



# SAINT CHARLES

## CATHOLIC SCHOOL

# 2016-17 Parent & Student Handbook

St. Charles School  
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## **OUR MISSION STATEMENT**

St. Charles Borromeo Catholic School is dedicated to making disciples of Christ who strive for excellence in faith, virtue, service and academics.

## **PHILOSOPHY**

The philosophy of St. Charles Borromeo Catholic School reflects the statement issued by the Bishops of the United States: "The Catholic School is the most effective means available to the Catholic Church for the education of children and young people." With this in mind, St. Charles Borromeo Catholic School strives to place great emphasis on religious education by focusing on:

- Message: The Word of God as it is handed on to us through Sacred Tradition and Scripture.
- Worship: The grateful expression of the just relationship that should exist with our loving God in Whose Image each of us has been both created and called to holiness.
- Community: The community of God binds us together in one mission of faith, hope, and love.
- Service: Each of us has been endowed with different gifts all given for service to the Church and to the world.

St. Charles Borromeo Catholic School believes in the dignity and worth of each individual and recognizes the child's right to a Christian education. We are committed to preparing children for life by developing the whole person: spirit, mind, and body. We do this by integrating an excellent academic program with our Catholic faith, based on the Gospel message.

St. Charles Borromeo School strives to be a community where students, parents, and staff work together and support one another. We believe that family involvement and cooperation are essential to our school programs, reinforcing our Catholic values and nurturing our faith tradition. The teachers guide the learning activities and the parents support the educational process.

To facilitate development of our Catholic faith and responsible decision-making, St. Charles Borromeo School:

- Provides opportunities for worship and service
- Stresses accountability and responsibility for actions and decisions as a Catholic Christian
- Promotes social awareness on local, national, and global levels, based on the teachings of the Church
- Maintains that education and faith formation are a lifelong process

## SCHOOL HOURS

Preschool

7:40AM - 2:40PM Monday - Friday (depending on individual family contracts)

Kindergarten (children attend a morning half-day session)

Half-Day: 7:40AM - 11:45AM Monday - Friday

Full Day Kindergarten - Grade 8

7:40AM - 2:40PM Monday - Friday

Afternoon bus dismissal starts around 2:50PM

## SCHOOL SCHEDULE

Lunch & Recess

Grades K-2      **Recess** 11:10-11:35      **Lunch** 11:45-12:10

Grades 3-4      **Recess** 11:15-11:40      **Lunch** 11:50-12:15

Grades 5-8      **Lunch** 11:20-11:45      **Recess** 11:45-12:05

Recess

Recess is provided everyday and is an opportunity to relax with friends and have fun.

Mass

Students in grades K-8 attend Mass on Holy Days of Obligation and most Fridays at 8:00AM. Family and friends are always welcome to join us.

## STUDENT ENTRANCE INTO SCHOOL

**Preschool**—parents enter the school with their child by ringing the doorbell at the main school entrance on Stinson Boulevard. Let the staff know your name and that you are here for the preschool program and then proceed to the classroom.

**Kindergarten**—students enter the building after 7:30AM and go directly to their classrooms. In the beginning of the year their teacher will meet them outside and help them find their way to the classroom.

**Grades 1-8**—students come in the school when the bells ring at 7:40AM.

In case of inclement weather—a green card is placed in the front window to the left of the main entrance and in the second story window on the playground side of the building. When this card is up, the students may enter the building at 7:30AM or when their school bus arrives and go directly to their classrooms or Middle School Commons.

## SCHOOL CLOSINGS

School closing announcements, due to inclement weather or emergencies, will be communicated through Cornerstone alerts (each family selects their alert preferences on Cornerstone), announced on WCCO television, radio, and website. If District 282 is closed due to weather conditions, St. Charles will also be closed.

## SCHOOL CALENDAR

The St. Charles School calendar coincides with that of the Archdiocese and St. Anthony/New Brighton District 282. Every attempt will be made to adhere to the published school calendar. There may be reasons for modifying the calendar throughout the year. If modifications are necessary, immediate notification will be made. The most current calendar information can be found on the school Google calendar on our website (<http://stchbschool.org>).

## BUS TRANSPORTATION

Students in grades K-8 may be eligible for bus transportation. St. Anthony/New Brighton District 282 provides busing for students who attend St. Charles School and who reside within the St. Anthony district boundaries. Minneapolis residents who reside within the St. Anthony district busing area are also eligible for busing for a fee charged by the district. If parents have any questions regarding busing, please call the school office at 612.781.2643.

Riding the bus is considered a privilege. The bus is not a place to play, and students must do their part to keep the bus quiet, orderly, and clean. Students should remain seated at all times. The driver has authority to enforce all rules of safety and conduct. School administration reserves the right to suspend any student from riding the bus, if he or she demonstrates undesirable behavior while on the bus. The length of suspension will be in accordance with the offense. It is the parent's responsibility to see that the child gets to school during the time of bus suspension.

Students are required to take the same bus home each day. If a child must ride a different bus home, parents should fill out and send to school a bus pass for each child. These passes may be obtained on the school website or from the school office.

## STUDENT DROP-OFF & PICK-UP

### Morning:

- Student drop-off is only on the north side of 27th Avenue in order to avoid students having to cross lanes of traffic
- No dropping off students in the no parking zone on Stinson Boulevard
- No driving in the parking lot to drop off students, even if the cones are not in place unless the students are coming right inside because of inclement weather (green sign in window)

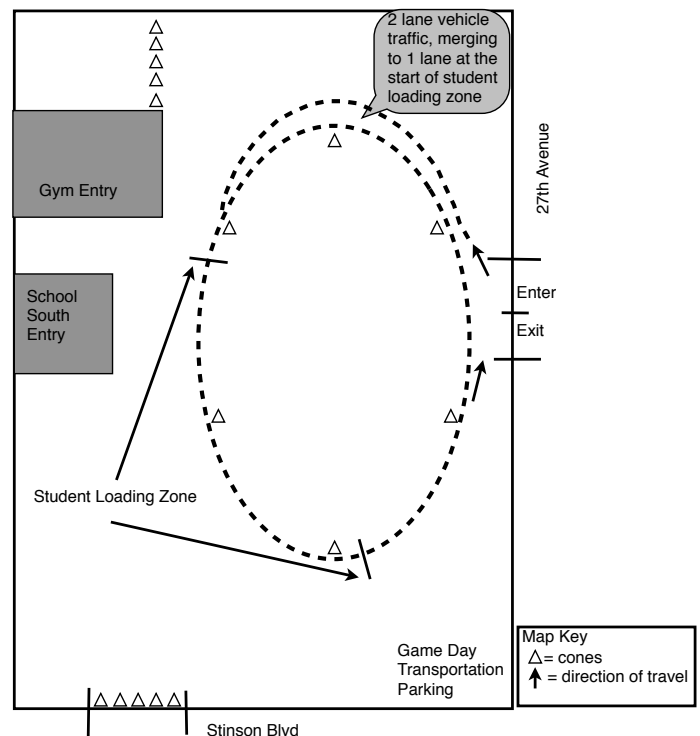
### Afternoon:

- Follow the one way "Loop" pattern using 27th Avenue as both entry and exit. See map for further information
- Follow the direction of school staff
- No picking up of students in the no parking zone on Stinson Boulevard

### All Times During School Hours

- No parking on Stinson Blvd. during the entire school day (north of the "No Parking" signs is okay).
- Parents picking up students to transport them to a sporting event may park in the farthest southwest corner of the parking lot.

South Lot Student Departure Map



## SCHOOL SAFETY PATROLS

Patrols are available for walkers at the corner of Stinson and St. Anthony and the corner of Stinson and 27th from 7:30-7:40AM and in the afternoon from 2:43-2:48PM.

## EMERGENCY PROCEDURES

Safety and awareness drills are regularly scheduled throughout the school year to prepare students and staff in the event of an emergency. Every room in the school is equipped with complete procedures for each emergency situation. Should you have questions, please call the school office at 612.781.2643.

## CURRICULUM

St. Charles School staff developed a comprehensive curriculum outlining instructional objectives at all grade levels. Students are expected to successfully complete the prescribed educational program. The following are two examples:

- Successful students will develop spiritually by understanding the teachings of the church, appreciating how spirituality complements the whole person, and becoming a contributing member of a faith community.
- Successful students will communicate effectively by learning the value of self-expression through sharing ideas, thoughts, feelings, and values; and by listening and reflecting on what is being communicated.

In demonstrating competency as a "contributing member of a faith community," learners are expected to give service to their families, school, local church community, and the universal church. Students will be required to demonstrate the understanding of community and service through learning experiences and active involvement. St. Charles School instructional objectives flow from the school mission statement and integrate Catholic values. These skills will be specifically refined and students will be expected to demonstrate competency in them before graduating.

## RELIGION

The aim of the religion program at St. Charles is to incorporate the Catholic Faith into the minds and hearts of students. The religion course is the very heart of our curriculum and is the very identity of a Catholic school. Religion is not just a class that meets every day, nor is it only the accumulation of knowledge about the Catholic faith. We, at St. Charles, work to incorporate faith into every aspect of the educational program. Knowledge then must result in action. As St. Paul said "Faith without love is useless." Our purpose is to give students both knowledge of their faith and the opportunity to put their faith into action.

*The Image of God* series is the primary text used in grades K-8. It is doctrinally solid and uses methodologies which are highly effective for understanding and implementing the faith.

## MATHEMATICS

**In grades K-5** we use the McGraw Hill "My Math" curriculum as our main resource. The strength of this program is that it is extremely engaging for kids, easily personalized for varying learning styles and abilities, and challenging at each grade level. My Math is well balanced in conceptual and procedural instruction and teaches students to be problem solvers.

**In grades 6-8** there is a choice between two options available:

**Option One** is a more traditional style, text based approach. Teacher instruction will precede student work in the classroom. Daily homework will be used to reinforce instruction, reveal challenges, and correct improper procedures or understandings. In grades 6 & 7 students use the Accelerated Pre-Algebra program and students in grade 8 use the Algebra I program. Both of these programs are published by Glencoe Math and are known for their rigor. Starting Pre-Algebra in grade 6 gives our students early exposure to algebraic concepts and procedures. Continuing this accelerated program through grade 7 brings students into some of the preliminary concepts of Algebra I allowing them to progress deeper into Algebra I during grade 8.

**Option Two** is a computer based online program called ALEKS. This option will be best suited for students who are self motivated and prefer a more personalized program. It is important to note that the instructor will have less availability during class to support students using this program. The ALEKS option allows students to accelerate their learning and work at an advanced pace, or spend additional time mastering topics as needed. Homework has a bit more flexibility than the traditional approach. Students will be assigned textbooks to use as a reference but the online ALEKS program, available to the student at school and at home, is the main resource used.

## **LANGUAGE ARTS**

Reading is a complex process that uses many skills. The ultimate goal of reading is to get meaning from print. Research shows that to become good readers, students need to develop an understanding and use of *phonemic awareness* (to hear, identify, and manipulate the sounds of spoken words), *phonics* (knowing the relationship between letters of written language and sounds of spoken language), *fluency* (reading text accurately and quickly), *vocabulary* (words used/recognized for effective communication), *spelling*, *comprehension* (understanding what is read) and *writing*.

Our K-6 language arts instruction incorporates these components. Using explicit, direct and systematic instruction, balanced with creative and interactive learning activities, students learn the technical aspects of language while being encouraged to develop an appreciation for and enjoyment of reading.

The core of our program for grades 7-8 is classic literature. It is enriched and expanded with contemporary selections. Students are taught to recognize the bias in a selection, as well as the hidden meaning and themes found in poetry and drama. Literature is used as a foundation to weave all the language art elements together and provide a model for writing.

We reinforce student learning with the basic mechanics of writing (sentence structure, strong paragraphs, spelling, grammar, and vocabulary) and the writing process (prewriting, drafting, revising/editing, and publishing). Students create a variety of projects that strengthen oral communications, such as multimedia presentations, dramatic reading, storytelling, and speeches.

K-6 resources include: the Houghton Mifflin *Reading: A Legacy of Literacy* series, *Reading A-Z* resources, *Writing A-Z* resources, and a variety of stories, novels, poetry, and informational texts.

Middle School resources include: *Elements of Literature* (Holt, Rinehart and Winston), *Warriner's Handbook* (Holt, Rinehart and Winston), *Vocabulary Workshop* (Sadlier-Oxford) and a variety of short stories, poetry, novels, and informational texts.

## **SCIENCE**

We believe a good foundation in elementary science is essential for a strong science program. By providing a research-based program through fourth grade we are strengthening the foundation for further exploration in science and developing connections with all of the curriculum. Beginning in fifth grade our hands-on experimentation and an inquiry based approach provide a meaningful setting for exploring science. The move towards technology and new resources, coupled with student teamwork, allow students to explore and learn practical work skills that will help them in the future.

Main resources used are Foss kits through Delta Education in grades K-4 and Interactive Science which is published by Pearson.

## **SOCIAL STUDIES**

The social studies program encompasses the areas of geography, history, and government while reinforcing comprehension skills to help students better understand the content.

In the elementary grades K-4, students explore community life near and far. In addition, students develop an understanding of what it means to be a citizen and how the choices we make impact the world around us.

In the middle school grades 5-8, students study American and world history, along with geography. Our program teaches an appreciation of history and different cultures in the world and promotes social awareness on local, national, and global levels.

## **MUSIC**

The St. Charles music program provides a basic understanding of and appreciation for many types of music. Students learn techniques for listening, reading, and performing music and learn about famous composers and their works. Singing, playing instruments, speech, and movement are used to learn and experience musical concepts.

- Students in grades K-4 participate in the general music program.
- Students in grade 4 participate in general music but may also join the school band.
- Students in grades 5-8 have the option of participating in band or choir. The middle school choir program is divided into two sections: 5-6 choir and 7-8 choir.

Special Music Performances:

- Patriotic Concert at Local Nursing Home
- Advent Service (K-4)
- Christmas Band and Choir Concert (Middle School)
- Spring Band and Choir Concert (Middle School)
- Elementary Spring Concert in Honor of the Blessed Virgin Mary (K-4)
- St. Charles Parish VIP Performance

## **Band**

St. Charles School contracts with the Totino-Grace Fine Arts Academy for its band program. The staff of the Fine Arts Academy consists of Tim Hoffman, a brass and percussion specialist, and Jessica Giers, a woodwind specialist. They are area professionals and directors that are currently on staff at Totino-Grace High School. Students participate in group band as well as small group lessons. Instruction takes place once a week at St. Charles. For more information and printable contracts for the band program, please see the school website or contact Tim Hoffman at 763-586-6311 or [tim.hoffman@totinograce.org](mailto:tim.hoffman@totinograce.org).

## **ART**

The art program at St. Charles School offers students the opportunity to express their artistic creativity. Elementary grades learn the basic concepts of color, line, texture, and form while exploring a wide variety of art media. Middle school students build upon these basics and expand their knowledge as well as appreciation for art through the study of artists from the Renaissance period to the present. Students' art work is often displayed throughout the building and has been displayed at the Minneapolis Art Institute, Banfill-Lock Art Center, and in Salo, Finland for a sister city exchange for all to enjoy.

## **FOREIGN LANGUAGE PROGRAM**

St. Charles School offers introductory instruction in Spanish to all grades. This program is designed to prepare our students for the study of foreign languages. Some American Sign Language is integrated into the curriculum.

## **TECHNOLOGY**

St. Charles students work on a variety of computer skills starting in kindergarten.

- Students build a basic understanding of how computers operate.
- We seek to help students develop an understanding of the societal implications of computers. Students will understand the advantages, disadvantages, potentials, and limitations of using computers.
- Students will be instructed in the use of word-processing, spreadsheets, presentation, and other basic software.
- Students in the upper elementary and middle-school grades will learn about responsible citizenship on the internet. The use of social media, mobile devices, and changing technology in general will be discussed.
- The increased use of iPads, throughout the school, will help to enhance student learning.



Technology equipment (computer hardware and software, iPads, interactive white boards, etc.) constitute sensitive equipment. If a student abuses such equipment, he/she will be suspended from using the equipment for one month. If there is another occurrence, suspension may be in effect for one year.

## **PHYSICAL EDUCATION**

A comprehensive physical education program is offered for grades K-8 consisting of activities and experiences designed to meet the health, safety, physical, developmental, and recreational needs of all students. The program has been the foundation of many awards earned by the school and our students.

## **LIBRARY**

The library provides materials to meet the individual needs of students. The library staff offers guidance in reading, locating research materials, and in other areas of curriculum as well as helping to develop good library skills and habits.

Library book checkout limits per visit

- Grades K-2: 2 books
- Grades 3-8: 3 books

Checkout restrictions

- The maximum number any student may have checked out at any one time is ten.
- If a student has an overdue book, no additional books may be checked out.

Books may be checked out for two weeks in all grades. Books may be renewed for an additional two weeks but should be brought back to the library to go through the renewal process.

Videos, DVDs, and CD ROMs may be checked out for two weeks, with a limit of two at any given time.

## **ACADEMIC POLICY**

The academic policy aims to maintain the credibility of St. Charles Borromeo School with regard to the quality of our education, to help motivate our young people to combine their virtuous efforts and their God-given talents, and to enable our students to develop into persons who can richly fulfill God's plan for them.

In each year, students in grades 2-8 should average a passing grade in every class. A passing grade means averaging a minimum of "1" in each class. If a student's GPA for any class falls below this minimum grade, their academic status will be reviewed by the Elementary or Middle School Coordinator.

Those students who come under review may be required to spend additional time in areas of difficulty and may be suspended from extracurricular activities. If a student in grades 5-8 fails a course for the year, due to insufficient academic effort, that student may be placed on academic probation or may be considered for dismissal from St. Charles School at the discretion of the administrative team.

## **MAX LAB (Formerly know as CCC Lab)**

This program offers online individualized learning experiences in reading, math and spelling through a program called Moby Max. Students in grades K-8 are selected for skill reinforcement or enrichment opportunities based upon teacher referrals, parent requests, and testing results. Additional information is available by Cindy Hartnett or Danny Kieffer.

## **EIGHTH GRADE GRADUATION POLICY**

To graduate, a student must maintain a minimum average of "1" in every class. Parents or guardians will be notified at the end of the second trimester if their child is in danger of not graduating. Eighth grade students are expected to complete all of their work in the final trimester. Any eighth grade student who has failed to complete his/her final trimester work or does not pass the third trimester, will not be allowed to participate in any end-of-the-year eighth grade field trips or graduation activities until teachers, parents, and administrators agree that the student has fulfilled his/her academic obligation.

This policy is aimed at ensuring that all students graduating from St. Charles possess the basic academic skills necessary to be successful in the future.

## **SPECIAL EDUCATION/SPECIAL SERVICES**

The nonpublic special education program is provided on site by the St. Anthony/New Brighton School District 282 to qualifying students.

St. Charles and district personnel work collaboratively on classroom interventions, review of student records, consultation, observation, and assessment. Services for qualifying students are provided by certified special education teachers within the school day. Parents may obtain more information by contacting the Special Services Coordinator at 612-781-1141.

## **ATTENDANCE**

St. Charles School will adhere to all State of Minnesota regulations concerning school attendance. Excessive absences often result in poor school performance. When an absence is necessary, follow the steps below:

- Parent will call the school each morning of a student's absence by 8:00AM and/or the previous night by using the school's Health Office phone number: 612-787-1131.
- Parents will write an excuse giving name, date, days of absence, and reason for absence, which the student will present to the office upon returning to school.
- Upon returning to school, students will make immediate preparations to do all make-up work due to absence in the most timely manner possible. See the homework policy section following for more information.
- If absence is due to family travel, the parent should notify the school prior to the absence.

Minnesota truancy law states that any elementary school child missing three full days without a valid excuse is considered "continually" truant. If a middle school student misses three or more class periods on three days, he or she is considered "continually" truant.

A "habitual" truant means a child under the age of sixteen years who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school or junior high school. The names of truant children must be referred to the designated public school official.

**Tardiness/Early Departure** -- Students who arrive after the AM bell are considered tardy and are required to report to the school office. If a student has not arrived at school and there has been no communication from a parent by 8:15AM, a Cornerstone alert will be sent to the parents.

If a child is to be picked up before the end of the day, each student must sign out in the school office.

## **HOMEWORK POLICY K-8**

Homework assignments serve as a means of providing a bond of common effort between parents, child, and teacher. In order for homework to be effective, each person must understand and be committed to carrying out his/her responsibility. If anyone does not fulfill their responsibilities, the benefits of homework will likely cause a negative impact on the student's learning.

### **Responsibility of Teachers**

- Prepare students to successfully complete homework
- Communicate assignment accurately and clearly
- Ensure that homework is meaningful to the instructional process

### **Responsibility of Students**

- Know and understand each homework assignment.
- Be responsible for copying assignments into their assignment notebook, understand directions, and clearly understand what is required to complete the assignment on time
- Ask for assistance from teachers when needed
- Middle school students, in particular, are encouraged to talk directly to their teachers about concerns—this will help students develop responsibility for their own learning as they mature

### **Responsibility of Parents**

- Provide your child with a space study that is quiet and free of distraction

- Assist with homework without doing the homework for the child
- Look over the assignment to affirm completion and quality
- Consistently monitor your child's progress and assignments via Cornerstone

#### Make-Up Work

Where age appropriate, it is the student's obligation to pick up and complete work missed during an absence. If homework is to be picked up, please contact the teachers before the school day begins and identify who will collect the homework. Teachers notified before the school day begins will have assignments ready for pickup at the end of the school day.

#### Extended Absence

When a student is recovering from an extended illness or injury, the parents of the student may request instructional support services of a teacher by calling the school. If a student will be absent for an extended period of time, please contact Helen Monroe at 612-787-1141.

### **A BALANCED EDUCATION**

Each student's schedule includes religion, language arts, mathematics, science, social studies, Spanish, computer instruction, music, art, media, and physical education. In addition to these activities, middle school students can also take part in a wide variety of activities such as the Thanksgiving food drive, concerts, Learning Festival, student-faculty games (volleyball, basketball, floor hockey), and other school and student sponsored activities.

### **SPORTS PROGRAM**

The sports program offers both boys and girls in grades 4-8 the opportunity to participate in competitive team sports. The boys' program offers soccer, basketball, and baseball. The girls' program offers volleyball, soccer, basketball, and softball. St. Charles has a dedicated coaching staff that provides students with knowledgeable instruction to guide them in learning the basic skills, the value of teamwork, and sportsmanship.

### **INTRAMURAL PROGRAM**

Along with league teams, an intramural program is also offered so that students in grades 2-3 may participate in basketball. Intramural floor hockey is offered for students in grades 5-8.

### **D.A.R.E. (Drug Abuse Resistance Education) GRADES 5 & 8**

The D.A.R.E. program is a St. Anthony Police Department project. The program's emphasis is directed at middle school students to help them recognize and resist the subtle pressures that influence them to experiment with drugs. In addition, program strategies are planned to focus on feelings relating to interpersonal and communication skills, decision making, and forming positive support groups. The goal of the D.A.R.E. program is to give children the necessary social skills to make it through their adolescent years drug free.

### **PATROLS**

Students in grade 6 serve as safety patrols. They are assigned weekly duty on a rotating year long schedule from Tony Carpenter, the Safety Patrol Coordinator, on the first day of school. If a student cannot fulfill their duty, he/she needs to contact other classmates to find a replacement. If there is inclement weather, Tony Carpenter will let the scheduled patrols know whether or not they are required to perform their duties. Morning duty is at 7:30AM until the bell rings at 7:40AM. Afternoon duty is from 2:43 - 2:48PM.

## **STUDENT COUNCIL**

The Student Council

- Encourages the expression of student opinion
- Strives to build a sense of Christian community spirit between students and faculty
- Assists in coordinating student activities and service projects
- Works to continue to build school spirit
- Are ambassadors for the school and have specific duties during Catholic School Week and various other functions that may arise.

Grade level representatives are elected in grades 5-8. Elections are held in the fall of each year for the offices of secretary, treasurer, vice president, and president. Students in grades 6 and 7 may run for the offices of secretary and treasurer and students in grades 8 may run for vice president, and president.

## **QUIZ BOWL**

St. Charles has a Quiz Bowl team for students in grade eight. Tryouts are held in the fall for interested students. Our team has a successful history of reaching the national competition level.

## **ST. CHARLES SCHOOL AWARDS**

In recognition of those students who have distinguished themselves throughout the course of the year, students are honored with awards. Below is a list of the current awards and honors shared by the entire parish community.

### **Elementary Student Participation Awards**

*Presented at the Spring Assembly*

Intramural Basketball Program

Achievements in the Physical Fitness testing completed in the spring

### **Middle School Student Awards**

*Presented following School Mass at end of trimester*

Honors and High Honors

*Presented at the Spring Assembly*

St. Charles Student Council Officers

St. Charles Spelling Bee Winners

Participation Awards for Sports

Physical Fitness Testing Award

*Presented at the Regional Science Fair*

Regional Science Fair Winners

### **Additional Eighth Grade Student Awards**

*Presented at the Spring Assembly*

Most Valuable Player

St. Charles Sportsmanship Award

*Presented at the end of Graduation Mass*

Catholic High School Scholarships

Presidential Academic Awards

Father Doran Memorial Award for Outstanding Achievement in Christian Interaction, Service, and Academics

Father Wittman Memorial Award for Outstanding Achievement in Academics and Athletics

Determination for most valuable players are made by team member votes. All other St. Charles awards are determined by staff. High school scholarships are determined by individual high school criteria.

## **ST. CHARLES SCHOOL UNIFORM**

Uniforms provide St. Charles School identity. They also instill a sense of pride and confidence in our students and reduce competition regarding clothing, current fads, and expensive name brands.

Uniforms should be neat, clean, and in good condition. Uniforms are available at *Donald's Uniform* (donaldsuniform.com) or at *Lands' End* (landsend.com). If uniform clothing can be found at another store and is exact in color and appearance, they may be substituted.

### **General Guidelines for UNIFORM Dress Code**

- Students must be in uniform on all school days unless otherwise written on the school calendar or given permission from the school
- Out of Uniform Passes may be used only on Tuesdays
- Shirts must have a collar
- Shirts must be tucked in
- Only the navy blue St. Charles logo sweatshirts
- No jeans, cargo pants, carpenter pants, sweatpants, nylon athletic pants, zip-off pants
- No capris, crop pants, or knit pants
- No brand logos, trim, embroidery, or character decoration

### **General Guidelines for the UNIFORM & OUT OF UNIFORM Dress Code**

- Girls' shorts must be mid thigh in length or longer
- Boys' shorts must be knee length, 1 inch above or below the kneecap
- Skirts must be at knee length — within 1 inch above or 1 inch below the kneecap.
- Pants, skirts, and shorts must be worn at the waist
- No leggings, stirrups, long underwear, leg warmers, stretch pants, form fitting pants, or oversized pants
- No midriff, crop tops, or tank tops
- No hoop, dangle, or large earrings of any kind
- No sandals, open-toe, or open-back shoes
- No boots in the classrooms
- No heelys or roller shoes

### **Policy for Spirit Day**

One Thursday a month and some additional special dates are designated as "**Spirit Day.**" Students may wear clothing that displays the St. Charles logo. This includes sweatshirts, t-shirts, kindergarten t-shirt, sports jerseys, sweatpants, and nylon gym pants. **St. Charles logo pajama pants are not allowed in school.**

Students may wear jeans, sweat pants, running pants, shorts or skirts along with their Spirit Wear top on Spirit Wear Days. These items must meet the out of uniform guidelines. If a student is not wearing Spirit Wear they are to be in uniform.

### **Policy for Out of Uniform Pass Day**

Mondays are designated as "**Out of Uniform Pass Day.**" On these days, the students may turn in an "**Out of Uniform Pass**" they have earned throughout the year. Students are permitted to come out of uniform and may wear items listed below:

- Jeans, cargo pants, carpenter pants, sweatpants, nylon athletic pants, zip-off pants, capri pants, crop pants, knit pants
- Any modest top – may wear brand logos, trim, embroidery, and character decoration
- See *General Guidelines for the UNIFORM & OUT OF UNIFORM Dress Code* at the left, for more information on what can and cannot be worn.

Out of Uniform Passes are generally given as fundraising prizes, incentives for helping prepare for fundraisers in specific ways, middle school students earning honors at the end of each trimester, and at the discretion of the administration.

### **Boys' Uniform for Grades K-4**

The boys' uniform consists of navy blue pants with a white collared shirt. A navy blue vest, sweatshirt, or pullover may be worn over the white shirt. Please see specifications for each item below.

Pants:	Navy twill, navy cords
Shorts:	Navy twill dress shorts (September, May, and June only)
Shirt:	Solid white short or long sleeve knit polo shirt, oxford cloth shirt, or turtleneck
Vest:	Navy sweater vest or navy St. Charles logo polar fleece vest
Sweatshirt:	Navy St. Charles logo sweatshirt only
Pullover:	Navy sweater or navy logo polar fleece
Belt:	Navy, brown, or black
Shoes:	Dress or tennis shoes

### **Boys' Middle School Uniform for Grades 5-8**

The boys' uniform consists of navy blue pants with a white or navy blue collared shirt. A navy blue vest, sweatshirt, or pullover may be worn over the white or blue shirt. Please see specifications for each item below.

Pants:	Navy twill, navy cords
Shorts:	Navy twill dress shorts (September, May, and June only)
Shirt:	Solid white or navy blue short or long sleeve knit polo, oxford cloth shirt, or turtleneck
Vest:	Navy sweater vest or navy St. Charles logo polar fleece vest
Sweatshirt:	Navy St. Charles logo sweatshirt only
Pullover:	Navy sweater or navy logo polar fleece
Belt:	Navy, brown, or black
Shoes:	Dress or tennis shoes

### **Girls' Uniform for Grades K-4**

The girls' uniform consists of a jumper or navy blue pants with a white collared shirt. A cardigan sweater or a sweatshirt may be worn over the jumper. A vest, sweatshirt, or cardigan may be worn over the shirt with the pants. Please see specifications for each item below.

Jumper:	Plaid #57 at <i>Donald's Uniform</i> or Classic Navy Plaid #JCN at <i>Lands' End</i>
Pants:	Navy twill or cords, ankle length
Shorts:	Navy twill dress shorts (September, May, and June only)
Shirt:	Solid white short or long sleeve knit polo shirt, rounded or pointed collar blouses, or turtleneck
Vest:	Navy sweater or navy St. Charles logo polar fleece vest
Sweatshirt:	Navy St. Charles logo sweatshirt only
Cardigan:	Solid navy or solid white
Pullover:	Navy logo polar fleece
Socks/Tights:	Navy or white (leggings are also allowed under the uniform jumper)
Shoes:	Dress or tennis shoes

### **Girls' Middle School Uniform for Grades 5-8**

The girls' uniform consists of a skirt or navy blue pants with a white or navy blue collared shirt. A cardigan sweater or a sweatshirt may be worn over the shirt. A vest, sweatshirt, or cardigan may be worn over the shirt with the pants. Please see specifications for each item below.

Skirt:	Plaid #57 at <i>Donald's Uniform</i> or Classic Navy Plaid #JCN at <i>Lands' End</i> ( <b>Skirts must be at knee length-within 1 inch above or 1 inch below the kneecap.</b> )
Pants:	Navy twill or cords, ankle length
Shorts:	Navy twill dress shorts (September, May, and June only)
Shirt:	Solid white or navy blue short or long sleeve knit polo shirt, rounded or pointed collar blouses, or turtleneck
Vest:	Navy sweater or navy logo polar fleece
Sweatshirt:	Navy St. Charles logo sweatshirt only
Cardigan:	Solid navy or solid white
Pullover:	Navy logo polar fleece
Socks/Tights:	Navy or white (leggings are also allowed under the uniform skirt)
Shoes:	Dress or tennis shoes

## **DISCIPLINARY PROCESS**

When a student fails to act in a virtuous manner, it detracts from the learning process. Most infractions are occasional and minor and may be considered as violations of the Student Code of Conduct. On occasion, violations reach a more serious level. When minor infractions become constant or if a student's behavior becomes malicious, dishonest, defiant, etc., and the student is clearly acting in a manner which is contrary to his/her own healthy development and to the development of others. Such behavior will result in probation, suspension, or expulsion according to the circumstance(s).

Expulsion: If a student's behavior is chronically disruptive to the learning environment, and there is not a serious, cooperative effort at improvement, or if a child acts in a manner that is clearly dangerous to others, it will be necessary to remove that student from school. If a student or his/her parents demonstrate a pattern of unwillingness to cooperate with behavioral guidelines and processes, it will be deemed appropriate to remove the student from school.

## **HOT LUNCH PROGRAM**

St. Charles School's nutritious hot lunch (includes one carton of milk) costs \$3.20. Milk without the hot lunch is 50¢ a carton. The lunch program at St. Charles is fully automated. Each family has its own account and \$3.20 will automatically be deducted for each day a student has hot lunch and 50¢ for each day he/she has only a milk. When your account nears \$5.00 you will receive an alert from Cornerstone. If your account goes into a negative balance, a Cornerstone alert will be sent out. Account payments sent to the school office will be credited weekly on Wednesdays.

## **PEANUT AND FOOD RELATED ALLERGIES**

To request that a child be exempt from certain foods, a statement from a physician is required indicating what protective steps the school should take to provide an allergy free environment for the child.

## **FREE AND REDUCED LUNCHES**

To apply at anytime during the year for free or reduced-price lunches for your children, complete the application which is included in the summer mailing, on the website, and available in the school office. Return it to the school office. Within ten working days of receiving your application, the school will advise you whether or not your children are eligible.

If a family member becomes unemployed, or if family size changes, please contact the school to file a new application. Such changes may make your children eligible for reduced price meals, or for additional benefits.

To discourage the possibility of misrepresentation, the application form contains a statement above the space for a signature certifying that all information furnished in the application is true and correct. A required certain percentage of the applications accepted into the program are randomly chosen to go through a state verification process each year. The information you give on the application is confidential and will be used only for the purpose of determining eligibility for free meals or reduced price meals. If we can be of further assistance, please contact us at 612-781-2643.

## **GENERAL POLICIES AND INFORMATION**

### **CLASSROOM PLACEMENT**

During end of year meetings in June, teachers work on classroom placement for the upcoming school year. The goal is to create balanced classrooms by placing students according to their abilities, achievement, learning styles, and social needs. All placements are then reviewed by school administration. Your child will be given the name of his/her teacher at Back to School Night held in late August.

### **LEAVING THE SCHOOL PREMISES**

No student may leave the school premises at any time for any purpose without the approval of a school administrator. The school cannot accept responsibility if a student leaves the premises without permission.

### **PARTY INVITATIONS FOR STUDENTS**

Distribution of invitations in school will not be allowed at any grade level. The school directory is a helpful tool in making contact with other families outside of school.

### **REPORTS ON ACADEMIC PROGRESS**

Teachers use Cornerstone to record student progress on assignments throughout the year. Every parent will be issued a Cornerstone username and password so they may monitor their students progress. Progress Reports are issued three times a year. Conferences are held twice a year, in the fall and spring. If there are questions or concerns about student progress, please contact the students teacher via phone or email to schedule a time to meet.

### **TELEPHONES**

Children may not use the phones except in the case of emergency or with teacher's permission. As a rule, teachers and students will not be called to the phone during school hours unless there is an emergency. Urgent messages for students may be left with the office staff.

### **VALUABLES**

The school is not responsible for the loss of personal possessions; therefore students are to refrain from bringing valuable items to school.

### **BICYCLES**

Children in grades 4-8 may ride bicycles to school. Bike racks are located behind the school building near the playground. Bikes should be locked at all times during the school day. The school is not responsible for theft of bikes from the property

### **VISITORS**

All visitors are required to check in at the school office and obtain a visitor badge which must be worn while in the school building. Volunteers must go through VIRTUS training, sign a Code of Conduct, and pass a background check. We encourage and are happy to have parents and family visit our school.

### **SCHOOL HEALTH POLICY**

Parents have the major responsibility for the maintenance of their child's health. However, at times the school is called upon to assist parents and their health care providers in identifying health problems that may affect a child's education, in seeking needed care for identified health problems; and in complying with a medical treatment plan.

If a child is ill and/or potentially contagious, the child must not come to school. This is especially important in an age of potential pandemics. **Your child must stay home with any of the following health symptoms:**

- A fever of 99 degrees or more—determined before fever reducing medicine is given



- Vomiting or diarrhea more than once in the past 24 hours
- Any undiagnosed condition which may make them contagious (example: skin rash, discharge from eyes)
- Not able to participate in the school day activities with reasonable comfort

### **PRESCRIPTION MEDICATION**

If a child is on a prescription medication our preference is to have the parents administer the medication at home. If this is not possible do to the necessary times of administration please contact the health office.

Non-prescription medication will not be provided as in the past. If parents would like to have the health office staff give their child Ibuprofen, Acetaminophen, cough drops, etc., they must send the medication to the health office in a zip lock bag with the child's name and grade level clearly marked. Parents must also sign a form giving our staff permission to administer these medications. Parents will be notified via email each time our staff gives their child medication.

### **HEALTH SERVICES**

Health services provided are vision screening, hearing screening, scoliosis screening, and health and wellness information for students and staff.

### **ILLNESS DURING THE SCHOOL DAY**

Administrators or the school health professional approve the dismissal of a student who becomes ill or hurt during the school day. Parents are notified when the illness is reported. If parents are unable to come for their student, they must make arrangements for a relative or other authorized person to pick up the student in the health office. No student will be sent home due to illness if no one is at home to be with the student, unless the parents have given permission.

### **STATE IMMUNIZATION LAW**

Minnesota law requires children enrolled in school to be immunized against certain diseases or file a legal medical or conscientious exemption before a student enters grades Preschool, K, 4 and 7.

As of September 1, 2014, the Minnesota Department of Health added meningitis immunization to their required list of immunization for all students entering 7th grade.

St. Charles School follows the policy of Minneapolis and St. Anthony School Districts and will exclude students who do not have the mandatory physical and the required immunizations paperwork or a legal medical or conscientious exemption on file at school by the first day of school.

Please note that St. Charles does not require any paperwork for the immunizations listed under the *Recommended* section of the State of Minnesota form.

For your convenience, immunization forms can be found on our website (Current Families > Forms).

Children in the Minneapolis School District and other areas of the Twin Cities may obtain immunizations from their family physician or call the Hennepin County Community Health Department at 612.348.2884, or their county of residence for immunization places and times.

### **SCHOOL POLICY ON DRUG ABUSE**

If a student is found doing any of the following they will face immediate suspension by administration:

- buying, selling, or giving away mood altering chemicals
- under the influence of mood altering chemicals
- in possession of mood altering chemicals while on St. Charles School grounds or attending any school sponsored event

The administrator will do one or more of the following:

- immediately notify the parents of their child's suspension
- keep the student under suspension until he/she is released to his/her parents
- schedule a conference time with parents/guardians and student to discuss the incident
- refer the parents and student to an appropriate counseling agency for evaluation

- Notification of police or proper authority

## **SCHOOL POLICY ON TOBACCO USAGE**

The use of tobacco in any form by St. Charles School students during school hours, on school grounds, while riding a school bus, or while attending any school sponsored function will result in confiscation of the tobacco product and disciplinary action by school administration.

## **INAPPROPRIATE LANGUAGE**

Inappropriate or foul verbal or written language is not tolerated at St. Charles School. Any student using such language will be reprimanded accordingly.

## **BULLYING POLICY**

### **1. Purpose**

- A. St. Charles School is committed to providing a faith-filled environment grounded in Catholic values. A safe educational environment is essential for students and teachers to carry out their roles and for St. Charles to carry out its mission. The purpose of this policy is to assist St. Charles School staff, students, and parents in achieving our goals.

### **2. Definitions**

- A. For purposes of this policy, “bullying” means a pattern of deliberate or intentional behavior, involving the use of words or actions that are intended to cause fear, distress, intimidation, seclusion, or harm. Bullying is a repeated behavior or a pattern of behavior, and it may involve an imbalance of physical, social, or psychological power. Bullying can take different forms, including:
- a. **Verbal** (e.g., using threatening or intimidating language, teasing, and name-calling)
  - b. **Social** (e.g., spreading rumors, ostracizing or socially excluding others, breaking up friendships, or sexual references)
  - c. **Physical** (e.g., physical acts and gestures including hitting, kicking or tripping, theft, damaging property, threatening or intimidating behavior)
  - d. **Cyber-bullying** (e.g., misusing the internet, social media sites, mobile phones, or other digital technologies to tease, intimidate, humiliate, defame, threaten, harass, stalk, or terrorize another person)
- B. For purposes of this policy, “on school property or at school-related functions” means all St. Charles School buildings, school grounds, school property or property adjacent to school grounds, St. Charles School buses, or school-related trips, functions, activities, or events.

### **3. Statement of Policy**

- A. St. Charles Borromeo School prohibits bullying, by either an individual student or a group of students, on school property or at school-related functions. St. Charles School also prohibits cyber-bullying, regardless of whether such acts are committed on or off school property or with or without the use of school resources. In addition, these prohibitions apply to students who condone or support another student’s act of bullying, Thus interfering or obstructing the mission or operations of the school, or the safety or welfare of the St. Charles Community.
- B. Permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.
- C. A person who feels that he or she has been bullied should immediately report the details of the incident or incidences. For purposes of accuracy, the victim should report directly to a St. Charles School staff member. All reports made by students will be investigated to determine if policy was violated, and who is accountable for the violation.
- A person who observes an act of bullying or becomes aware of such an act must report it to a school staff member. Anyone with any bullying-related concerns may also contact the principal.
- D. Retaliation against a victim, a good faith reporter, or a witness is prohibited.
- E. False accusations or reports of bullying are prohibited.

**F.** A student who violates this policy shall be subject to discipline for that act in accordance with the school's policies and procedures. St. Charles School may take into account all factors it determines to be relevant. Depending on the circumstances, such factors might include:

1. The age, developmental, and maturity levels of the parties involved;
2. The levels of harm, surrounding circumstances, and nature and severity of the behavior;
3. Past incidences or continuing patterns of behavior;
4. The relationship between the parties involved;
5. The context in which the bullying occurred.

#### **4. Consequences:**

Depending on the level and severity of the offense, discipline may range from positive behavioral interventions to a more serious consequence such as suspension or expulsion. Consequences for other individuals engaging in prohibited acts of collusion may include, but not be limited to, exclusion from school property and events. Reports of bullying and disciplinary actions taken as a result of bullying are classified as private and confidential data. This data will not be disclosed except as permitted by law.

### **SEXUAL HARASSMENT**

This type of harassment is behavior that interferes with an individual's working and learning performance or creates an intimidating, hostile, or offensive working and learning environment including the behaviors below:

- Unwelcome verbal, physical, or sexual advances
- Unwanted requests of the victim
- Unwanted verbal comments that may be of a sexual nature
- Unwanted verbal, physical, or sexual conduct

What to do if you are being harassed:

- Students should tell the harasser what their feelings are and ask the them to stop. This can also be done in writing. If this is too difficult to do alone, the student should seek help from a teacher, parent, friend, or the school administration.
- If the behavior brought into question is either habitual or is a major offense, report it to a teacher or administration immediately. Both the reporter and the accused have the right to confidentiality.
- If an investigation verifies the occurrence of harassment, the person who committed the violation will be subjected to the discipline code which may include suspension, expulsion, and/or police involvement. If an adult is involved in such behavior, they will be subject to a legal action.

### **CONFLICT RESOLUTION**

Following the Catholic principle of subsidiarity, articulated in the Catechism of the Catholic Church 1183, 1885, 1894, and 2209, St. Charles School seeks to follow the principle of decision making by those most closely involved whenever possible. With this in mind, students are encouraged to work through and resolve conflict whenever possible and age appropriate. Teachers are ready to guide and intervene when necessary and are to make parental contact to inform them of conflicts regarding their child. If a parent believes a concern is not being properly addressed they should first contact the appropriate teacher or staff member. If conflicts remain unresolved, the matter should then be referred to administration.

### **WEAPONS POLICY**

Possession of a weapon on school property or at a school sponsored activity is a violation of Minnesota law.

Possession refers to having a weapon on one's person or in an area subject to one's control.

Weapon means any firearm—whether loaded or unloaded—a knife, or any device designed as a weapon capable of producing death or bodily harm, or any other device resembling a weapon or instrument which, in the manner it is

used or intended to be used, is calculated or likely to produce death or bodily harm. Some examples are guns (including pellet guns, look-alike guns, and nonfunctioning guns), knives, and other such weapons.

Any campus possession of a weapon will result in the following:

- Immediate confiscation of the weapon by school personnel
- Notification of the student's parents
- Student suspension
- Possible notification of police or proper authority

The threshold of involvement by the police is determined by the school administration—taking into consideration the severity of the situation and the weapon involved.

Further disciplinary action may include the following:

- Notification of police
- Parental conference with school staff
- Loss of school privileges
- Detention

### **SCHOOL VISITORS AND VOLUNTEERS**

Whenever you come in the building for something other than drop off or pick up, you will stop by the office and sign in. The office will give you a visitor or volunteer badge

At St. Charles we follow the Archdiocesan protection of children and youth guidelines for employees and volunteers. For volunteering, this means that all regular volunteers (defined as volunteering 2 or more times) and ALL field trip chaperones must:

1. Sign an Archdiocesan generated Code of Conduct
2. Complete a Background Check
3. Attend a **VIRTUS Protecting God's Children for Adults Awareness Training Session**
4. Renewal of all components every three years

The code of conduct and the background check are completed online and as well as signing up for the VIRTUS training session. In addition to the training sessions offered at St. Charles, the training sessions are offered all around the Archdiocese. Our volunteer facilitator at St. Charles often offers a training session in the late summer, early fall, and possibly one other time during the school year. The renewal process can be completed online, including the refresher VIRTUS Training.

Contact Ann-Marie Magee with any additional questions ([amagee@stchbs.org](mailto:amagee@stchbs.org)).

### **STAFF CONTACT LIST**

#### **SCHOOL ADMINISTRATION**

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Pastor:	Rev. Troy Przybilla	612.787.1164
Principal:	Danny Kieffer	612.781.2643
Middle School Coordinator:	Mark Kenney	612.787.1118
Finance Admin/Office Manager:	Angela Bollensen	612.787.1139
Administrative Assistant:	Ann-Marie Magee	612.787.1138
Office Assistants:	Sue McSherry & Mary Wappes	612.787.1136

#### **ADMINISTRATIVE COORDINATOR:**

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Student Management Programs, Special Services	: Helen Monroe	612.787.1141
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#### **SPECIAL RESOURCE**

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Max Lab Proctor (Title 1):	Cynthia Hartnett	612.787.1127
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#### **HEALTH PROFESSIONAL:**

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Bernadette Larson	612.787.1131
Maggie Slattery	612.787.1131

**SPECIALISTS**

Art Resource Coordinator:	Teri Wysopal	612.787.1107
Computer:	Tony Carpenter	612.787.1145
Librarian:	Ali Coffman	612.787.1112
Physical Education:	Tony Carpenter	612.787.1145
	Mark Kenney	612.787.1118
Spanish	Martha Miko	612.787.1117

**ATHLETIC OFFICE:**

Athletic Director:	Mark Kenney	612.787.1118
Assistant Athletic Director:	Tony Carpenter	612.787.1145

**KITCHEN**

Lunch Program Directors:	Kelly Beasley Amy Kreiger	612.787.1135
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**CUSTODIAL**

Plant Manager:	Greg Menzia	612.787.1132
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**PARISH OFFICE**

Main Office	612.781.6529
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**ELEMENTARY**

<b>Grade</b>	<b>Room</b>	<b>Teacher</b>	<b>Phone</b>	<b>Email</b>
PreS	103	Dana Huggar	612.787.1113	dhuggar@stchbs.org
		Molly Siroin, Aide	612.787.1113	
PreK	100	Catherine Kenney	612.787.1109	ckenney@stchbs.org
		Cathy Quandt, Aide	612.787.1113	
K	101	Kristin Noll	612.787.1111	knoll@stchbs.org
		Allison Cecere, Aide	612.787.1111	
K	B-1	Jane Malone-Miller	612.787.1101	jmalonemiller@stchbs.org
		Cathy Quandt, Aide	612.787.1101	
1	201	Marilyn Seashore	612.787.1121	mseashore@stchbs.org
1	202	Beth Hess	612.787.1122	bhess@stchbs.org
2	204	Anne Flynn	612.787.1124	aflynn@stchbs.org
3	205	Marion Patton	612.787.1126	mpatton@stchbs.org
4	208	Jen Villella	612.787.1128	jvillella@stchbs.org
4	209	Maureen Martin	612.787.1129	mmartin@stchbs.org

**MIDDLE SCHOOL**

<b>Room</b>	<b>Teacher</b>	<b>Phone</b>	<b>Email</b>
Gym/B-8	Tony Carpenter	612.787.1145	tcarpenter@stchbs.org
B-3	Michael Hartnett	612.787.1103	mhartnett@stchbs.org
106	Mary Hopper	612.787.1116	mhopper@stchbs.org
MSC	Mark Kenney	612.787.1118	mkenney@stchbs.org
B-5	Beth Pearson	612.787.1105	bpearson@stchbs.org
B-2	Susan Warner	612.787.1102	swarner@stchbs.org

**AFTER SCHOOL CARE**

612.787.1119