures: In case of rain during drop-off or pick-up, a pink flag will be hung in an upstairs window of the school. Adults MUST park and escort students in/out of the building.

Preschool students MUST ALWAYS be escorted in/out of the building.

See St. Charles School website for the traffic plan map.

SECTION THREE: SCHOOL RULES AND PROCEDURES

School Day Information

School Calendar

Unless otherwise noted, St. Charles School follows the same calendar as MCCSC. See the calendar section of the web-site for the most updated version. See ***Emergency Dismissal***.

Drop-Off/Pick-up

See Traffic Plan.

Entrances and Exits

See ***Security***.

Students in the Building

Under no circumstances should students be in the building before the morning bell rings or after afternoon dismissal unless part of a supervised extracurricular activity, signed into the extended care program, or accompanied by an adult and signed in at the school office. The one exception to this is morning supervision from 8:00-8:30am in the multi-purpose room in the case of inclement weather.

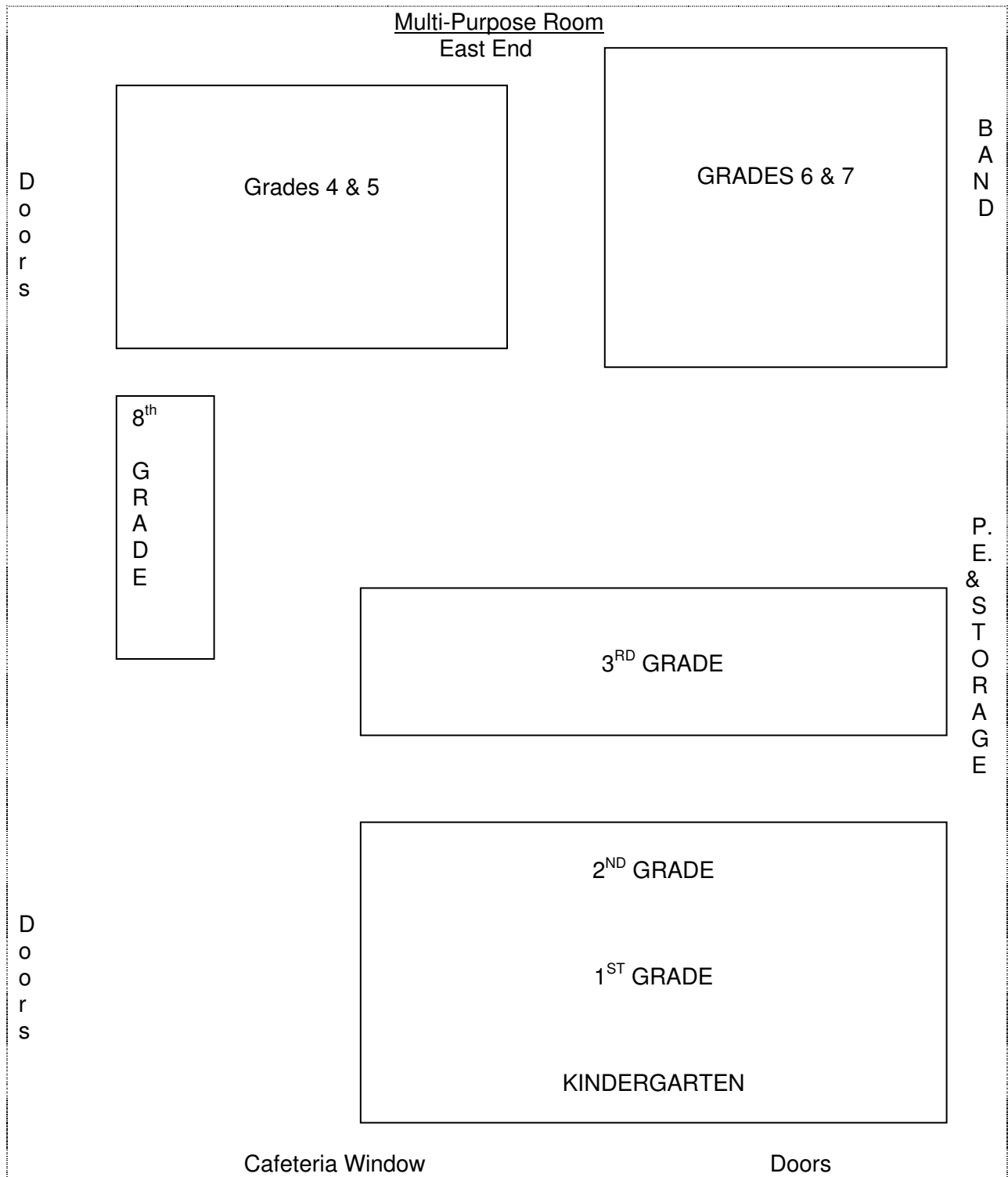
Daily Schedule

Before School Care	6:45-8:00 am (Multi-Purpose Room)
Playground Supervision	8:00-8:30 am (If inclement weather, students are to go to the MPR and then will be released to their Classrooms at 8:15)
Preschool Supervision	8:10-9:00 am (Preschool Room)
* Bell Rings (Gr. 6-8)	8:15 am Class Begins 8:20 am
* Bell Rings (Gr. K-5)	8:30 am Class Begins 8:35 am
Preschool Begins	9:00 am
Morning Preschool ends	11:30 am
Lunch KN	11:25- 11:55 am
Lunch Pre, 1-2	11:30- 11:55 am
Lunch Grades 3-4-5 & Recess Grades K-1-2	12:05 - 12:30 pm
Class Resumes K-1-2	12:30 pm
Afternoon Preschool Begins	12:30 pm
Lunch Grades 6-7-8 & Recess Grades 3-4-5	12:30 - 12:55 pm
Class Resumes Gr. 3-8	12:55 pm
Reminder Dismissal Bell	3:00 pm
* Dismissal	3:05 pm
Remaining K-2 go to gym	3:15 pm
Supervision Ends	3:25 pm
After School Care	3:00 - 6:00 pm
Homework Center	3:15 - 4:30 pm

*Bell

School-wide Prayer and Pledge

On the first Tuesday of each month all students assemble at 8:25am to say morning prayers, the Pledge of Allegiance, and the School Pledge together to commemorate special holidays and events. Parents are asked to make sure their children arrive in time to participate.



Before and After School Supervision

Students must be supervised at all times that they are on school grounds. Supervision of students begins at 8:00 a.m. All students in KN - 8, arriving before that time should be enrolled in the extended care program. Afternoon supervision continues until 3:25 p.m. K-2 students not picked up by 3:15pm will be taken to the gym at that time. All children not involved in directed programs should leave the school grounds by that time or be enrolled in extended care. Any unsupervised students found on the school grounds before or after school hours will be taken to extended care and parents will be charged accordingly.

Extended Care Program

St. Charles provides an extended care program to meet the needs of working parents. Our before school program operates from 6:45 to 8:00 a.m. The after school program, in operation from 3:00 to 6:00 p.m., provides homework help, craft activities, and supervised indoor and outdoor play. Fee information and registration forms are made available to all families in the fall.

Homework Policy

Homework helps students make the most of their experience in school. Homework reinforces what has been learned in class, prepares students for future lessons, extends and generalizes concepts, teaches responsibility, and helps students develop positive study habits.

Homework is assigned Monday through Thursday in grades one through eight. These assignments should take primary students (grades 1-3) no longer than thirty minutes and students in intermediate grades (grades 4-5) about one hour to complete. Some weekend homework is given in grades 6, 7, and 8. Extra time may occasionally be needed to study for tests or to complete long-range projects in such areas as Science, Social Studies, and/or Language. Kindergarten students will have homework that is ongoing and additional brief home activities periodically through the year.

Students are expected to work on their own, asking for help only after they have done their very best to complete the work unaided. All work is checked in school. A signed note from the parent explaining any legitimate reason that the work is unfinished is necessary. The child's grade can be affected by incomplete work.

Parents are highly encouraged to make homework a top priority at home; providing the necessary supplies, a quiet environment, and consistent time frames.

Homework Center

As part of our Extended Care Program, from 3:15-4:30pm, Monday through Thursday, students may do their homework in a quiet setting and receive assistance from the supervising teacher in the Homework Center. Sign-up forms are sent home at the beginning of the year.

Bus Transportation

Students who live in the Rogers-Binford School District may ride MCCSC buses home in the afternoon. Parents should contact the MCCSC Transportation Department to make arrangements and also inform the child's teacher of these arrangements. *Bus riders will meet in the Multi-Purpose Room at dismissal and be walked over to the crossing guard on Second Street by an extended care staff member. In the case of inclement weather, students will not be taken to the bus. Parents need to make alternate arrangements.*

Extracurricular Activities

Many extracurricular activities take place after school. Students involved in sports programs, club activities, music lessons, tutoring, etc., should be registered and signed in to Extended Care if there is any time gap between the end of the school day and the start of the activity and/or the end of the activity and the time of pick up.

Leaving School Grounds

No student should leave school grounds during the school day for activities unrelated to the school curriculum without being signed out in the school office by a parent or legal guardian. See ***Security***.

Recess Policy

We have outdoor recess, weather permitting, throughout the school year. In extremely cold weather (below 20° F) or during rain or snow, recesses will be conducted indoors. Children are expected to participate in outdoor recesses. A student with a doctor's note is allowed to stay inside. At all other times the children are to have outdoor recess. Some special needs students may have exceptions to this policy.

Lunch Program

Our school has the same federal lunch program provided by MCCSC. Students may purchase a hot lunch (including milk), buy milk only, or bring a complete lunch from home (**SOFT DRINKS NOT ALLOWED**). Cost is determined at the beginning of each school year. Applications may be made for free or reduced-price meals. Lunches and drinks should be prepaid at the beginning of each month when a menu and an order form go home. **ALL LUNCHESES MUST BE PAID FOR IN ADVANCE. LUNCHESES CAN NOT BE CHARGED.** A separate order form should be used for each child.

“FAST FOOD” LUNCHESES SHOULD NOT BE BROUGHT IN BY PARENTS FOR STUDENTS.

“Dress for Success” Uniform Dress Code Grades K-8

See School Website.

Student Insurance

St. Charles carries Student Athletic/Accident Insurance on all students through the Archdiocese of Indianapolis. Information regarding this plan will be sent home to families each fall.

Physical Education

Our school is concerned with the physical as well as the academic development of each child. Physical Education is taught in kindergarten through grade eight. All children are expected to participate. If a child is unable to participate as a result of his health or physical disability, a written note from the parent will be required to excuse your child from class. If the child is unable to participate for a period longer than three days, a written notice signed by a physician will be required which specifies the period of time the child should be excused from class. A form is sent home annually by our physical education teachers for parents to list any physical conditions that may limit the child's participation in physical education classes.

St. Charles Plagiarism Policy

St. Charles School includes this plagiarism policy as an extension of our mission statement. We would like to promote academic honesty and teach the ethical process of proper documentation and citation. This policy will define plagiarism according to St. Charles School and detail the consequences of student misconduct as it relates to this policy.

St. Charles School defines plagiarism as any of the following:

- word-for-word copying from another source
- paraphrasing without proper citation
- using ideas without proper citation
- using graphics without proper citation
- using the actual words from a source without using both quotation marks and proper citation

If students follow the above guidelines, they will avoid inadvertent plagiarism. However, inadvertent plagiarism will carry full consequences.

Consequences: If any part of a student's assignment is plagiarized, he/she will receive a 0. This may cause a student to fail a class for a particular quarter.

Discipline Code (revised July 2005)

Expectations

Discipline is an integral part of the education process. The correction and training of young children is a process that must be taken on by both the school and the home, guided by God's Word. The process of Christian education is to develop Christian character within each child. As a part of that development, discipline out of love is seen not as a negative, but as a positive entity in the total process. The school and its teachers will use sound judgment in the correction of inappropriate behavior and incorporate into the process God's forgiveness. No form of corporal punishment is sanctioned by St. Charles School.

All students will be expected to:

1. Follow directions given by any responsible adult in the school.
2. Show consideration for others.
3. Treat themselves and others with respect.
4. Practice honesty.
5. Be prepared for classes with all necessary materials and assignments.
6. Be on time for all classes.
7. Be prepared to learn and participate fully in all classes.
8. Listen carefully and raise their hand to speak.
9. Follow the "Dress for Success" uniform dress code.
10. Take care of school property and the school environment.

Consequences for infractions to the discipline code may range from loss of privileges (i.e. recesses, field trips, etc.), noon or after school detention, Saturday school, suspension, to expulsion. Repeat offenses of the same expectation will result in more severe consequences.

Respect for Others

As members of a Catholic community striving to nurture a truly Christian atmosphere at St. Charles School, all students and adults will treat each other with mutual respect and kindness, following Christ as their example. This is an important part of our mission and is reflected in our St. Charles School Pledge which every child recites on a daily basis.

Because of our overwhelming concern about the amount of bullying, teasing, and harassment that occurs in a school environment and the desire to create an environment that is free from all forms of intimidation, we have created a specific policy concerning bullying. The purpose of this policy is to provide a comprehensive, universally understood definition of bullying behavior and to outline strategies for all members of our school community to combat social, emotional, physical, and all other forms of intimidation.

BULLYING POLICY

Bullying usually has four features:

1. It is deliberate, hurtful behavior.
2. It is repeated.
3. It is difficult for those being bullied to defend themselves.
4. It is direct or indirect.

There are four main types of bullying:

1. Physical: punching, poking, biting, hair-pulling, hitting, kicking, taking belongings.
2. Verbal or written: name-calling, teasing, insulting, racial remarks, gossip
3. Emotional: spreading nasty stories, excluding from groups, humiliating, manipulating friendships
4. Sexual Harassment: physical, verbal, or emotional

The following guidelines were considered in adopting this bullying policy:

General Guidelines:

1. All members of the school have a responsibility to recognize bullying and to take action when they are aware of it happening.
2. Anti-bullying lessons will be incorporated into the curriculum in grades Preschool – 8. This will be supported by school-wide messages on this issue or a parent information evening.
3. All teacher/staff should treat any report of bullying seriously and take action. A faculty/staff meeting will be held annually to discuss the issue and review strategies and remedial approaches.

Specific Steps in Handling an Incident:

1. Teachers/staff should first listen discreetly to the student or students, and make such inquiries as may be necessary to clarify what has been happening. An incident report form must be completed by the teacher involved and a copy given to the homeroom teacher and the principal.
2. The student(s) being bullied should be assured that they have acted correctly in reporting the bullying.
3. The teacher should fill out an infraction notice and send to the parents of the bully to sign and return. Parent (s) keep the white copy; the teacher files the yellow copy; and the pink copy is sent to the office.
4. The student, who is the bully, will fill out a “Choices Report” or “Think Sheet” and return to the teacher. The emphasis must be on changing the behavior of the bullying student(s), while providing support for the victim(s). Counseling may be appropriate and recommended.
5. In some instances, teachers will schedule conferences with all students involved and possibly their parents.
6. The teacher should give advice to the victim(s) on how to deal with any repeat incidents that may happen while working on a solution.
7. It is important that the teacher checks with all involved students within five school days to see if the situation has improved. At the elementary level, the classroom teacher is responsible for follow-up. At the middle school level, the teacher involved is responsible for follow-up. Parents of all involved students should also be contacted as follow up.

If problems continue to occur, refer to the elementary and/or middle school steps for discipline on the following pages.

At St. Charles we value diversity. Harassment in any form regarding a person’s gender, national origin, religious beliefs, academic abilities, physical abilities, appearance, etc. between members of the St. Charles community (students, staff members, parents, volunteers, visitors to the school) will not be tolerated. Notice of a grievance should be filed with the principal for investigation in a timely and confidential manner.

Respect for Property

We expect students to maintain the physical integrity of the school buildings and grounds and to honor the property rights of others.

Lack of respect for property includes:

- Theft or destroying school property
- Defacing school property
- Leaving classrooms and common areas cluttered with personal belongings
- Littering
- Chewing gum on school property

Consequences for lack of respect for property:

- Theft requires restoration or replacement
- Anyone damaging or destroying school property will be held responsible for replacing, fixing, paying for the item(s). The student will be subject to suspension.
- Wanton destruction or theft of property may result in the notification of civil authorities.

Following are examples of infractions which are regarded as being extremely serious in that they contravene the laws of the State of Indiana.

1. Endangering the welfare of another person.
2. Possessing a firearm, an object or substance used as a weapon or an object, or substance intended for

use as a weapon.

3. Possessing, distributing, or using any controlled or illegal substance (i.e. alcohol, drugs, or tobacco) or anything represented to be a controlled or illegal substance.
4. Stealing: taking something from someone without his/her permission.
5. Vandalizing: willfully or maliciously destroying property.

In the case of an infraction such as these, administrators, parents, or legal guardians and appropriate law enforcement authorities will be notified immediately. The student will be placed in out-of-school suspension, if warranted, until an investigation is completed. Consequences will depend on the outcome of the investigation. Possible consequences include suspensions or expulsion.

In some cases, the threat assessment team will convene and go through the Archdiocesan Threat Assessment Process to determine the best and most appropriate course of action.

Special Needs Students:

According to the Individuals with Disabilities Education Act (IDEA), school officials may impose a disciplinary sanction on a student in special education as long as they follow procedures that do not deprive the child of his or her rights. **Educators may use normal disciplinary sanctions, including suspensions by following the usual procedures and providing customary due process.** A student should not be deprived of the rights accorded by the IDEA if the misconduct is a manifestation of the child's disability. For more drastic punishments, the due process procedures in the IDEA replace normal due process protections.

St. Charles special needs students who hold an Individualized Education Plan (IEP) or a General Education Intervention (GEI) may have plans that include special discipline procedures. General guidelines for handling discipline problems for these children might include:

- Calmly intervene to stop the unacceptable behavior.
- If at all possible, **make no physical contact with the student.** Wait to discuss the behavior issue until the student has calmed down.
- Immediately send for the classroom teacher, resource teacher, or the principal. He/She will assist in implementing the discipline plan for the special needs student.

Steps for Discipline: K - 5

1. The teacher will correct the undesirable behavior tactfully, whenever possible.
2. If inappropriate behavior continues, the teacher and student will privately discuss the situation and any possible consequences. A **THINK SHEET** will be completed and kept on file by the teacher.
3. If inappropriate behavior remains unresolved, the teacher will inform the principal and the parent(s) or guardian of the specific problem with an **infraction notice**. Parents sign the notice and return to the issuing teacher. Written records of all parental contacts and follow ups will be kept.
4. If steps 1 through 3 have failed to resolve the behavior problem, then the student will be removed from the classroom and escorted by an adult to the principal's office. The teacher and/or principal will immediately inform the parents or guardian of the situation. Parent(s) or guardian, teacher, and principal will meet as soon as possible. In certain circumstances, the student will not be allowed to return to the classroom until the behavior problem is completely and satisfactorily resolved. **A written record** will be kept and documentation will continue. The parent(s) or guardian, the principal, and the teacher will all receive a copy of this documentation.
5. In certain situations it may be necessary to immediately remove a student from the classroom or other area without going through the steps listed above. **In these situations, it is imperative that all behavior problems and steps followed be carefully and fully documented by the teacher.** The parent(s) or guardian, the principal, and the teacher will receive a copy of this documentation.

These behaviors could include (but may not be limited to):

- Obscene gestures or language
- Violation of property, stealing
- Physical violence leading toward harming oneself and others
- Violations of school expectations

Steps for Discipline: 6-8

1. A verbal warning is given after the teacher's classroom procedures for infractions are followed. The teacher will document the incident.
2. A student/teacher conference is held. Consequences are determined by the teacher.
3. An infraction notice is sent home. Parents sign the notice and return it to the issuing teacher. Documentation is filed and consequences are determined by the teacher and/or parents.
4. A second infraction notice is sent home. Parents sign the notice and return it to the issuing teacher. Documentation is filed. A conference with the teacher(s), parent(s), and administrator is held. Consequences will be determined jointly.
5. A third infraction notice is sent home. Parents sign and return it to the issuing teacher. A meeting will be held to determine a student's continued status at St. Charles School.

Consequences (not in sequence) may include:

- Saturday School
- Parent Shadowing
- In school suspension (work for the day is not counted in the student's overall grades)
- Out of school suspension
- Expulsion
- After school detention or break detention
- Restitution
- Counseling
- Loss of privileges
- Community Service
- Other (to be determined by the teachers, parents, and/or administrators)

In certain situations it may also be necessary to complete an Archdiocesan Threat Assessment and/or CONTACT APPROPRIATE AUTHORITIES. It may be necessary to ask the parents or guardians to remove their child from St. Charles School either on a temporary or permanent basis.

AS IN ALL ST. CHARLES POLICIES, THE TERM “PARENTS” REFERS TO PARENTS, PARENT OR LEGAL GUARDIAN(S).

SUSPENSION POLICY

The principal or designee has the authority to suspend students. Suspension shall mean temporary removal from classes and/or school. Suspensions shall be made solely after the principal or designee has made an investigation and determined that such suspension is necessary to help any student, to further school purposes, or to prevent interference with school operations. Initiation of suspension may begin immediately or at the discretion of the principal or designee. The length and type of the suspension (either in-school or out-of-school) shall also be at the discretion of the principal or designee.

If the suspension is to start immediately, the principal or designee will attempt to inform the parents by phone. The principal or designee will send a written statement to the student’s parents, describing the student’s conduct, misconduct or violation of any rule and the reasons for the suspension. The suspension process will include the opportunity for a meeting with the principal, student and parents.

EXPULSION/DISMISSAL POLICY

If a student is to face disciplinary action that could result in expulsion (permanent removal from school), the following will occur:

1. Parents will be phoned and the student will be immediately removed from school.
2. Within 24 hours following such removal, the principal shall send a written statement to the student’s parents, describing the student’s conduct, misconduct, or violation of any rule and the reasons for the pending expulsion.
3. A meeting with the Discipline Board, parents and student will take place within five days after the student’s removal from school. The Discipline Board will total at least five people and consist of the following: the pastor, principal, Board of Education representative, and two additional faculty members appointed by the principal. The pastor may also appoint an additional representative from Parish Council. A representative from the Bloomington Police Department may be included if applicable.
4. After the meeting, parents and student will be notified in writing of the Discipline Board’s decision and the terms for reentry or permanent expulsion.
5. If the student is permitted to return to St. Charles School, prior to his/her return, a conference with the principal, parents and student must occur to review and sign a statement agreeing to the terms of reentry.
6. In the event the Discipline Board is unable to come to consensus, the ultimate decision of re-entry rests with the Head Pastor.

Field Trip Procedures & Volunteer Driver Agreement

Class visits to places of cultural or educational significance give enrichment to the lessons of the classroom. To ensure the desired outcomes of such trips, teachers or supervisors should prepare the pupils for the place that is to be visited and the things that are to be seen. A discussion will be held regarding the purpose(s) and goal(s) of the trip. An advance trip by the teacher or supervisor is suggested if possible. Field trips are privileges afforded to the students. Participation in such trips can be denied if students fail to meet academic or behavioral requirements.

The state of Indiana requires that principals keep a record on file of field trips and other educational experiences held outside of the classroom. All teachers should fill out a field trip form designating the location, date, length of time, educational purpose, and mode of transportation for the trip. This form is to be returned to the principal for approval. Once approved, permission slips may be distributed.

Permission slips will be sent home to parents a minimum of one week prior to the field trip. Times, activities and other details about the trip will be included on the on the field trip form. The mode of transportation will also be noted and parents' signature denotes acceptance of the field trip details.

Buses, school administrators, and parent drivers constitute the means of transportation for field trips. Private volunteer drivers (transportation other than buses) and vehicles must meet the following requirements:

- The driver must be 21 years of age or older.
- The driver must have a valid, non-probationary driver's license with no physical disability which would impair the ability to drive safely.
- The vehicle must have a valid registration.
- The vehicle must be insured for minimum limits of \$100,000 per person and \$300,000 per occurrence.
- All children must be individually buckled into a child restraint during transport.
- No child shall sit directly in front of an air bag.
- The driver shall not partake in any activity that would jeopardize the safety of the children (**E.G., TALKING ON A CELL PHONE WHILE DRIVING**).
- Permission must be given by the teacher for siblings to accompany parents acting as chaperones.
- Chaperones will remain with the whole group on the field trip for the duration of the event. They will leave together, not make unnecessary stops in-between time of arriving to destination and return together with the group to St. Charles school, unless other arrangements are explicitly stated and agreed to by the teacher and transporter(s).
- All rules that apply at school for adults and children apply during the field trip (e.g. no smoking).

The ratio of children to chaperones should be stated. The general rule is that the younger the children, the greater the standard of care. For trips other than interscholastic athletics, supervision of one (1) adult per ten (10) students is recommended. This ratio should be lower for very young children.

All permission forms should be sent to the sponsoring teacher where they will be checked for authenticity. A student who does not have a permission slip on file will not be allowed to go on the trip. A phone call from a parent will **not** be accepted in place of the signed form. A generic permission form is on the St. Charles web site which may be downloaded, filled out, and turned in, in the event the original permission slip cannot be found.

As of July 1, 2005, Indiana law changed with regard to child restraints. A comprehensive outline of the law can be found at: <http://www.state.in.us/legislative/ic/code/title9/ar19/ch11.html>. In summary, it states children are required to ride properly restrained in a child restraint, which can include a belt positioning booster seat (not shoulder belt positioners) until they reach their eighth birthday. Children from at least eight years old until their 16th birthday are required to ride properly restrained in a child system or seat belt in a seated position in all vehicles. Exemptions to this law are: school buses, taxicabs, ambulances, public passenger buses, motorcycles, and antique automobiles.

This new law affects field trip transportation for children in grades three and below. The majority of school field trips are transported by parent volunteers. Teachers must make arrangements with parents and volunteer drivers in advance to ensure each child being transported has the proper child restraint.

Teachers will ensure that the school office has a contact number to reach the class on a field trip in case of emergency. For field trips at locations where first aid supplies would not be readily available, such as a park, a small first aid kit will be available in the office to take on the field trip. In the event of an emergency and a child needs to be trans-

ported back to school or to a hospital for care, the school office will be contacted immediately to contact the parent or guardian and make appropriate arrangements.
See School Website for Volunteer Driver Agreement.

Program Information

Band and Chorale Instruction

Band Instruction is offered to students in grades five through eight. Two levels are offered: beginning and advanced. Students may purchase their own instruments or rent them through local music retailers recommended by the band instructor. In addition to group instruction, which is part of the St. Charles curriculum, students are referred to specialized instructors for private lessons on the instrument they have selected. These lessons take place outside of school hours at an additional cost. Students are divided into sectionals which are taught during lunch. Jazz band activities are scheduled after school.

All fifth grade students take both band and chorus. Students in grades six through eight may choose chorus or band. Both programs are performance based. Band concerts occur during the fall and spring. Other opportunities for band performances are offered throughout the year.

Music Program

The St. Charles music program includes classroom instruction as well as several other options. Music choices for children in kindergarten through eighth grade, according to grade level, include band, folk group, and choir. There is the opportunity for private or group music lessons in band instruments, piano, and recorder. Middle school students have participated in independent study projects focusing on opera, dancing, and musical theater, which incorporate learning about set and costume design.

Extensions of the music program include spring and fall concerts for grades five through eight. Fourth through eighth grade students can elect to participate in "Circle the State with Song", an honor choir that performs at an annual festival each February. Faculty members assist honor band and vocal students in preparation for state music competitions. Instructional field trips to the I.U. Musical Arts Center entertain some elementary classes in the areas of band, dance, orchestra, and jazz.

Music Lessons

In addition to the music program that is part of our basic curriculum, students may arrange for individual lessons through private instructors in cooperation with the school. Lessons are available in piano and other instruments dependent on the availability of instructors.

Athletic Programs

In the fall and winter, both boys and girls can compete in cross-country and basketball. There is also a girl's volleyball team. In the spring middle school students have the opportunity to participate in track and field events. Competitions are scheduled with other area middle schools. Boy's and girl's basketball teams also participate in C.Y.O. (Catholic Youth Organization) and local competitions. Swimming and diving are also offered. Watch the monthly newsletter for dates, times, and locations.

Middle School Student Council

The Student Council provides for student activities, serves as a training experience for both leaders and members, promotes the common good, gives students a share in the management of the school, develops high ideals of personal conduct, acts as a clearinghouse for student activities, seeks to interest students in school affairs and helps solve problems that may arise. Members of the council are representatives of the student body and work closely with faculty representatives. Elections are held in the fall. Each middle school class is represented by two students.

Media Center/Library

We live in the "Information Age" and the amount of that information is increasing at an astronomical rate. It is very important that students become effective users of information. Studies have shown that schools with a strong school library media program make a difference in student academic achievement. According to *Information Power*:

Guidelines for School Library Media Programs, it is the mission of the school library media program “to ensure that students and staff are effective users of ideas and information.” This mission is accomplished:

- + by providing intellectual and physical access to materials in a wide variety of formats
- + by providing instruction to develop competence in finding, evaluating, and analyzing information
- + by stimulating a life-long love of reading
- + by working with other teachers to design strategies to meet the needs of individual students

According to the same document, it is the responsibility of the media specialist to ensure that the informational media program is an integral part of the school’s instructional program. The media specialist performs both as information specialist and teacher and in these roles provides:

- + access to information by assisting teachers and students in identifying informational resources
- + formal and informal instruction in informational media and the use of informational media and instructional technology

The informational media program here at St. Charles seeks to carry out this mission by providing a well-rounded collection of materials that are both curriculum-related and designed to encourage a love of reading. The informational media program is also designed to teach students how to use a variety of resources in finding, using, evaluating, and analyzing information.

The media center houses a wide variety of materials. Along with books and periodicals, there are audio and video cassettes, maps, picture and vertical files, cassette recorders, video cameras, projectors, etc. Multimedia computers are available for multimedia production and research. All have CD-ROMS and are Internet capable.

In order to use the Internet any place in the building, students must have an Acceptable Use Policy on file in the Media Center (See Appendix A). Failure to abide by the terms of the policy could result in the loss of Internet privileges. Students must also have on file a form which grants or does not grant permission for use of photographs on web pages, newspapers, television, or other forms of media.

All students use our library and are allowed to take books home. Parents are required to pay for books that are not returned. Children will receive a notice when their books are overdue.

Boy Scouts and Girl Scouts

Through the Boy Scouts and Girl Scouts, children expand their understanding of God and country. Tiger Cubs, Cub Scouts, Boy Scouts, Daisies, Brownies, and Girl Scouts participate in meaningful church and community activities. St. Charles School and St. Charles Borromeo Parish support and sponsor these scouting programs.

Art Program

All students in grades kindergarten through eighth grade participate in art classes at least once per week. Our annual Catholic Schools Week Open House displays a multi-faceted art display completed by most St. Charles students. Throughout the school year artwork is displayed from all grade levels outside the art room.

Foreign Language

The middle school program offers enrichment opportunities through its French and Spanish courses. These conversational language courses cover high school, level one material for a three year span.

Middle School Electives

Before spring break, three days are set aside for an elective portion of the middle school schedule. It offers a wide selection of courses designed to focus on specific interest areas. Past courses have included journalism, art, debate, creative writing, meteorology, musical theater, opera, and independent study.

Non-Athletic Competitions

Competition can also take the form of academic contests at St. Charles. Competition is drawn from local public schools and/or Archdiocesan schools.

Preschool Program

St. Charles Preschool offers half day programs for three, four, and five year olds. A lunch bunch option for four and five year olds is also available. We follow a developmentally appropriate curriculum to foster the spiritual, academic, and social growth of preschool age children. We support learning through doing. There are many opportunities for the children to explore, discover and manipulate their environment. Alphabet and number recognition, early writing, language development, computer and library, music, religion and play are all part of our busy preschool week. Positive reinforcement, gentle encouragement and love are given in large doses daily. Self esteem, social behavior and sense of community are fostered in a nurturing and positive atmosphere. St. Charles Preschool recognizes the individuality of each child. Each child is unique and brings special gifts to the classroom. At St. Charles Preschool, we make learning fun!

Daycare Ministry

Also housed in the school is our daycare ministry. The daycare has programs for infants through 5 year olds.

Kindergarten

The kindergarten program at St. Charles is full-day. Students in kindergarten follow the same schedule as grades 1-8.

Service Projects

Community service is encouraged at St. Charles through class projects, fund-raisers, and food drives. In the past, students have helped to raise money for Crop Walk, Rice Bowl, Jump Rope for Heart, seasonal food baskets, and gifts for the mentally ill.

Miscellaneous

School Telephone

The office telephone must be reserved for in-coming calls and official school business. Therefore, it will not be available to students except in the case of emergency. Non-emergency phone calls by students are discouraged. When a teacher deems it necessary, permission may be given for a student to use the office or classroom phone. Students should make the necessary arrangements for activities before they come to school.

Cell Phones

Cell phones may not be used during the school day. They should be turned off and in backpacks. If a student needs to call a parent, he/she still needs to go to the office. Cell phones will also not be used in aftercare or homework center.

Electronic Games and Devices

Games and electronic devices including hand held games, music players, ipods, and radios should not be brought to school.

Skate Boards/Roller Blades/Roller Skates/Shoes with Wheels

Skate boards, roller blades and roller skates, should not be brought to school. If students wear shoes designed to have hidden wheels, the wheels should be removed and left at home.

Lost and Found

The lost and found box is located in the upstairs hallway outside and across from Room 206. Promptly at the close of each quarter, items that have not been claimed are donated to the Bloomington Thrift Shop. Losses can be prevented by properly labeling items with the first and last name of the child.

Class Parties

Class parties are organized by the room parents for various holidays and special occasions. Room parents will request the help of other class parents.

Birthday Celebrations

Students in grades K - 5 are invited to bring a simple birthday treat to share with their classmates and teachers. Part of the birthday celebration is a trip to the principal's office (bring a treat for her, too) to select a surprise from her treasure box. Please let the classroom teacher know a day or two in advance that your child will be bringing in a treat. Please keep it simple (no muss, no fuss, no crumbs) so the treat break can be easily incorporated into the day's routine. The federal and state wellness policy states that healthy snacks should be brought to school. Parents should not send floral, balloon, or other arrangements to the school as they present a distraction and take away from learning time, they will not be delivered to the classroom.

Party Invitations

Invitations to birthday parties or other activities should not be distributed at school. Problems arise when children are not invited and feel left out. To alleviate these conflicts, parents should send invitations through the mail.