



SAINT CHARLES

CATHOLIC SCHOOL

2018-19 Parent & Student Handbook

St. Charles School
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OUR MISSION STATEMENT

St. Charles Borromeo Catholic School is dedicated to making disciples of Jesus 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

8:45AM - 2:40PM Monday - Friday (with options for before and after school care)

Half-Day 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 every day 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, your child's name, and that you are here for the preschool program, and then proceed to the classroom.

Kindergarten—students enter the building between 7:30 and 7:40AM 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 Educate alerts (each family selects their alert preferences on Educate), 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. The school Google calendar can be found on our website. Every attempt will be made to adhere to the dates currently listed on the school calendar. There may be reasons for modifying the calendar throughout the year. Any modifications necessary will be communicated through the Weekly Update newsletter or school email notifications.

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:

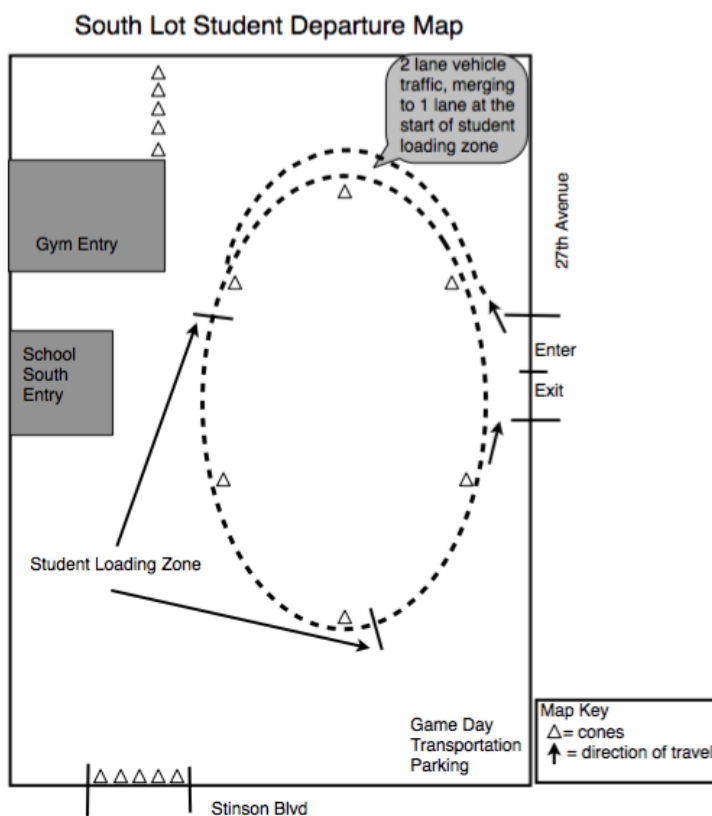
- Student drop-off is only on the north side of 27th Avenue in order to avoid students having to cross lanes of traffic
- No dropping off students in the no parking zone on Stinson Boulevard
- No driving in the parking lot to drop off students, even if the cones are not in place unless the students are 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.



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 to 7:40AM and in the afternoon from 2:43 to 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.

MATHEMATICS PATHS IN MIDDLE SCHOOL In grades 6 to 8 two options are available:

Option One is a more traditional, 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 and 7 students use the Accelerated Pre-Algebra program and in grade 8 they 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 is available for students who are self-motivated and capable of succeeding in an independent, student-driven program. While it is important to note that the instructor will have significantly less availability during class to support ALEKS students, the instructor will have availability after school on designated days for additional support. 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 home, is the main resource used.

LIBRARY

The library provides materials to meet the individual needs of students. The library staff offers guidance in reading, locating research materials, and other areas of curriculum and helps 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 8.
- 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. DVDs 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 to 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 Principal 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 to 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 known 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 through 8 are selected for skill reinforcement or enrichment opportunities based on teacher referrals, parent requests, and testing results. These three criteria qualify a student for MAX LAB services. Additional information is available from 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 or 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 or 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 Helen Monroe, the Special Services Coordinator, at 612-781-1141.

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 7:45 AM and/or the previous night by using the school's Attendance Line: 612-787-1199, option #1.
- 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 16 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 7:45AM 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 8:30AM, an Educate 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, children, and teachers. For homework to be effective, each person must understand and be committed to carrying out his or her responsibility. Unfulfilled responsibilities will likely impede learning.

Responsibility of Teachers

- Prepare students to successfully complete homework
- Communicate assignments 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 know 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 study space that is quiet and free of distraction
- Assist with homework without doing the homework for the child
- Look over the assignment to confirm completion and quality
- Consistently monitor your child's progress and assignments via Educate

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.

ATHLETIC PROGRAMS

The athletic programs offer both boys and girls in grades 4 to 8 the opportunity to participate in competitive team sports. The boys' program offers soccer, basketball, baseball, and volleyball. 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 and 3 may participate in basketball. Intramural floor hockey is offered for students in grades 5 through 8.

D.A.R.E. (DRUG ABUSE RESISTANCE EDUCATION) GRADES 5 and 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. On the first day of school they are assigned weekly duty on a rotating year-long schedule from Tony Carpenter, the Safety Patrol Coordinator. Students who cannot fulfill their duties need to contact other classmates to find replacements. 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 to 2:48PM.

CHARGED TO SERVE

All middle school students are invited to take part in Charged to Serve.

- 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.

QUIZ BOWL

St. Charles has a Quiz Bowl team for students in middle school. 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

Students who have distinguished themselves throughout the course of the year 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

Chess Club, Art Club, Karate

Presidential Physical Fitness Awards

Middle School Student Awards

Presented following School Mass at end of each trimester

High Honors (grade point average [GPA] of 3.67 or higher) and Honors (GPA of 3.0 to 3.66)

Presented at the Spring Assembly

St. Charles Spelling Bee Winners

Participation Awards

Chess Club, Art Club, Karate, STEM Club

Presidential Physical Fitness Awards

Lego League

Most Valuable Player

St. Charles Sportsmanship Award

Presented at the Regional Science Fair

Regional Science Fair Winners

Additional 8th Grade Student Award

Presented at the end of Graduation Mass

Catholic High School Scholarships

Presidential Academic Awards

Father Wittman Memorial Award for Outstanding Achievement in Academics and Athletics

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

*Determinations for most valuable players are made by team member votes. Staff determines all other St. Charles awards. 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, it 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 **MONDAYS**
- Polo shirts must be worn and tucked in
- Only the navy blue St. Charles logo sweatshirts are allowed
- No jeans, cargo pants, carpenter pants, sweatpants, nylon athletic pants, or 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 Days. These items must meet the out-of-uniform guidelines. If a student is not wearing Spirit Wear he or she is to be in uniform.

Policy for Out-of-Uniform Pass Day

Mondays are designated as "**Out-of-Uniform Pass Day.**" On these days, 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, and capri pants,
- Any modest top – may wear appropriate logos, trim, embroidery, and character decoration
- See above *UNIFORM & OUT-OF-UNIFORM Dress Code* for 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 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

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> (Skirts must be at knee length-within 1 inch above or 1 inch below the kneecap.)
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

HOT LUNCH PROGRAM

St. Charles School's nutritious hot lunch (includes one carton of milk) costs \$3.25. 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 \$3.25 will automatically be deducted for each day a student has hot lunch and 50¢ for each day he or she has only a milk. When your account nears \$5.00 you will receive an alert from Educate. If your account goes into a negative balance, an Educate alert will be sent out. Account payments can be sent to the school office or completed online. Guest lunches may be purchased for \$4.00. Guest lunches cannot be paid from a student lunch account or by credit card. Payment can be made in the school office. Please call the school by 9:00am to order a guest lunch.

PEANUT AND OTHER FOOD-RELATED ALLERGIES

To request that a child be protected 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. Please communicate with your child(ren)'s teachers, our health aid, and administration to ensure appropriate steps are taken.

FREE AND REDUCED-PRICE LUNCHES

To apply at anytime during the year for free or reduced-price lunches for your children, complete the application that is included in the summer mailing, on the website, and available in the school office. Return it to the school office. Within 10 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 percentage of 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 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 or 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. If a student does leave school without permission, St. Charles will notify the student's parents and local law enforcement immediately and make every effort to locate and return the child safely to school.

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 contacting other families outside of school.

REPORTS ON ACADEMIC PROGRESS

Teachers use Educate to record student progress on assignments throughout the year. Every parent will be issued an Educate username and password so he or she may monitor student 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 student's teacher via phone or email to schedule a time to meet.

TELEPHONES

Students may not use their cell phones or school phones except in the case of emergency or with a 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 through 8 may ride bicycles to school. Bike racks are located near the south playground. Bikes should be locked at all times during the school day. The school is not responsible for theft of bikes from the property.

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. Students may return to school 24 hours after the fever has broken
- Vomiting or diarrhea more than once in the past 24 hours
- Any undiagnosed condition that may make them contagious (example: rash, discharge from eyes)
- Inability 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 at the necessary times of administration please contact the health office. Non-prescription medication will not be provided by the school. 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 ziplock 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.

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 Preschool, Kindergarten, and grades 4 and 7. As of September 1, 2014, the Minnesota Department of Health added meningitis immunization to its 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

A student caught doing any of the following will face immediate suspension by administration:

- Buying, selling, or giving away mood-altering chemicals
- Being under the influence of mood-altering chemicals
- Being 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 or she is released to his or her parents
- Schedule a conference time with parents or guardians and student to discuss the incident
- Refer the parents and student to an appropriate counseling agency for evaluation
- Notify police or other proper authorities

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 according to severity.

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 the 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 the following:
 - i. **Verbal** (e.g., using threatening or intimidating language, teasing, and name-calling)
 - ii. **Social** (e.g., spreading rumors, ostracizing or socially excluding others, breaking up friendships, or sexual references)
 - iii. **Physical** (e.g., physical acts and gestures including hitting, kicking or tripping, theft, damaging property, threatening or intimidating behavior)
 - iv. **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 the 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 the policy was violated, and who is accountable for the violation.

- i. 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.
- ii. Retaliation against a victim, a good-faith reporter, or a witness is prohibited.
- iii. False accusations or reports of bullying are prohibited.
- iv. 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:

- a. 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 are not to 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. These 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 him or her 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, he or she will be subject to legal action.

BEHAVIOR MANAGEMENT AND DISCIPLINARY PROCESSES

When expectations for behavior are not met, it is important for the St. Charles teachers and administration to manage behavior prudently and effectively to prevent the disruption of learning processes and to preserve our commitment to a safe environment. Our requirement is that parents support the school's disciplinary policies, practices, and decisions. At St. Charles, our commitment is always to manage behavior with love and in the best interest of each child's life and future. Behavior management will always include a conversation addressing the following: where expectation of virtuous behavior were not met, the impact of students' actions on themselves and others, and better choices that will better serve them, their school community, and the world in the future.

BEHAVIOR MANAGEMENT IN GRADES K-4

In the elementary grades, behavior management may vary from teacher to teacher and grade level to grade level. Practices may include the following: brief re-directive conversations, temporary separation from activity (time-out), emails to parents, disciplinary forms that must be signed by parents, and phone calls home to parents. Other strategies may include loss of privileges (such as recess and/or lunch with peers), after school detention in serious cases, and parent/teacher meetings to discuss strategies and a behavior plan if patterns continue.

BEHAVIOR MANAGEMENT IN GRADES 5-8

Grades 5 through 8 share a common behavior management plan. When a student's conduct is disruptive or non-virtuous or threatens the safety of others, teachers and administrators will use "yellow slips," to communicate with that student and his or her parents that he or she behaved in a way that does not meet expectations.

Progression of Disciplinary Action

There are two classifications of infractions that result in a yellow slip: "Warnings" and "Automatic Detentions."

Students receive a new start every trimester, as none of the warnings or automatic detentions will carry over when a new trimester begins.

Accumulating yellow slips results in the following levels of action:

Level 1: Three warning yellow slips equal a detention, which will be served on a Monday, Wednesday, or Friday in the Middle School Commons with a supervisor. If the infraction is deemed to warrant an automatic detention, the result will be serving the detention for the single infraction.

Level 2: If a student receives his or her first detention, and then receives three additional warning slips or one automatic detention slip, that student will receive an afternoon of in-school suspension in place of a second detention.

Level 3: If a student receives a second detention/half day in-school suspension and then receives three additional warning slips or an automatic detention, this student will receive an out-of-school suspension. This is the equivalent of nine warnings or three automatic detentions within one trimester.

Student conduct that is deemed to be more serious may lead to further disciplinary action including immediate suspension and expulsion.

DETENTION (GRADES 5-8)

Detention will be served on Mondays, Wednesdays, and Fridays in the Middle School Commons from 2:40 to 3:05. If a student receives a detention automatically or due to warnings, he or she will serve the detention on the next available day. The student will also complete a written acknowledgement of the infraction and a commitment to virtuous behavior that will be signed by his or her parents and a teacher or administrator. This form includes a description of the behavior, a description of how that behavior harmed the student or others, and new possibilities for virtuous conduct and better choices in the future.

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 will contact parents to inform them of conflicts involving 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 bodily harm. Some examples are guns (including pellet guns, look-alike guns, and nonfunctioning guns), knives, sharp objects, and other such weapons. The determination of whether the object can be classified as a weapon will be made by school administration with consideration of how it was discovered, presented, and used.

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

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:

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

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 twice or more) and ALL field trip chaperones must:

1. Sign an Archdiocesan-generated Code of Conduct and complete the training
2. Complete a background check
3. Attend a VIRTUS **Protecting God’s Children for Adults Awareness Training Session**
4. Renew all components every three years

The code of conduct and the background check are completed online, as is signing up for the VIRTUS training session. Training sessions are offered at St. Charles and 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 is completed online, including the refresher VIRTUS Training.

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

CONTACT LIST

School Main Line: 612.781.2643

Parish Main Line: 612.781.6529

Sick & Absent Line: 612.787.1199

SCHOOL STAFF

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 (part-time)	612.781.2643
Administrative Assistant	Ann-Marie Magee (part-time)	612.781.2643
Office Assistants	Sue McSherry & Mary Wappes (part-time)	612.781.2643
Student Management Programs & Special Services	Helen Monroe (part-time)	612.787.1141
Health Aid	Maggie Slattery (part-time)	612.787.1131
Lunch Program Director	Amy Kreiger	612.787.1135
Custodial Plant Manager	Greg Menzia	612.787.1132
Co-Athletic Director	Mark Kenney	612.787.1118
Co-Athletic Director	Tony Carpenter	612.787.1145
After School Care K-8	Mary Kate Calhoun	612.787.1119

SCHOOL FACULTY

Grade	Room	Teacher/Aide	Phone	Email
Preschool	101	Dana Huggar	612.787.1111	dhuggar@stchbs.org
Preschool	101	Molly Siroin (Aide)	612.787.1111	
Pre-K	103	Cathy Kenney	612.787.1113	ckenney@stchbs.org
Pre-K	103	Cathy Quandt (Aide)	612.787.1113	
Pre-K	102	Shannon Fox	612.787.1109	sfox@stchbs.org
Pre-K	102	Ann Clark (Aide)	612.787.1109	
Pre-K	102	Theresa Thompson (Aide)	612.787.1109	
½ day K	107	Jane Malone-Miller	612.787.1117	jmalonemiller@stchbs.org
Full-day K	106	Kristen Noll	612.787.1116	knoll@stchbs.org
Full-day K	106	Allison Cecere (Aide)	612.787.1116	
1st	201	Marilyn Seashore	612.787.1121	mseashore@stchbs.org
1st	202	Paulette Krawczyk	612.787.1122	pkrawczyk@stchbs.org
2nd	203	Laura Bilski	612.787.1123	lbilski@stchbs.org
2nd	204	Anne Flynn	612.787.1124	aflynn@stchbs.org
3rd	205	Hannah Meidl	612.787.1125	hmeidl@stchbs.org
3rd	206	Marion Patton	612.787.1126	mpatton@stchbs.org
4th	208	Jen Villella	612.787.1128	jvillella@stchbs.org
Classroom Aide		Sharon Rice (Aide)		
MS	B-8	Tony Carpenter	612.787.1145	tcarpenter@stchbs.org
MS	B-3	Michael Hartnett	612.787.1103	mhartnett@stchbs.org
MS	B-1	Mary Hopper	612.787.1101	mhopper@stchbs.org
MS	MSC	Mark Kenney	612.787.1118	mkenney@stchbs.org
MS	B-5	Beth Pearson	612.787.1105	bpearson@stchbs.org
MS	B-2	Laura Hennes	612.787.1102	lhennes@stchbs.org
Art	Art Room	Teri Wysopal	612.787.1107	twysopal@stchbs.org
Computer	Computer Lab	Tony Carpenter	612.787.1145	tcarpenter@stchbs.org
		Michael Hartnett	612.787.1103	mhartnett@stchbs.org
Library	Library	Teri Wysopal	612.787.1107	twysopal@stchbs.org
Physical Education	Gym	Mark Kenney	612.787.1118	mkenney@stchbs.org
		Tony Carpenter	612.787.1145	tcarpenter@stchbs.org
Spanish	B-8	Martha Miko	612.787.1108	mmiko@stchbs.org