

# **St. Charles School Parent-Student Handbook**



**2019-2020**

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Dear Parents and Students,

Welcome to our 2019-2020 school year!

This Parent-Student Handbook outlines the policies of St. Charles School and the values we embrace. Please make sure to read this document carefully, sign the attached agreement, and return the signature page to school. Your signed agreement shows that you understand and agree with the policies in this handbook and that you will follow the policies of St. Charles School as we work together to foster character development and grow in faith and academics.

This year's theme

**Let it be Something Good...**

is designed to bring us back to what makes us such a successful faith-filled community. We must work to always recognize that there is good in everyone; we must operate in every endeavor with good intentions, and most importantly we must always let what comes off of our lips be something good.

As a community of believers, it is our job to work together to make our campus one filled with support, love, respect, and responsibility as we look to the examples that Jesus so selflessly taught us. This becomes possible when we place value on those in our school community as if they are family. As Jesus' disciples, who spread the Word through positive deeds and compassionate words, we as followers of Christ should aim to do the same; allowing room for growth, mistake making and love.

When we work toward doing all things for the good, we become successful no matter the challenge. For our St. Charles family, we continue to focus our efforts on meeting STAR expectations as a community. As we teach the children to become STAR students, we strengthen Christian leadership in our school. As we work to be a STAR community, we understand the power of a shared goal. An important piece this year will be to strengthen our self-reflection and assessment of our SLE's to show understanding and growth.

**Spiritual People  
Thinkers  
Accomplished Learners  
Responsible Citizens**

As with all families, parents play a primary role, and here at St. Charles School this is no different. Parents are the primary educators of their children, responsible for the development of the whole child in the context of Christian values and the framework of the Catholic faith. We work in partnership with parents to develop the spiritual, socio-emotional, and academic characteristics of the children we teach.

On behalf of the faculty and staff, we thank you for being integral members of our school community and we look forward to building together an environment that is rooted in our Catholic faith and that promotes academic excellence.

Blessings,

Megan M. Armando  
Principal

## **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. The faculty and staff strive for a supportive Christ-centered environment where students grow in faith, pursue academic excellence, and serve others.

## **PHILOSOPHY**

St. Charles School recognizes parents as the primary educators. In partnership with parents, we work within an educational program to promote a community of faith and challenge students to reach their full potential. Our efforts are dedicated to preparing spiritual people, thinkers, accomplished learners and responsible citizens.

## **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

## **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.

## **ACADEMIC POLICIES**

### **Homework 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 school office prior to Noon. Other absences, such as shadowing for high school, do not exempt 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.

<b>Grade</b>	<b>Time</b>
Kinder - 2nd Grade	20 Minutes
3rd and 4th Grade	30 to 45 minutes
5th and 6th Grade	45 to 60 minutes
7th and 8th Grade	60 to 80 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.
- 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.

### **Homework Club and Math Study Hall**

St. Charles School offers a teacher-staffed Homework Club every Tuesday & Thursday from 3:00-4:00 PM in the Library for students in grades 3-8 and a teacher-teacher staff Math Study Hall Tuesday-Thursday from 3:00-4:00 pm in the Math Lab for students in grades 3-8.. 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. 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. There is no charge for this service.

### **Grades 3-5 Policies**

#### **Missed Assignments**

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.

Parents may request work to be sent home if a student is absent. Parents should notify the teacher via email or telephone if they would like work sent home or left at the office for pick up. Request for make-up assignments must be made to the school office prior to Noon.

### **Late Work**

Generally, work is due at the beginning of the 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. Work will be considered on time if turned in the following day. 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.

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

### **No-Name Papers**

Starting in third grade, papers turned in without a name are subject to losing points. Students will have the opportunity to claim their papers from the "no name" papers posted or designated space for them.

### **Junior High Policies, Grades 6-8**

Preparation and Organization Junior high students are expected to accept and demonstrate 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 DEAR 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.

### **Make-up Work Due to Excused Absence, Tests and Projects**

It is the responsibility of the students who miss a class due to 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

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.

### Mandatory Work Study

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 after school to make up any missing assignments and/or improve any low scores. Parents will be notified when a student must attend Work Study.

### 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.

### Academic Dishonesty

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.

### Report Cards

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 PowerSchool 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.

KINDERGARTEN					
MARKING CODE		BEHAVIORAL EXPECTATIONS/LEARNING SKILLS CODE		COMMENT CODE	
E	Exceeds standard	1	Outstanding	+	Area of Strength
M	Meets standard	2	Meets Expectations	4	Needs Improvement
W	Working toward standard	3	Improvement Needed	NO MARK	Meets Expectations
N	Not meeting standard	4	Unsatisfactory	(*)	Student receives supplemental interventions
No Mark	Standard not addressed during this marking period				

**GRADES 1 & 2**

MARKING CODE		BEHAVIORAL EXPECTATIONS/LEARNING SKILLS CODE		COMMENT CODE	
E	Exceeds standard	1	Outstanding	+	Area of Strength
M	Meets standard	2	Meets Expectations	4	Needs Improvement
W	Working towards standard	3	Improvement Needed	No Mark	Meets Expectations
N	Not meeting standards	4	Unsatisfactory	(*)	Student receives supplemental interventions
No Mark	Standard not addressed during this marking period				

**Middle School Marking Codes****GRADES 3 - 5**

MARKING CODE		BEHAVIORAL EXPECTATIONS/LEARNING SKILLS CODE		COMMENT CODE	
A	96 – 100%	1	Outstanding	+	Area of Strength
A-	93 – 95%	2	Meets Expectations	4	Needs Improvement
B+	91 – 92%	3	Improvement Needed	No Mark	Meets Expectations
B	87 – 90%	4	Unsatisfactory	(*)	Student receives supplemental interventions
B-	84 – 86%				
C+	81 – 83%		CO-CURRICULAR CODE		
C	74 – 80%	P	Participates		
C-	70 – 73%	NP	Does not participate		
D+	67 – 69%				
D	63 – 66%				
D-	60 – 62%				
F	59 – below				

**GRADES 6-8**

MARKING CODE		BEHAVIORAL EXPECTATIONS/LEARNING SKILLS CODE		REMARKS (No remarks indicate that student is meeting expectations)	
A	96 – 100%	1	Outstanding		Areas of Strength
A-	93 – 95%	2	Meets Expectations	5.	Makes valuable contributions to class discussions
B+	91 – 92%	3	Improvement Needed	6.	Seeks help appropriately
B	87 – 90%	4	Unsatisfactory	7.	Engages enthusiastically in learning
B-	84 – 86%			8.	Consistently demonstrates pride in work
C+	81 – 83%		CO-CURRICULAR CODE	9.	Exhibits intellectual curiosity
C	74 – 80%	P	Participates	10.	Thinks critically
C-	70 – 73%	NP	Does not participate	11.	Works well cooperatively
MARKING CODE		BEHAVIORAL EXPECTATIONS/LEARNING SKILLS CODE		REMARKS (No remarks indicate that student is meeting expectations)	
D+	67 – 69%			12.	Is well organized
D	63 – 66%				Areas of Growth
D-	60 – 62%			13.	Needs to seek help appropriately
F	59 - below			14.	Has difficulty working cooperatively
				15.	Needs to show initiative
(*)	Student receives supplemental interventions			16.	Needs to participate in class discussion
				17.	Needs to improve presentation of work
				18.	Needs to improve organizational skills
				19.	Has difficulty expressing ideas
				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 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	<u>Consistently</u> <ul style="list-style-type: none"><li>models Christian values: respect, kindness, courtesy and cooperation with adults and peers</li><li>follows classroom, playground &amp; school rules</li><li>is positive in interactions with others</li><li>displays correct dress code with neat appearance</li><li>gives attention to the teacher and class work</li><li>demonstrates self-control</li><li>demonstrates courteous and cooperative behavior</li><li>shows respect for authority and property respects the rights and feelings of others</li><li>takes initiative to resolve conflicts</li><li>receives no uniform infractions or conduct referrals</li><li>accepts responsibility for inappropriate behavior</li></ul>
2	Meets Expectations	<u>Regularly</u> <ul style="list-style-type: none"><li>displays Christian values: respect, kindness, courtesy and cooperation</li><li>follows classroom, playground &amp; school rules</li><li>is positive in interactions with others</li><li>displays correct dress code</li><li>gives attention to the teacher and class work</li><li>demonstrates self-control</li><li>demonstrates courteous &amp; cooperative behavior</li><li>shows respect for authority and property</li><li>respects the rights and feelings of others</li><li>accepts responsibility for inappropriate behavior</li><li>improves behavior immediately after correction and sustains the improvement</li></ul>
3	Needs Improvement	<u>Often</u> <ul style="list-style-type: none"><li>displays rude, discourteous, unkind, or disrespectful behaviors</li><li>disobeys classroom/playground/school rules</li><li>does not attend to the teacher or class directions</li><li>demonstrates a lack of self-control</li><li>shows disrespect toward adults, peers, or property</li><li>receives conduct referral, uniform infractions, detentions</li><li>avoids accepting responsibility inappropriate behavior—offers excuses or blames others</li><li>repeats inappropriate behavior after being disciplined; overall behavior is only partially improved</li></ul>
4	Unacceptable	<u>Routinely</u> <ul style="list-style-type: none"><li>displays rude, discourteous, unkind, or disrespectful behaviors</li><li>breaks classroom, playground, or school rules</li><li>disregards teacher or in-class direction or other school guidance</li><li>demonstrates a lack of self-control</li><li>shows disrespect to adults, peers, or property</li><li>receives conduct referrals, uniform infractions and/or detentions</li><li>repeats inappropriate behaviors despite discipline</li><li>offers excuses and/or blames others for inappropriate behavior</li></ul>

## Learning Skills Markings

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

### Student Recognition

#### ***Merit Award***

Each quarter, students in grades 4-8 will receive recognition for receiving the Merit Award. To achieve this award in grades 4-5, a student must have a 1 in both Behavioral Expectations and Learning Skills. For grades 6-8, students' behavioral expectations and learning skills grades must average to 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.

#### ***Academic Achievement Award***

Students in grades 5, 6, 7 and 8 will be eligible for the school Academic Achievement Award. This award requires a minimum 3.3 average or higher in the academic subjects of religion, English, literature, math, science, spelling/vocabulary and social studies, with no grade lower than a C, and no behavioral mark lower than a 2.

### **Principal's Excellence Award**

This honor is awarded to all students in grades 5,6,7 and 8 who accomplish both Merit and Academic Achievement standing.

### **Progress Reports**

Besides report cards, Progress Reports are given to each student midway through each quarter to give notice of academic achievement and conduct. However, students and parents are encouraged to log on to PowerSchool at any time to review current status and ongoing progress.

### **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:

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

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.

### **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.

## **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.

### **APPOINTMENTS WITH FACULTY / STAFF**

Communication between teachers and parents is encouraged. Drop-in conversations are welcome, but sometimes not possible due to prior commitments. Please contact your child’s teacher or the school office to schedule an appointment ahead of time. Should there be a concern involving a teacher or classroom situation, parents first should contact the teacher and attempt to resolve issues directly. As policy, the teacher will return phone calls/email messages within 24 hours. If the situation does not reach full resolution, please contact the Principal.

### **ATHLETIC PROGRAM—PPSL**

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.

## **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.

### **Morning Schedule**

7:15 a.m. Extended Care opens. All students arriving on campus before 7:45 a.m. must sign in at Extended Care. 7:45 a.m. Yard supervision begins. 7:53 a.m. First bell rings (time to get set for Assembly) 7:55 a.m. School begins at this time; students assemble in line in the lower yard for Morning Prayer and the Pledge of Allegiance.

### **Tardy**

A student is tardy if he/she arrives in line after the 7:55 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 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; a tardy will count against perfect attendance. Parents will be contacted to explain excessive tardiness. Continuous, excessive tardiness may result in disciplinary action. Please note that attendance records are part of the permanent records and will be sent to schools along with the student's transcripts.

### **Absences**

If you know that your child will miss all or part of the school day please call or email the office 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. Please do not call homeroom teachers for student absence notification.

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. Refer to Homework Section.

- Excused absences include illness, doctor or dental appointments, or family
- Unexcused absences are elective, such as family vacations, outings, or extra- curricular sport commitments taken during normal school days.

### **Office Sign-Out**

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.**

### **BICYCLES**

Students in grades 3 - 8 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 AND TREATS AT SCHOOL**

- The classroom teacher calendars the celebration of birthdays in the classrooms. This helps distribute treats evenly and prevent any duplicate celebrations on one day.
- Parents are encouraged to opt for non-food modes of celebration.
  - For example, consider the opportunity to read a special book to the class. Birthday students may circulate a poster or journal page on which everyone can write a special birthday message to the celebrant. Or birthday celebrants may use their “treat” to give a note card for each classmate to write a positive message to a particular organization that serves the vulnerable in society.
- An announcement of birthdays by month will be created and maintained by the student council spirit commissioner.

### ***Portion Control, grades K-3***

- Treat portions for students in grades K-3 should be sensitive to the relative size of these young students. If a sweet treat is being offered, please diminish portions, for example a mini-cupcake (as opposed to a full-size cupcake), a small cookie, a bundtini, or one donut hole.

## **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.

## **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.

### **Talking About Touching, Kindergarten-Grade 3**

This is a personal safety curriculum for Kindergarten through Third Grade. Teachers provide information and skill practice in common safety rules and foster understanding about safe and unsafe touches. They also teach the children how to ask for help when feeling unsafe or uncomfortable. Teachers deliver this instruction using kit materials and stories.

### **Virtus Empowering God's Children, Grades 4-8**

This is a series of individual, interactive lessons through the Virtus *Empowering God's Children* curriculum, for Fourth Grade 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.

## Requirements for Parents

In addition to delivering personal safety instruction to our students, St. Charles School requires all volunteers who have regular unsupervised contact with children (other than their own) to complete the online course at [virtusonline.org](http://virtusonline.org). This course, *Protecting God's Children*, 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. See Volunteer Safety Compliance on page 45 for further information.

## 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.

### **7<sup>th</sup> and 8<sup>th</sup> 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 reflection essay 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

## 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.

## 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 PowerSchool. 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.

## 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](http://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. It provides skill continuity from level-to-level, with content built around children's language interest. All students will participate in the Step Up to Writing program, an Archdiocese-wide writing program.

**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 6<sup>th</sup>-8<sup>th</sup> grades are assigned to regular or accelerated pre-algebra or algebra classes respectively, based on individual grades, standardized assessment results, and teacher recommendations. A web-based program called ALEKS is 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.

## **DAILY SCHEDULES**

All Mondays are shortened days, 1:35 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 12:15 pm dismissal.

## **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.

### **Harassment Policy**

#### ***Archdiocesan Student-to-Student Harassment Policy and Procedures***

#### **Harassment in General**

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.

### ***Communications***

Each User is responsible for the content of all text, audio, and images that the User places into or sends over 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 blogs or online social networking could result in disciplinary action if the content of the student's blog(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 timeframes. 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 lower 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 on benches 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 placed in their owners' backpacks during school hours. 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.
22. Electronic games and devices are prohibited during school and after school in Homework Club and Extended Care.
23. 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.
24. The following are serious offenses and are always against school rules: fighting, stealing, lying, cheating, vandalizing, possessing dangerous objects, possessing drugs or alcohol, and any activity which could be considered criminal in nature.

### **Conduct Referral (K - 8)**

Student misbehavior will be reported through a phone call from the teacher or a conduct referral notice 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 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. Detention slips must be taken home and signed by a parent or guardian, and returned to the issuing teacher the following school day. Detention periods will be assigned by the teacher/administrator for a Tuesday or Thursday, at 3:05 p.m. unless a valid reason for postponement is given on the signed Detention Notice by the parent/guardian. Detentions are 45 minutes unless otherwise stated. Additional Detention Notices may be issued for failure to return the original Detention Notice 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 Notice within a single quarter, the parents/guardian will be notified that if the student's behavior does not improve, and an additional Detention Notice(s) 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, vaping paraphernalia 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.

### **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. In addition, St. Charles has established a partnership with Lands' End School—for more information, contact the school office or visit the school website. 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 skirt.
4. "Sagging" is not allowed. Pants must be worn at the waist.
5. Socks may be sport socks (just below the ankle bone), ankle length, or knee length. Full tights from waist to toe are acceptable
6. Tights that end before the toe are not acceptable.
7. Extreme hairstyles, highlighted hair, and/or hair dyes are not permitted.
8. During recess periods a non-uniform jacket or coat may be worn in addition to the uniform attire.
9. 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
<b>Shirt</b>	White or red short or long sleeve knit pullover (polo type) or blouse. Shirts must be tucked in when not wearing a fleece vest or sweatshirt. Shirts may not hang below the vest or sweatshirt.	<b>NO</b> <b>Un-tucked shirts</b>
<b>Pants</b>	Navy blue cords or Dennis' blue twill	<b>NO</b> 1. Leggings or sweats 2. Denim
<b>Shorts</b>	Navy regulation, no cargo style	<b>NO</b> 1. Leggings or tights 2. Sweatpants with shorts
<b>Jumpers or Skorts</b>	Plaid regulation, Grades K - 4	<b>NO</b> Shorter than 4" above knee
<b>Skirts or Skorts</b>	Plaid regulation, grades 5-8	<b>NO</b> Shorter than 4" above knee
<b>Sweatshirt</b>	Navy regulation	<b>NO</b> Booster sweatshirts, team or other non-uniform sweatshirts, or sweaters.
<b>Fleece Jacket/Vest</b>	Navy regulation (Required for formal uniform days)	<b>NO</b> Booster sweatshirts, team or other non-uniform sweatshirts, or sweaters. NOTE: Navy blue or any other color of sweater (cardigan, v-neck, etc.) is not permitted.
<b>Belt</b>	Belts are optional, but must be brown, black, or blue when worn.	
<b>Jewelry</b>	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.	<b>NO</b> 1. Hoops or dangling earrings 2. Bracelets. 3. Pierced jewelry beyond one earring per ear. 4. "bling"/flashy jewelry
<b>Hair</b>	1. Hair must be the individual's natural color. 2. Boys' hair should be collar length or shorter. 3. Girls may wear headbands of a tasteful color/colors.	<b>NO</b> 1. Distracting hairstyles 2. Dyed or highlighted hair. 3. Glittered headbands 4. Headbands with protruding attachments.
<b>Socks/Tights</b>	1. Must be solid colors of forest green, black, navy blue or white 2. Socks with a Nike "Swoosh" are OK 3. Tights with skirts/jumpers are optional for girls	<b>NO</b> 1. Socks or tights with words on them. 2. Striped, argyle, checkered or other patterned socks/tights.
<b>Shoes</b>	Shoes must be flat. Shoes must be tied, Velcro fastened, or buckled with a strap. Shoes must be white, black, navy blue, brown, or grey.  It is OK if the shoe <ul style="list-style-type: none"> <li>• Has a tasteful company logo such as the Nike "swoosh" or the company name such as "UnderArmour"</li> <li>• Is a combination of ONLY 2 acceptable shoe colors including the sole.</li> </ul> It is NOT OK if the shoe <p><b>Has patterns, prints, or more than 2 colors on shoes.</b></p> <p><b>See the note in the right column for unacceptable shoe types.</b></p> <p>Athletic shoes must be worn for PE.</p>	<b>NO</b> 1. Shoes that are: <ul style="list-style-type: none"> <li>• Slip-On Shoes</li> <li>• Boat Shoes</li> <li>• Graffiti</li> <li>• Moccasins</li> <li>• Roller Shoes</li> <li>• Light Up Shoes</li> <li>• Boots</li> </ul> 2. Shoes with the colors of: <ul style="list-style-type: none"> <li>• Red</li> <li>• Green</li> <li>• Bright Blue</li> <li>• Pink</li> <li>• Purple</li> <li>• Checkered</li> <li>• Striped</li> </ul>

### **Guidelines for PE Days and Spirit Fridays**

In 2018, we instituted an optional PE uniform for students on PE days (Wednesdays and Fridays). These items can be purchased at our online spirit store through Goetz Sporting Goods. Guidelines are outlined below. It is still an option uniform; students may choose to wear their school uniforms for PE.

- PE shorts or sweatpants **MUST BE BLACK**
- PE shirts may be **RED OR BLACK**
- All PE items must be purchased through our online store and carry the PE STC insignia.
- Out of uniform St. Charles School spirit sweatshirts, fleeces, etc. **MAY ONLY BE WORN ON FRIDAYS.**

### **Guidelines for Out-of-Uniform Days**

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

- Free dress wear 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 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, sleeveless team jerseys or cropped tops may be worn.
- 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, sandals, platform shoes, and high-heeled shoes or boots (higher than 1 1/2”) **may not be worn.**
- Shorts must be the same length or longer than uniform shorts and should be in good taste (no short shorts).

## **EMERGENCY PROCEDURES**

### **Emergency Cards**

Each Family must have an Emergency Contact Card on file for each child enrolled in St. Charles School. 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.

<b>ACTION</b>	<b>DESCRIPTION</b>
<b>DROP/DUCK/COVER/HOLD ON</b>	Implemented during an earthquake or explosion to protect building occupants from flying and falling debris
<b>EVACUATION</b>	Implemented when conditions outside the building or off-site are safer than inside or on-site. Requires the orderly movement of students and staff from school buildings to a predetermined safe location
<b>LOCKDOWN</b>	Initiated for an immediate threat of danger to occupants of a school building and when movement within will put students and staff in jeopardy. Once implemented, no one is allowed to enter or exit rooms for any reason unless directed by law enforcement
<b>SHELTER IN PLACE</b>	Implemented to isolate students and staff from the outdoor environment and provide greater protection from external airborne contaminants. Close windows and air vents and shut down air conditioning/heating units

**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 Shelter-in-Place protects against environmental threat. Lockdown requires closing and locking doors immediately after which no one is allowed to enter or exit. Shelter-in-Place 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.

**EXTENDED DAY CARE PROGRAM** An Extended Day Program 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 7:15 to 7:50 AM every morning, and from dismissal to 6:00 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.**

Morning Extended Care: Ms. Maggie McDermott – Monday and Friday  
Afternoon Extended Care: Mrs. Gae Robertson – Monday – Friday  
Extended Care Direct Extension for calls after 4:00 pm - 650-593-1629 x 212

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. 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.

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 6:00 pm. When pick up occurs after 6:00 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.**

**EXTRA-CURRICULAR PARTICIPATION**

Students whose grade point average is below a 1.7 or whose conduct grade is a 4 will have forfeited 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.

**FEES AND TUITION 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 5<sup>th</sup> or 15<sup>th</sup> 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: o 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 2019-2020**

	<b>Annual</b>	<b>Semi-Annual</b>	<b>Ten-Month Plan</b>
<b>One Child</b>	\$7,992	\$3,996	\$799
<b>Two Children</b>	\$15,771	\$7,886	\$1,577
<b>Three Children</b>	\$23,490	\$11,745	\$2,349
<b>Four Children</b>	\$27,902	\$13,951	\$2,790

## PAYMENT PLAN DUE DATES

<b>Annual</b>	August 1, 2019	
<b>Semi-Annual</b>	August 1, 2019	January 1, 2020
<b>Ten-Month Plan</b>	5 <sup>th</sup> or 15 <sup>th</sup> of the month	August 2019-May 2020

*Families who pay tuition in full by August 1, 2019 will receive a \$50.00 discount per child on tuition. No other discounts apply.*

## OTHER FEES

<b>Fee</b>	<b>Amount</b>	<b>Grade Levels</b>	<b>Due Date</b>
Registration	\$350.00	K-8	4/29/2019
Technology	\$120.00	K-8	5/1/2020
* Outdoor Education	\$390.00	6th Grade	9/1/2019
* CYO Camp	\$420.00	8th Grade	10/1/2019
Graduation	\$185.00	8th Grade	5/1/2020
School Sports/Clubs	\$85.00	4th-8th Grade	As required

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

### Extended Care Fees

Payment is due upon receipt of your statement. A \$20 late fee will be charged each month on delinquent accounts.

## 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**

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.

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.

## **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 2019-2020 academic year:

- **Auction: \$85,000:** 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. **Each family should contribute at least 2 hours of their 40 parent service hours** to make this event successful and fun. 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: \$80,000:** As our major fundraising event, this popular fall fundraiser generates school spirit and raises essential funds. Students sign up sponsors to support an afternoon of walking around the upper yard.
- **Annual Giving Appeal: \$10,000:** This is an annual financial appeal to our school families and alumni to help fund tuition assistance and support the school endowment.

### **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.

#### ***Basketball Tournament***

Hosted by St. Charles School in December, the Annual Christmas Classic Basketball Tourney includes over 100 teams from numerous schools throughout the Bay Area playing over 150 games. Volunteers are needed in a variety of capacities; scorekeeping, snack sales, gym prep, etc. The sixth grade sponsors the snack shack at the tournament to raise funds for their eighth-grade graduation expenses.

### ***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.

### **ILLNESS**

If your child becomes ill, please keep him/her 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), or strep throat, 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.

### **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 7:45 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.

### **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](http://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.

**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.**

### **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 Activities Committee Assignments		
GRADE	FACULTY LUNCH	PRIMARY RESPONSIBILITY
K	April	Breakfast with Santa
1	May	Fall Festival Kiddie Booths
2	March	Open House Reception (Catholic School's Week)
3	February	Back-to-School BBQ
4	November	Special Person's Day Reception
5	December	Special Person's Day Reception
6	January	Faculty/Staff Appreciation Luncheon
7	October	8 <sup>th</sup> Grade Graduation Luncheon
8	September	Back to School Night, 8 <sup>th</sup> Grade Fundraising and Activities

## **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.

## **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 is designed to incorporate into the elementary school curriculum, art history, techniques, and a hands-on approach to art. All aspects of the program are parent-run from docents, classroom helpers, helpers with the firing of the clay projects, designing the AIA display board, coordinating the spring art show and special displays at Grandparent's Day, ordering and keeping track of supplies, scheduling classes and whatever else it takes! Docents receive formal training prior to the start of the school year. Other positions are open on an as-needed basis.

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.

Hot Lunch: Offered five days a week, the hot lunch provider, ChoiceLunch, offers a nutritious variety of lunch items. Volunteers are needed to distribute lunches, support the children's selection of foods, and prepare a schedule of volunteers.

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.

## **Other School Events and Activities**

<b>Event</b>	<b>Timeline</b>
Back-to-School Coffee	First day of school
Back-to-School BBQ	Early September
Back-to-School Night	August
Halloween Harvest Festival	October
Advent Sing	December
Santa's Breakfast	December
Catholic Teacher Appreciation Luncheon	January
Stations of the Cross	Lent
Special Persons' Day	May
Graduation Activities	June

## **PARENT TEACHER CONFERENCES**

Parent/Teacher conferences are scheduled in the fall (see calendar). The conference provides an opportunity to address students' overall academic performance, attitude, social skills and relative progress within the grade-level class. Parent Conference week is November 6-10, 2019. (Monday- Friday). Parents will have an opportunity to sign up for their preferred conference day/time online.

## **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.

## **RESOURCE/ACADEMIC SUCCESS PROGRAM**

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

## **SCHOOL PHONES and CELL PHONES**

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 during after-school hours. In order to prevent interruptions and distractions during the school day, the following guidelines have been established:

1. Students may not be called to the phone during class.
2. Messages for students may be left with the office.
3. Students may not use the classroom phone without prior permission from the teacher.
4. In the event of an emergency, students may use the Office phone.
5. Students may not use cell phones during school hours.
6. Cell phones are to be turned off and placed in a backpack during school hours.
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.

## **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.

### **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 reach the office of the school Principal 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.

### **SCHOOL ENVELOPE**

Every Friday, a school envelope is sent home with the eldest St. Charles School student per family. All important school information is printed in the school newsletter, Tiger Stripes, and sent home via email. Please read all the materials immediately and return the envelope the following Monday with your child. When sending checks in the envelope, please write what the payment is for on the check (i.e. tuition, Extended Care, Scrip, Sports registrations etc.) If you need to place an article 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 1:00 p.m. on Monday. All articles and flyers must be approved by the Principal before being placed in the Friday folder.

### **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 of 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.

## **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.

## **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.

## **TRAFFIC SAFETY PLAN**

The Traffic Safety Plan was enacted to provide a safe and efficient process for the drop-off and pick-up of students. In cooperation with the San Mateo County Sheriff's Office, a formal set of guidelines has been established. Periodically, officers will observe our process and offer recommendations or reminders for our school families. Full compliance with these guidelines is required in order to keep our campus safe.

- Use the designated Safety Zones only when dropping off or picking up your child/ren. Zones will be clearly marked with cones.
- When entering the Safety Zone, pull as far forward as possible. Do not get out of your car. A safety guard will be there to assist the children.
- Never park in a designated Safety Zone. Pull out to the left of the Safety Zone carefully, looking for oncoming traffic or pedestrians in the crosswalk.
- During drop-off and pick-up times, parking is allowed in the lower church parking lot and behind Borromeo Hall only (behind the church and against the hill).

### **Morning Drop-Off Procedures**

#### **TAMARACK AVENUE IS THE DROP OFF LOCATION**

- Enter the Safety Zone (there will be cones and poles to mark this area) on the right side of Tamarack (school side) between the cones in front of the gym and down to the driveway to lower yard only.
- Drop off your child in this DROP-OFF ZONE ONLY.
- When entering the DROP-OFF ZONE, pull as far forward as possible. DO NOT get out of your car. A safety guard will be there to assist the children.
- Children are to exit the car on the right side onto the sidewalk. They MUST NOT exit on the left side of the vehicle.
- Children may use the school entrance or walk up the driveway to the lower yard for Morning Assembly. Please do not block the crosswalk at the front steps of the school.
- EXIT by pulling out into the left lane on Tamarack to leave the DROP-OFF ZONE. The driveway between the rectory and the church will be barricaded and not accessible for use.
- Parents using the designated parking area in the church parking lot must escort their children to the Assembly area and should walk along the sidewalk in front of Borromeo Hall for safety reasons.
- Vehicles parked in the church parking lot may not leave until 8:10, or until after assembly has been dismissed.

### **Afternoon Drop-Off Procedures**

#### **TAMARACK AVENUE A MOVING PICK UP LOCATION**

- ENTER the Safety Zone (there will be cones and poles to mark this area) on the right side of Tamarack (school side) between the cones in front of the gym and down to the driveway into lower yard only.
- Children will wait on the sidewalk in the safety zone on Tamarack in front of the school. Teachers and student safety guards will be responsible for the children ONLY. They will not be conferencing with parents at this time.
- Children should enter their parent's car on the right side only. Please make sure your child is buckled-up and the doors are closed before you exit.
- If your child is not immediately available and the cars behind you are loaded and ready to leave, please exit the pick-up area and re-enter by going around the block.
- Exit by pulling out into the left lane on Tamarack to leave the DROP-OFF ZONE.
- Any children who are not picked up by 3:15 pm will be sent to Extended Care.
- Parents may park in the church parking lot, but may not exit until after 3:15 p.m.

## **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.

## **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.

## **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](http://virtusonline.org). 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.

**\*\*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

Armando, Megan	Principal	203
Langridge, Colleen	Vice Principal	202
Trembley, Sandi	Bookkeeper	204
Raccanello, Francesca	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](mailto:stcharlesschoolsc@stcharlesschoolsc.org)  
 Web: [stcharlesschoolsc.org](http://stcharlesschoolsc.org)

### Faculty & Staff

Armanino, Janice	Aide	301
Binasik, Kris	Aide	303
Cooper, Jackie	Aide	305
Dembinski, Heidi	K-5 Character Education	200
DeLeuw, Jessica	PE/Spanish	209
Fetisoff, Kelly	Aide	304
Fong, Alex	7 <sup>th</sup>	307
Galvez, Katie	3 <sup>rd</sup>	303
Gradidge, Allyson	Kindergarten	300
Greco, Lana	Office	200
Green, Kelly	7/8 Drama	210
Hillis, Cory	6 <sup>th</sup>	306
Jamali, Tamara	Counselor	205
Marko, Elizabeth	2 <sup>nd</sup>	302
Matheson, Melissa	4 <sup>th</sup>	304
McDermott, Maggie	Aide	302
Murphy, Sara	Music	412
Nejasmich, Katie	5 <sup>th</sup> -8 <sup>th</sup> ELA	208
Oliver, Kevin	1 <sup>st</sup>	301
Patane, Kimberly	5 <sup>th</sup>	305
Perata, Marianne	Aide	301
Philpott, Caitlin	Kindergarten	300
Quigley, Matt	Technology Coordinator	309
Sanchez, Beth	Library & Science 1-5	310
Trembley, Sandi	Bookkeeper	204
Walsh, Matthew	8 <sup>th</sup>	308
Wilhelm, Kristie	Math	311
Wills, Theresa	Resource	313

### School Advisory Board Members

Josh Zaroor, Chair  
 Becky Cantieri  
 Chris DeMartini  
 Diana Du  
 Julie Flynn  
 Ivan Galea  
 Michael Gordon  
 Mark LaRosa  
 Maureen Sedrak

### School Advisory Board, Non-Voting Members

Rev. David Ghorso, Pastor  
 Megan Armando, Principal  
 Colleen Langridge, Vice Principal

### Extended Day Care

McDermott, Maggie	Extended Care AM	312
Mayeda, Brandon	Extended Care PM	312
Robertson, Gae	Extended Care PM	312

## 2019-2020 St. Charles School Calendar

### August 19'

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	F21	22 ▲	24	
25 ■	27	28	29	30	31	

21 – First Day of School  
21-23 – 12:15 Dismissal

### January 20'

S	M	T	W	T	F	S
			●	●	●	4
5	■	7	8	9	10	11
12	■	14	15	16	17	18
19	●	21	22	23	24	25
26	■	28	29	30	31	

1 - New Year's Day Holiday  
6 - Classes Resume  
20 - Martin Luther King Day

### September 19'

S	M	T	W	T	F	S
1	●	3	4	5	6	7
8	■	10	11	12	13	14
15	▲	17	18	19	20	21
22	■	24	25	26	27	28
29	■					

2 - Labor Day  
16 – 12:15 Dismissal / Teacher PD

### February 20'

S	M	T	W	T	F	S
						1
2	■	4	5	6	7	8
9	▲	11	12	13	●	15
16	●	18	19	20	21	22
23	■	25	26	27	28	29

10 – 12:15 Dismissal / Teacher PD  
14 & 17 – President's Day Holiday

### October 19'

S	M	T	W	T	F	S
		1	2	3	4	5
6	●	8	9	10	11	12
13	■	15	16	17	◆	19
20	■	22	23	24	25	26
27	■	29	30	■		

7 – Festival Holiday  
18- Preschool-K-8 Educator's Conf.  
31 – Halloween 12:15 Dismissal

### March 20'

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	◆	●	14
15	▲	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

11 – Student Retreat  
12 – Faculty Retreat/Student Holiday  
13 – All School Holiday  
16 – 12:15 Dismissal / Teacher PD

### November 19'

S	M	T	W	T	F	S
					1	2
3	■	5	6	7	8	9
10	●	12	13	14	15	16
17	■	19	20	21	22	23
24	■	26	●	●	●	30

11 – Veteran's Day  
27-29 Thanksgiving Holiday

### April 20'

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	▲	●	11
12	●	●	●	●	●	18
19	20	21	22	23	24	25
26	27	28	29	30		

9 – 12:15 Dismissal  
10 – Good Friday/Easter Vacation Begins  
20 - Classes Resume

### December 19'

S	M	T	W	T	F	S
1	■	3	4	5	6	7
8	■	10	11	12	13	14
15	■	17	▲	●	●	21
22	●	●	●	●	●	28
29	●	●				

12 – Advent Sing  
18 – 12:15 Dismissal  
19 - Christmas Vacation

### May 20'

S	M	T	W	T	F	S
					1	2
3	▲	5	6	7	8	9
10	▲	12	13	14	15	16
17	18	19	20	21	22	23
24	●	26	27	28	29	30
31						

4 – Special Person's Day 12:15 Dismissal  
11 – Auction Party Day 12:15 Dismissal  
25 - Memorial Day

### June 20'

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	▲	L10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

9– Scrub Day 12:15 Dismissal  
10 - Last Day of School

180 School Days - Trimester

September 27 Progress Report 1  
November 15 Trimester 1 Ends  
January 24 Progress Report 2  
February 6 Trimester 2 Ends  
March 24 Progress Report 3  
June 10 Trimester 3 Ends



**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: \_\_\_\_\_