

St. Charles School Parent-Student Handbook



2023-2024

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I. ST. CHARLES SCHOOL FOUNDATIONAL STRUCTURES

HISTORY OF ST. CHARLES SCHOOL

In 1948, Pastor James Doyle announced that the Archdiocese of San Francisco had purchased approximately seven acres in the Brittan Acres area along Tamarack Avenue between Belle and Elizabeth Avenues. Plans were prepared for a temporary church (later converted into the gymnasium), a school, and a rectory. The facilities were to contain eight classrooms, a music room, and administrative space. In an effort to have the school open for the September 1950 term, most construction was concentrated on the classroom segments. School opened on October 2, 1950. Sister Ann Maureen, of Notre Dame de Namur, was named principal and sixth grade teacher. The Notre Dame community provided five additional sisters to teach first through fifth grades. Over the next 2 years, the seventh and eighth grades were added. The community celebrated its first graduating class in June 1953. The Sisters of Notre Dame continued to manage the school until September 1970, when St. Charles School opened under the direction of the first lay principal and faculty.

MISSION STATEMENT

St. Charles School is a Catholic Faith community. We provide and nurture a supportive and inclusive Christ-centered environment where students grow in faith, serve others and pursue academic excellence.

PHILOSOPHY

St. Charles School, an integral part of St. Charles Parish, has strived to support the spiritual, educational, physical, and emotional needs of children for more than seventy years and continues to foster growth in each child.

In communion with parents, teachers, and students, where parents are recognized as the primary educators, the school works to foster faith formation, promote academic achievement, and develop successful individuals who give back to their community. The school leverages programming to promote a community of faith and challenge students to reach their full potential. St. Charles School is committed to following the model of Jesus in cultivating spiritual people, thinkers, accomplished learners, and responsible citizens and is devoted to the belief that all students can learn and be successful.

STUDENT LEARNING EXPECTATIONS

St. Charles School students will be educated and guided to develop all Schoolwide Learning Expectations (SLEs). As students complete each year of instruction, they are expected to demonstrate age-appropriate characteristics of STAR students as a result of achieving their SLEs. St. Charles School Students are:

S – SPIRITUAL PEOPLE who:

- Actively participate in all types of prayer
- Celebrate the Mass and Sacraments
- Forgive
- Demonstrate Christian values and attitudes by actions in everyday life

T – THINKERS who:

- Problem solve by exploring all possibilities
- Withstand peer pressure and act independently to make positive choices
- Apply information to think, question, and create

A – ACCOMPLISHED LEARNERS who:

- Show enthusiasm for learning through work habits
- Respond positively to setback
- Use various resources, skills and strategies to solve problems and reach goals
- Communicate effectively through writing, speaking, and listening

R – RESPONSIBLE CITIZENS who:

- Demonstrate self-control and assume responsibility for actions
- Work cooperatively, demonstrating acceptance and respect
- Provide service with pride to the class, school, parish and community

ACCREDITATION

St. Charles School is fully accredited by the Western Catholic Education Association (WCEA) and the Western Association of Schools and Colleges (WASC).

CATHOLIC IDENTITY OF THE SCHOOL

Catholic Identity is the foundation of St. Charles School. The school educates the whole child so that students become responsible and active members of the Church. The school's Mission is integrated into all aspects of school life. Worship, prayer, and service at St. Charles School exemplifies the Christ-centered approach to daily life. St. Charles School begins and ends each school day with prayer. There are monthly liturgical celebrations that involve student participation. Students participate as lectors, cantors, and choir members at the monthly liturgies. It has always been a priority that St. Charles School remains Catholic in practice, not simply in name. Teachers integrate Catholic values into all subjects and encourage students to live the values in group or individual assignments and in their daily lessons. Under the direction of the teachers, classes participate in charity projects, and teachers organize additional charitable projects as needs arise. Prayer is said in every homeroom daily, assignments are given that focus on the Catholic faith and values formation.

St. Charles School Prayer

Thank you, Jesus, my friend, my brother.

Help me to respect all as you respect me.

Help me to love you and be kind to others.

Help me to follow you and embrace the joy of learning.

St. Charles, pray for us.

SCHOOL WIDE GOALS AND OBJECTIVES

Achieving the school wide learning expectations is best fostered through attention to the goals and objectives of our Catholic School, centered in five categories: Spiritual, Devotional, Intellectual, Physical, and Social.

Spiritual: to instill students with a positive self-image, a deep awareness of God's love, and a strong sense of the intrinsic goodness of every human being. We strive to:

- Model the Gospel values by showing respect and concern for our students and one another
- Provide students with opportunities to be responsible, independent, and self-motivated
- Cherish the uniqueness of individuals and encourage a sense of community within the school
- Teach students to live morally and ethically
- Recognize and support parents as the primary educators of their children
- Recognize the significance of the family unit in building the self-worth of children
- Guide students in the development of their talents

Devotional: to create a faith community that accepts and embraces Jesus as our role model, builds on each child's individual experiences, and leads to on-going spiritual development. We strive to:

- Give priority to religious instruction in the Catholic Faith through the study of scripture and doctrine
- Impart Christ-like thoughts, actions and words
- Provide the opportunity for a variety of spiritual experiences e.g. liturgies, prayer services, spontaneous and traditional prayer, meditation, and sacramental instruction and participation
- Encourage student service in parish and school, as well as in the local community

Intellectual: to recognize individual differences and talents, develop students' potential, and instill each with a desire to pursue life-long learning. We strive to:

- Offer a curriculum that acknowledges and addresses group instructional needs and individual differences
- Recognize that parent support and encouragement of learning fosters academic achievement
- Foster creativity, intellectual curiosity, and a spirit of enthusiasm for learning
- Stress mastery of basic skills in a structured classroom environment as well as enrichment and remediation when needed or beneficial
- Teach students to locate, organize, utilize, and communicate information
- Encourage students to make responsible decisions and use critical thinking skills
- Encourage teamwork and collaboration

Physical: to acknowledge the importance of a healthy body and to create an environment where students develop and appreciate their own physical abilities as well as others. We strive to:

- Provide regular P.E. instruction
- Understand and respect one another through the Character Education Program
- Encourage good health habits
- Offer an afterschool sports program for grades 4-8

Social: to enable students to become contributing members of society by reflecting on the principles of Christ in their daily lives. We strive to:

- Teach and strengthen student understanding of the themes of Catholic Social Teaching
- Foster recognition and acceptance of individual differences, and value the diversity of others
- Encourage students to develop and assume leadership roles
- Set clear expectations and consequences for student behavior
- Instill a sense of family in the school, parish, and local community
- Challenge students to actively participate in the global community in ways that make positive impacts
- Enable students to always demonstrate respect for human differences

ARCHDIOCESAN PHILOSOPHY AND POLICY

The Catholic Schools in the Archdiocese of San Francisco, mindful of their mission to be witnesses to the love of Christ for all, admit students of any race, color, and national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at St. Charles School.

The Catholic Schools in the Archdiocese of San Francisco do not unlawfully discriminate on the basis of race, color, and national and/or ethnic origin, age, sex or disability in the administration of educational policies, admissions policies, scholarship and loan programs, and athletic and other school- administered programs.

CODE OF CHRISTIAN CONDUCT FOR STUDENTS AND PARENTS/GUARDIANS

The students' interest in receiving a quality, morally based education can be served if students, parents, and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child. It shall be an express condition of enrollment that the student behaves in a manner, both on and off campus, which is consistent with the Christian principles of the school as determined by St. Charles School in its discretion. These principles include, but are not limited to, any policies, principles or procedures set forth in the student/parent handbook of the school.

It shall be an expressed condition of enrollment that the parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by St. Charles School in its discretion. These principles include, but are not limited to any policies, principles or procedures set forth in the student/parent handbook of the school. These Christian principles further include, but are not limited to, the following:

1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral and behavioral expectations of the school.
2. Students and parents/guardians may respectfully express their concerns about the school's operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
3. These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.).

The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the student and/or parent/guardian and normally will first result in disciplinary action short of a requirement to withdraw from the school (e.g. suspension of parent/guardian's privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, etc.).

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning and/or without an intermediate step short of withdrawal.

ARCHDIOCESAN POLICY ON HARASSMENT

In 1992 the Archbishop of San Francisco promulgated a comprehensive set of policies and procedures covering all forms of unlawful harassment, with particular emphasis on sexual misconduct in the workplace and in ministerial relationships, as well as highlighting the unique respect and responsibility which is owed by adults to children. In 1996 a supplement to that policy was added specifically focusing on student-to-student harassment. The policy serves as a tangible witness to the Catholic commitment to live, love, and respect as Jesus did.

The Archdiocese of San Francisco affirms the Christian dignity of every student. It is the policy of the Archdiocese to provide an educational environment in which all students are treated with respect. Harassment is unacceptable conduct that is severe, pervasive and deliberate. Harassment occurs when an individual is subjected to treatment in a school environment that is hostile, offensive or intimidating because of the individual's race, creed, color, national origin, physical ability, or gender. Harassment of any student by any other student is prohibited and will not be tolerated.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action up to, and including expulsion. Students found to have filed knowingly false or frivolous charges will also be subject to disciplinary action up to, and including expulsion. Depending on the nature and extent of the charge, if reasonable suspicion of misconduct is determined, the alleged harasser may be sent home pending conclusion of the investigation by the school. A copy of the Policies and Procedures Regarding Child Abuse & Harassment is available in the Principal's office.

II. ACADEMIC POLICIES CURRICULUM

The course of studies used at St. Charles School follows the standards of the State of California and guidelines provided by the Archdiocese of San Francisco, Department of Catholic Schools. All of our students are expected to participate in the full curriculum. The main components of the curriculum are as follows:

Religion: St. Charles School is first and foremost a Catholic School. Our religion program is the underlying structure of our school day. We use a series from Loyola Press, Finding God, that provides real life connections for students, an appreciation for our faith, and a connection to our home and community life. Families may enjoy the prayer and faith formation resources found at loyolapress.com

Reading: St. Charles offers a literature-based reading program, which provides skill continuity from grade-to-grade and emphasizes writing skills across the curriculum.

Language Arts: Our language series is a complete program of solid, traditional language instruction infused into reading comprehension, Socratic seminars and analysis. It provides skill continuity from level-to-level, with content built around children's language interest.

Mathematics: A complete mathematics program devoted to total skill development is offered in kindergarten through eighth grade. The program is based on Common Core Standards, and is designed to teach basic computational skills from instruction through maintenance, build problem solving skills and strategies that students can apply daily, and encourage a positive realistic attitude toward mathematics. Students in 6th-8th grades are assigned to regular or accelerated pre-algebra or algebra classes respectively, based on individual grades, standardized assessment results, and teacher recommendations. Two web-based programs, ALEKS (4-8) and Mathletics (K-3) are also used to enhance basic skills, enrich classroom content, and support all learners in adaptive ways.

Social Studies: The study of geography, history, cultures, civics, and sociology are combined in this program. Content is aligned with the State of California and the Department of Catholic Schools.

Science: The study of physical, life and earth science are taught in our K-8 science program, and current health issues are also examined. The programs develop science knowledge and process in alignment with the California standards and the curriculum guidelines of the Archdiocese of San Francisco, Department of Catholic Schools. Science in all grades is hands-on discovery based, also aligned with California State Science Standards and NGSS Standards.

Spanish, Music, Drama, Art and Physical Education: are elements included in our full curriculum. Use of laptop computers and iPads is integrated across multiple subject areas. No letter grades are given in these classes.

Academic Success Program: St. Charles School offers a resource program for all students in kindergarten through 8th grades. Customized individual or group instruction offers remediation in the areas of reading and language arts. Contact your child's teacher for more information.

HOMWORK POLICIES

Homework has an essential place in the educational program. Homework will be assigned:

- to reinforce concepts and skills that have been presented in class
- to train the student to work independently and to accept responsibility for completing a task with an understanding of why students are completing

Assignments are expected to be submitted on time, with the exception of excused absences. Excused absences are a result of sickness, doctor or dental appointments. Schoolwork missed during the excused

absence must be made up by the student upon his/her return. In these cases, upon request, assignments will be available at the end of the school day. **Request for make-up assignments should be made to the teacher prior to noon and pick up of work may occur any time after 3pm.** Other absences, such as shadowing for high school, do not exempt a student from meeting original assignment due dates.

TIME ALLOTMENTS

The amount of time that different students in the same grade spend doing homework will vary. However, the following table provides guidelines for the maximum amount of time the typical elementary student should spend daily on homework.

Grade	Time
Kinder and 1 st Grade	20 Minutes
2 nd and 3 rd Grade	30 to 60 minutes
4 th and 5 th Grade	45 to 60 minutes
6 th , 7 th and 8 th Grade	60 to 120 minutes

PARENTAL SUPPORT TOWARD HOMEWORK

- Recognize that children learn in different ways and have different work styles. Some students can sit and do homework “all at once,” while others need to take frequent breaks.
- Ensure that each student has a particular time and place to study, proper supplies and lighting, uninterrupted by T.V., music, devices, siblings, household responsibilities, etc.
- When scheduling after school activities, keep in mind your child’s homework load. Students who are overscheduled or exhausted will start homework later at night and will be less efficient
- If your child spends significantly more time than is manageable on homework, start by communicating with your child’s teacher about the challenges your child is facing.
- Parents should act as cheerleaders and supporters, not homework police. Please do not do assignments, projects, papers, etc. for your child.

STANDARDIZED TESTING

The Archdiocesan testing program is the Renaissance Learning STAR Testing System. It is administered in September, November, February and May to students in grades K-8. This timing enables teachers to plan the year to effectively meet the needs of their particular class. Test results are used to:

- Inform parents about their children’s individual strengths and weaknesses
- Inform teachers about their class as individuals and as a whole group
- Assist the administration is evaluating the effectiveness of our curriculum and instruction. Please make every effort to ensure your children are present for all testing days. Appointments should not be made during testing; make-up time is very limited.

GRADING POLICIES

Preparation and organization are modeled and expected to support students understanding of personal responsibility for assignments and daily preparation for class.

Tips for success include:

- Before school: organize binders and backpacks. Check supplies. Review the homework agenda to be sure all assigned work is complete.
- During the day: Check all supplies and books that are necessary for each next class. Take a silent reading book to every class.
- End of day: Check the homework board. Be sure all assignments are recorded in the agenda. Check to be sure that all necessary books and materials for homework are packed to take home.
- After school: Identify a location and regular schedule for completing homework. Review all work and double check to be sure all assignments are complete. Make a list of any questions that should

be asked of teachers the next day. Make sure all books and completed assignments are packed for return to school.

ABSENT/MAKE-UP WORK

Grades 3-5

Assignments are to be submitted on time; with the exception of excused absences (refer to Attendance: Absences section). Encourage your student to see his/her teacher(s) regarding assignments missed due to absence and to make up work accordingly. Work submitted on time will be corrected according to the normal class grading standards. Work submitted late will be subject to lowering grading.

Students who are absent from school due to illness or appointments should set up a time to meet with the teacher upon return to learn about missed work. The amount of time given for makeup work will be determined by the teacher. When a student is absent for an extended period of time the teacher and principal will meet to create a manageable make up plan.

Grades 6-8

It is the responsibility of the student, upon return to class, to check in with the teacher and learn about missed work. The amount of time given for makeup work will be determined by the teacher. When a student is absent for an extended period of time the teacher and principal will meet to create a manageable make up plan.

At times, group projects are assigned. All members of a group are responsible for making sure that their project is completed on time. If a member of the group is absent on the project due date, it is the responsibility of the remaining group members to complete and/or present the project. The absence of one member of the group does not automatically create a valid reason for the remaining group members to delay finishing their work. Therefore, all members of a work group should become familiar with all aspects of the project.

All schoolwork missed for any reason (e.g. altar serving, shadowing, appointments, etc.) is the responsibility of the student and must be made up and turned in the following day. The decision to take children out of school is the responsibility of the parents. Absences may affect a student's grades because valuable instruction time is missed; independent study generally cannot replace this.

LATE WORK

Generally, work is due at the beginning of each class period. Work that is not turned in on time is late. With the teacher's permission, a student may receive extra time to complete the work that night and turn in the following day. Starting in 3rd grade no name papers will be subject to losing points.

Grades 3-5

Work not turned in the following day will be accepted up to a week with a reduction in points and a lower grade, as determined by the assignment. Assignments not turned in after one week will continue to be accepted up to two weeks with a maximum credit of 50%. After two weeks, the work will receive a zero in the grade book but should still be turned in when requested. This does not apply to long-term projects or tests. Students will be requested to complete late work during free time, silent reading time (DEAR), or lunch/recess. Teachers are available after school for students who may need to stay after school to complete late work.

Grades 6-8

Submitting homework and other assignments punctually is an academic responsibility of all students. Skill development depends on a structured sequence of instruction, and teachers must be able to evaluate student performance in a timely manner in order to guide student learning and adjust instruction. Consequently, all assignments are required to be completed by the assigned due dates. Teachers will accept assignments submitted late with a reduction of 10% for every day that

the paper is late. After five (5) school days, a “0” may be entered into the grade book at the teacher’s discretion. This policy does not apply to long-term assignments like science fair, book reports, etc. The determination of “long-term” is defined by the individual teacher.

Parents are strongly encouraged to check SchoolSpeak regularly to monitor student progress and status of assignments. Students should also check SchoolSpeak to stay informed on a regular basis if they have any missing assignments.

HOMEWORK CLUB AND MATH STUDY HALL

Homework Club

Homework Club is staffed by teachers and is offered Tuesday-Thursday from 3:00-4:00 PM for students in grades 3-8.

Math Lab

Math Lab is staffed by one or more math teachers and is offered Tuesday-Thursday from 3:00-4:00 pm in the Math Lab for students in grades 3-8.

In Homework Club and Math Study Hall students may spend time working on make-up work, incomplete work, or homework due for the next day. Students may spend time on assignments or working with members of a group work team. All students must sign in daily to extended care. Students are held accountable for using the time for study. Teachers and parents may require students with substantial missing work to spend the time in the Homework Club or Math Study Hall. Extended Care fees apply to support these programs.

WORK STUDY

In grades 3-8, maintaining an acceptable grade point average, that above a 2.0, is a valued and important aspect of each student’s academic success. In order to make this a priority, **students who fall below a GPA of 2.0, or a letter grade of C- in any individual class, will automatically be enrolled in Lunch Work Study.** Students will work during lunch to make up any missing assignments and/or improve any low scores. Parents will be notified when a student must attend Work Study. On occasion, Work Study may be moved to afterschool to allow for more time.

EIGHTH GRADE HIGH SCHOOL SHADOWING

Eighth grade students have the privilege of 2 days to shadow with students in high schools. Because shadow days are planned absences, homework is due upon return and test(s) must be taken on the return date.

ARCHDIOCESE GRADING STATEMENT PHILOSOPHY

The schools of the Archdiocese of San Francisco are dedicated to the growth and development of each child. We are committed to providing a grading philosophy that represents a way of communicating the achievement of students to the student, their parents, to the teacher, and the administration. Grading is the structure that enables students to monitor progress, make adjustments in study habits, and strive for academic achievement. It is also designed to gauge student academic progress, provide incentives to learn, communicate student achievement, give feedback to encourage student self-evaluation, evaluate the effectiveness of instructional strategies and identify needs for differential instruction. Standards and expectations are communicated to parents and students in a variety of ways. Student progress is measured through a multitude of assessments to ensure that student growth has occurred.

ACADEMIC DISHONESTY/ ARTIFICIAL INTELLIGENCE

Cheating of any type will not be tolerated and includes both the taking and the sharing of information. Students who cheat face a failing grade, detention, suspension, or if continued—expulsion. A student-athlete who is involved in cheating may become ineligible to participate in sports.

Artificial Intelligence offers extraordinary opportunities, but it also brings potentially unfavorable outcomes for our students that could affect their critical thinking and creativity.

Artificial Intelligence is a truth that cannot be underestimated. Students will undoubtedly come across and use AI tools, however, these tools cannot be used to either generate, rewrite or revise school assignments and projects.

- Students are not allowed to use Artificial Intelligence text and image generation tools to create, rewrite or revise school’s assignments and projects, this is comparable to plagiarism or cheating as it is not the student’s own work.
- The Academic Dishonesty Policy will apply to the students who use AI tools to create, rewrite or revise class assignments. Students will face a failing grade, detention, suspension, or if continued--expulsion. A student athlete who is involved in cheating may become ineligible to participate in sports.
- Students must take responsibility for their own learning and not depend on Artificial Intelligence text and image generation tools as their sole resource for school assignments and projects.

GRADE REPORTING

Progress reports are issued (grades K-8) three times per year at mid-semester. Teachers will notify parents of improvements or deficiency in their child’s academic standing through these progress reports. Behavioral Expectations and Learning Skills will also be noted, by teachers, on these progress reports.

Report cards are issued three times a year. If a student is absent 20 or more days per semester, the report card grades for that trimester may be withheld.

Report cards are important tools for communication. Report cards will be given 3 times during the academic year, or approximately every 9 weeks. In addition, St. Charles School uses SchoolSpeak for student information management. As a result, students and parents will have daily, password- protected access to student grades and the status of individual assignments.

GRADING CRITERIA

Behavioral Expectations/Learning Skills (All Grades)

- 1 Exceeds Expectations
- 2 Meets Expectations
- 3 Improvement Needed
- 4 Unsatisfactory

Co-Curricular Subjects Art, Music, PE, Spanish, Technology (All Grades)

- P Participates
- NP Does Not Participate

GRADE CODES

Grades K-2

Marking Codes		Comment Codes	
E	Exceeds standard	+	Area of strength
M	Meets standard	✓	Area of improvement
W	Working toward standard	No Mark	Meets expectation
N	Not meeting standard	*	Student receives supplemental interventions
No Mark	Not addressed in trimester		

GRADING SCALE

Grades 3 – 8

A	93 – 100%	C	73 – 76%
A-	90 – 92%	C-	72 – 70%
B+	87 – 89%	D+	69 – 67%
B	83 – 86%	D	66 – 63%
B-	80 – 82%	D-	62 – 60%
C+	77 – 79%	F	59 – below

COMMENT CODES

Grades 3-5

+	Area of strength
✓	Area of improvement
No Mark	Meets expectation
*	Student receives supplemental interventions

Grades 6-8

Areas of Strength		Areas of Growth	
5	Makes valuable contributions to class discussions	13	Needs to seek help appropriately
6	Seeks help appropriately	14	Has difficulty working cooperatively
7	Engages enthusiastically in learning	15	Needs to show initiative
8	Consistently demonstrates pride in work	16	Needs to participate in class discussion
9	Exhibits intellectual curiosity	17	Needs to improve presentation of work
10	Thinks critically	18	Needs to improve organizational skills
11	Works well cooperatively	19	Has difficulty expressing ideas
12	Is well organized	20	Resists correction
		21	Talks excessively/disrupts instruction
		22	Incomplete, late, or missing assignments impacts success
		23	Low test/quiz score impact success
		24	Absences impacts success
		25	Needs to improve effort

BEHAVIORAL EXPECTATIONS

St. Charles School students are expected to develop into individuals who demonstrate Christian values and behave as responsible citizens. Evaluation of behavioral expectations is one aspect in measuring student development. Behavioral expectation categories are described in the following paragraphs; behavioral expectation grades are assigned using the rubrics summarized in the table below.

LEARNING SKILLS EXPECTATIONS

St. Charles School students are expected to develop into individuals who are skilled learners. Evaluation of learning skills is one aspect in measuring student development as a learner. Learning skills categories are described in the following paragraphs; learning skills grades are assigned using the rubrics summarized in the table below.

Behavioral Expectations Markings

Mark	Category	Observed Behaviors
1	Exceeds Expectations	<p><u>Consistently</u></p> <ul style="list-style-type: none"> models Christian values: respect, kindness, courtesy and cooperation with adults and peers follows classroom, playground & school rules is positive in interactions with others displays correct dress code with neat appearance gives attention to the teacher and class work demonstrates self-control demonstrates courteous and cooperative behavior shows respect for authority and property respects the rights and feelings of others takes initiative to resolve conflicts receives no uniform infractions or conduct referrals accepts responsibility for inappropriate behavior
2	Meets Expectations	<p><u>Regularly</u></p> <ul style="list-style-type: none"> displays Christian values: respect, kindness, courtesy and cooperation follows classroom, playground & school rules is positive in interactions with others displays correct dress code gives attention to the teacher and class work demonstrates self-control demonstrates courteous & cooperative behavior shows respect for authority and property respects the rights and feelings of others accepts responsibility for inappropriate behavior improves behavior immediately after correction and sustains the improvement
3	Needs Improvement	<p><u>Often</u></p> <ul style="list-style-type: none"> displays rude, discourteous, unkind, or disrespectful behaviors disobeys classroom/playground/school rules does not attend to the teacher or class directions demonstrates a lack of self-control shows disrespect toward adults, peers, or property receives conduct referral, uniform infractions, detentions avoids accepting responsibility inappropriate behavior—offers excuses or blames others repeats inappropriate behavior after being disciplined; overall behavior is only partially improved
4	Unacceptable	<p><u>Routinely</u></p> <ul style="list-style-type: none"> displays rude, discourteous, unkind, or disrespectful behaviors breaks classroom, playground, or school rules disregards teacher or in-class direction or other school guidance demonstrates a lack of self-control shows disrespect to adults, peers, or property receives conduct referrals, uniform infractions and/or detentions repeats inappropriate behaviors despite discipline

Learning Skills Markings

Mark	Category	Observed Behaviors
1	Exceeds Expectations	<u>Consistently</u> <ul style="list-style-type: none">• participates actively and productively• is prepared for class instruction and remains on task with specified tasks/activities• responds well to criticism and setbacks to improve outcomes• completes all work in a timely manner• is attentive to having no missing or late assignments• shows evidence of thought, commitment to neatness, and following instructions• takes pride in his/her work• produces work that meets or exceeds expectations• seeks help when necessary
2	Meets Expectations	<u>Regularly</u> <ul style="list-style-type: none">• participates actively and appropriately• is frequently prepared for class instruction and on task as directed most of the time• responds well to criticism and setbacks to improve outcomes• completes most work in a timely manner• checks for missing or late assignments• shows evidence of thought, commitment to neatness, and personal attempts to follow instructions• takes pride in his/her work• produces work that generally reflects individual capability or potential• seeks help when necessary
3	Needs Improvement	<u>Often</u> <ul style="list-style-type: none">• displays inappropriate participation (calling out, talking with/distracting others)• completes less class work or homework than what was assigned• is unprepared for class instruction• is off task and/or needs reminders to return to task• works below capability or potential• produces work that lacks evidence of thought, commitment to neatness, or personal attempts to follow instructions• lacks evidence of pride in his/her work• avoids seeking help when necessary
4	Unacceptable	<u>Routinely</u> <ul style="list-style-type: none">• habitual inappropriate participation, calling out, distracting others, or non-participation• completes assignments after their due dates• is unprepared for class instruction• remains off task, even following correction• has multiple missing assignments, produces incomplete work and/or disregards assignments• produces work that lacks thought, commitment to neatness, or attempts to follow instructions• rarely, if ever, seeks help when necessary

STUDENT RECOGNITION

Merit Award (4th and 5th Grade)

To achieve this award in grades 4-5, a student must have a 1 in both Behavioral Expectations and Learning Skills.

Honor Roll

Each trimester, students in grades 6, 7 and 8 will be eligible for Honor Roll. Honor Rolls requires a GPA of 3.3-3.59 in the academic subjects of religion, English, literature, math, science, spelling/vocabulary and social studies, with no grade lower than a C. Grades will not be rounded.

High Honors

Each trimester, students in grades 6, 7 and 8 will be eligible for High Honors. High Honors requires a GPA of 3.6-4.0 in the academic subjects of religion, English, literature, math, science, spelling/vocabulary and social studies, with no grade lower than a B-. Grades will not be rounded.

Principal's Excellence Award

This honor is awarded, each trimester, to students in grades 6,7 and 8 who accomplish both High Honors and maintain an average of a 1 across all academic subjects of religion, English, literature, math, science, spelling/vocabulary and social studies with no mark in any subject lower than a 2 in both behavioral expectations and learning skills.

PROMOTION

Promotion indicates the satisfactory completion of a year's work in solid academic subject areas.

NON-PROMOTION

Factors considered in evaluating a student for non-promotion:

KINDERGARTEN	GRADES 1 & 2	GRADES 3 - 8
<ol style="list-style-type: none">1. An overall N average in Math or Reading, and/or2. Lack of emotional, physical and social maturity.	<ol style="list-style-type: none">1. Overall N average in 2 solid subject areas, and/or2. Lack of emotional, physical, and social maturity.	Overall D average in 4 solid subject areas. We define solid subject areas for promotion as Math, Reading, English, Religion, Science, and Social Studies, And/or A. Overall F average in 2 solid subject areas, B. Or Lack of emotional, physical, and social maturity.

All recommendations of non-promotion will include an analysis of student achievement and diagnosis of strengths and weaknesses on an objective, standardized achievement test and an informal reading or mathematics assessment.

EXTRA-CURRICULAR PARTICIPATION

Students whose grade point average is below a 1.7 or whose conduct grade is a 4 may forfeit their right to participate in extracurricular activities (sports, cheerleading, student council, and certain types of field trips, class parties or socials) until the next progress report, report card, or improvement is measurable to exceed the 1.7 grade point average.

GRADUATION

In order to qualify for graduation with a St. Charles School diploma, a student must have at least a cumulative 1.7 average in academic subject areas of both 7th and 8th grades.

COMMUNICATION

Ongoing communication and cooperation between school and home is essential. Drop-in conversations are welcome, but it is encouraged to make appointments to allow teachers to be prepared and give you more quality time. Please contact your child's teacher or the school office to schedule an appointment ahead of time. As policy, phone calls/email messages will be returned within 24 hours, unless this is over the weekend. Every attempt is made to keep the lines of communication open on all levels. Anonymous communications cannot and will not be considered for action.

The appropriate chain of command for parent/legal guardian concern:

1. Appropriate teacher/staff member
2. Principal
3. Pastor
4. Superintendent

To assist us in facilitating an open Christian community, we ask the following:

1. Contact your child's teacher for an appointment if there is a problem concerning academic progress, behavior, classroom procedure or teacher-pupil relationships. Please do not call a teacher at home or on a personal cell phone.
2. Contact the principal if there is concern about the general administration of the school or if communication with a teacher is unsatisfactory.
3. Read the weekly Friday Tiger Stripes carefully. Please make every effort to avoid calling the school office for information available online in the newsletter.

III. SCHEDULES AND ATTENDANCE

All Mondays are shortened days, 1:30 pm dismissal. Tuesday-Fridays are full days, with a 3:00 pm dismissal. A few days throughout the year, noted on the main calendar, are minimum days with a 12:30pm dismissal.

7:30 a.m.	Extended Care opens.
7:50 a.m.	Yard supervision begins.
8:12 a.m.	First bell rings (time to get set for Assembly)
8:15 a.m.	School begins at this time; students assemble in line in the lower yard for Morning Prayer and the Pledge of Allegiance.
3:00pm	School ends and Extended Care reopens
5:00pm	Extended Care closes

Please do not enter the upper or lower hallways between 7:55 AM and 3:05 PM, as it is a disruption to teachers and students. At the end of the day, teachers need time to dismiss their classes before they can talk/meet with parents.

ATTENDANCE

Students are obligated by law to attend school every day that school is in session. Children are not allowed to leave the campus without the permission of the Principal. For the protection of your child, under no condition will a student be allowed to leave on his/her own or with an unauthorized person.

Any student who is absent from school without a valid excuse for more than three days or who is tardy in excess of 30 minutes on each of four days or more in one school year is considered truant and can be reported to the attendance office of the local public-school district. Continued truancy can be cause for repeated reports to the attendance office.

ABSENCES

If you know that your child will miss all or part of the school day **please call or email both the school office and the teacher by 8:30 a.m. to give notification of his/her absence or tardiness.** A call will be made to the home of any student whose absence has not been explained by a previous phone call or written note.

ILLNESS

If your child becomes ill, students must be kept home until he/she is well to prevent worsening symptoms and spreading the illness to others. If your child has a communicable disease or condition such as flu, head lice, conjunctivitis (pink eye), strep throat, or COVID-19 call the school as soon as possible. We are required by the San Mateo County Health Department to alert other parents when certain communicable conditions occur. All students must be free of fever for 24 hours before returning to school.

TARDY POLICY

A student is tardy if he/she arrives in line after the 8:15am bell. (Students who arrive after recess are marked absent for half a day.) Students are to be in their lines for the beginning of prayer at the sound of the second bell. Students arriving after the bell are to wait by the yard monitor until the finish of the prayer and the Pledge of Allegiance. They will then be dismissed to take their place in line where the tardy to line will be noted. All attendance records are included on the transcripts.

Parents will be contacted to explain excessive tardiness. Continuous, excessive tardiness will result in disciplinary action that could include lunchtime or afterschool detention. Please note that attendance records are part of the permanent records and will be sent to schools along with the student's transcripts.

APPOINTMENTS and VACATIONS

Parents are strongly encouraged to arrange doctor/dental appointments after school and to take family vacations during scheduled school holidays. Time away from the classroom interferes with the academic progress of the student. It is the responsibility of the student to ask for missed assignments. Work will not be given ahead of a scheduled vacation/absence unless permission is given by the principal. Refer to Homework Section for more explanation.

If you need to pick up a student for an approved appointment, come to the office, and the student will be called to meet you. Students will sign in and out at the office when they come to school or leave the campus during school hours. Absences due to health-department designated contagious illnesses require a doctor's note prior to children's re-admittance to school. **All people who may pick up or sign a child(ren) out of school must be noted on the student emergency form**

IV. SCHOOL DISCIPLINE POLICIES

GENERAL GUIDELINES

Discipline is defined as training that molds and strengthens moral and intellectual character. Rules and regulations exist so that many personalities can work together in a constructive manner. Consequences are set to ensure that all can fully participate in acquiring the fullest elementary education possible. It is assumed that parents choosing St. Charles School to fulfill their children's educational needs understand and support the school's disciplinary policy. By working with the faculty, staff and administration in disciplinary matters, parents ensure that students understand the importance of behaving in a Christian manner and demonstrating respect for all.

A St. Charles School student assumes personal responsibility for his/her conduct. As part of the school community, students are expected to be considerate and respectful of fellow students, staff members, parents, visitors, and school property. Students should act in such a manner as to enable themselves to acquire the fullest education possible. They should avoid any behavior that is potentially harmful to themselves or others. Archdiocese guidelines are available in the school office if anyone has questions or concerns regarding operations of the school.

CLASSROOM BEHAVIOR

Each teacher will set up his/her own classroom rules for students based on overall school policies. A few basic rules apply in every class:

1. Students should demonstrate Christian values: respect, kindness, courtesy and cooperation.
2. Students should not leave their seats, assigned areas, or classrooms without permission.
3. Objects are never to be thrown in the classroom.
4. Calling out or excessive talking that interferes with a student's ability to learn or a teacher's ability to teach is considered disruptive and therefore will not be tolerated.
5. Excessive disruption will result in a conduct referral, detention, and/or parent conference.

SCHOOL PROPERTY

The parent of a child who carelessly destroys or damages furniture, equipment, buildings, or anyone's personal property on campus may be obligated to pay the full amount for repairs or replacement. Student care of textbooks includes the use of book covers and proper treatment of the property. Writing in textbooks is not permitted.

HARASSMENT POLICY

Archdiocesan Harassment Policy

Catholic teaching and practice affirm the Christian dignity of every person. Harassment is unacceptable conduct that is severe, pervasive, and deliberate. Harassment occurs when an individual is subjected to treatment in a school environment which is hostile, offensive, or intimidating because of the individual's race, religion, creed, color, age, national origin, ancestry, physical or mental disability, medical condition, or gender. Harassment of a student by any other student is prohibited and will not be tolerated. It is the policy of the Archdiocese to provide an educational environment in which all students are treated with respect and dignity.

It is the student's responsibility to conduct himself or herself in a manner which contributes to a positive school environment. Students will not commit acts, which tend to injure, degrade, disgrace, or threaten the safety, privacy, and respect of other students, teachers, or staff members.

Administration's Responsibility

To promote an environment free of harassment, the Principal shall take appropriate actions such as removing vulgar or offending graffiti, establishing site rules, and providing staff in-service or student instruction and counseling. Teachers shall discuss this policy with their students in age-appropriate ways and assure them that they need not endure any form of harassment. The school will treat allegations of harassment seriously and will review and investigate such allegations of harassment in a prompt, professional, and thorough manner.

DISCIPLINARY ACTION

This policy prohibits student-to-student harassment whenever it is related to school activity or attendance, and occurs at any time including, but not limited to, any of the following:

- While on school grounds
- While going to or coming from school
- During the lunch period whether on or off campus
- During, or while going to, or coming from, a school-sponsored activity.

Any student who engages in harassment of another student is subject to disciplinary action up to and including verbal and/or written warnings and reprimands, counseling, suspension and expulsion. **Should substantiated conduct outside the school environment come to the attention of the school, this too may serve as grounds for discipline, as students of Archdiocesan schools are expected to conform their lives to Christian principles at all times.**

Complaint Procedure

- Students who feel aggrieved because of conduct that could constitute harassment may, depending on the severity of the conduct, directly inform the person engaging in such conduct that such conduct is offensive and must stop. In many circumstances, it may be better to directly contact an adult, such as those listed below.
- If students do not feel comfortable doing this or are unable to do so, they shall direct their verbal complaint to their parents or to a school counselor, principal, or assistant principal. If a claim of sexual harassment is involved and students are uncomfortable speaking to administrators who are of the opposite sex, then they may request that a same-sex teacher also be present. These persons have been designated to assist in resolving harassment complaints and are bound by the highest degree of sensitivity, concern, and professionalism.
- The designee receiving the complaint will follow the school's disciplinary plan and will act in a prompt and timely manner to ensure that the matter is investigated and responded to in accordance with legal and Archdiocesan requirements. Any investigation will be conducted in as confidential a manner as is consistent with these requirements and a thorough investigation of the complaint.

ST. CHARLES SCHOOL HARASSMENT POLICY

It is St. Charles School's policy that an atmosphere in which children come to school fearful of bullying, teasing, and harassment is unacceptable. Our goal is to educate students on how to avoid such behaviors. School staff and administration will address and respond to each instance of bullying that may occur.

We recognize that a "zero-tolerance" policy toward bullying and harassment must incorporate understanding each child's particular needs. A circumstance requiring discipline in one instance might be better served with counseling in another. While we will not tolerate bullying, a rush-to-judgment reflects neither our goals nor our mission. We will speak to the child and parent when bullying behavior is either observed or called to the attention of staff. We also will speak to the accused parties to ensure all sides of each incident are investigated. Additionally, St. Charles School offers a character development program to train students to act as conflict mediators, and teach conflict mediation skills. Specific incidents of bullying will be addressed in individual meetings with teachers, parents and students to determine strategies for handling them.

Harassment (verbal, physical, sexual) and/or demeaning behavior will not be condoned at St. Charles School. Harassment includes, but is not limited to, the following behaviors:

- Verbal conduct such as epithets, derogatory jokes or remarks, slurs or unwanted sexual comments
- Visual contact such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, or gestures
- Unwanted or unwelcome physical contact such as assault, unwanted touching, blocking normal movement, or interfering with work, study, or play
- Retaliation for having reported or threatened to report harassment. Deliberate defamation of others is not consistent with Christian values. Students will be held accountable for intentional harm they cause others.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action up to, and including, expulsion. Students found to have filed knowingly false or frivolous charges will also be subject to disciplinary action up to, and including expulsion. Depending on the nature and extent of the charge, if reasonable suspicion of misconduct is determined, the alleged harasser may be sent home pending conclusion of the investigation by the school. All students, faculty, staff and administration must be treated with dignity and respect. The Pastor and Principal are the final recourse in all disciplinary situations.

POLICY REGARDING USE OF INTERNET, E-MAIL AND OTHER TECHNOLOGY

All individual mailboxes, screen names, email addresses and the like in connection with an Archdiocesan ISP shall be established and maintained only with the express permission and under the direct supervision of the teachers, technology coordinator, and/or the administration, and shall be considered Archdiocesan property. No mailboxes, screen names, email addresses, or the contents of any of these, if maintained in connection with an Archdiocesan System, should be considered by any User to be private.

PRIVACY AND CONFIDENTIALITY

Except as specifically set forth in this policy, all information, including email messages and files, that are created, sent, or retrieved over the Archdiocesan Systems (including computers, telephone lines, and/or ISPs, or in connection with Archdiocesan work), is the property of the Archdiocese, and should not be considered private or confidential. Any such material, whether created by, sent to, or received by, the User, may be monitored, retrieved and reviewed at any time, when do so serves the legitimate interests and obligations of the Archdiocese. For example, the Archdiocese will investigate suspected unauthorized or excessive use and suspected misconduct, or it may periodically spot adults to assure compliance with this policy.

UNACCEPTABLE USES OF THE INTERNET AND EMAIL AND OTHER TECHNOLOGY

Archdiocesan Systems may not be used to transmit, retrieve, or store any type of communication, message, image, or material:

- that is discriminatory, defamatory, or harassing
- that contains derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, or physical attributes, or any other condition or status protected by Federal, State or local law
- that is obscene or X-rated
- that contains abusive, profane, or offensive language
- that involves "spam" or other means or forms of communication which abuse that privilege of communications or use the system irresponsibly
- that violates any policy of the Archdiocese of San Francisco, including, but not limited to, its policies regarding child abuse and harassment, or that is otherwise contrary to the religious mission and values of the Archdiocese.

The Archdiocese's systems also may not be used for any purpose that is illegal, against Archdiocesan policy, or contrary to the Archdiocese's interests. Solicitation of non-Archdiocesan business or any use of the systems for personal gain is prohibited.

E-COMMUNICATIONS

Each user is responsible for the content of all text, audio, and images that the user places into or sends over school Archdiocesan Systems.

VIOLATIONS

Any use of the Internet or Email not in keeping with this policy is not acceptable and will not be permitted. Users are required to immediately notify their teacher, technology coordinator, vice principal or principal in the event they become aware of security breaches (accidental or otherwise), viruses, "spam", unsolicited obscene material, copyright infringement, hate mail or otherwise potentially violent communications, or any other use of the Archdiocese's technical resource systems by anyone that involves a real or apparent unacceptable use, as defined in this policy.

CYBERBULLYING

Social networking and online communications create virtual environments in which St. Charles School policies on appropriate/inappropriate behavior must be followed. St. Charles School community works together to provide a safe environment for all individuals. Verbal or written threats made against another individual that negatively affect the physical or emotional health of others are taken seriously. Students engaging in such disparaging behavior (seriously or in jest) face detention, suspension and/or expulsion. Engagement in online social networking could result in disciplinary action if the content of the student's posting or photographs include defamatory comments or images regarding the school, the faculty, other students, or the parish. At no time is it acceptable for students to misrepresent themselves by adopting the persona of another student or other individual and sending e-mail or other electronic communications under such misrepresentation. Further, engaging in inappropriate communications as individuals or in groups via any electronic device (cell phones, peer-to-peer gaming devices, etc.) is subject to disciplinary action. Engaging in inappropriate communications anonymously is equally unacceptable. The Principal is the final recourse in the determination of inappropriate and/or unacceptable behaviors.

CAMPUS RULES

1. Students are to be respectful and courteous to all.
2. Students may not be on campus without a parent prior to 7:45 am or longer than 15 minutes after dismissal unless enrolled in the Extended Care Program. Supervision is not provided outside these times. Children left unattended will be required to go to Extended Care and families will be charged accordingly.
3. When arriving at school in the morning students are to proceed directly to the middle yard and remain there until the bell rings. This is not a recess period. Children should wait quietly.
4. When the school bell rings to begin the day or to end recesses, play is to stop and students are to go promptly and quietly to their class line and wait for their teacher.
5. Students are not allowed in the school building before or after school and during recess periods without permission.
6. Rough play is prohibited in the schoolyard, breezeways, classrooms and all other areas in the school.
7. Running is not allowed in the school building or breezeways at any time.
8. Students are not allowed on the hills surrounding the upper and lower schoolyards without permission.
9. Students are never to leave the school grounds without permission.
10. Harassing, ridiculing or "making fun" of other students will not be tolerated.
11. Vulgar or offensive language whether verbal or written, is not acceptable.
12. Dangerous objects, including knives, firecrackers, water-spraying instruments, may not be brought to school. Any such objects found in a student's possession will be confiscated.
13. Hard balls, footballs of any kind, bikes, skateboards, scooters, or toys that could injure any student if used on the playground are not allowed on campus.
14. Toys or play equipment may not be brought from home without a teacher's permission. At the teacher's discretion, a toy may be prohibited on the playground during recess and lunch.
15. Games that involve hitting another student with any playground equipment is not allowed.
16. Rocks, tan bark, sand, dirt, seedpods, sticks, and any other object that is potentially dangerous may not be thrown on the property.
17. During lunch, students are to sit while eating or waiting to be dismissed. All food must be eaten at the tables at recess and lunch. No food or drinks are allowed on the playground.
18. Eating in the classroom is allowed only on rainy days or on special occasions designated by the teacher.
19. Gum, sunflower seeds, unshelled peanuts, etc., is not allowed on campus or **at any school functions**, including field trips.
20. Students will be held accountable for any damage to school property.
21. Cell phones and other electronic devices are to be turned off and collected at the start of the school day. At no time during the day should a cell phone be in the pockets or desks of individuals, nor are cell phones or other devices permitted to be carried around campus. If students need to use the telephone during the school day, they may call from the school office. In the event that a student has/uses a cell phone during school hours, it will be taken away and returned to the parent the next school day.
On a second offense, the student's phone will be taken away, retained in the office, and returned on the last day of school. Personal electronic games and devices are prohibited during school and after school in Math Lab, Homework Club and Extended Care.
22. Any form of invitation to any type of private party may not be handed out at school or on school premises. Invitations may not be posted in any classroom or any area of the school building. All invitations must be mailed.
23. The following are serious offenses and are always against school rules: fighting, stealing, lying, cheating, vandalizing, vaping, possessing dangerous objects, possessing drugs or alcohol, possessing illegal paraphernalia and any activity which could be considered criminal in nature.

CONDUCT REFERRAL (K - 8)

Student misbehavior will be reported through an email, phone call, or direct on a conduct referral notice from the teacher or staff member depending on the severity of the infraction. Any communication regarding student conduct will be kept on file in the office. Repeated misconduct behaviors may result in a conference with the student, parent, vice-principal and/or principal.

ACADEMIC PROBATION

A student whose academic performance indicates serious deficiencies may be placed on academic probation. Probation is a formal notice to the student's parents that the student is misbehaving or performing below acceptable academic standards and that he/she must improve within a set probationary time. When a student is placed on probation the parent/guardian shall be informed in writing of the reason for the probation, the length and condition of the probation. Probation may limit a student's participation in extracurricular activities. A written record of probation shall be kept for reference should more serious actions become necessary.

DETENTION (GRADES 4-8)

A detention may be issued for misconduct and/or for not following school or classroom rules. Referral forms for detention must be taken home and signed by a parent or guardian and returned to the issuing staff member the following school day. Detention periods will be assigned by the teacher/administrator for a Monday-Thursday, at 3:05 p.m. unless a valid reason for postponement is given on the signed referral by the parent/guardian. Detentions are 45 minutes unless otherwise stated. Additional referrals may be issued for failure to return the original referral on time. Failure to report for detention may result in further disciplinary action. **A student will not be excused from detention in order to participate in extracurricular activities such as sports, cheerleading, student council, field trips, etc., under penalty of suspension from the activity.** Detentions are taken into account when evaluating a student's conduct grade.

Upon receipt of a fourth detention within a single quarter, the parents/guardian will be notified that if the student's behavior does not improve, and an additional detention is/are issued, the following consequences may result:

- The student will receive in-school service hours.
- The student will be suspended from extra-curricular activities for a specified period of time.
- The student will receive an in-school suspension.
- The student will be suspended from school.
- The student will be placed on conduct probation.

SUSPENSION

School suspension may be given at the discretion of the administration at any time. Grounds for suspension from school may include fighting, vandalism, blatant disrespect, possession of dangerous objects, cheating, lying, biting, repeated infraction referrals, malicious behavior, physical or verbal abuse toward another person, sexual harassment. Students will be assigned a task in accordance with the offense and, at the discretion of the Principal or Vice Principal, may be assigned additional tasks during the suspension period. Class work and homework assigned on the day of a suspension must be completed after school hours. Tests administered while a student is under suspension must be made up the following day. In some cases, parents may be required to pick up students immediately following the transgression.

EXPULSION

A student may be expelled from school for misconduct of a very serious nature calling for immediate dismissal without suspension, or for repetition of conduct for which the student has been suspended two or more times. Expulsion, the permanent termination of a student's enrollment, is a last resort sanction for a clear and serious cause. It must be documented by written communication between the school and the student's parents/guardian, and occurs after consultation with all parties concerned: Pastor, Principal, Vice-Principal, teacher, parents, and student. The decision to expel a student rests with the Principal with the knowledge and consent of the Pastor. Among the grounds for expulsion are the following:

1. Actions gravely detrimental to the moral and spiritual welfare of other students.
2. Continuous incorrigible or disruptive behavior that impedes the progress of the rest of the class.
3. Assault, battery or any threat of force or violence directed toward any school personnel, students or other persons on school property or during school related activities.
4. Habitual or persistent violation of school regulations.
5. Use, sale, distribution or possession of narcotics, tobacco/vape or alcoholic beverages.
6. Malicious damage or destruction of real or personal property at school.

7. Theft, extortion, or arson.
8. Habitual truancy.
9. Possession of dangerous objects including but not limited to guns, knives, and firecrackers.

OFF-CAMPUS CONDUCT

The administration of St. Charles School reserves the right to discipline students for off-campus misbehavior that violates the on-campus behavior expectations. Off-campus includes, but is not limited to, athletic events, online communications, and online social networking.

V. DRESS CODE

St. Charles School maintains a dress code. Uniforms may be purchased at Dennis Uniform Company; 1282 Oddstad Drive, Redwood City, CA 94063 (650/ 299-9623) or at their San Francisco location. All items should be marked with your child's name. Uniforms are also available in our Uniform Exchange closet. Please see the school office for help with Uniform Exchange.

Dress and grooming affect students' attitudes and habits in school; therefore, students need to present themselves in a manner that does not offend the rules of decency or detract from the learning environment. The faculty and staff of St. Charles School reserve the right to determine whether a student's attire meets the established guidelines on "free dress" or uniform days. Please check your child's choice of clothing before he or she leaves for school to ensure that it complies with the guidelines and is appropriate for a K-8 school environment. Students who are in violation of the guidelines will be asked to change into appropriate attire.

Students are expected to wear their entire uniform unless there is an emergency or they have a free dress day. If your child must be out of uniform, please send a note explaining the situation to the classroom teacher. If you fail to send a note you may be asked to bring your child's uniform from home.

General Policy

1. Makeup is unacceptable and only clear nail polish is allowed.
2. Jewelry must be discreet and in accordance with the criteria outlined below.
3. Skirt length should not be shorter than 4 inches from the top of the knee. Repeated violation of skirt length may result in a requirement to wear slacks instead of a skirt or skort.
4. "Sagging" is not allowed. Pants must be worn at the waist.
5. Socks should be sport socks; no show, ankle length, or knee length.
6. Full tights from waist to toe are acceptable.
7. Tights or leggings (**black or navy blue only**) that end before the toe are also acceptable.
8. Extreme hairstyles and/or hair dyes are not permitted.
9. No undergarment may be longer than shorts, skirts, or skorts.
10. During recess periods a non-uniform jacket or coat may be worn in addition to the uniform attire.
11. Students are to wear the uniform sweatshirt or fleece jacket to school liturgies.

While on campus, all students are expected to adhere to Dress Code.

ITEM	DESCRIPTION	NOT PERMITTED
Shirt	White or red short or long sleeve polos or blouses. Shirts must be tucked in when not wearing a fleece vest or sweatshirt. Shirts may not hang below the vest or sweatshirt.	NO Un-tucked shirts
Pants	Dennis' blue twill	NO 1. Leggings 2. Sweats 3. Denim
Shorts	Navy regulation, no cargo style	NO Leggings, tights or sweatpants under shorts.
Jumpers or Skorts	Plaid regulation, Grades K - 4	NO Shorter than 4" above knee
Skirts or Skorts	Plaid regulation, grades 5-8	NO Shorter than 4" above knee
Sweatshirt	Navy Dennis Uniform with school name (Required for formal uniform days) PE DAYS ONLY – spirit wear or sports team sweatshirts may be worn.	NO Other non-uniform sweatshirts, or sweaters.
Fleece Jacket/Vest	Navy Dennis Uniform with school crest (Required for formal uniform days) PE DAYS ONLY – spirit wear or sports team jackets may be worn.	NO Navy blue or any other color of sweater (cardigan, v-neck, etc.) without the school logo.
Belt	Belts are optional, but must be brown, black, or blue when worn.	
Jewelry	1. Wristwatch, one ring—both must be simple 2. Small and safe post earrings optional for girls. 3. All students may wear a very discreet, plain gold or silver chain (necklace) with a small religious medal or cross.	NO 1. Hoops or dangling earrings 2. Bracelets. 3. Pierced jewelry beyond one earring per ear. 4. "bling"/flashy jewelry
Hair	1. Hair must be the individual's natural color. 2. Boys' hair must be above the collar and above the eyebrows. 3. Girls may wear headbands of the following solid colors. - White, Black, Navy Blue, Grey, Red, or School Plaid 4. Girls may wear bows of solid school colors - White, Black, Navy Blue, Grey, Red, or School Plaid	NO 1. Distracting hairstyles 2. Dyed hair. 3. Glittered headbands 4. Headbands with protruding attachments.
Socks/Tights	Tights with skirts or jumpers are optional for girls. 1. Must be solid colors of white, black, or navy blue . Socks with one tasteful logo are acceptable 1. May be no show, ankle length, or knee length in style.	NO 1. Socks or tights with words on them. 2. Striped, argyle, checkered or other patterned socks/tights.
Shoes	Shoes must be flat. Shoes must be tied, Velcro fastened, or buckled with a strap. Shoes must be white, black, navy blue, brown/tan, or grey. It is OK if the shoe: <ul style="list-style-type: none"> Has a tasteful company logo such as the Nike "swoosh" or the company name such as "Under Armour." Is a combination of ONLY 2 acceptable shoe colors, including the sole. Is slip on 	NO 1. Shoes that are: <ul style="list-style-type: none"> Slippers Boat Shoes Graffiti Moccasins Roller Shoes Light Up Shoes Boots

Masks	<p>When masks are required by the State of California to be worn, or if a child chooses to wear a mask to school, the following rules apply:</p> <p>Masks Must:</p> <ul style="list-style-type: none"> • Be appropriately fitted • Cover nose and mouth completely • Be clean each day <p>Disposable masks may be worn.</p>	NO 1. Masks that: <ul style="list-style-type: none"> • Are too big. • Are dirty.
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PE UNIFORM

PE uniforms may be worn on PE Days when there is no mass. These items can be purchased at our online spirit store through Goetz Sporting Goods <https://stcharles.itemorder.com/shop/sale>. Guidelines are outlined below. It is still an optional uniform; students may choose to wear their school uniform for PE.

- PE shorts or sweatpants must **BE BLACK**
- PE shirts must be **RED OR BLACK**
- All PE items must be purchased through our online store and carry the STC insignia.
- St. Charles School spirit sweatshirts and school teams' shirts may also be worn as part of the PE Uniform.

NON-UNIFORM DAYS

Periodic non-uniform days will be allowed during the school year. Children may receive non-uniform passes for birthdays or for a special reward. Children may be out of uniform on these days but should be dressed appropriately for school. Non-uniform attire should conform to the standards of good taste, and be appropriate for a school environment. The following must be adhered to:

- Non-uniform clothes should cover the body as much as the school uniform covers the body.
- Makeup is unacceptable and only clear nail polish is allowed.
- Jewelry must be discreet and in accordance with the school uniform criteria outlined above.
- Shirts should be in good taste.
- Clothing that advertises, promotes or glamorizes drugs, alcohol, tobacco products, weapons, or displays foul or sexually suggestive language or symbols are not permitted.
- No tank tops, or sleeveless team jerseys may be worn.
- No cropped tops or cropped sweatshirts.
- Undergarments must not be visible at any time, including field trips. No bathing suit "bra tops" worn on top of other clothing.
- Students may not wear clothing that is representative or perceived to be of gang affiliation.
- Proper fitting jeans may be worn, no tears, rips or ragged hems.
- "Yoga pants" or other similar stretch/spandex pants may be worn if shirts completely cover the student's backside.
- For safety reasons, flip-flops, slippers, **Crocs**, sandals, platform shoes, and high-heeled shoes or boots (higher than 1 1/2") **may not be worn**.
- Slip on van type shoes are acceptable **for non-uniform days ONLY**.

UNIFORM EXCHANGE

Free, used uniforms are available throughout the school year. If you have uniforms in good condition that your children have outgrown, please donate them to the Uniform Exchange by dropping them off at the office. If you'd like to pick up a uniform, simply stop by the school office for assistance. There is no charge for this service.

VI. SAFETY PROCEDURES

CRISIS PLAN

St. Charles School has a crisis plan in case of an emergency that is based on the San Mateo County Big Five Protocol. All teachers and staff are aware of the procedures to follow to keep your children safe. In the event of such an emergency, students will be moved to a safe location:

1. Upper Hall/Upper Yard
2. St. Charles Gymnasium
3. Borromeo Hall

Specific actions are determined by the nature of the emergency. All parents should enter at least one emergency contact number in the emergency alert system, accessed through SchoolSpeak. This system would be used to broadcast instructions to all parents in the event of an emergency. For assistance on how to access the alert system, please contact the school office. Regardless of emergency, students will be released only to the parent(s) or other designated individuals who are documented on the students' emergency card.

CHILD SAFETY PROGRAM

Requirements for Students:

The Archdiocese of San Francisco requires that all students complete age-appropriate instruction in child safety, including traffic safety, peer-to-peer tolerance, and personal safety. Content helps students realize how to tell an adult if they are feeling uncomfortable or unsafe. A summary of each program is provided below.

Virtus Empowering God's Children, Grades K-8

This is a series of individual, interactive lessons through the *Virtus Empowering God's Children* curriculum, for Kindergarten through Eighth Grade students. Students learn how to identify different types of personal harm and discuss how to get help, grow in understanding personal boundaries, and how to practice safe Internet use. The course includes anti-bullying guidelines and instruction in tolerance of individual differences.

EMERGENCY CARDS

Each Family must have an Emergency Contact Card on file for each child enrolled in St. Charles School filled out through SchoolSpeak. In case of serious accident or injury, the staff will call the paramedics. Otherwise, instructions given by parents on the emergency card will be followed. It is imperative that any changes to your contact information, be given to the office staff immediately. Please indicate on your Emergency Card(s) an additional adult who can be readily available in the event you cannot be reached. Be sure the person you identify is aware that he or she is listed as an emergency contact.

DRILLS

Children are instructed in earthquake, evacuation, and incident response, and everyone in the school participates in these regularly scheduled drills. In the event of a severe emergency, children will remain at school or at a designated emergency location and released only to adults listed on emergency cards.

ACTION	DESCRIPTION
DROP/COVER/ HOLD ON	Implemented during an earthquake or explosion to protect building occupants from flying and falling debris
EVACUATION	Implemented when conditions make it unsafe to remain in the building. This action provides for the orderly movement of students and staff along prescribed routes from inside school buildings to a designated outside area of safety.
SECURE CAMPUS	Implemented when the threat of violence or police action in the surrounding community requires precautionary measures to ensure the safety of staff and students. When a campus is in Secure Campus status, classroom instruction and/or activity may continue as long as all classroom and office doors are locked and all students and staff remain inside <i>through the duration of the event</i> . Outer gates and other entrance/ exit points can be closed to deter a potential perpetrator from entering school grounds.
LOCKDOWN / BARRICADE	Implemented when the imminent threat of violence or gunfire is identified on the campus or the school is directed to do so by law enforcement. During lockdown/barricade, students are to remain in designated classrooms or lockdown locations at all times. Do not evacuate until room is cleared by law enforcement or site-administration.

FIRE DRILLS

During fire drills, students should follow these regulations:

1. Rise in silence when the alarm sounds.
2. Close windows and doors.
3. Walk to assigned places briskly, in a single file line and in silence.
4. Stand in a column of two, facing teachers and other adult monitors in the safety location.
5. Return to the building, in single file and in silence when the signal is given.

EARTHQUAKE DRILLS

During earthquake drills, follow these procedures: DUCK, COVER, HOLD. Follow evacuation procedures as for fire drills. Wait for all clear and direction from the classroom teacher or other supervisory personnel.

EMERGENCY INCIDENT DRILLS

Lockdown is a protective action against human threat while Secure Campus protects against environmental threat. Lockdown requires closing and locking doors immediately after which no one is allowed to enter or exit. Secure Campus calls for closed, unlocked doors and allows for the free movement of staff and students within the classroom or office. Students should follow teacher direction when drills call for lockdown or shelter-in-place.

EMERGENCY OPERATIONS PLAN

We will follow the direction of the San Mateo County Office of Education and/or San Carlos School District should an emergency operation occur on a broad scale. If they announce school closures, we will close St. Charles School.

If we are already at school, we will move the children, if safe, from their classrooms to the gym or the upper yard. The type and magnitude of the event will determine the destination. We are fully equipped with water, food and first aid supplies, phone accessibility, bathroom access and adequate space for the children to rest and be safe.

When you arrive at school to pick up your children, there will be a central checkout station either at the gym or near the upper yard. **Your child will not be dismissed unless you or someone you have designated on your emergency form signs him/her out.**

It is IMPORTANT to the school staff that your child's file and emergency broadcast profile is updated with the most current phone numbers available. Please check with the school office if you are in doubt about the accuracy of the information in your child's emergency file. Your child's safety is our utmost concern. Be sure you have registered your phone/email/text contact information into the SchoolSpeak system for immediate notification of any emergency incident.

INSURANCE

The student accident insurance program is provided for all students of St. Charles School. This program is designed to assist you with medical expenses incurred due to an accidental bodily injury sustained by your child while attending school or school-sponsored activities. This insurance is required by the Archdiocese of San Francisco and is part of your annual registration fee. Insurance covers only those children in school during supervised time. Your child is supervised during school time but not before 7:50 a.m. or after 3:10 p.m. unless they are present in the Extended Care Program. This Insurance is supplementary to your family's health insurance. **The office should be notified within 24 hours of any injury that occurs on campus in order to file an accident report.** Parents may purchase additional insurance at the beginning of the school year; forms are in the school office.

SCHOOL SAFETY

St. Charles School focuses on providing a safe environment for all individuals. Verbal or written threats or abuse that are made against others is taken seriously. Students making threats or conducting verbal/written abuse of another face detention, suspension and/or expulsion. Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students' use of the Internet or cell phone technologies to defame the school, the faculty, staff, other students, or parents will be subject to disciplinary action.

VISITORS

Every parent and visitor who enters St. Charles School for any reason (visiting and/or volunteering) during school hours must sign-in and pick up a Visitor's Badge at the school office.

For more information on volunteer opportunities, please see the Handbook section entitled "Parent Service Program" or stop by the school office. **Please enter through the front doors on Tamarack and not through the middle yard/parish parking lot.**

VOLUNTEER SAFETY COMPLIANCE

All volunteers in the Archdiocese of San Francisco must meet specific child safety requirements. Every person who volunteers in any capacity on campus must be fingerprinted and complete the online safety course, *Protecting God's Children*, through virtusonline.org. This course is an individualized, interactive on-line training course that educates Archdiocesan volunteers to recognize signs of abuse and neglect, to understand the need to report concerns, and to protect our children from unsafe environments or conditions. Forms for all compliance requirements are available in the school office. All charges are reimbursed by the school.

Any individuals who have not met the compliance requirements for their roles will be PROHIBITED from volunteering on campus until their compliance is complete. While fingerprints are good for the extent of your volunteering time at St. Charles School, online certification must be renewed every three years.

Thank you in advance for your support in meeting Archdiocesan compliance requirements. For any questions regarding compliance requirements, please call the school office.

VIII: MISCELLANEOUS

BICYCLES

Students may ride bicycles to school with parental permission. They must obey all traffic rules, including the use of a bicycle helmet. Students must walk their bicycles when on any part of campus property, and must lock their bicycles in the racks provided.

BIRTHDAY CELEBRATIONS AT SCHOOL

- The classroom teacher will find creative ways to acknowledge birthdays including, but not limited to, free dress, certificates, etc.
- An announcement of birthdays will be announced at morning assembly and we will sing as a school to each student.

BOOKS, COMPUTERS, IPADS

Books, computers, iPads, and other materials are loaned to students during the school year. Students are expected to act responsibly and care for their school materials. Textbooks **MUST** be covered at all times. Parents are liable for school property damaged or lost by their children, and will be charged a fee for the replacement or repair of damaged books, technology tools, and materials. In the event a student repeatedly demonstrates an inability to care for loaned school materials by throwing or leaving the materials on the ground or outdoors, a fee will be charged to the family account, up to and including the cost of full replacement.

CALENDAR

An official yearly calendar is sent home in June and is posted on the school website. Please keep this calendar as a reminder of holidays, minimum days and report card days. A monthly school calendar will be sent home in the school envelope. Please note that the calendar is subject to change, so remember to consult monthly updated calendars upon their distribution.

CHANGE OF ADDRESS AND PHONE

It is imperative that the information regarding our students is current. If your address, home phone or business phone, doctor, etc., changes, please let the office know immediately update in SchoolSpeak.

CHILD PROTECTIVE SERVICES

As child care workers, teachers are bound by state law to notify Children's Protective Services when there is reason to believe that a child is being neglected or physically, sexually or emotionally abused.

CHRISTIAN SERVICE

All School Christian Service Programs have been designed to achieve the following goals:

- To offer each student the opportunity to reflect on the teachings of Jesus Christ in relation to serving others.
- To foster awareness of the needs of others, coupled with the opportunity to make a difference in our community.
- To make students aware of the themes of Catholic Social Teaching and how they are important in everyday life.
- To help students reflect on their own volunteer work and how it affects their lives and relates to concepts learned in religion classes.
- To underscore to parents and students the importance St. Charles School places on service to those who are in some way disadvantaged.

SCHOOLWIDE CHRISTIAN SERVICE PROGRAM

Our Schoolwide Christian Service Program provides all students in Kindergarten through Eighth Grade, the opportunity to learn our Catholic Social Teachings, understand the relevance and importance of serving others, and participate in their faith by getting involved in the community around them. Project based, this program engages students in volunteerism and provides them opportunity to showcase

what they have learned through various projects from letter writing to local government agencies to iMovie and PowerPoint presentations.

7th and 8th Grade Service Program

The Christian Service Program for students in grades 7 and 8 has been established to enable students to become contributing members of society by reflecting on the principles of Christ in their daily lives.

As such, we expect all students to willingly seek opportunities, and when volunteering, to appropriately represent St. Charles School and Parish. Consideration will be given to a student’s level of commitment upon preparation of high school letters of recommendation. The extent to which a student managed this responsibility and contributed a best effort will be reflected in the recommendation.

Students will be responsible for completing appropriate hours and a final project related to their Catholic Social Teaching to demonstrate what they have learned through their service. A Youth Guide featuring a list of agencies for Community Outreach activities will be available in the homeroom class, school office and online. The primary objective of the Community Outreach portion of the program is to involve the student with “hands on” work directly with people who are disadvantaged in some way. The exception is Environmental Stewardship projects where individual labor as a participant in an agency organized event is required. We hope to broaden each student’s awareness of the needs of the less fortunate around us, and expose students to the benefits of collaborating with others in their community for the common good. Parents and students in grades 7-8 should refer to the Christian Service Program guidelines for more detailed information.

Service Requirements Activities Required Hours

Grade	Community	Parish
8th	10	10
7th	10	5

COMMUNICATIONS

On Fridays, important school information is sent through an electronic newsletter, Tiger Stripes. Please read all communications thoroughly. If you would like to place an article in the Tiger Stripes, the information must be given to the school office no later than 12pm on Thursday. All articles and flyers must be approved by the Principal before being placed in Tiger Stripes.

Family email addresses are listed in the school directory to be used for school functions. These should never be used for mass mailings regarding non-school events or sales; they should not be used for personal gain or business.

COUNSELING

St. Charles School offers a counseling program for the benefit of all students. We provide personal and social counseling for whatever problems may arise, including peer relationship issues, classroom behaviors, emotional issues that may affect performance, and developing self-esteem. Teachers may contact parents to recommend students for counseling, or parents may contact our school counselor directly. In all cases, parents must sign a permission form to use the service.

CUSTODY

It is important that the school be made aware of who is legally responsible for a student following a separation or divorce decree. This is to ensure safety and accountability for all students. Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known.

FIELD TRIPS

Written field trip permission slips, signed by parents, must be on file prior to a student going on a field trip. Transportation may be provided by car-pooling or public transportation as approved by the Principal. Special fees of a reasonable nature and approved by the Principal may be charged to students going on field trips. If these fees create a financial hardship in any way, you are encouraged to contact the Principal to make financial arrangements. Unless the trip is of a nature to require active outdoor wear, uniforms must be worn for all field trips unless otherwise approved by the school Principal.

Parents who volunteer to drive vehicles for car-pooling must be fingerprinted, have a valid driver's license, necessary insurance on the vehicle and passengers, and a good driving record. Copies of the driver's insurance card and driver's license must be given to the school office prior to the field trip. As a volunteer driver, you will be given a list of students that you will be responsible for not only in your car, but while attending the event as well. **Proper supervision of students is necessary at all times.** Drivers must follow the teacher's directions regarding "car seating arrangements," meeting places, time of departure and return, etc. No individual car or group of students may be given a "treat" by their chaperoning parent or make stops other than those explicitly outlined by the teacher. **Only St. Charles School students are allowed on field trips; younger siblings and other children may not attend.** At the conclusion of the field trip please see the children from your car back to their classroom and remain with them until the teacher returns. Failure by drivers or chaperones to comply with school policy or teacher direction on any trip may result in loss of future driving or chaperoning privileges.

FORGOTTEN ITEMS

Part of the education process involves developing responsibility for one's actions; therefore, we strongly recommend that children learn to be more responsible by taking the consequence of their occasional forgetfulness. If they forget an assignment, they should learn to accept the consequences. If they know that a parent/guardian will always handle the situation, the learning process is delayed. Our students in middle school particularly are charged with managing their responsibilities to facilitate readiness for their transition into high school.

No student will be allowed to use the school's phones to call home for forgotten items of any kind.

If your child forgets a lunch, book, etc., please bring the item(s) to the office for delivery. Do not deliver the items to the classrooms or place them in the students' backpacks.

FUNDRAISING

Fundraisers are an essential part of the school's operating budget. More than 20% of the cost of educating each student is paid for through fundraising. To keep tuition affordable, St. Charles is heavily dependent upon the success of these various efforts. A portion of family volunteer hours should be allocated to fundraising activities at St. Charles School.

Fundraisers cannot succeed without the help and commitment of every family at St. Charles School. In addition to building a sense of community, fundraisers help:

- Supplement our operating budget to help keep tuition costs lower
- Fund improvements to the school and classrooms
- Defray the increasing costs of tuition

The following financial goals have been set for the major fundraisers for the 2022-2023 academic year:

- **Auction/ Spring Gala: GOAL \$100,000:** The spring event features includes online bidding, fund-a-need opportunities, dinner, and a GREAT time for all! Many helpers are needed to make this the success that it is. Volunteers are needed to solicit, collect and package auction items, decorate, publicize, set-up/clean-up and manage the on-site activities. In order to meet our financial goals, the Auction Committee will be seeking participation from all St. Charles School families in some way.

- **Walk-a-thon: GOAL \$100,000:** Our walk-a-thon has become a major fundraising event for the school. This popular fall fundraiser generates school spirit and raises essential funds. Students sign up sponsors to support an afternoon of walking/running around the upper yard.

ADDITIONAL FUNDRAISING OPPORTUNITIES:

Grant Writing

Throughout the year, grants present wonderful opportunities for the school to gain funding and resources in support of our academic programs. Volunteers are needed to seek grant opportunities, and assist in writing and managing the submission process.

Endowment Fund

St. Charles School currently has a small endowment, and all parents are asked to contribute. These donations are held in interest-earning investments and are managed by the Archdiocese. The interest income from these long-term investments will help ensure that quality education at St. Charles School continues for years to come. If you, your company, or another family member would like to contribute to the existing investment, please contact our school Principal for more information.

IMMUNIZATIONS

Effective July 1, 2016 per *Section 120335 (g)* The governing authority shall allow continued enrollment to pupils who, prior to January 1, 2016, have a letter or affidavit on file in that institution stating beliefs opposed to immunization. On and after July 1, 2016, the governing authority shall not unconditionally admit to that institution for the first time or admit or advance any pupil to the 7th grade level unless the pupil has been immunized as required by this section. Therefore, all health records must be kept up-to-date.

LUNCH PROGRAM

Lunches may be brought to school in bags or in standard size lunch boxes. Please do not send glass containers. Students are expected to use the same manners required in the classroom during lunch. Courtesy toward other students, cooperation with lunch monitors, and respect for food and property are expected of students at all times.

ChoiceLunch will deliver hot lunches and ala carte sandwiches. Lunch menus are planned by a Certified School Nutrition Specialist and are priced by size, offering a smaller and larger portion for daily menu items.

Pre-ordering is required at choicelunch.com. Brochures and sample menus will be sent home at the beginning of the school year via the school website and weekly envelope.

MEDICATION

Department of Catholic Schools Policy Concerning the Dispensation of Medicine:

It is not the function of the school to dispense medicine; however, if the need exists, an official form signed by parent and doctor must be used. There must be a separate form for each type of medication a student is using. Extended Day Care providers and Outdoor Education teachers/directors must also adhere to these forms and policies.

Medical release/information, sent home at the beginning of each school year, should be updated annually and signed should a parent wish for medication to be distributed at school.

No medication, prescription or over-the-counter, will be given to, or taken by, a student on campus without a fully completed form signed by the student's physician. Students should not carry any medication. If needed, medications should be brought to the office by a parent.

A note from parents is required if cough drops are brought to school. Cough drops must be kept in the school office or teacher's desk, not in the student's pocket or backpack. **The office will not provide cough drops.**

The students are covered by insurance for injuries on the school grounds, as well as at supervised activities.

PARTIES

Classroom Parties

The teacher and room parents plan all classroom parties. Emphasis should be given to activity rather than eating goodies. Nutritious, finger foods are encouraged. Cost should be kept to a minimum. To ensure fairness for all classes, the following holidays are approved for classroom parties: Christmas, Fat Tuesday and the End of the Year. Easter parties are not allowed because of the Lenten observance.

At-Home Parties We strongly urge you to be aware of the potential to hurt children's feelings by excluding classmates from parties. A good rule of thumb would be to set your invitation list as follows:

- A small group of 6 or fewer
- All boys in the class
- All girls in the class
- All students in the class

Invitations to a private party may not be handed out at school or on school premises. Invitations may not be posted in any classroom or any area of the school building.

PETS

Visitation of pets should be limited due to children's allergies. No animal may be brought into the school building without first seeking permission.

SCHOOL FAMILY ENVELOPES (FRIDAY FOLDERS)

Every Friday, a school envelope is sent home with the eldest St. Charles School student per family. All important school information will be in *Tiger Stripes*, via email. Additional information including events, calendars, permission slips will be sent home via the family envelopes. Please read all the materials immediately and return the envelope **the next school day** with your child. If you need to place an article/information in the *Tiger Stripes* or would like a flyer included in the envelope, the information must be given to the school office **no later than** 10:00 AM Wednesday morning. All articles and flyers must be approved by the Principal before being placed in the School Envelope. We will recruit two volunteer parents to handle family envelopes/ stuffing each Thursday.

SCHOOL PHONE USE

St. Charles School recognizes that circumstances arise, or that some students may need to carry a cell phone in order to have contact with their parents **after-school hours**. In order to prevent interruptions and distractions during the school day, the following guidelines have been established:

1. Students may not use cell phones during school hours.
2. Cell phones/Smart watches are to be turned off, collected, and stored in the school office during the school day.
3. Students may not be called to the phone during class.
4. Messages for students may be left with the office.
5. Students may not use the classroom phone without prior permission from the teacher.
6. In the event of an emergency, students may use the office phone.
7. At no time during the day should a cell phone be in the pockets or desks of individuals, nor are cell phones permitted to be carried around campus.
8. If students need to use the telephone during the school day, they may call from the school office only if it is an emergency.
9. In the event that a student has/uses a cell phone during school hours, it will be taken away and returned to the parent the next school day.
10. On a second offense, the student's phone will be taken away, retained in the office, and returned on the last day of school.

11. Failure to adhere to these guidelines will result in disciplinary action.

RELEASE OF DIRECTORY INFORMATION

Schools routinely compile student body lists and release directory information concerning students. This has been and will be our common practice. The categories of facts below are designated as directory information for elementary and secondary schools:

"Directory Information" means any of the following items: a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, the most recent previous public or private school attended by the student, the dates of withdrawal, re-entries, or graduation.

Directory information is released only in response to legitimate interest requests and for purposes approved by the school administration. Directory information is never given to private, profit-making organizations. There are a number of groups associated with a school which have a continuing need for names and addresses of students they represent, e.g., PAC, Advisory Board. In other cases, the release of certain information would generally be considered a benefit to your child, e.g., press release information concerning academic or athletic awards. Class lists (grades 6-8) are given to Catholic High Schools.

If for some reason you request that designated information should not be released without your prior consent, please immediately submit the request in writing to the principal. There is also the potential that children might be filmed at sporting events. If you do not want this to occur, you must notify the principal in writing.

STUDENT RIDE-SHARING SERVICES

See the back of the handbook for the policy on alternative transportation for students. There is a form that needs to be completed and submitted to the school office for students to use ride-sharing services.

TUITION AND FEES SCHEDULE

The School is supported by tuition and registration fees, Parish subsidy, School Giving Program and parent-supported fundraisers. Every effort is made to control tuition expenses while continuing to provide an excellent academic experience for our students.

Tuition Policy

- Tuition is debited from the family-designated bank account on the 5th or 15th of each month.
- A bank notice of non-sufficient funds on the debit date will result in a \$20 NSF fee.
- Repeated notification of non-sufficient funds will require a meeting with the Principal.
- Late payment of any installment gives school the right to declare the entire unpaid balance immediately due and payable.
- Families with delinquent accounts will not be allowed to re-register for the following school year. Additionally, at the end of the semester, the Principal has the authority to drop from the enrollment list the names of families who have made: No payment toward a delinquent account; and/or no effort to discuss the problem with the Principal or Pastor with a plan for resolution
- Parents will be held responsible for reasonable attorney fees and collection costs necessary for collection of any amount not paid when due. Students may not begin the new school year if there is an outstanding balance from the prior year unless the family and the Principal have an agreed-upon payment plan.

St. Charles School Tuition Schedule 2023-2024

Payments	Annual	Semi-Annual	Ten-Month Plan
One Child	\$10,211	\$5,105	\$1,021
Two Children	\$19,858	\$9,929	\$1,956
Three Children	\$29,577	\$14,789	\$2,958
Four Children	\$35,133	\$17,567	\$3,513

Payment Plan Due Dates

Annual	August 1, 2023	
Semi-Annual	August 1, 2023	January 1, 2024
Ten-Month Plan	5 th or 15 th of the month	August 2023-May 2024

Families who pay tuition in full by August 1, 2022 will receive a \$50.00 discount per child on tuition. No other discounts apply.

Other Fees

Fee	Amount	Grade Levels	Due Date
Registration	\$350.00	K-8	3/31/2023
Technology	\$125.00	K-8	5/1/2023
* Outdoor Education	\$470.00	6th Grade	10/1/2023
* CYO Camp	\$500.00	8th Grade	11/1/2023
Graduation	\$185.00	8th Grade	5/1/2024
School Sports/Clubs	\$100.00	4th-8th Grade	As required

*** FEES ARE APPROXIMATE AND SUBJECT TO CHANGE**

TUITION ASSISTANCE/SCHOLARSHIP PROGRAM

As tuition costs and cost of living in our area increases, more families face serious hardship in providing a Catholic education for their children. Both the Parish and Archdiocese have a program of tuition assistance to aid parents in meeting these rising costs.

The scholarship programs are intended specifically for families who take their commitment to the Catholic faith seriously. Therefore, priority for distribution of assistance includes:

- Families registered in the parish.
- Families worshipping regularly with the parish community.
- Families actively involved in parish programs, activities, and/or organizations.

Families wishing to request tuition assistance from St. Charles School must alert the Principal as soon as possible when the need arises. Assistance may take the form of a longer payment period, tuition discount, or a combination of these. Please call for an appointment to discuss any needs for relief.

Additional assistance may be available from the Archdiocese. Families wishing to apply for the Archdiocesan Scholarship Assistance must make their intention known to the school before the end of the first semester. The application forms are received by the Archdiocese in mid-February. Further questions may be answered by calling the School Office.

IX. EXTENDED CARE

Extended Care is a service provided to our families and is available for all students enrolled in St. Charles School in Kindergarten through 8th Grade. **The program operates from 7:30 to 8:00 AM every morning, and from dismissal to 5:00 p.m. every day that our school is in session, with the exception of the staff Christmas lunch, Faculty Appreciation Lunch, and the last day of school.**

The Extended Day Program is able to accommodate children on a “drop-in” basis if advance notice is provided, in order to ensure proper staffing. “Drop-ins” of more than 8 hours of service time will also be billed a \$50.00 registration fee per student. Students must be signed out at the end of the day by one of their parents. Hourly service rates are \$7.50 per child. Extended Care fees will be posted monthly to your school statement. Payment is due upon receipt of your statement. A \$20 late fee will be charged each month on delinquent accounts.

Children attending the Extended Care program are encouraged to interact with others in a relaxed atmosphere that includes activities such as homework, arts/crafts, games, reading, and outdoor play under the supervision of professional and dedicated staff. ALL conduct codes that are part of the St. Charles School daily behavior expectations also apply to student behaviors and performance while in Extended Care.

Children may bring their lunches and snacks from home or you may choose to pack an additional snack specifically for extended care as **no snacks are available for purchase or provided.**

If your child becomes ill or injured while attending the Extended Care program, our staff will contact you to immediately pick up your child. Please remember to keep your work and other contact numbers current.

Extended Care services end promptly at 5:00 pm. When pick up occurs after 5:00 pm parents will be charged the hourly rate of \$25.00 per minute of being late. Repeated late pickup can be cause for ineligibility for the service. Extended Care serves only children enrolled in St. Charles School.

X. ORGANIZATIONS

SCHOOL ADVISORY BOARD

The School Advisory Board meets the second Tuesday of each month, September through June. The purpose of the School Advisory Board is to advise the Pastor and Principal in the formulation and adoption of policies with regard to matters generally related to or concerning the operation of the school.

- Advisory Board members are elected as representatives of the school community for either three-year or one-year terms of office. As representatives of the School and Parish communities, members focus on the best interests of the school rather than recommendations that please only specific individuals or small groups.
- Advisory Board members are responsible for conducting the school board business in accordance with requirements of the State of California, the Archdiocese of San Francisco, and the St. Charles School Board Statutes.
- Parents are informed in September via the school envelope of the scheduled Board Meetings for the year. The agenda is set by Board officers in advance of the meeting. Visitors are welcome; constructive suggestions and comments are encouraged.

Procedure for Communication with the Board

Communication with the St. Charles School Advisory Board as a unit may be accomplished by personal appearance at a meeting of the Board or verbal communication through the school Principal. Written communication addressed to the Board should use this form not later than Wednesday prior to the meeting at which the matter concerned is to be discussed. The Principal is charged with the responsibility of jointly planning the agenda with the Board Chair. In order to include the requested topic on the agenda, all written communication from parents to the Advisory Board must be signed.

PARENT ACTIVITIES COMMITTEE (PAC)

Throughout the school year multiple activities provide enrichment for our children, to express our appreciation to the faculty and staff, and to build the cohesiveness of the school community. Planning and running these activities is a considerable task. However, if the work is evenly distributed over our entire parent population, the demands on any one individual are quite manageable. Further, participating in these programs is an excellent way to become familiar with the school and to meet other parents. The Parent Activities Committee (PAC) is an organized approach to spreading the responsibility for organizing and supporting these events. **Hours dedicated to each event may be applied to the annual Parent Service Contract obligation of 40 hours per family (20 for single parents).**

Each event is organized and managed by a designated grade. The parents in that grade-level class are expected to take the lead in planning and staffing, and will typically identify a chairperson and leaders of other committees. In addition, each event has a "Support Pool" class assigned to provide an extra source of assistance and expertise if necessary. The assigned grade levels for each activity are identified below:

PARENT SERVICE PROGRAM

Origin and Purpose

The St. Charles School Parent Service Program was adopted by the School Board in 1983 as part of a long-range financial program to limit cost increases and to help increase revenues. By distributing fairly among all parents, the volunteer hours needed yearly, it is hoped that the following benefits will be derived:

1. Greater social interaction among parents
2. Greater financial return from fundraisers
3. Higher educational quality at minimum increase in costs
4. Additional programs and activities that would otherwise be unavailable

How the Program Works

The St. Charles School Parent Service Program requires a mandatory 40 volunteer hours per family (20 hours per single parent). These hours may be spent in any activity that directly or indirectly benefits the school. The Parent Service Program Contract is distributed to all families at the beginning of each school year, and allows parents to select the areas of greatest interest for their volunteer efforts.

Hours are tracked using our online tracking system, MobileServe. The database for this system is checked monthly and notice is sent home when hours have not yet been logged. Directions on how to sign up for MobileServe can be picked up in the office.

All parents are aware of the time and commitment involved in the operation of St. Charles School and the many activities that our children learn and enjoy. Without the help of dedicated and generous volunteers, many of the programs listed below would not be available.

Additional Programs

In addition to the events presented in the Parent Activities Committees, St. Charles School seeks volunteers to support each of the Programs listed below.

Art4Schools: CSMA's award winning Art4Schools program develops hands-on technical skills, an understanding of the language of visual arts and an appreciation and cultural understanding of art and its history. This program engages and inspires students through drawing, painting and ceramics. We are lucky to have this program back at St. Charles. Prior to covid, this program was a huge hit here at school and we are thrilled to have it back. A professional visual arts instructor will teach the classes. We will have an opportunity for parents to volunteer and support the instructor during their child's art class.

Athletics: Sports are a strong tradition at St. Charles School. Coaches are needed for girls' volleyball, track, and basketball and boys' baseball, basketball, and track. Also needed are scorekeepers, equipment managers, uniform manager(s), Sports Commissioners, and Christmas Tournament director.

Liturgy/Parish Involvement: You can earn volunteer hours, as well as assist the parish, by singing in one of the choirs, ushering, lecturing, cleaning the church, helping with CCD or children's liturgy or Confirmation programs. For information about opportunities to assist in these programs, please call the Parish Office at 591-7349.

Parish Fall Festival: A Parish fundraiser, this fall event offers great fun for the entire community. Carnival games, food booths, dinners, and a variety of family-friendly activities make this a "must do" for all school families! Volunteers are needed to manage booth activities, assist with weekend dinners, sell raffle tickets, distribute prizes, manage finances, publicize and set-up/clean-up. Hours worked at the Parish Fall Festival will not be included in the School Fundraising category, but will be applied to the remaining balance.

Uniform Exchange: Help organize and sort donated school uniforms. This valued activity helps parents recycle good, clean clothing that their children have outgrown for other students to enjoy.

Classroom Support

A variety of opportunities exist for lending support in each classroom, including Field Trip Drivers and Chaperones, Hospitality Parent(s), Auction Parent(s), At-Home Helpers, etc. Information regarding these opportunities will be communicated by the teacher or group in need of assistance.

XI. PARISH ATHLETIC PROGRAM

St. Charles Parish students in grades 4 through 8 are eligible to participate in the school's Athletic Program (Volleyball, Baseball, Basketball, Track and Cheerleading) as part of the Peninsula Parish/School League (PPSL). Fourth grade students play as "training teams;" scores are tallied for games of students in grades 4-8. Under the direction of the Principal, Pastor and Athletic Director, the program is staffed completely by volunteers from St. Charles. The Principal is responsible for the appointment of the Athletic Director. Athletics are considered extra-curricular activities.

THE ROLE OF THE PARENT

Parent participation is always welcome. In order to provide our student athletes with a positive sport experience, parents should adhere to the following guidelines and suggestions:

- Parents should conduct themselves in a Christian manner at all times.
- It is the responsibility of parents to get their players to and from practices and games on time.
- Parents must make sure the coach or assistant coach is present before leaving their children.
- Parents must support the coaching staff and accept constructive criticism in the manner in which it is intended.
- Parents are encouraged to attend all games in support of their child, as well as to show support for the other team members and fans.
- Parents are asked to approach coaches, sports commissioners, or the Athletic Director with concerns about officiating or player issues after the game.
- Parents are welcome to attend practices at any time.
- Any sibling or family friend brought to the game is the responsibility of the player's parent and not the responsibility of the coach. Keep siblings and friends away from the player area (dugout/bench) at all times.
- It is strongly advised that parents evaluate their child's availability to participate in a sport prior to completion of a player application because their absence from a game(s) may have an adverse effect on the team as a whole (i.e. forfeits).
- Parents must honor their child's commitment to St. Charles Parish and the individual team.
- Attendance at practice is mandatory.
- No refunds are given once the team roster has been submitted to the PPSL.

PARENT VOLUNTEERS

Parent volunteers are also crucial to our program. The following is a list of sports-program volunteer opportunities:

- Administration
- Coaching
- Team parent
- Team scorekeeper
- Field set up/tear down/sweeping gym floors/cleanup
- Practice helper
- Uniform manager
- Booster wear manager
- Driver

PARENTAL SPORTSMANSHIP

A parent will automatically be suspended during a game and futures games if he/she:

- Possesses a weapon.
- Uses profane language.
- Uses drugs, alcohol, or any other hazardous or other illegal substances during games.
- Engages in physical, sexual, verbal or written harassment toward an athlete, coach, parent or referee/umpire, or their property.
- Is incorrigible or participates in disruptive behavior that impedes the progress of the game. Any parent or spectator ejected from a game is automatically suspended from attending that team's next league game. Violations/misconduct will be reviewed by the PPSL. Further action may be taken by the Executive Board including suspension from the remaining games of the season. (PPSL general guidelines.)

RAISING ISSUES

Any parent or guardian with a student participating in the St Charles Parish Sports Program who has a concern, issue, or grievance regarding the Program may contact the Athletic director. In doing so, he or she must adhere to the following procedure:

- The parent/guardian must first discuss the issue/grievance with the Head Coach
- If, after this discussion, the issue/grievance is still unresolved, the parent/guardian must discuss it with the Commissioner of that sport.
- If, after this, the issue or grievance is still unresolved, the parent/guardian must discuss it with the Athletic Director.
- If, after this, the issue/grievance is still unresolved, the parent/guardian must present the issue/grievance to the administration in writing. The administration will consider the submission, within a reasonable time frame, and will resolve the conflict.
- If the issue/grievance is still unresolved, the Principal and Pastor will review and make the final decision to resolve the situation or concern. Under no circumstance should the person who has the issue/grievance to contact the administration or sports management of another school.

VIII: ADMISSIONS PROCEDURES

St. Charles School is a K-8 Elementary Parish School that is part of the San Francisco Archdiocesan school system. St. Charles School admits students of any race, color, national or ethnic origin. The School does not discriminate on the basis of race, color, national, ethnic origin, or disabilities in the administration of its educational policies, admission policies, scholarship and loan programs, athletic and other school administered programs.

Acceptance priority of applicants is based on the following criteria:

1. Children of St. Charles Parish families
2. Children of neighboring parish families
3. Children of non-Catholic families

Within the context of the guidelines enumerated above, siblings of children enrolled at St. Charles School will be given appropriate consideration. Consideration is given to the child's academic and personal development as indicated by tests, personal interviews and recommendations from preschool.

Enrollment is limited to 36 students per class. Vacancies are filled according to the listed criteria. Those students who meet the criteria for acceptance, but for whom we have no available space, will be placed on a waiting list. Waiting list priorities also follow the criteria for acceptance.

"Parish Family" is defined as one where at least one parent is Catholic and the family is formally registered in the Parish, regularly participates in liturgical worship with the parish community, and contributes regularly to the support of the parish (not merely financial but also support of parish activities and parish ministries). All other persons or families are considered, for the purpose of school registration, to be "out-of-parish." If further clarification of "in-parish" or "out-of-parish" is needed, questions should be referred to the Pastor.

APPLICATION REQUIREMENTS

Students applying for fall semester are required to have a general testing and interview session that is scheduled prior to acceptance, generally during the preceding spring semester. Evaluations are based upon test scores, teacher/student interviews, previous records, and recommendations from prior schools (if applicable). When applying to enter St. Charles School, parents should complete the application form and provide all the records listed below:

APPLICATION FILE

The following materials are supplied to each applicant and must be completed before the file is considered active:

1. Application
2. Baptism Certificate - (for Catholic students)
3. Proof of age - (birth certificate)
4. Report Cards/Test Scores - (for transfer students)
5. Recommendation from previous schools
6. First Communion certificate, (if age appropriate for Catholic students)

Notification of the applicant's status is made known to the parent or guardian as soon as possible after the evaluation is completed.

AGE REQUIREMENTS FOR APPLICANTS

To be admitted to kindergarten, a child should have reached the age of five years on or before the first day of September of the school year. A child should have reached the age of six years on or before the first day of September to be admitted to first grade. Final determination of student admission rests with the Principal in consultation with the Pastor.

****The principal retains the right to amend the handbook for just cause and that parents will be given prompt notification if changes are made.**

Staff Directory

Pastoral Staff

Rev. Dave Ghorso	Pastor
Rev. Samuel Musiimenta	Parochial Vicar

St. Charles Parish
880 Tamarack Ave.
650 / 591-7349

Administrative Staff

Langridge, Colleen	Principal	203
Nejasmich, Katie	Vice Principal/ 7 th -8 th ELA	202
Trembley, Sandi	Bookkeeper	408
Becky Ott	Office Manager	201
Raccanello, Joe	Facilities Manager	427

St. Charles School
850 Tamarack Ave.
650 / 593-1629
Fax: 650/ 593-9723

E-Mail:
stcharlesschoolsc@stcharlesschoolsc.org
 Web: stcharlesschoolsc.org

Faculty & Staff

Allen, Carrie	4 th	304
Binasik, Kris	Aide	303
Cooper, Jackie	Aide	305
Dembinski, Heidi	K-4 Character Education	200
Douglas, Laura	6	306
Fetisoff, Kelly	Aide	304
Fong, Alex	7 th	307
Galvez, Katie	3 rd	303
Goulet, Laura	1 st	301
Gradidge, Allyson	Kindergarten	300
Greco, Lana	Office	200
Green, Kelly	7/8 Drama and CE	210
Grunewald, Colleen	8th	308
Hird, Monica	Aide	302
Irvine, Ashely	Aide	300
Jamali, Tamara	Counselor	205
Joyce, Natalie	5 th	305
Mallet, Sherry	Aide	301
Marko, Elizabeth	2 nd	302
Murphy, Sara	K-6 Music and 5/6 CE	412
Perata, Marianne	Aide	301
Robertson, Isayanna	Aide	303
Wilhelm, Kristie	Math	311
Wills, Theresa	Resource	313

School Advisory Board Members

Peter Hoffmann, Chair

School Advisory Board, Non-Voting Members

Rev. David Ghorso, Pastor
 Colleen Langridge,, Principal
 Katie Nejasmich, Vice Principal

Extended Day Care

Ott, Becky



Parent/Student Acknowledgment

1. We have read and reviewed the contents of the *Parent-Student Handbook*.
2. As part of the St. Charles School community, we agree to abide by the rules and regulations set forth in this handbook.
3. We understand that the principal retains the right to amend the handbook for just cause. Parents will be given prompt notification if changes are made.

FAMILY NAME: _____ **DATE:** _____

PARENT/GUARDIAN SIGNATURE:

PARENT/GUARDIAN SIGNATURE:

STUDENT SIGNATURES:

(1) _____ GRADE: _____

(2) _____ GRADE: _____

(3) _____ GRADE: _____

(4) _____ GRADE: _____

ALTERNATIVE TRANSPORTION- RIDE-SHARING SERVICE POLICY

Policy- Alternative transportation, taxis and ride sharing services

Many parents have expressed the desire to send ride-sharing services (e.g., Lyft, Uber) or taxis to provide rides to and from school for their children. Sometimes an individual other than a parent (e.g., a friend, neighbor, non-custodial relative, a best friend's mother) is asked to pick up a child. There are many concerns about these practices, not least because they can involve children leaving school in vehicles whose drivers may not be known to the school, or even the child. Of course, it is preferred that the parents pick up their child personally and that at least one adult be at home (or other location) when the child arrives, but we also recognize that for a variety of reasons, circumstances may not always allow for that.

Therefore, putting the safety of our children first as always, but balancing the modern needs of parents, the school will allow a child to enter a car driven by someone other than a parent/guardian at the request of the parent/guardian, according to the following guidelines:

1. If the child to be transported by a private individual:
 - a. A custodial parent/guardian must notify the school in advance of the identity of the person and relationship to the child (aunt, friend of parent, etc.) and the days on which the driver will be allowed to pick up the student(s).
 - b. The parent/guardian must sign the attached permission slip/release form, requesting the school to allow the child to accept the ride.
 - c. If the arrangements for a ride cannot be made in advance (e.g., sudden illness, car problems, etc.), the parent/guardian must notify the school by telephone no later than noon of the day on which the ride is needed, to inform the school of the identity of the driver **and the reason for the emergency arrangement**. (emergency arrangements will not be honored for more than five consecutive school days.)
 - d. The driver must present and identify him/herself to the school's departure supervisor and identify the child/children being picked up BEFORE the child enters the car. The school reserves the right at its discretion to require identification of the driver, including driver's license.
2. If a ride-sharing service or taxi is used:
 - a. The school must be notified in advance of the name of the service/cab company being used, the name of the driver if known, and the days in which the service will be used (e.g., "every day," "Thursday," "Wednesday, November 1 only" etc.)
 - b. The parent/guardian must sign the attached permission slip/release form, requesting the school to allow the child to use the service.
 - c. If the arrangements for a ride cannot be made in advance (e.g., sudden illness, car problems, etc.), the parent/guardian must notify the school by telephone no later than noon of the day on which the ride is needed, to inform the school of the identity of the driver **and the reason for the emergency arrangement**. (emergency arrangements will not be honored for more than five consecutive school days.)
 - d. The driver of the car must be informed of the name of the child/children to be picked up and must present him/herself to the departure supervisor, identifying the rider(s) BEFORE any child enters the car.
 - e. ONLY recognized ride-sharing services or taxi companies (Uber, Lyft, Chariot, Yellow, etc.) will be allowed to pick up children.
 - f. The school reserves the right at its discretion to require identification of the driver, including driver's license, taxi identification, etc.

3. NO CHILD will be allowed to enter a vehicle whose driver and company does not fulfill conditions. A child whose ride does not comply with these requirements will not be allowed to enter the car; the parent will be notified, and the child will be held at school for parental pick up.
4. The School will:
 - a. Maintain a list of students for whom permission to accept rides have been given;
 - b. When a driver identifies him/herself as present for a student, will verify that the driver is on the list and that the ride is authorized.
 - c. Make sure that the listed child(ren) enters into the authorized car.
 - d. Make sure that all children on the list have been picked up.
 - e. Take charge of any child on the list who is not picked up or who is not allowed to enter into a car for any reason, and notify parents/guardians that the child needs to be picked up.

PARENT REQUEST FOR TRANSPORTATION, AND RELEASE

I/We _____, am/are custodial parent(s)/guardian(s) of the following student(s) at St. Charles School:

[insert the name of students, collectively referred to here as “my Child.”]

I/We hereby request that _____ accept transportation from school grounds from the following:

[insert name of individual and relationship to the student(s), or name of service (e.g., Uber, Lyft, Yellow Cab, Chariot, etc.)]
Driven by:

[insert name of driver if known]

On the following days:

[e.g., “every day,” “Thursdays,” “Wednesday, November 1”]

Please complete with child(ren) name(s).

I/We have read and agreed to all of the terms and conditions outlined above. I am aware of the risks inherent in allowing a child to use the above services and have knowingly accepted and assumed the risk of harm, including potential physical injury on behalf of myself, any other parent/guardian of the listed child(ren), related to or arising from the use of this service.

I hereby give _____ permission to use of the above-described ride arrangement and I voluntarily request and give permission for **St. Charles School** to allow _____ to use this arrangement. In consideration of **St. Charles School’s** cooperation in this request, I further understand and agree to the following:

I understand and agree that **St. Charles School** is an operation of the Roman Catholic Archdiocese of San Francisco, A Corporation Sole (the “Archdiocese”), and that the terms of this request, waiver and release extent to the Archdiocese and all its affiliated entities, corporations, employees, agents, volunteers and assigns as well as **St. Charles School**.

For myself and for _____, I agree to comply with any and all School or Archdiocesan rules and guidelines pertaining to this activity. I agree to direct _____, as well as any and all drivers to whom _____ will be entrusted, to cooperate with and conform to the directions and instructions of **St. Charles School** or Archdiocesan personnel responsible for this activity.

I represent and warrant that I have authority to make, and am making, this request and enter into this wavier and release, on behalf of myself, my child(ren), and any other parents/guardians of my child.

To the fullest of extent permitted by law, on behalf of myself, _____ and any and all parents/guardians of _____, I hereby waive, release and discharge, and agree to defend, indemnify and hold the School and Archdiocese harmless from, any and all claims for damages for death, personal injury, loss or property damage which I or _____, or any other person, may have or which may hereafter accrue as a result in _____'s participation in the activity described, whether or not caused by the negligence, (active or passive) of the Archdiocese or **St. Charles School**. This waiver and release is intended to release and discharge in advance the promoters, sponsors, officials, leaders, and The Roman Catholic Archdiocese of San Francisco, A Corporation Sole, and all of its or their affiliated entities and missions, officers, agents, employee, volunteers, attorneys, insurers and assigns, from any and all liability, except for that attributable to willful misconduct, arising out of or connected in any way with this activity.

I understand and agree that **St. Charles School** personnel, in their sole discretion, may, but need not, refuse to allow _____ to enter a car if in their sole judgement, to do so would not be safe for _____. I further understand and agree that **St. Charles School** reserves the right (but does not assume the obligation) not to allow _____ to enter any car or accept any transportation if all of the above terms and conditions have not been fulfilled to its satisfaction.

I understand and agree that this request, permission and waiver and release will remain in effect from the date signed until such time as it is revoked in **writing signed by custodial parent/guardian, and delivered to St. Charles School**.

Parent/Guardian 1: _____ Dated: _____

Parent/Guardian 2: _____ Dated: _____

Signature of both parents should be obtained, if possible.