



ST. CHARLES BORROMEIO CATHOLIC SCHOOL FAMILY

HANDBOOK

2021-2022

St. Charles Borromeo Catholic School provides students an exemplary education within the faith-based traditions of the Catholic Church by preparing leaders of tomorrow, providing opportunities for academic and spiritual growth, offering a secure and supportive environment, and partnering with parents, parish, and community.

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MESSAGE FROM THE PRINCIPAL

Dear Parents and Students,

Welcome to St. Charles Borromeo Catholic School! In choosing St. Charles Borromeo Catholic School, you have demonstrated a commitment to the values and philosophy of Catholic education. The Parent/Student Handbook reflects the policies of St. Charles Borromeo Catholic School for the 2021-2022 school year.

The St. Charles Borromeo Catholic School Handbook is available online and hard copies are available in the school's main office. All school families must read this document carefully and have a signed handbook agreement form on file. By signing this agreement form, you and your student(s) agree to abide by the policies of St. Charles Borromeo Catholic School during the 2021-2022 school year.

The faculty and staff of St. Charles Borromeo Catholic School look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church. Together let us pray that God, who has begun this good work in us, may carry it through to completion. God bless you.

Respectfully,

Mrs. O'Reilly

2021-2022 SCHOOL FACULTY AND STAFF

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SCHOOL LOCATION

St. Charles Borromeo Catholic is a Pre-Kindergarten through 8th grade Catholic elementary school. It is located at 7112 S. 12th St.

SCHOOL PHILOSOPHY

The philosophy governing the educational endeavors at St. Charles Borromeo Catholic School is based upon the Good News of Christ which renews, purifies, and elevates the morality of all people. Working with the home and in the tradition of the Catholic Church, we strive to help children develop their particular capabilities and talents. It is our aim to instill in each child a desire for active Christian participation in society and a rich personal life.

As a mission of the parish and the greater Catholic Church, while recognizing the spiritual qualities and human dignity of individuals, we strive to preserve a view of the whole human person. Therefore, we aid the children in the formation of Christian conscience, development of intellect, and reliance on prayer to lead fruitful lives which embody universal Catholic values.

HISTORY OF SCHOOL

St. Charles Borromeo Parish was formed in 1956 under the leadership of Fr. Edward F. McCallion.

The parish secured the present site and built a temporary church; which we now use today as the social hall and lunchroom. Construction of a rectory, convent, and 16 classrooms soon followed.

The Sisters of St. Francis of Philadelphia assumed administrative and teaching duties for the parish school, and on September 3, 1958, St. Charles Borromeo School opened with six sisters teaching 200 students in grades one through six.

The Sisters of St. Francis provided administrative leadership until 1985 when Steve McCoy served for one year as interim principal. In 1986, Patrick Feist was welcomed as our new principal. Under his leadership, our school has evolved to a staff of three sisters and 26 lay teachers teaching 504 students in kindergarten through eighth grade.

The school continues to emphasize a traditional Catholic education enhanced by a modern environment that includes a gymnasium, music room, computer lab, science lab, and state-of-the-art library.

In 1991, a capital campaign was launched which enabled us to build a new parish center, kitchen, library, and two new classrooms as well as to address any maintenance needs. Archbishop Thomas J. Murphy dedicated the new library on November 3, 1996, during our fortieth-anniversary celebration.

MISSION STATEMENTS

ARCHDIOCESE OF SEATTLE

The ministries of the Archdiocese of Seattle continue the work of evangelization to encounter Christ, who calls and sends missionary disciples, and who himself provides lifelong formation and nourishment in the Church.

ST. CHARLES BORROMEIO CATHOLIC SCHOOL

St. Charles Borromeo Catholic School provides students an exemplary education within the faith-based traditions of the Catholic Church by Preparing leaders of tomorrow, Providing opportunities for academic and spiritual growth, Offering a secure and supportive environment, and partnering with parents, parish, and community.

NOTICE OF NON-DISCRIMINATORY POLICY

St. Charles Borromeo Catholic School admits students of any race, sex, sexual orientation, faith traditions, color, national and ethnic origin, and disability to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, sex, sexual orientation, color, national and ethnic origin, age, or disability in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

Although we do not discriminate on the basis of race, sex, sexual orientation, color, national or ethnic origin, it remains our primary purpose and mission to serve Catholic members of the parish. Under some circumstances, medically justifiable limitations may be placed on the admission/retention of students with infectious diseases and/or life-threatening illnesses. Likewise, limitations may be placed on the admission/retention of students whose needs the school is unable to meet. Decisions regarding admission/retention of these students are decided on a case-by-case basis by the principal or his/her designee.

ACCREDITATION

WESTERN CATHOLIC EDUCATION ASSOCIATION

St. Charles Borromeo Catholic School was first accredited in 2006 by the Western Catholic Education Association.

Accreditation is just one way of ensuring that the school meets acceptable environmental standards, has a valid school improvement plan, and is engaged in an ongoing self-study and on-site peer evaluation process.

COMMUNITY COVENANT

St. Charles Borromeo Catholic School community strives to be a covenant community. The teachers and staff at St. Charles Borromeo Catholic School are committed to working in partnership with all families to live out the parent/student/teacher covenant to build a respectful and loving faith community.

Covenant implies a **sacred relationship**. The parent-student-teacher covenants help us all remember that through good times and tough times we have a commitment to each other to walk a journey of faith, trust, respect, and hope, guided by the Lord.

CATHOLIC SCHOOL TEACHER’S COVENANT

Each teacher at St. Charles Borromeo Catholic School accepts the responsibility of cooperating with parents in the spiritual, emotional, and intellectual education of their children. Each teacher further commits that his/her mission is to educate children and to form Disciples of Christ consistent with the mission and teachings of the Church. Therefore, teachers at St. Charles Borromeo Catholic School agree to:

- be a Christian role model and maintain an atmosphere that ensures each student's right to an education and personal growth.
- be respectful to the parents of their students, work towards developing good communication with them, and continue to build a trusting relationship;
- provide appropriate and challenging academic instruction;
- embrace the diversity of their students and build bridges between all cultures;
- set clear standards for behavior and be fair and consistent in discipline; and

CATHOLIC SCHOOL STUDENT’S COVENANT

As a student at St. Charles Borromeo Catholic School, I am blessed to be given the opportunity to be educated spiritually and academically. Each student understands his/her parents have made this choice out of their love and concern for them. Therefore, students will:

- behave in a respectful manner toward all school and parish personnel, volunteers, and visitors.
- respect all students and treat each one with care regardless of race, gender, or other differences.
- obey all rules.
- respect school property and the personal property of other students.
- display proper manners and show common courtesy at all times.
- assume responsibility for all their actions and not make excuses.
- always do their classwork and homework without excuses or disrespect.
- be on time, ready to learn, and give their best effort.

CATHOLIC SCHOOL PARENT’S COVENANT

As the primary educator of their child, parents understand that they teach their child best by their own example of reverence, responsibility, and respect. Parents chose St. Charles Borromeo Catholic School to assist them in forming their child as a disciple of Jesus Christ, and understand and acknowledge that their own conduct and the example they set for their child can impact whether their child is allowed to remain enrolled in St. Charles Borromeo Catholic School. Parents understand that their child's teacher is a dedicated professional who chooses to teach in a Catholic school. Therefore, parents will:

- be a Christian role model by regularly attending Sunday Mass with their children, if they are Catholic.
- promote respectful behavior in their child by setting a good example in their own speech and behavior.
- show respect for the school personnel, volunteers, and visitors and teach their children to do the same.
- practice confidentiality and use appropriate communication to solve differences in a peaceful manner.
- follow the policies and procedures of the St. Charles Borromeo Catholic School Handbook.
- accept and embrace the diversity at St. Charles Borromeo Catholic School.
- respect the privacy of the faculty, staff, students, and their families.
- Do not consume smoke or vape prescribed cannabis products on school grounds, school transportation, and/or at school activities and events.

GENERAL INFORMATION

It is understood that St. Charles Borromeo Catholic School exists to support the parents in their role as the primary educator of their children in the Catholic faith and to educate those parish children whose families are committed to the Catholic faith and Catholic education. It is also understood that much of a child's faith formation and the moral foundation comes from their experiences at home. All parents and legal guardians are expected to respect and support the Church's teachings and moral authority as administered through the pastoral leader of their Catholic parish.

All parents and guardians must also be aware of their obligation to model Christ and the Church's teachings, and that their own conduct can impact whether a student is admitted or remains enrolled, at the discretion of St. Charles Borromeo Catholic School. St. Charles Borromeo Catholic School reserves the right to dismiss any student, or to deny re-enrollment to any student who, in the sole judgment of the principal, is not making satisfactory progress, has engaged in conduct which is detrimental to the school, or whose parent has engaged in conduct which is detrimental to the school.

Prior to entry, attendance or transfer to a Level 1 or 1b Catholic preschool through high school in the Archdiocese of Seattle, students must present proof of having had the immunizations as required by Washington State law.

Every student enrolled in a Level 1 or 1b Catholic School in the Archdiocese of Seattle shall be immunized against vaccine-preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Washington State Department of Health Services. The only exception to the foregoing requirements for students in our Catholic schools is a medical exemption signed by a licensed professional (M.D., N.D., D.O., ARNP, or PA) authorized to practice in the State of Washington, including the physician's license number. Failure to obtain required immunizations prior to admission or to maintain required immunizations during enrollment may result in a denial of attendance.

1. Applications and registrations will be considered on the following priority basis:
 - a. Current students presently enrolled at St. Charles Borromeo Catholic School.
 - b. Students of families who have children presently enrolled in the school.
 - c. Students of families who are registered, supporting, and active in St. Charles Borromeo Parish. The family must be in good standing with regard to participation in and financial support of the parish in order to receive consideration for in-parish tuition if offered.
 - d. Students of families who are registered in and supporting other Catholic parishes with first priority given to parish-subsidized families.
 - e. Baptized Catholics who are not covered by the above qualifications.
 - f. Non-Catholic students.
 - g. When the applicants are equal, the following will be taken into consideration:
 - i. Longevity in the St. Charles Borromeo Parish;
 - ii. Children/siblings of alumni of St. Charles Borromeo School;
 - iii. Grandchildren of long-time parishioners; and
 - iv. Results of any interviews deemed necessary by the Principal.
 - h. As in all school policies, the final decision is made by the Principal and Pastoral leader of St. Charles Borromeo.

2. Non-Catholic students will be eligible for admission if space is available after February. Non-Catholic students are placed on a waiting list in the order their completed applications are received in the school office.

3. As openings occur for each grade level, students will be admitted and/or placed on a waiting list. A waiting list will be established when a class reaches:
 - a. 40 in preschool
 - b. 40 in pre-kindergarten
 - c. 48 in kindergarten
 - d. 56 in 1st & 2nd grade
 - e. 58 in 3rd grade
 - f. 60 in 4th-8th grades
4. St. Charles Borromeo Catholic School admits qualified students of any race, sex, sexual orientation, color, national and ethnic origin, and disability and makes no distinction among such students in the administration of its educational policies and scholarships. Students possessing physical or emotional disabilities will not be denied admission solely by reason of the disability.
5. Final admission of students is dependent upon the results of an interview with the principal and review of current school records and entrance exam results.
6. The completion of application forms, the approval of a tuition contract, a determination of available space, and a finding that the school has the ability to meet the needs of the individual student are also required.
7. Final acceptance will be submitted in writing to all new families admitted for the following school year.
8. A child must be 5 years of age for kindergarten and 4 years old for pre-kindergarten by August 31st immediately preceding the school year for which the student seeks to enroll. There are no exceptions made to this requirement.
9. A copy of a Baptismal certificate (if Roman Catholic), birth certificate, and immunization form MUST be submitted by all new students before school begins.
10. All new students are accepted on a probationary basis. (Please refer to the policy on Academic Trial Period). Students must meet and maintain academic standards and expectations.
11. Registration will begin each year during Catholic Schools' Week at the end of January.

INTERNATIONAL STUDENTS

International students who are not permanent residents of the United States will be admitted in accordance with the requirements of the United States Department of State and/or the United States Department of Homeland Security. Any foreign student who is not a permanent resident of the United States who desires to enroll in St. Charles Borromeo Catholic School must have complete legal documentation required by the United States government in order to do so.

STUDENTS WITH LEARNING DIFFERENCES

Students with special needs shall be given the same consideration as all applicants. However, prior to admitting a student with diagnosed learning differences, St. Charles Borromeo Catholic School shall make a determination as to whether it can provide an appropriate education for that child in light of the school's resources and staff/support capacity. Each child will be considered on an individual basis. St. Charles Borromeo Catholic School will consider:

1. the severity and degree of the disability;
2. the level of support needed from special services and any special equipment or related services the student may require;
3. the school's resources, such as available support personnel, class size, and accessibility of school facilities;

4. the accommodations, if any are necessary, and the school's ability to provide those accommodations;
5. the child's Student Support Plan (SSP) if one exists, and/or the school's ability to meet a current IEP or behavioral plan; and
6. Any other considerations that may apply to the particular situation.

Parents and/or the public school district in which the student resides shall be responsible for any additional special education services that a student may require.

St. Charles Borromeo Catholic School will accept any child for whom an appropriate program can be designed and implemented. Each child is to be considered for admission based upon his/her emotional, academic, and physical needs; the school's ability to support the student in adhering to all health/medical requirements; and the resources available to the school in meeting those needs. St. Charles Borromeo Catholic school determines continued enrollment based on these factors.

There is a limit to what schools have the capacity to do. However, St. Charles Borromeo Catholic School will not discriminate against otherwise qualified individuals on the basis of disability if, with reasonable accommodations, school staff can assist a student in meeting the requirements of the school program.

St. Charles Borromeo Catholic School honors the following procedures in trying to serve students with special needs:

Phase 1: Identification – Identification of the specific area of concern(s), documentation of concern, consultation with the student's family.

Phase 2: Assessment – Comprehensive assessment through the local public school or through private, professional consultants.

Phase 3: Planning and Placement – Determining the most appropriate and affirming long-term educational plan for the student. A modified plan would be created to match the needs of each individual student with ongoing communication and assessment.

****For the complete procedural plans for serving students with special needs, please contact the school office.**

ADMISSION FOR RE-REGISTRATION

Students who are enrolled for the current year may be re-registered for the next school year through the following process:

1. Parents must return the mid-January intent form, stating their desire to re-enroll. If this form is not returned to the school office by the designated date, the student may be removed from the class list for the next school year.
2. After review of the family's current tuition contract/covenant compliance a contract/covenant for the next school year will be offered provided that all current contract/covenant obligations have been met. This review will include current tuition payments, fundraising obligation, current active parish status (including but not limited to financial responsibility, participation in parish life, and current service hours recorded), and

health/medical compliance. The contract fee is non-refundable and due with the tuition contract.

3. Non-compliance could result in a change of tuition contract status.

WITHDRAWAL OF STUDENTS

In the event students are withdrawn from school, parents are asked to follow this procedure:

1. Notify St. Charles Borromeo Catholic School of the withdrawal via a note to the School Office with a copy sent to the principal.
2. All financial obligations must be met before a student's education records will be released.
3. Student's records will be sent at the request of the student's new school

WITHDRAWAL REGARDING FINANCIAL MATTERS

St. Charles Borromeo Catholic School enters into covenants or contracts with faculty and staff and incurs financial obligations for the entire school year. In order for St. Charles Borromeo Catholic School to meet these financial obligations, when a student is enrolled, the parent/guardian assumes the obligation to pay the tuition/fees in full.

In order to receive a full refund of tuition paid, the parent/guardian must advise the principal by July 31st, if the student will be withdrawing. The registration fee is non-refundable under any circumstances.

- If a student is withdrawn by the first day of school, 95% of the tuition is refundable.
- If a student is withdrawn between the first day of school and the end of the first trimester, 50% of the tuition is refundable.
- If a student is withdrawn between the first day of school and the end of the first trimester, 50% of the tuition is refundable.
- If a student is withdrawn after the end of the first trimester, 100% of the tuition is owed.

Extenuating circumstances regarding the withdrawal of a student will be handled on a case-by-case basis.

The school reserves the right, if any tuition payment is past due, to remove the student(s) from the school. The school has the further right to refuse re-enrollment for the following school year until financial commitments have been met. No transcripts of grades or school records of any child enrolled in the school shall be provided without prior payment of tuition due to the school.

PRINCIPAL PRIVILEGE

The Principal interprets and reserves the right to amend or adjust the handbook after consultation with and approval from the pastoral leader. Parents will be notified of any changes in the handbook through the school newsletter.

RESPECT OF SCHOOL PROPERTY

Care of school property portrays a sense of pride and also strong school spirit. For this reason, all students will treat school property with care and respect. This includes being respectful of restrooms and classrooms and all that they contain.

SEARCH AND SEIZURE

The principal and/or his/her designee may search student desks, lockers, and personal belongings, including, but not limited to, handbags, briefcases, purses, backpacks, clothing, and other items in a student's possession. The local police, using drug-detecting dogs, may be invited into the school on a random basis to search lockers as a proactive, preventative measure.

USE OF STUDENT INFORMATION AND PICTURES

The School reserves the right to use student pictures (or video) in publications and on the school's website. Student names will not be published with pictures or videos. A parent who does not wish his/her child's picture used must notify the principal in writing prior to the beginning of the school year.

USE OF SCHOOL/PARISH GROUNDS

St. Charles Borromeo Catholic School grounds are not supervised outside of school hours or school events. Please respect the dedicated space and usage of the play area, field, and play zones during active school hours.

SCHOOL/HOME RELATIONSHIPS

St. Charles Borromeo Catholic School believes that education is a partnership between home and school. If, in the opinion of the administration, parent behavior seriously interferes with the teaching/learning process and the Christian community, St. Charles Borromeo Catholic School may require parents to withdraw their children and sever their relationship with the school.

TUITION

General Information

1. The School Commission, in consultation with the principal and pastoral leader, is responsible for setting the non-refundable registration fees as well as tuition rates.
2. All tuition contract/covenant obligations for the prior year must be paid in full to ensure a student's registration for the following school year. Tuition contract obligations for eighth-graders must be paid before graduation. All report cards, mid-term reports, and school records, including eighth-grade diplomas, will be withheld until all fees are current. If special arrangements are necessary, please contact the principal.

Tuition Goals

1. To try our best to make Catholic School education affordable to all who truly desire and value it for their children.
2. To foster a trusting, community relationship between the parish, the school, and the Catholic family.
3. To generate funds so the school has a solid financial base that can more effectively improve programs and services.

St. Charles Borromeo Catholic Tuition Rates

1. In-Parish Tuition Rate
 - a. A St. Charles Borromeo Catholic School In-Parish family is one who is registered in the parish prior to school registration.
 - i. If relocating to this area from another Catholic school, a letter from the former parish expressing active parish family status would be acceptable.
 - b. A St. Charles Borromeo Catholic School In-Parish family is one who has a **Stewardship Commitment Card** on file in the parish office. A biannual (July and January) review will be shared by the parish office to verify contributions.
 - c. A St. Charles Borromeo Catholic School In-Parish family is one who participates in the sacramental life of the parish by regularly attending Mass, supporting parish activities, and contributing a minimum of \$10 a week to the Parish collection. Monitoring of the St. Charles Borromeo Catholic School In-Parish Tuition Rate Privilege
 - d. A Catholic family receives the gift of the “In-Parish” rate provided the criteria of being parishioners as stated in the St. Charles Borromeo Catholic School Admissions and Enrollment policies and included in the registration materials is met. These criteria do not in any way stand in judgment of a person’s depth or quality of faith, but rather as objective ways of establishing a person’s commitment to St. Charles Borromeo Catholic Parish. So that each parent/guardian might be treated equally and

fairly, the most objective means of monitoring parishioner status is through the financial giving records kept by the parish.

- e. Each year, the School Commission will establish the actual cost of educating a student at St. Charles Borromeo Catholic School and apply the gift of the parish subsidy to determine the “In-Parish” rates for Catholic students.
 - f. Financial reports will be sent home before the end of each trimester. At any of these reporting periods, report cards may be held until families become current with their school tuition obligations. The third-trimester report card will be held if there are ANY outstanding financial obligations and records will not be released until the balance is met. The parish bookkeeper will mail stewardship statements regarding parish contributions. This data is kept confidential with only the pastoral leader, principal, and bookkeeper involved in maintaining and honoring the parish financial records.
 - g. If there is a financial challenge being incurred by a parish family, the family should notify the school directly. There is a process for applying and receiving scholarships and there is a deep commitment to making sure all our Catholic families have the financial support they need. Any Catholic families challenged by their stewardship commitment may make an appointment to discuss this matter privately with the principal and the pastoral leader.
 - h. For returning students, family financial obligations will be assessed each spring. Catholic families receiving the “In Parish” rate may be moved to the “Catholic Out-of-Parish” rate for failure to live up to the requirements of the tuition contract and the Family Handbook. This decision is made by the pastoral leader in accordance with the principal.
2. Catholic-From a parish without a school Tuition Rate
 - a. This rate is available to Catholic students who have been baptized in the Catholic Church and are currently active members of a parish that does not have a school.
 3. Catholic or Non Catholic from a parish with a school Tuition Rate
 - a. A non-Catholic student is one who has not been baptized into the Catholic Church and does not belong to a Catholic Parish
 - b. A Catholic from a parish with a school.

TUITION PAYMENT OPTIONS

Recognizing that payment of school tuition is a requirement of each family and that the need to maintain a continuous and consistent cash flow is essential to the well-managed school, the following policy applies to tuition payments:

- A. Tuition paid on a 10 month plan is due on or before the **fifth (5th) or the fifteenth (15th) day** of every month. Should a situation arise that a payment will be late, the parent is responsible for notifying the school principal as soon as possible. In the event that a family fails to pay tuition on time, the school principal will initiate the following procedures:
 - a. If at the end of **thirty (30) days** the tuition account is not current, the parent will be notified by the accounting FACTS representative of the past due amount. A late fee of

\$25 will be added to the total tuition balance, and additional late fees of \$25 each month will continue to be added until the account is current.

- b. If at the end of **sixty (60) days** the past due condition continues to exist, the parent will be notified in writing by the principal that the account must be brought current.
 - c. If at the end of **ninety (90) days** the account has not been brought current, school services to the family will be immediately discontinued and the account will be referred to a collection agency.
- B.** St. Charles Borromeo Catholic School reserves the right, if any tuition payment is past due, to remove the student(s) from the school. The school has the further right to refuse re-enrollment for the following school year until financial commitments have been met. Re-enrollment in the current year or enrollment for the following year will not be accepted until tuition and fees are paid in full. The school will withhold all report cards, mid-term reports, and school records, including eighth-grade diplomas until all financial obligations are met. Additionally, families who have past due tuition are not eligible for tuition assistance.
- C.** St. Charles Borromeo Catholic School offers three tuition options for school families:
- a. Annual payment plan-Tuition paid in full by October 31st of the current school year.
 - b. Semi-Annual payment plan- 50% by October 31st and 50% by February 28th of the current school year.
 - c. Monthly Payment Plan-10 equal payments (August through May)
- D.** Families that are experiencing financial difficulties should contact the principal immediately.
- E. Electronic banking is a requirement for all school families.** Tuition will be billed and collected through your FACTS account. No charitable (goods or services) contribution shall be accepted in consideration of a student's enrollment at St. Charles Borromeo Catholic School.

TUITION CONTRACTS or COVENANTS

1. Each family signs a tuition covenant/contract, agreeing to the rights and responsibilities each has to promote the common good of the Christian community in accord with Catholic teachings, traditions, and tenets as directed by the principal and pastoral leader at St. Charles Borromeo Catholic School. Volunteer hours, participation in major fundraisers, supporting the parish, and participation in sacramental life are key elements to the partnership between the school and each family. Questions or concerns about the tuition contract should be addressed to the principal or school bookkeeper.
2. The FACTS customer or the parent or guardian who signs the tuition covenant/contract is the person who will be held financially responsible for all obligations. Any modifications occurring with the tuition contract/covenant must occur in writing and have the approval of the principal.
3. Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the school office at the time of registration. The school will not be held responsible for failing to honor arrangements that have not been made known.
4. All families must pay a registration fee of \$150 per student up to \$300 per family. The registration fee is used towards the cost of administrative fees, supplies, and activities. All registration fees are non-refundable.

TUITION ASSISTANCE

Fulcrum Foundation Tuition Assistance

The Fulcrum Tuition Assistance Grant program is designed for families and students currently enrolled or applying for the next school year in any Catholic school in the Archdiocese of Seattle. All families must apply each year through *FACTS Grant and Aid Assessment* to qualify. All awards are made based on financial need.

-St. Charles Borromeo Catholic School Financial Aid

Local financial assistance can be requested by any current school family. However, families must first apply for the annual *Archdiocese of Seattle Tuition Assistance Grant* funded by the Fulcrum Foundation (See above). Once a family has submitted the application by the designated deadline, the family can then request an application form for the St. Charles Borromeo Catholic School Financial Aid. The confidential form is processed by the school administration and awardees are based on financial need only. Each new school year, the applicant must reapply for the Fulcrum Tuition Assistance Grant and St. Charles Borromeo Catholic School financial aid. Any special circumstances will be handled confidentially by the principal and pastoral leader.

The principal will determine the process and amount of tuition assistance based on specific criteria. St. Charles Borromeo Catholic School families who belong to St. Charles Borromeo Parish receive first consideration for assistance. Families will receive notification from the principal regarding their tuition assistance award.

Some neighboring parishes give financial assistance to their registered families. Families are expected to complete the "Tuition Assistance Application" and submit it to their pastoral leader for his signature. When it is signed, it should be returned to the school along with the completed contract/covenant.

Emergency Financial Aid

Life status changes occur and St. Charles Borromeo Catholic School tries to respond to the situation. If a current school family has experienced a life status change, the family may submit in writing an emergency scholarship request. If any funds are available, the principal will work with the pastoral leader to assess the need and respond accordingly.

REGISTRATION AND FEES

New Student Registration Fees:

1. Families of new students must pay a \$150 registration fee per student up to \$300 per family to secure the student's placement at St. Charles Borromeo Catholic School. All registration fees are non-refundable. This registration fee is due with the St. Charles Borromeo Catholic School New Student Registration Application.
2. Registration begins the first Monday of Catholic Schools Week (last week of January).

Re-Registration Fees:

Re-registration is held each year in January on the first Monday of Catholic Schools Week for families currently enrolled at St. Charles Borromeo Catholic School. The registration process is complete when the school has received:

1. St. Charles Borromeo Catholic School Tuition Contract along with the contract fee.
2. St. Charles Borromeo Catholic School New Student Registration Application along with the new student registration fee.
3. Emergency information forms that have been completed in full.
4. Applications for parish assistance and scholarship applications if applying.
5. Records: Baptismal and birth certificates, immunization, health records, and transcripts from any previous school.

Building Fees:

Beyond registration and tuition, there are several additional fees that may be charged:

1. Eighth Grade Graduation Fee—This covers the cost of graduation and other 8th grade expenses. For full details please refer to Graduation Policies.
2. 6th Grade Camp Fee—For full details please refer to the 6th Grade Camp Policy.
3. Field Trips—Prices vary due to field trip destination and costs.

FUNDRAISING

Each school family will be required to participate in fundraising.

SCRIP

The SCRIP program is a national program that allows organizations such as St. Charles School/Parish to purchase gift cards for various businesses at a discounted rate. All businesses involved in the Scrip program honor the gift certificates for face value. The SCRIP program allows you to purchase gift certificates at face value and the difference is then donated to the school/parish. This allows you to donate funds to St. Charles School/Parish without costing you any more money than you would have spent for your personal needs. School families are required to purchase \$2,500 in Scrip annually or pay a buyout of \$350. The \$2,500 commitment must be completed by May 31st.

Auction

1. The auction is St. Charles Borromeo Catholic School's largest fundraiser. It is an annual dinner gala with a silent and live auction dedicated to supporting the full mission of the school and is held each year. The Development Director and a team of volunteers work throughout the year to create a special evening celebrating and financing the gift of Catholic education. Per the tuition contract, families donate, "procure" items for the auction, or they can buy out. Buy-out money is used by the St. Charles Borromeo Catholic School's procurement team to purchase quality items for the auction. (Please see St. Charles Borromeo Catholic School's Financial Policies for additional information).
2. ST CHARLES REVENUE ALLOCATIONS
 - a. The proceeds from St. Charles Borromeo Catholic School auction are deposited into our general operating fund to cover:
 - i. Cost of Operations (the difference between the cost of education vs. tuition charged)
 - ii. St. Charles Borromeo Catholic School Tuition Assistance.
 - iii. Long-term Development of facilities and grounds.

- b. Any deviation from the above allocations needs approval by the pastoral leader, principal, and School Commission.

Annual Fund

Every family must financially support the St. Charles Borromeo School's Annual Fund, which helps with the current and future viability of the school. The Annual Fund kicks off in late August or early September each year.

SERVICE HOURS

As part of the tuition contract or covenant, each family is responsible for finding, recording, and tracking their service hours during the school year. The annual commitment hour requirement is 30 hours for a two-parent family and 15 hours for a single-parent family. Failure to fulfill the annual commitment hour requirement will result in an assessment charge of \$40 per hour due by May 31st each year.

It is the parent's responsibility to find opportunities to serve the school or parish. Families need to document their hours on the service hours tab in their Parent's Web Account. A periodic update of recorded hours is sent to all families through the school year.

How can I fulfill my service hour commitment? Get involved at the school and parish levels. Any service supporting the good works of the school and parish is counted as volunteer hours. Ideas include, but are not limited to room parents, working in the classroom, working at the volunteer project table, take-home projects, Applause Auction, Scrip program, gardening around the grounds, ministers for the masses, serving on a commission, driving, and chaperoning on field trips, attending the monthly SCOPE (parent club) meetings and MORE!

ACADEMIC POLICIES

St. Charles Borromeo Catholic School exists to teach the message of Jesus Christ to its students. The curriculum taught at St. Charles Borromeo Catholic School meets Archdiocesan requirements for textbooks, materials, and time allotments for subject areas. St. Charles Borromeo Catholic School's curriculum is cross-referenced with Common Core Standards, Next Generation Science Standards, and Washington State's Essential Learning Requirements so that it meets or exceeds current national and state standards. **St. Charles Borromeo Catholic School** is fully accredited through the **Western Catholic Educational Association (WCEA)**. A copy of the accreditation study and report is available on the St. Charles Borromeo Catholic School website and/or School Office.

CURRICULUM

The Archdiocesan curriculum guidelines are consistent with the Archdiocese of Seattle Religion Standards, State of Washington learning requirements, and the National Common Core Curriculum State Standards subject areas. We strive to offer a program which makes use of many sources of reading material, a wide variety of audio-visual and technology tools, and a multi-text approach to the content areas. Textbooks are approved by the Archdiocese of Seattle.

Instruction

The instructional program at St. Charles Borromeo Catholic School continually strives toward implementing the best and most appropriate teaching practices. These practices include: circulating, direct instruction, coaching, guided practice, presenting, modeling, problem-based learning, hands-on experience, use of technology, incorporating learning centers, writing process/workshops, employing close reading, text and evidence questions and answers, teacher-directed questions and answers, high-level questioning, discussion, and observing.

Religion

The school is committed to promoting Gospel values in every aspect of school life. Besides daily instruction in the Catholic faith, St. Charles Borromeo Catholic School emphasizes daily prayer, frequent and regular worship, service projects and outreach, training and preparation for the sacraments, and Catholic Social Justice teaching. This is inclusive of the mutual respect of teachers, staff, students, and parents, and the implementation of school policies and programs, which are just.

Parents are the primary educators for the faith of their children. The school's role is to support families in this critical aspect of parenting. Families are encouraged to be active participants in their respective faith communities by regular attendance at Mass and by sharing their time, talent, and treasure. Sunday or Saturday Vigil Mass attendance is expected of all Catholic school families. Friday or daily Mass is not a substitute for Sunday or Saturday Vigil Mass attendance.

Non-Catholic students are expected to participate in school religious experiences and to attend religion classes which are assessed as academic subjects. Non-Catholic students shall be considered integral members of the student body, expected and required to participate in all aspects of the school program.

1. Non-Catholic students are required to attend and participate in religion classes. Teachers will be sensitive to the student's ability to understand and be respectful of his/her personal religious convictions.
2. Non-Catholic students shall be required to be present for Mass and other religious services. They are not required to actively participate in such services but are invited and encouraged to do so to the extent they desire. In accordance with the teachings of the Catholic Church, non-Catholic students are not permitted to receive communion or other sacraments.
3. Non-Catholic students, like other students, are required to participate in service-learning projects and student service hours sponsored by the school.

Religion Class - Religion is taught regularly as part of the school curriculum, using the Standards approved by the Office of Catholic Schools of the Archdiocese of Seattle, and the United States Conference of Catholic Bishops (USCCB).

Sacrament of Penance - Opportunities to receive the Sacrament of Penance are made available to the students throughout the school year. This is not meant to take the place of the students receiving this Sacrament on their own or with their families.

Community Service - Each student and class take part in Christian service activities throughout the year.

ACRE Test - The elementary religion curriculum will be evaluated by a uniform means of assessment, including national assessments, with oversight by the Office for Catholic Schools. Students in grades 5 (level 1) and 8 (level 2) will take the ACRE (Assessment of Children/Youth

Religious Education) assessment offered by the **National Catholic Educational Association (NCEA)** in the month of April. The school will receive a group report for each ACRE leveled assessment used in the school.

Mass - St. Charles Borromeo Catholic School is foremost a Catholic School. We are committed to the spiritual development of our students. In pursuit of this goal, the school community gathers the first Friday for the celebration of the Eucharist, on Holy Days of Obligation and once a month in grade band levels. The school Mass is not a substitute for the obligation of each Catholic to attend Sunday Mass.

Prayer - In order to foster the habit of daily prayer in our lives, the school day begins and ends with prayer. Students are each encouraged to use these and other opportunities to ask forgiveness, give thanks, and praise and recall God's blessings.

Academic Subjects

English Language Arts - The English/language arts curriculum is aligned with the Common Core State Standards for all grade levels. Students are taught a variety of skills and strategies in learning to read, including decoding, comprehension, fluency, and vocabulary development. Writing classes are based developmentally on the fundamentals of grammar, usage, spelling, and mechanics, as well as writing a variety of forms for different audiences and different purposes, including opinion writing, informative/explanatory writing, and narrative writing.

Mathematics - The math curriculum is aligned with the Common Core State Standards for all grade levels. The program emphasizes individual student abilities, and students can be placed in higher-level math classes. The math program also emphasizes basic math facts, hands-on activities, and an online visual-spatial technology program for grades K-5.

Social Studies/History - In social studies, PreK through 3rd-grade students learn about communities, geography, and map skills. In 4th and 7th grade the focus is Washington State history. In 5th and 8th grade the focus is United States history and geography. In 6th grade, the focus is world history.

Science – Science is taught at all grade levels incorporating the Next Generation Science Standards and the content domains of physical, life, and earth/space sciences. STEM (Science, Technology, Engineering & Math) activities that include engineering design are also infused into the curriculum.

Spanish -All 7th and 8th-grade students will be enrolled in Spanish 1 for the fall. If a 7th or 8th-grade student has already completed Spanish 1 previously, then this is the appropriate placement for their language class. Students will be enrolled in a study hall as their elective throughout the day to accommodate this course, and it will run for a full year. To be enrolled in Spanish 2, student records need to be reviewed by the main office.

Music – We offer a quality Music program as part of the general curriculum at St. Charles Borromeo School. Our program utilizes Quaver Music General Music Curriculum - a comprehensive set of resources built on a foundation of standards-based lessons full of interactive elements and lesson plans. Lessons are packed with singing, moving, and playing instruments to address the musical concepts, vocabulary, and skills outlined by state and national standards at every grade level.

Physical Education - A quality Physical Education program is offered to students as part of the general curriculum at St. Charles Borromeo School. The Physical Education program utilizes lessons, activities, videos, and assessments from SPARK (Sports, Play, and Active Recreation for Kids) curriculum. This curriculum has evolved from a National Institutes of Health study. SPARK has been proven effective by objective research and field testing with tens of thousands of students and their teachers.

Technology - Our technology class is a dynamic course that works with interesting and modern programs. Students will learn about 3D modeling, laser cutting, and Python programming. Middle Schoolers will learn about Mars Rover model building and competitions will take place to challenge building and modeling skills. This is a great course for our budding engineers!

Students are preparing for a world in which technology literacy is an important part of their future educational and vocational careers. Technology allows students to develop their learning styles and explore more creative ways to demonstrate their mastery of skills, concepts, and information. Technology is a tool by which teachers can reach each student at his or her own level, pace, and interest to enhance their lifelong learning process. This is an integral part of the educational program at St. Charles Borromeo Catholic School.

Students accept the responsibilities and guidelines outlined in the agreements they sign each year for the use of all St. Charles Borromeo Catholic School electronic devices. Any damage to any electronic device through improper use will be the responsibility of the student and their parent(s). Internet access is available to students for educational purposes only. St. Charles Borromeo Catholic School staff has taken precautions to restrict access to inappropriate information and students are not to use the Internet without a teacher present.

Library Skills – All students visit the school library once per week and kindergarten through 8th grade students are given the opportunity to check out books to read for growth in reading and academic skills, as well as for enjoyment. Students are taught strategies for locating information, selecting and evaluating both paper and electronic resources, and extracting information from those resources.

Art - Art instruction takes place in PreK through 5th grade and is connected to subject areas, liturgical seasons, and holidays, and is facilitated by the classroom teacher.

Personal Safety -St. Charles Borromeo Catholic School uses an Archdiocesan required safety program in PreK through 8th grade.

Band Program – We participate in the Bellarmine Parochial School Band Program, which is an after-school program for students in grades 4-8.

Choir Program - We offer a quality Music program as part of the general curriculum at St. Charles Borromeo School. Our program utilizes Quaver Music General Music Curriculum - a comprehensive set of resources built on a foundation of standards-based lessons full of interactive elements and lesson plans. Lessons are packed with singing, moving, and playing instruments to address the musical concepts, vocabulary, and skills outlined by state and national standards at every grade level.

Assessment

St. Charles Borromeo Catholic School teachers use a variety of methods and types of assessments to monitor and ensure student learning. Students are assessed informally through observing, listening, asking questions, discussion, and requiring written responses to ensure the students understand a concept or skill. Students are also assessed through formal assessment, which includes, but is not limited to portfolios, written tests, oral tests, performance tasks, and projects. Report cards are sent home three times a year and grades are available via RenWeb for students in grades 3-8. Students in grades 2 through 8 take the Measures of Academic Progress (MAP) standardized tests. The data the school collects from these tests and classroom assessments is then disaggregated and is used to help inform instruction and curriculum.

LIBRARY

Mission Statement

The St. Charles Borromeo Catholic School Library exists to help develop reading skills; to encourage recreational reading; to help familiarize students with the world around them, both present and past; to enhance the curriculum taught in the classrooms, and to promote a life-long love of reading.

Philosophy Statement

The school library staff is committed to providing highly responsive service to the entire school community. The staff strives to inform, enrich, and empower every member of the school community by providing access to high-quality, appealing, timely, authoritative, and reputable materials in a variety of genres for a variety of age levels. The library staff acquires, organizes, and provides a wide variety of children's literature; Catholic resources; other relevant library materials; and serves the entire school community with caring and expert assistance. All students are encouraged to visit the library regularly and often so that they may enjoy and benefit from these materials.

Responsibility Policy

It is a **privilege** for students to use this facility and its materials. With this privilege come the following **responsibilities**:

1. **Students are responsible** for knowing what books they have checked out and for knowing where those books are at all times.
2. **Students are responsible** for taking proper care of library books and for returning them on time.
3. **Students are responsible** for learning and demonstrating proper library etiquette at all times in order to maintain a quiet, studious atmosphere.

Overdue Notices: Overdue notices will be sent home periodically throughout the year. The notices are a reminder to the student and his/her parent(s) to return the book(s) for others to use.

Final Overdue Notices: In May, as the library prepares to close for the year and take inventory, the final due date will be announced; all books will be due, final overdue/replacement cost notices will be sent.

Damaged Library Books: Students whose books are returned damaged beyond what would be considered “normal wear and tear” will incur a fine in an amount commensurate with the extent and type of damage. If the damage is so extensive that the book is no longer fit for circulation, the amount of the fine will be the replacement cost of the book.

Lost Library Books: If a student believes he/she has lost a library book, the library staff should be notified as soon as possible. If the book is still lost when the library prepares to close for the year, the student/parent will be billed for the replacement cost of the book.

Questions, Comments, Concerns: If you have a question, comment, or concern about our materials, service, or library in general, please submit it in writing to the library staff. The librarian and the school administration will meet with you to respond to your concern, and the pastoral leader will make all final decisions regarding materials available for the students.

Donations of used books, paperback books, or books that do not appear on the Wish List are welcomed and appreciated, but they will not be honored or recognized as part of this program.

FIELD TRIPS

Field trips are planned by the teacher to enrich the curriculum. They are a privilege afforded to students; no student has an absolute right to a field trip. Students can be denied participation if they fail to meet academic or behavioral requirements.

Teachers will notify families in advance of these trips. **All students must bring the required permission slip form in advance of the field trip day.** Phone calls will not be accepted in place of the written form. Only students currently enrolled at St. Charles Borromeo Catholic School are allowed to participate in field trips. Parents who volunteer for field trips must find childcare for their children not enrolled at St. Charles Borromeo Catholic School.

If necessary, fees will be collected from school families to pay for the cost of the field trip and the transportation. (Bus transportation is the preferred method to be used for any field trip.) School uniforms are to be worn on field trips unless otherwise indicated by the Principal.

In accordance with Washington State Law, the following requirements must be met for all field trips and other school-sponsored events involving vehicles that are privately owned and driven:

1. The driver must be at least 21 years old
2. The driver must submit to a background check and show no felony, DUI, or reckless driving convictions
3. The vehicle must be insured by the driver for the minimum limits required by the Archdiocese’s insurance company
4. Effective January 1, 2020
 - children under age 2 must be properly secured in a rear-facing car seat,
 - Children ages 2-4 must be properly secured in a car seat with a harness which may be either rear-facing or forward-facing,
 - Children ages 4 and older and less than 4’9” tall must be secured in a booster seat with a seat belt (or continue in harness seat).
 - Children over height 4’9” must be secured by a properly fitted seat belt (typically starting at 8-12 years old).
 - Children under age 13 are required to ride in the back seat when practical to do so.

RCW 46.61.687 says a child must remain in a booster "until the vehicle lap and shoulder seat belts fit properly, typically when the child is between the ages of eight and twelve years of age, as recommended by the American Academy of Pediatrics, or must be properly secured with the motor vehicle's safety belt properly adjusted and fastened around the child's body."

For children under 2 years old, they must remain in rear-facing car seats until they reach the height and weight specifications set by the seat manufacturer.

Children not enrolled in the school shall not accompany the class field trip.

OUTDOOR EDUCATION

The YMCA's Camp Seymour is a part of the 6th-grade curriculum at St. Charles Borromeo Catholic School and attendance and participation in camp and camp activities are mandatory. **It is not an optional program as it reflects directly upon the expectations and grades and encompasses every subject.** Students attending camp will practice academic risk-taking skills through critical and creative thinking, problem-solving, and working cooperatively.

Camp Seymour is not an optional program; the only excused absence from camp is an illness with a doctor's written note recommending that the student avoid outdoor activities. A student who misses camp due to an illness is responsible for making up missed work and the student's family must make arrangements for the student not to be at school during camp week. If a student does not attend camp due to another reason besides illness, 1/3 of their overall science and religion grades for the 3rd trimester can be affected.

Payment for this important educational experience is the responsibility of the parents of 6th-grade children. Limited scholarships for camp are available; access to these funds must be obtained through the principal. Payment for camp must be paid to St. Charles Borromeo Catholic School in full before a student is allowed to attend camp.

Adult chaperones are needed for the successful implementation of camp activities and events. Any interested chaperone must fill out a camp chaperone application. Only current 6th-grade parents, guardians, or grandparents can be selected as parent chaperones. Chaperones must be over 21 years old and must abide by the rules set forth by St. Charles Borromeo Catholic School and Camp Seymour; these include cell phone and other electronic device usages which are not allowed. All chaperones must have completed the Archdiocesan Safe Environment training. The 6th-grade science teacher and the administration will make the final determination on the selection of parent chaperones.

STUDENT SERVICE HOURS

As part of our mission to help the students understand their role in the larger community and to develop in them a sense of service and responsibility, students in grades 6-8 will be required to perform 15 hours of community service per year. Service is giving of one's time to help someone who is less fortunate. Hours may be earned in parish, school, or community service beyond the school day. The service is required to be completed and recorded by the middle of May. Students will be asked to complete a reflection assignment.

HOMEWORK

The St. Charles Borromeo Catholic School faculty are committed to assigning homework that is authentic and relates to the learning concepts that are taught in the classroom. Homework

assignments are considered an extension of classroom work and are a means of reinforcement and, with few exceptions, can be completed by the student on his or her own. Studying for tests and quizzes are also an essential part of the homework process. Much can be accomplished if parents help foster systematic home study habits in their children and provide adequate study space, lighting, and a proper environment free from distraction.

Pre-Kindergarten

Homework assigned to Pre-Kindergarten students is under the discretion of the Pre-Kindergarten teacher and there is no specific amount of time for this grade.

Kindergarten and First Grade

Each child is responsible for daily homework from Monday through Thursday. The average length of the daily homework assignments is approximately 20 – 30 minutes.

Second and Third Grade

Each child is responsible for daily homework from Monday through Thursday. The average length of the daily homework assignments is approximately 30 – 45 minutes.

Fourth and Fifth Grade

Each child is responsible for daily homework from Monday through Thursday. The average length of the daily homework assignments is approximately 45 minutes to one hour.

Middle School – Sixth Through Eighth Grade

Each child is responsible for daily homework from Monday through Thursday. The average length of the daily homework assignments is approximately one hour to one and one-half hours.

Additional Homework Notes

1. Students in 3rd – 8th grade are responsible for writing down their homework for each class in the assignment notebook they receive in September.
2. If a student consistently spends more time than is recommended in real studying (without television and other distractions), the teacher should be notified, and adjustments will be considered.
3. Various assignments and long-term projects may involve homework on the weekends. The teacher will monitor the progress of long-term projects.
4. Middle school students (Grades 6th – 8th) may periodically expect homework on the weekends and it may be to a student's advantage to complete assignments outside of the school week.

Late Work

For middle school students, if an assignment is one day late there will be a 25% reduction on the grade. Assignments will only be accepted after one day late. Teacher discretion is taken into consideration on late long-term assignments and projects. In Pre-K - 5th grade, the late work policy is under the discretion of the homeroom teacher.

Make-Up Work

When a student is absent from school due to an illness, he/she will be given the same number of days he or she was absent to complete and turn in missing work. It is the responsibility of the student to arrange for all make-up work. Parents may call the office to pick up work if the student has been absent for more than one full school day.

GRADING

Students in the primary grades (PreK-4) are assessed using a five-tier grading scale based on meeting the academic standards for their grade level. Students in grades 5-8 are assessed on a hybrid-letter grade system that is aligned with the academic standards of their grade level. Students' effort and personal development are also assessed. A modified academic plan may be established if a student has specific academic needs. This academic plan would be pre-arranged between the teacher and the principal in conjunction with parents.

GRADING SCALE FOR GRADES Pre K - 2:

- 3 Meeting standard
- 2 Approaching standard
- 1 Below standard
- O Not assessed at this time

GRADING SCALE FOR GRADES 3- 8:

Students in Grades 3-8 earn percentage grades for all of their academic subjects. Other classes are graded using standards-based assessments.

- 3= Meeting standard
- 2= Approaching standard
- 1= Below standard
- O= Not assessed at this time

If there is any discrepancy with a grade, parents may send a written inquiry to the school within one week of the issuance of the grade.

PROGRESS REPORTS

Frequent communication between home and school is encouraged regarding your child's academic progress. Parents in grades 3-8 have access to real-time grade books via RenWeb. Any students in a deficiency status will be communicated with by the homeroom teacher and/or administration. Parents are encouraged to contact teachers with questions and/or concerns. Appointments should be made with the teacher, and a meeting should never be attempted during class hours, carpool, or recess periods.

REPORT CARDS

Trimester report cards are issued at the end of each 12-week term. We encourage parents to discuss these reports with their children and to work cooperatively with teachers in their efforts to help each student develop to his or her potential. Report cards are not intended to provide a complete evaluation of a child's progress. They are tools of assessment that are used to measure a student's achievement, effort, and performance. A conference may be scheduled when needed to give a more complete view of a child's overall progress.

PARENT-TEACHER-STUDENT CONFERENCES

Mandatory Parent-Teacher-Student conferences will be scheduled for each family in the middle of the fall grading periods. The purpose of these conferences is to provide an up-to-date and personal evaluation of the student's work and progress and to discuss with parents the ways to assist their children. Conferences also give parents an opportunity to ask questions and to become informed of school activities. The conferences are student-centered; each student is an active participant and all students in grades 4-8 are expected to attend. Attendance of preschool-3rd grade students is up to the discretion of their teachers. Registering for conferences is done online.

Additionally, conferences may be requested at any time by parents or teachers. To schedule a conference, please email your child's teacher.

RETENTION

If the teacher feels that another year in the same grade would be beneficial for the student he/she may be retained in that grade. If retention is being considered by the teacher; parents must be notified by March 1st. A formal letter from the principal will be sent out by March 15st and a final decision regarding the retention will be made by mid-May. A parent may call and ask the classroom teacher and/or administrator to discuss retention at any time.

If a middle school student (Gr. 6-8) does not pass two out of three trimesters in a core subject, he or she is in jeopardy of not passing to the next grade level or not graduating from St. Charles Borromeo Catholic School. In all cases, the final decision rests with the principal.

ACADEMIC PROBATION

Probation may occur if a student is not meeting the academic requirements of his/her particular grade, or if there is continuing serious academic deficiency. A student can be placed on academic probation by the principal in consultation with the teachers. The principal will determine the length of the probation period. If there is no improvement during the probation period, the student may be asked to withdraw from St. Charles Borromeo Catholic School.

ACADEMIC PROMOTION

Students are promoted from one grade to the next once a year based on the student's satisfactory completion of the grade requirements. Final decisions regarding the promotion of a student is the sole responsibility of the principal

ACADEMIC TRIAL PERIOD

All students who are newly enrolled in grades Pre-Kindergarten through 8th at St. Charles Borromeo Catholic School are admitted on a six-week trial basis. Parents/guardians will be notified of their child's progress through regularly scheduled progress reports, report cards, and parent/student/teacher conferences. At the end of the trial period, parents/guardians will be notified if an extension is necessary.

SCHOOL SUPPLIES

The responsibility for having necessary school supplies belongs to each family. A supply list is sent home in June and is available on the school's website.

TEXTBOOKS

Textbooks should be kept in the best possible condition, as they are on loan to the students. The student is expected to pay for the loss or damage done to any textbook.

TUTORING

Teachers may tutor a student for profit in a subject if they are not responsible for teaching the student in that particular subject. Class time may not be used for any private lessons or practices.

DISCIPLINE PROCEDURES AND POLICIES

We are committed to the development of a Christian community wherein all members, adults and children, are encouraged and supported in their growth toward fullness in the person of Christ. In an effort to make this growth a reality, the faculty and staff are dedicated to building an atmosphere conducive to this Christian development. At times, this requires positive encouragement and building of self-esteem. At other times, it demands assisting an individual or group to redirect energies toward growth.

Purpose of discipline at St. Charles Borromeo Catholic School

1. To provide an environment of the Christian community, wherein growth and development of the person are made possible, stimulated, and encouraged.
2. To provide an opportunity for the student to practice Christian ideals and attitudes.
3. To assist students in the development of self-discipline, courtesy, and respect.
4. To provide an atmosphere conducive to learning, wherein no one student or group of students deprives others of their right to learn.
5. To promote respect and care within the student for himself/herself, for others in the school, and for members of society.

Appropriate behavior is defined as following three basic rules:

1. We respect ourselves and others.
2. We respect and care for school and personal property.
3. We observe playground boundaries, lunchroom, library, and school safety rules.

Corporal Punishment

The use of corporal punishment in any form is prohibited at St. Charles Borromeo Catholic School. All school personnel exercise pastoral leader care in the discipline of a student and will follow carefully articulated discipline procedures.

Disciplinary Actions

When methods of positive reinforcement, motivation, and conferencing with students have not proved successful, or when seriously disruptive conduct has taken place, other actions may be necessary; some of which are defined below. Since building a Christian community demands that each individual is given the opportunity for personal growth, infringement of these rights will result in disciplinary action.

Disciplinary Policies

To be successful, it is imperative that all students follow school policy and guidelines. School rules governing conduct and discipline are to be interpreted to ensure an optimum learning atmosphere and create a climate in which each student has the maximum opportunity to learn.

The following are in addition to the rules covered in the *St. Charles Borromeo Catholic School Handbook*:

Basic school-wide rules:

1. Students are to comply with every faculty and staff directive at all times.
2. Students are to use an appropriate voice when speaking.
3. Students are to keep their hands, feet, and other body parts to themselves.
4. Students are to speak respectfully to others (no profanity or name-calling).

DISCIPLINE REGULATIONS

The rules of a school, governing all conduct and discipline, are in place to ensure an optimum learning atmosphere in the classroom. “Optimum learning atmosphere” shall be defined as the climate in which each student has the maximum opportunity to learn. The conduct of students that interferes with that climate should be kept at an absolute minimum as determined by the classroom teacher. Students are to comply with rules established for the governing of the school.

The principal reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at their discretion.

A student who engages in conduct detrimental to the school’s reputation, whether on or off school grounds, can be subject to suspension or expulsion.

Behavioral Contracts

A student is placed on a behavioral contract when there is a persistent issue with conduct. The school administration will determine when a student is placed on a behavioral contract. A written contract is drawn up by the school and presented to the student and the student’s parents at a conference. The behavioral contract will state-specific areas where growth is needed and will provide specific directions in terms of negative and positive reinforcement.

Detention

After School Detention

After-school detention will be held Monday and Thursday from 3:00 PM – 3:15 PM for 6th through 8th-grade students. Students must fulfill their detention time before they can participate in an after-school club. Upon receiving detention, parents will be notified by the teacher assigning the detention.

After school detention may result from but is not limited to, the following:

- Gum chewing/spitting
- Inappropriate language
- Inappropriate Mass behavior

Suspension

In-School Suspension

The in-school suspension will be given to any student that receives three pink slips within an academic year. The student will not be allowed to return to class until a conference is held with the parents, student, teacher(s), and principal. Extreme or serious behaviors can result in an immediate suspension. Persistent and serious offenders may be asked to withdraw from St. Charles Borromeo Catholic School.

Out-of-School Suspension

A student is expected to conduct himself/herself in a manner that is consistent with the Catholic faith. At the sole discretion of school leadership, a student may be placed on suspension for serious misconduct that is deemed to be detrimental to the school or the school's reputation on or off-campus, during a school or parish sponsored activity that happens off school grounds, or for continued misconduct after being placed on probation. A student may be suspended for a single serious offense, repeated infractions of the rules, or for the repeated disregard of the general good of the school.

A student may be removed from the school building for a period of time (generally not to exceed 10 school days) pending an investigation of the circumstances and a conference with the student, parents or guardian, teacher(s), and principal. A second suspension for the same or similar infractions may cause the student to be expelled. A psychological evaluation including a risk assessment of the student may be required as part of the documentation steps of a suspension, probation, or expulsion case.

Expulsion

Expulsion is the most drastic course of action for repeated or serious violations of school rules. Expulsion is a serious process and follows the steps outlined under suspension unless the seriousness of the circumstances necessitates immediate action. In cases of expulsions, parents and/or students have the right to request an appeal. The information for due process is available to those concerned in the *Archdiocesan Policy Handbook*. This handbook is kept on file for reference in the school office.

Due Process

The principal has the right, if necessary, to exclude a student from all school activities during the time of the due process. If a student has been expelled from the school, the parents/guardians may request a hearing from the school. If a hearing is requested, the school must be notified within five school days after the parents/guardians have received notification of the student's required expulsion. If a reply is not received within this five-day period, the hearing is waived and the expulsion from St. Charles Borromeo Catholic School is final.

If a hearing is requested, it is held within five school days of receiving such a request. The hearing committee will consist of the pastoral leader or his designee, the principal, and a designated teacher. The final decision of the hearing committee will be submitted to the parents/guardians within five days of the hearing. The decision of the hearing committee is final.

HARASSMENT/BULLYING

St. Charles Borromeo Catholic School, as part of the greater Catholic Archdiocese, is committed to a positive and productive community environment free of harassment and bullying. It is the explicit policy of St. Charles Borromeo Catholic School to prohibit harassment, bullying, or intimidation whether committed by a student, staff member, volunteer, and/or parent. St. Charles Borromeo Catholic School will promptly respond to allegations of harassment and bullying and take each allegation seriously. St. Charles Borromeo Catholic School will review and investigate such matters in a professional and timely manner.

1. St. Charles Borromeo Catholic School is committed to an environment that is free of harassment and bullying whether intentional or not, while in school/parish buildings or on school/parish property, or when being transported to and from school-sponsored activities. In addition, online harassment via email or social media will not be tolerated.
2. St. Charles Borromeo Catholic School prohibits retaliation against any student, staff member, volunteer, and/or parent who has testified, assisted, or participated in the investigation report. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or adverse pressure.

Conflict

Conflict is defined as a disagreement between two students or a group of students. The results of a conflict can often lead to an argument; however, conflicts are a natural, everyday occurrence between children. Through conflict, children learn to exercise self-control and establish boundaries.

Harassment

Harassment is defined as any intentional electronic, verbal, physical, visual, or written act including, but not limited to, one shown to be motivated by a person's perceived race, ethnicity, genetic information, sexual orientation including gender expression or identity, color, religion, gender, national origin, age, or disability, or that of his/her relatives, friends, or associates, when the electronic, verbal, physical, visual, or written act:

- (A) Physically harms a student or damages the student's property;
 - (B) Has the effect of substantially interfering with a student's education;
 - (C) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
 - (D) Has the effect of substantially disrupting the orderly operation of the school.
- and that creates an intimidating, hostile, or offensive school environment.

Descriptive Terms

1. Verbal Harassment: Includes, but is not limited to, harassment involving derogatory comments, jokes, or slurs; belligerent or threatening words between individuals; offensive, negative remarks.
2. Physical Harassment: Includes, but is not limited to, harassment involving unwanted deliberate touching, pinching, punching, kicking, bruising, or patting.
3. Visual Harassment: Includes, but is not limited to, harassment involving derogatory, demeaning, or inflammatory pictures, posters, cartoons, written words, drawings, novelties, computer-generated images and memes, and both body and facial gestures.

4. Sexual Harassment: Means harassment that includes, but is not limited to unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, sexually suggestive remarks, gestures or jokes, or other verbal or physical conduct or communication of a sexual nature if:
 - (A) Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an education or employment;
 - (B) Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education or employment; or
 - (C) That conduct or communication has the purpose or effect of substantially interfering with an individual's educational or work performance, or of creating an intimidating, hostile, or offensive educational or work environment.
5. Online Harassment: Includes, but is not limited to harassment involving emailing, texting, tweeting, or posting indecent and/or demeaning writings, cartoons, memes, or pictures via social media.

Uncivil or unkind behavior towards others that does not meet the above standards for harassment may still subject a student to disciplinary action.

Bullying and Cyberbullying

Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. **The behavior is repeated over a period of time.**

There are three types of bullying:

1. Verbal bullying involves saying or writing mean things.
2. Social bullying, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships.
3. Physical bullying involves hurting a person's body or possessions.

Cyberbullying is bullying that takes place using electronic technology. Electronic technology includes but is not limited to devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, tweets, chat, and websites.

All allegations of harassment and bullying will be taken seriously and promptly investigated. Reports of harassment and bullying should be made immediately to faculty, staff, and/or the principal. Once an allegation of harassment and or bullying has been reported, the principal, under the discretion of the Pastoral leader, will adhere to Archdiocesan policy and follow through on the investigation of the allegation.

Uncivil or unkind behavior towards others that does not meet the above standards for bullying may still subject a student to disciplinary action.

Threats

Any threat by a student to inflict harm to self or others will be taken seriously and addressed promptly. Threats should be reported to the Principal, Vice Principal or teacher who will decide if police support or notification is needed. The police will be notified about threats when it is deemed

necessary. If a student has been threatened, the Principal, Vice Principal or teacher shall notify the student's parents/guardians promptly.

Any student who makes an intentional verbal or physical threat to cause a person's death, or who makes a threat about guns or explosive devices, will be suspended or expelled and the police will be notified.

Retaliation/False Allegations

Retaliation is prohibited and will result in appropriate discipline. It is a violation to threaten or harm someone for reporting harassment, intimidation, or bullying, or to threaten or harm someone who participates in an investigation of harassment, intimidation, or bullying. It is also a violation of school rules to knowingly report false allegations of harassment, intimidation, and bullying. Individuals will not be disciplined for making a report in good faith, even if the report is found not to be substantiated. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline

VIOLENT BEHAVIORS

St. Charles Borromeo Catholic School strives to maintain a safe, respectful, Christian environment. Violence of any nature will not be tolerated. Violence can manifest itself in various ways. Major offenses may warrant an immediate conference and the implementation of suspension, required withdrawal, or expulsion. These actions may result from any serious or chronic conduct, whether inside or outside the school, that is detrimental to the reputation of the school.

Aggressive or Reckless Behavior

Aggressive or reckless behavior which jeopardizes the health, safety, or welfare of the student, other students, the greater community, or staff members will be subject to disciplinary action.

Alcohol and Drug Policy

The use and/or possession of alcoholic beverages or drugs is prohibited by law to minors. In addition, the following regulations shall be applicable to students of St. Charles Borromeo Catholic School while they are in school, on and off school grounds, or at school-sponsored events.

1. The selling, possession, distribution of and/or social media or other references to alcoholic beverages, drug paraphernalia, controlled substances including marijuana, or any substance considered to be such, is a major violation. Students who knowingly do so will receive a long-term suspension or expulsion. Legal authorities may be notified. Controlled substances include, but are not limited to, narcotics, amphetamines, marijuana, hallucinogens, barbiturates, and prescription or non-prescription drugs of any nature whatsoever. In order to return to school students will be required to state where and how they obtained the drug or alcohol.
2. Students under the influence of any alcoholic beverages, controlled substances, including marijuana, or other illegal substances considered to be such will receive a long-term suspension or expulsion. Legal authorities may be notified. In order to return to school, students will be required to state where and how they obtained the drug or alcohol and may be required to obtain a drug/alcohol assessment and follow any recommendations.

Any medication a student requires during the school day must be kept in the health room or school office (as discussed further below) and administered by school personnel, a parent, or a parent-designated adult consistent with written authorization from the licensed health care professional. Students will not be permitted to consume prescribed cannabis products on school grounds, school transportation, and/or at school activities.

Assault or Intentionally Causing Physical Injury

A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way as could injure another person. Any student involved in fighting, play fighting or promoting fighting shall be subject to disciplinary action. A conference with the parents may be requested, and a student may be suspended or expelled for fighting. Fighting may constitute a crime and be reported to law enforcement.

Hitting, biting, or kicking another student, whether intentionally or during play, is not tolerated. Students who engage in this type of behavior will receive an in-school or out-of-school suspension. For severe cases, parents will be called, and the student must go home.

Criminal or Gang-Like Activity

Criminal or gang-like activity or membership in a criminal street gang is not permitted. A criminal street gang is defined as any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts.

Criminal/gang-like activity shall not be tolerated on school/parish grounds or at any school/parish-sponsored activity. Students shall not wear/display explicit gang-like symbols or display gang-like symbols. Violation may result in expulsion, suspension, and/or other appropriate disciplinary action as deemed appropriate by the principal.

Cheating

St. Charles Borromeo Catholic School strongly stresses that doing one's best work is more important than the grade; however, if a student is cheating on a test, quiz, or any assignment, or forges a signature on any test, note, or report, the person cheating will receive a failing grade on the test or assignment, and any person facilitating the cheating will also receive a failing grade on the test, quiz, or assignment. An additional behavioral consequence will also be administered to all parties that are involved in the cheating incident. Cheating in any form is clearly dishonest and unacceptable.

Such cheating may include:

1. leaving books or notebooks open during a test period, unless students are instructed by the teacher to do so
2. writing answers on desktops, clothing, or on hands, legs, arms, and other parts of the body
3. looking on another's test paper
4. copying another student's assignment and/or homework
5. talking with another student during a test period
6. writing down answers copied from others when tests are handed in
7. talking with students from previous class periods in order to get test information

8. using or attempting to retrieve digital information from a cell phone or similar device and then accessing such material during an exam, quiz, or test
9. handing in a paper for credit that has already been graded in another class, without the approval of the teacher

Disturbances

It is against the rules to willfully create a disturbance on school premises during school hours or at school activities or meetings. It is also against the rules to repeatedly create a disruption of the learning environment in the classroom.

False Fire Alarms and Fire

Any student involved with activating a false fire alarm is subject to disciplinary action by both school and legal authorities. Under the law, false fire alarms are misdemeanors subject to a maximum fine of \$250.00.

Arson is a felony. Any student who sets a fire on school premises will be subject to discipline and referred to law enforcement for a potential charge of arson or reckless burning. Igniting matches, lighters, or other similar devices is prohibited. A student who engages in this behavior will be suspended or expelled.

Forgery

The forging of a signature of a parent, guardian, staff member, or another student on any letter, note, or report to the school or on any school document where a parent signature is required will result in disciplinary action.

Gambling

Gambling on school/parish grounds is illegal and not allowed.

Hazing

Hazing in any form or of any type is not allowed at St. Charles Borromeo Catholic School and can result in suspension or expulsion from school.

Insubordination

Any student who is insubordinate or defies the authority of any school personnel or parent volunteer is subject to disciplinary consequences.

Leaving School Grounds without Permission

Any St. Charles Borromeo Catholic School student who leaves the school grounds without permission from the school will receive a suspension or expulsion for his or her actions.

Plagiarism

Students should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from any source, including the Internet. Students should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

Students who use plagiarized material will be subject to a reduction in grades and disciplinary consequences.

Profanity

Swearing, profanity, vulgarity, or obscenity by any person on school/parish grounds or during school-sponsored activities will not be tolerated. Students engaging in such conduct will be subject to discipline. Students are likewise not allowed to play videos, music, or other recordings that contain profanity, vulgarity, or obscenity.

Respect of Property

All students are expected to respect and care for all property of the school. Any student or students found damaging, defacing, or destroying school property will be required to pay for the damage or loss. Willful destruction or defacement of school property at any time is cause for suspension or expulsion. Student grades and transcripts will be withheld until all costs from damages have been paid.

Smoking

Cigarette smoking, e-cigarettes used for vaping, JUULing (jeweling), and other similar conduct by students will not be tolerated at any time on the school/parish premises or at school-sponsored activities or on school transportation. Students caught smoking will receive a suspension and or expulsion for their actions.

Theft

Any student involved in theft may be suspended from a single class or from a full schedule of classes for a period of up to ten (10) school days with a possible loss of credits for a trimester. The student will be required to replace or pay for the stolen item(s). Proper legal authorities may be contacted.

SEARCHING STUDENT'S BELONGINGS

St. Charles Borromeo Catholic School has the right to search anything that a student brings onto the school campus. In addition, the school has the right to search backpacks and/or lockers at any time.

WEAPONS

It is unlawful for any person to carry onto school grounds or facilities a firearm or dangerous weapon as defined by RCW 9.41.250 and RCW 9.41.280. **Students carrying a knife, firearm, ammunition, and/or an explosive device onto school/parish premises, at school/parish sponsored activities, on school-provided transportation, or in areas of facilities while being used for school purposes will result in expulsion. Police will be notified.**

The law provides an allowance for licensed persons to possess firearms within 1000 feet of a school, and state law allows those licensed to carry a concealed pistol to possess a firearm on school grounds while picking up or dropping off a student. However, loaded firearms will not be allowed inside school facilities except for security and law enforcement personnel.

Any object used to intimidate, threaten, or cause bodily harm will be considered a weapon. If the principal determines that an object falls into the category of dangerous weapons that require expulsion, he or she shall promptly notify law enforcement and the student's parent or guardian regarding any allegation or indication of such a violation. Any knife used to threaten, intimidate or injure is treated as a dangerous weapon. Likewise, a facsimile of any weapon used to threaten, intimidate or coerce will be treated as a real weapon.

Any fireworks or explosives (including, but not limited to M-80s and other high-powered fireworks) will be considered dangerous weapons capable of causing grave bodily harm. Both the police and the fire marshal will be notified in the event a student is found to be in possession of such items.

Any weapon will be confiscated and disposed of in an appropriate manner as deemed by the administration. The administration will call the police first then parents or guardians will be called.

Weapon Procedures

1. Carrying or possessing a firearm on school premises is a gross misdemeanor and the student who uses or displays a weapon may be guilty of a felony assault. Police referral for criminal charges is required.
2. Emergency expulsion shall be immediately implemented for any student who brings a firearm onto school premises, school transportation, or in facilities being used exclusively for school purposes. The student should be prohibited from coming onto school property while the principal's investigation is ongoing. The police should be asked for a copy of the police report and, if available, the police report number should be noted in the Notice of Expulsion.
3. The principal shall carry out whatever school investigation is necessary, including taking statements from witnesses. As in any case of expulsion, the accused should have an opportunity to respond to the charges before the final disposition of the case is announced.
4. If the facts support the charges, the principal will send a formal Notice of Expulsion to the student and his/her family. Again, the student should be reminded that the "no trespassing" order is in effect.
5. In cases that result in expulsion, the student has the right to appeal. The process of appeal is outlined in the school handbook. During the appeal process, the accused must honor the "no trespassing" order.
6. As specified in the Federal Gun-Free Schools Act of 1994, the principal may modify the expulsion requirement on a case-by-case basis.

7. These procedures shall be construed in a manner consistent with the individuals with disabilities education act, 20 U.S.C. Sec. 1401 et seq.

DAILY SCHEDULE

School begins promptly at 8:30 AM each day and dismisses at 3:00 PM on Monday - Friday and 12:00 PM on the last Wednesday of each month. Children should not come to school before 7:00 AM since there is no supervision prior to that time. Children arriving between 7:00 and 8:00 AM or staying past 3:15 PM and those not participating in before or after-school programs will be sent to the Morning Care or EduCare program, and parents will be billed accordingly. Students are not allowed to leave the grounds without being signed out by a parent or designee once they have arrived at school.

CALENDARS

The school year calendar is available on the school's website. Monthly school calendars will be sent home in the Friday folder envelope and via email. The monthly calendar is also posted on the school's website. Should you not receive either calendar, please notify the School Office. The school calendar is subject to change, but not without sufficient notice. Should a change be made after the school calendar is distributed, families will be notified via email, social media, and/or through the school's website.

ATTENDANCE

Absences

St. Charles Borromeo Catholic School hours are from 8:30 AM to 3:00 PM. Students must attend school regularly and be punctual. Absences are recorded by the homeroom teacher each day. When a student is absent from school, parents must verify the absence by phoning the school office at 253-564-5185 before 8:45 AM. If there is no contact from the parents, the school will call for verification. If parents cannot be reached, persons listed on the emergency form will be contacted.

If a student is absent more than 10 days in a trimester, a parent conference will occur and an attendance contract will be established. If a student is absent 30 days or more in a school year, this will be grounds for retention, which will be handled by the Principal in consultation with the student's teacher(s). Individual circumstances for the reason of the absence will be taken into consideration.

Missing school for any reason is considered an absence. Students who miss school or a class because of any absence may be provided an opportunity to make up work. Failure to make up assignments or tests may result in an adverse effect on grades.

Tardiness

The school day starts at 8:30 AM and a student is considered tardy if he/she is not in his/her classroom at 8:30 AM. All students arriving after 8:30 AM must stop in the office and receive a tardy slip to admit them into their classroom. Children should then proceed to the classroom and enter the classroom with as little disruption as possible. Frequent tardiness is disruptive to the teacher and students in the class and can adversely affect the education of the child who is tardy.

Appointments

Every effort should be made to arrange medical and dental appointments for times outside of the school day. See the School Calendar to note in-service days, holidays, and early dismissal times. If a student does need to leave for an appointment, parents must go to the School Office to sign the student out and return to sign the student back in. If a child is gone from school for more than three hours, it is considered a one-half day absence.

Vacations

Daily attendance is an integral part of the educational experience at St. Charles Borromeo Catholic School. The classroom interaction between students and teacher, as well as more formal instruction, is extremely important and cannot be readily replicated. Lengthy absences may interrupt student learning. Student absences for family vacations, travel, or other reasons are highly discouraged. The school calendar is published months in advance of the following school year. Please refer to the school calendar prior to planning family vacations, and arrange trips during school breaks. Students are responsible for all work assigned during their absence.

Inclement Weather

When inclement weather makes it necessary to close the school, parents will receive a notice via but not limited to the St. Charles Borromeo Catholic School website, KOMO and KING websites and local TV channels, Facebook, Instagram, and Twitter. The school may also utilize text messages to families regarding closure alerts. Please check any of the platforms and/or listen to early broadcasts between the hours of 6:30 AM and 8:00 AM, always looking specifically for St. Charles Borromeo Catholic School. Please do not send students to school or Morning Care until it is confirmed that the school is open.

If the weather turns hazardous during the school day, parents will be notified and are expected to pick up their children as soon as possible. All missed instructional time lost due to inclement weather and school cancellation will be made up at the discretion of the Principal.

UNIFORMS

Policy

St. Charles Borromeo Catholic School maintains a strong tradition of school uniforms that reflect school pride, modesty, and appropriate regard for personal appearance. Every student is expected to be in uniform every day. Failure to cooperate with the uniform policy will result in uniform infractions; 3 uniform infractions will result in the loss of a free dress day.

Where to Purchase

New uniforms are available through *School Uniforms by Tommy Hilfiger* (school store code STCH02). Used uniforms are available for purchase through the SCOPE.

Expectations

Parents are expected to help children keep the school uniform code. At St. Charles Borromeo Catholic School we wear uniforms because:

1. They represent our Catholic school image and tradition.
2. They discourage differences brought about by various income levels, thus eliminating unnecessary peer pressure and allowing the attention of the students to be directed to learning.
3. They assure that the dress standards of the school emphasize neatness.
4. They promote an image of pride both at and away from school and help create a positive climate of discipline and responsibility.
5. They are less costly to families and more easily maintained.
6. They promote an attitude of moderation and modesty.

Student Uniform Rules:

1. Students will be in uniforms that fit properly and are neat and clean.
2. Students will be in uniforms that are in good repair.
3. Uniform shirts and blouses must be worn under the school sweatshirt, sweater or vest and are to be tucked into their pants/skirts.
4. T-shirts worn under the uniform shirt or blouse must be plain white.
5. No sweatshirts, large shirts, sweaters, jackets (other than uniform logo wear) will be worn during school time.
6. All hats are to be taken off as students enter the building.
7. Students are not allowed to write on any part of their bodies, as this creates a distraction in the classroom.
8. All students shall have a uniform sweater, vest or uniform sweatshirt and will wear "full uniform" on designated days. Students always wear dress uniforms for Mass days, picture days, and other special events. "Full uniform" means uniform sweater, vest or uniform sweatshirt as part of the uniform.

Appearance

Purpose:

At St. Charles Borromeo Catholic School, we value our Catholicism and traditions above all other things. Our uniforms are our first opportunity to make an impression on those who see us, and as such are the most apparent expression of our commitment to modesty, safety, and a distraction-free learning environment. We believe that our dress code policies contribute to a positive school, and provide a level playing field to our students, free of the judgment which may be a byproduct of fads, fashion trends, or socioeconomic factors. Our uniforms and dress code also provide safety from clothing that may be a hazard on the playground, as well as provide us a means of quickly identifying people who may not belong on school grounds.

Intermittent uniform checks will be conducted and disciplinary action will be taken if necessary. Persistent violations will result in progressive disciplinary action.

Mass Attendance

On any school day that students attend Mass, they must be in full school uniform, including the St. Charles uniform sweatshirt, sweater, or vest.

Cardigans, Sweatshirts, or Vests

Navy blue cardigan, pull-over sweater, or vest with white St. Charles Borromeo Catholic School insignia on the left chest area (Uniform Store OR school logo sweatshirt only): Junior High students may wear three-quarter zip sweatshirts that can be ordered through the school office. St. Charles polar fleece vests are allowed. No other sweatshirts are permitted at school.

Shirts

Long or short-sleeved collared shirts, white polo shirts, or white turtleneck shirts are permitted in all grades. No lace collars. Shirts must be tucked in. Undershirts must be solid white, short-sleeved, not visible, and logo free.

Pants

Standard slack-cut, plain dark-navy cords or dark-navy cotton twill pants may be worn. Pants may be purchased from the Tommy Hilfiger Uniform Store. No cargo or skin-tight pants will be allowed. Pants must not have contrasting stitching or adornments, and ankle length, and hemmed to shoe tops.

Walking Shorts

Dark-navy twill walking shorts (no shorter than 2" above the knee) are permitted from the first day of school until October 31st and then again from April 1st until the last day of school. No sweat pants, jersey knit material, or cargo style shorts allowed. Tights may not be worn with shorts. Shorts must not be below the knee and must be worn at the waistline.

****Junior High students are allowed to wear shorts year round***

Jumpers, Skirts, and Skorts

Girls in preschool, pre-k, and grades K-5 – Tommy Hilfiger plaid jumpers or Tommy Hilfiger plaid skorts.

Girls in grades 6, 7, & 8 – Tommy Hilfiger plaid skirt or Tommy Hilfiger plaid skort.

All skirts and skorts length must be no shorter than 2" above the knee and may not be rolled at the waistline. Longer-length options for skirts and skorts are available at the Tommy Hilfiger Uniform Store. Shorts must be worn under jumpers or skirts, but must not be visible. Tights may be worn with skorts and jumpers, but not shorts. **Ankle-length black solid leggings may be worn by girls in grades preschool to grade 2 only.**

Socks, Tights, and Leggings

Solid navy, black, or white socks only. Socks must be worn and must be visible above the shoe. Girls may wear plain (not patterned) tights in solid white, black, or navy. No nylons, thigh highs, or nylon knee socks. *Ankle-length, black only leggings may be worn by girls in grades preschool to grade 2 only.*

Belts

Students are encouraged to wear belts. Belts must be navy, black, or brown, solid colors only with no embellishments.

Shoes

Students are required to wear shoes that are safe, non-distracting, and appropriate for school:

- Sturdy, **fully enclosed**, non-skid shoes. These may be tennis shoes. Shoes need to be secured via laces, Velcro, buckle, or sturdy strap for safety.
- Shoes designed for laces must be securely laced and tied. Shoelaces must be solid in color.
- No boots, sandals, Heelys, light-up, or sparkle/glitter shoes. No raised heels or platforms.
- No slip-on shoes in grades preschool through 5.
- No distracting embellishments.
- Girls in grades 6-8 may wear flats without socks. Flats must be a plain solid color.

- **P.E. Shoes** - Students should wear appropriate athletic shoes to school on days when they have P.E.

Personal Appearance

Students need to arrive at school dressed neat and clean. Clothing must be in good repair. *Please mark all clothing with the student's name.*

Hair

Hair is to be neatly combed/brushed with no altered hair colors (i.e. highlighted, dyed, or bleached). No extreme hairstyles, spiked hair, or hair extensions. No beads or feather extensions. Hair must not cover the eyes. Boys' hair must be above the collar with no extreme fades and lines designed into their scalp. Boys must be clean-shaven. Students will be sent home to have hair properly groomed if it is found to not be in accordance with the school uniform code. For boys, hair to the top of the collar, off the ears, and above the eyebrows. Boys and girls are to keep their hair out of their eyes. Boys must be clean-shaven. Mohawks or shaved designs of any type are not allowed.

Hair Accessories

Hair accessories (bows, headbands, ribbons, etc.) must be simple, non-distracting, uniform plaid, and/or solid colors - navy, white, gray, and black only. Bows may not exceed four inches across the head. No scarves, flowers, or embellishments are permitted.

Hats

Hats and scarves may not be worn in the school building with the exception of certain celebrations. Students will be notified ahead of time of these exceptions.

Makeup

Make up is not to be worn. Students will not be admitted to class if they are wearing makeup.

Jewelry

Stud size earrings only, decorations no larger in diameter than a dime, and no dangling earrings are to be worn - even on free dress days. Only one pair of earrings may be worn, one earring in each earlobe. No extra piercings are allowed. Boys may not wear earrings. No other jewelry is allowed with the exception of watches, or a religious medal or cross worn around the neck. Rings may not be worn.

Nail Polish

No colored nail polish or French manicures. Clear polish is permitted. No artificial nails are allowed. **Please be sure that your student has removed nail polish before coming to school.**

Free Dress

Free dress is allowed on special occasions throughout the year as designated by the principal. Clothing must be **modest and appropriate for school** as determined by the school administration. Shorts are not allowed unless it is a time that uniform shorts can be worn, and length must be no shorter than 2" above the knee. Spandex or lycra shorts are not allowed. No tank tops, sleeveless blouses, or shirts are allowed. Ankle-length only leggings may be worn with skirts or dresses (dresses and skirts must be no shorter than 2" above the knee). Tear-away pants are not allowed nor are flannel, polar fleece, yoga/workout, or tight-fitting pants. No pants with holes allowed. Plain, loose-fitting track/sweat pants are permitted, but no wording, large logos on pants. Shoes, makeup, and jewelry policies are in effect even on free dress days. Students in 6th, 7th, and 8th may wear flat-soled boots on free dress days. **Students not conforming to free dress policy will be subject to disciplinary action.**

Miscellaneous -

- No facial piercing of any kind is allowed.
- No visible or body tattoos are allowed.
- Scouting uniforms may be worn to school on days of meetings.

Free Dress Days

Occasionally the school will announce free dress days. It is the parents' responsibility to send their children inappropriate attire for school. Dress on these days must be neat, modest, and appropriate for school. Students may not wear cut-offs, tank tops/spaghetti straps, mini-skirts, spandex-type fashions, sweat clothes or yoga pants, or T-shirts with sayings or designs which advertise drugs, alcohol, or any other inappropriate subject matter or sexual innuendos. Shirts, sweatshirts, and dresses must cover the shoulders. No exposure of the mid-drift is allowed. Shorts must always be of walking length, not athletic type or oversized, below the knee style. Shorts may only be worn from the start of school through October 31st and from April 1st to the last day of school. No leggings, jeggings, skinny, or tight jeans are allowed on non-uniform days. Jeans must be in good repair and may not be ripped, have holes, or any adornments on them. Sweatpants (including yoga pants) and tracksuits are not allowed.

Three uniform infractions mean a loss of a free dress day.

Lost and Found

All clothing and personal items should be clearly marked with the child's name. Marked clothing is returnable. Lost and found inquiries are handled through the school office. Items not claimed are donated to charity at the end of each trimester.

EDUCATIONAL RECORDS

Educational records are the property of the school, are confidential, and require a written release to be forwarded.

Education records are available to parents and others as provided by the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. 1232g and the regulations of 34 C.F.R. Part 99.

Parents may request to examine the student's permanent record folder and/or test results by contacting the principal. Please make your written request at least 5 school days before the information is desired. Student addresses, telephone numbers, and class lists are also considered to be confidential. Parents are asked to promptly inform the school of any change in address, phone number, marital status, etc. A copy of any court orders impacting parental rights or custody should be provided to the school. Requests from families not to have telephone numbers given out (printed in the Family Directory) will be honored. Parents are required to indicate on the emergency form if their phone number is unlisted.

Transfer of Student Records

If a parent is registering a child in another school, St. Charles Borromeo Catholic School will release the student's records upon receipt of a "Request for Records Form" from the school where the student is enrolled or intends to enroll. The records will be sent directly to the new school, not given

to parents to deliver, and all debts/fines or unfulfilled contract obligations owed to the school by the parent must be discharged before records are forwarded.

Types of Records

1. Health cards and records of immunizations are retained by the school. Original health records are forwarded to the student's next school.
2. Permanent record cards are retained at the school. A copy of this record is forwarded to the new school at the time of transfer.
3. Sacramental records are kept in the student's official file and recorded at the parish office where sacraments were first received, to document the sacraments of Baptism and First Holy Communion.
4. Attendance records are kept for each student. Total days absent and tardy are transferred from daily attendance rosters to the permanent record card. Detailed attendance logs are kept on file at the school for seven years.
5. Transfer of records is made at the time of an authorized request by the receiving school. All tuition and other fees must be paid in full prior to transfer.
6. Disciplinary records are kept in the Principal's office while a student is enrolled at St. Charles Borromeo Catholic School and then destroyed. Disciplinary records are not part of the permanent record unless the student has been suspended or expelled.
7. Emergency care information for each student is kept on file in the School Office. Parents are asked to update this information each fall or when necessary, during the school year, in order to ensure the safety of their children.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the request for access. Parents or eligible students should submit to the school Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request an amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask St. Charles Borromeo Catholic School to amend a record that they believe is inaccurate or misleading. They should write to the school Principal, clearly identify the part of the record they want to be changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests.

4. A school official is a person employed by St. Charles Borromeo Catholic School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or a student serving on an official committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, St. Charles Borromeo Catholic School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school to make reasonable attempts to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.)
5. The right to file a complaint with the US Department of Education concerning alleged failures by St. Charles Borromeo Catholic School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office US Department of Education 600 Independence Avenue, SW Washington DC 20202-4605

PARENTS AND GUARDIANS

Non-Custodial Parents

The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. Non-custodial parents have the right of access to information and to unofficial copies of records unless there is a court order to the contrary on file in the School Office.

Divorced or Separated Parents

Our school exists to aid parents in the education of their children. As such, the focus and advocacy of the staff will always default to the benefit of the child. We will not position ourselves between parents in disagreements over custody rights and issues. In the absence of an official court document specifying the contrary, we will communicate and facilitate relationships with all legal guardians of each student. It is the responsibility of the custodial parent to provide any pertinent documentation that would alter this procedure

Upon registration or change in status, the parent must file a court-certified copy of the current parenting plan or residential schedule with the school office at the time of registration, or change in status. The school will not be held responsible for failing to honor arrangements that have not been made known. The person who signs the tuition contract is the person who will be held financially responsible for all obligations. Any modifications to the tuition contract must be made in writing and have the approval of the principal.

PHONES AND ELECTRONIC DEVICES

Cell Phones

Students are not to bring cell phones to school. If there is a legitimate reason to make a phone call home, students will be assisted by a faculty or staff member to call parents using a school phone. If there is a special circumstance whereby a cell phone is needed, the parent needs to contact the principal directly before the phone is brought to school. The cell phone is to be kept completely off and in the student's backpack. Students who abuse the cell phone rule will have their phones confiscated and returned at the discretion of the principal.

1. Any cell phone use, including text messaging, during the school day, including after school and at EduCare is prohibited.
2. The use of cell phones and/or cameras to take pictures in restrooms, classrooms, playgrounds, and other school/parish facilities at any time are prohibited.
3. Any cell phone use, including text messaging, or use of cameras during a test, gamble, or make purchases of any kind.
4. If a parent needs to contact a student during the school day, such communication shall be through the School's Office to play games, access

Office Phone Use

The School Office is open from 7:30 to 3:30 PM. The school telephone is available for business use only. Students may use the phone in the office for emergencies and with permission only. Arrangements for after-school activities and rides home should be made outside of school time.

Electronic Devices

Electronic communication devices during normal school hours is prohibited; these include but are not limited to Smart Watches, electronic games, I-pods, and other hand-held games or music devices.

The use of any technology-oriented device in school must have an educational focus and purpose. If a particular electronic communication device is to be used for educational purposes (i.e., are iPad or Kindle), the school administration and teacher will provide parameters for its use. The school retains the right to confiscate these devices if they interfere with the learning environment. The use of camera features on any electronic or communication device to take unauthorized pictures and videos at any time is prohibited.

The use of any electronic communication device during a test shall be considered as, and treated as cheating.

COMMUNICATION

Consistent communication between the school and home is an essential component of a positive educational environment and is highly valued at St. Charles Borromeo Catholic School. Correspondence from the school is delivered to families in several ways, including but not limited to email, telephone, and a weekly paper communication envelope. Important information such as weekly school and classroom newsletters, yearly and monthly calendars, school and parish flyers, St. Charles Borromeo Catholic School items, CYO forms, and other materials may be sent via email to every family each Friday. In order to be well-informed of academic and community news, each family must take time to open and read the school emails and newsletters when they arrive.

With Principal

The Principal is available to meet with parents as needed. Please either call or email the Principal or the School Office to make an appointment. For the Principal to be fully prepared to visit with you, it is helpful to state the topic or concern when you call.

With Faculty

If a family has a question or concern regarding their child or wants to schedule a conference, they should contact the classroom teacher directly via their school email or telephone. Parents are asked to refrain from engaging teachers in informal conferences in the classroom, hallway, carpool, etc., as it is unprofessional, and teachers have assigned duties during these times and must remain attentive to their students and other responsibilities. Teachers are happy to meet with parents before or after school to discuss academic progress, discipline issues, or other matters when scheduled in advance.

Parents are reminded of their responsibility to support the authority of school personnel by refraining from gossip or negative commentary in the presence of their children and to consult the faculty or staff at the school before forming a final opinion on an incident that occurred at school. Any situation involving a child and a particular teacher should be discussed with that teacher, as well as the child. Generally, when the parent, child, and teacher come together face to face and share all sides of the story, these matters can be resolved quickly and to the satisfaction of all parties.

Electronic

Whether occurring within or outside of St. Charles Borromeo Catholic School, when a student's use of electronic communication, including social networking, jeopardizes the safe environment of the school, is disruptive to the school environment, or is contrary to Gospel values, the student may be subject to the full range of disciplinary consequences, including expulsion.

This policy applies to communications or images sent through emails, blogs, text messages, social media, or website postings, whether they occur through the school's equipment or connectivity resources or through private communication, which: (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, bully, harass, or embarrass members of the school community; or (3) cause harm to the school community.

Directory

The St. Charles Borromeo Catholic School directory is provided as a courtesy for the convenience of school families and includes each student's name, grade, family members' names, addresses, phone numbers, and email addresses. Please update any changes as soon as possible, so all information is current in your Parents Web account. Parents who do not wish to have this information published must notify the school in writing no later than the third week of each school year. It is to be understood by families requesting this omission that they will still be contacted by phone or mail by school staff and volunteers authorized to do so. The directory is updated annually in late September. The St. Charles Borromeo Catholic School families and employees to strengthen their mutual support

and the education of St. Charles Borromeo Catholic School students. Any other use of the information in this directory is strictly forbidden.

Emails

St. Charles Borromeo Catholic School provides students with email accounts for school-related communication. These accounts should be used with care. Students are not allowed to send personal information; they should not attempt to open files or follow links from an unknown or untrusted origin; they should use appropriate language and communicate with other students and the teacher for educational purposes only.

Students are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived. Students are not allowed to use chat features or email each other during school hours.

Social Media

Engagement in social networking and online blogs or postings shall result in disciplinary actions, including expulsion. If the content of the student's blogs or postings includes defamatory comments regarding the school, a person's dignity, bullying, harassment, threats, or other inappropriate comments that are contradictory to Catholic teaching. St. Charles Borromeo Catholic School students and their parents must adhere to and sign the St. Charles Borromeo Catholic School Student Computer and Internet Agreement.

HEALTH CARE

Health Room

A Nurses Room is located in the School Office. This room is staffed by school staff and volunteers to check children's temperatures, treat minor injuries, conduct health and vision screenings, and maintain student health records. All medications will be kept in the School Office.

Medication

St. Charles Borromeo Catholic School may provide for the administration of oral medication, topical medication, eye drops, ear drops, or nasal spray to students who are in the custody of the school at the time of administration (RCW 28 A 210.260); however, St. Charles Borromeo Catholic School must have on file a written licensed health professional authorization form to administer medication. This form must be current and unexpired. Necessary medications are provided by the parent/guardian and kept in the school office. No medication is to be kept in the classroom. Medications will be dispensed only from the original container provided by the pharmacy. Only a designated and trained staff member(s) will administer medication.

Students at St. Charles Borromeo Catholic School are not permitted to have either prescription or non-prescription medication in their possession while at school. Emergency medications shall be kept in an appropriate, easily accessible location that allows for prompt response in case of an emergency. Medication that requires injections should only be administered after training by an R.N.

or M.D, written, signed, and current permission from parent or guardian, and identification of staff members who may administer the medication.

1. An emergency allergy self-injector (i.e. an EpiPen), may be allowed to accompany the student throughout the school day only after it has been determined to be necessary by the school administration on a case-by-case basis. An emergency allergy self-injector (i.e. an EpiPen) may only be administered after training by an appropriate medical professional, written, signed, current permission from parent or guardian, and identification of staff members who may administer the medication.
2. Students needing to use an inhaler may carry one on their person at all times once approved by school administration and documented in the student's medication file.

Sharing of medication in any way, including both prescription and non-prescription drugs, is prohibited.

Counseling and Referrals

School support counseling is available through various local agencies such as Catholic Community Services.

Counselors may see a student for up to three times without parental notification and consent. After the third visit, parents will be notified. If serious concerns exist, parents will be promptly notified whenever the concerns arise. Counselors and teachers will keep confidential information entrusted to them so long as no one's health or safety is at stake.

Other family arrangements are welcomed and encouraged. If a situation warrants, school staff may suggest the help of one of these third-party services to shed additional light on some need or concern. Since we do not yet have the resources for on-site assistance, it is important that such a recommendation be acted upon as soon as possible. Our staff pledges its best effort to help you educate your child. Even then, our efforts, combined with yours, may not be enough. An outside professional, in dialog with you and the teacher, will usually net speedy results. If you have any questions at all about your child's progress or emotional well-being, give us a call sooner than later. Contact your child's teacher or an administrator.

Sometimes it is necessary for the school to make a report to Child Protective Services. State law requires notification to this agency (and/or law enforcement) within 48 hours of any professional school personnel having reasonable cause to believe that a student has suffered abuse or neglect. We reserve the right to not inform the parent about this referral, depending upon the situation. CPS makes the determination on the severity and follow-up, depending upon the information available at the time and any previous record of the case. If you desire more information as to the procedure for such referrals, please contact the School Office.

REPORTING SUSPECTED SEXUAL OR PHYSICAL ABUSE OR NEGLECT

Church personnel who have reasonable cause to believe that a child or vulnerable adult has suffered abuse or neglect shall report such incident, or cause a report to be made, to the proper law enforcement agency or to Washington State Department of Social and Health Services (DSHS) at

1-866-END-HARM (1-866-363-4276) at the first opportunity, but no later than forty-eight hours after they decide reasonable cause exists. Anyone who has knowledge of sexual abuse or misconduct by a member of the clergy, Archdiocesan employee, or volunteer is also urged to call the Archdiocesan Abuse Helpline, at 1-800-446-7762, within, or no later than, 48 hours of learning of alleged abuse. If the alleged abuse involves a teacher or principal, the Office of Professional Practices in the Office of the Superintendent of Public Instruction at 360-725-6130 must be notified by the Catholic Schools Department.

“Reasonable cause” means a situation that would motivate a person of ordinary intelligence under the circumstances to believe, based on observations or conversations that a child has been or is being abused.

Immunizations

Prior to entry, attendance, or transfer to a Level 1 or 1b Catholic preschool through high school in the Archdiocese of Seattle, students must present proof of having had the immunizations as required by Washington State law.

Every student enrolled in a Level 1 or 1b Catholic School in the Archdiocese of Seattle shall be immunized against vaccine-preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Washington State Department of Health Services. The only exception to the foregoing requirements for students in our Catholic schools is a medical exemption signed by a licensed professional (M.D., N.D., D.O., ARNP, or PA. authorized to practice in the State of Washington, including the physician's license number.

EMERGENCIES AND CRISIS PROCEDURES

It is important to prepare for any crisis in the best way possible. After consulting with several schools, districts, OSPI, FEMA, and local fire/police departments, St. Charles Borromeo Catholic School has formulated an ongoing working comprehensive plan to help ensure the safety and protection of all adults and children in our care.

If school must be closed due to any emergency during the school day, families will receive a notice via the St. Charles Borromeo Catholic School website, [text messages], KOMO and KING websites, KIRO radio station, and KOMO and KING-TV channels. Students will not be dismissed to walk home unless the parent calls and requests they do so and assumes all responsibility for their safety. Students will be released from school if the principal determines that it would be unsafe for children to reenter the building. Children will only be released to parents, guardians, or those authorized by parents or guardians. Your help in providing and completing accurate information on the emergency forms is essential in ensuring an immediate and successful response. If the phones are working, the school personnel will attempt to notify the parents of the school closure. Some school staff will remain at the school until all children have been picked up. If the entire student body must be moved from the school premises, a designated adult will remain on the premises with instructions for parents or designated guardians.

Emergency Form

The school must have an emergency form on file for EVERY student in the school. If any information changes during the year, the office should be notified immediately. It is very **IMPORTANT** that the school be able to easily and quickly reach at least one parent or specified responsible person during the school day. If you are going to be out of town, we ask that you advise us as to what procedures to follow and who to contact if there is an emergency with your child.

General Emergencies

If a child becomes ill during the day, the teacher will send that child to the office to be evaluated and/or arrange for a parent to pick him/her up. If the child will not be returning to the classroom, a messenger will send the student's book bag/coat and schoolwork to the office. Any other dismissals must be reported to the office. If the office initiates the action, the teacher will be notified of the reasons for dismissal.

All accidents at school are reported to the School Office. Serious accident victims will not be moved until emergency personnel evaluate the student. The supervising adult will remain with the student while someone else goes to the office to seek help.

1. Student illnesses--Teachers are always on alert for signs of illness of a contagious nature. Such cases are reported to the school secretary or principal. If the child has been ill and returns to school, it is important that he/she return well enough to be able to participate in normal activities, go outside for recess, etc. Children with a fever should remain at home and be fever free without the use of fever reducers for at least 24 hours before returning to school. If an unexplained rash appears, students will be sent home and asked to receive a medical evaluation before returning to school.
2. First Aid--The principal and school office staff should be notified of any student who has received a head injury at school. Any signs of concerns will be reported immediately and parents will be contacted. Any student who is observed to, or is suspected of, suffering a significant blow to the head or collides hard with another person or object, may have sustained a concussion. Any student who is suspected of having a concussion either based on the disclosure by the student observed or reported symptoms, will be removed from activities and observed until an evaluation can be completed by a medical provider.
3. Teachers/staff will call 911 when any serious accident occurs. The school keeps records of all calls made to 911.
4. Student accidents or injuries resulting in hospitalization, emergency, or doctor's care should be reported using an accident form sent to the Archdiocesan insurance provider, within 24 hours.
5. Medications--School policy does not allow any medicines to be given to students unless there is a written authorization form from a physician and the parents (see above).

Fire Drills

Fire drills are held monthly. Ordinarily, these are unannounced and occur at different times within the schedule. Each class has an emergency backpack and first aid kit that should travel with them during times of drills.

Earthquakes

1. Instructions on what to do during an earthquake:
 - a. Remain calm and think through the consequences of any action you take.
 - b. If indoors, watch for falling plaster, bricks, light fixtures, and other objects. Watch out for high bookcases, shelves, and other furniture that might slide or topple.
 - c. If in a **CLASSROOM or CHURCH HALL** you should: Get under desks or tables and begin counting, "One St. Charles Borromeo, Two St. Charles Borromeo, etc. up to sixty. Face away from windows.
 - d. **DROP**- crouch on knees, close to the ground. **COVER**-Place head close to knees. **HOLD**- clasp hands firmly behind the neck. Close your eyes tightly.
 - e. Remain in place until ordered to evacuate or until the "**ALL CLEAR**" signal is given.
 - f. If in **CHURCH HALL or ASSEMBLY** areas -- (Chairs and tables may be lacking and exterior walls and roofs could collapse.) You should normally exit such facilities as quickly as possible. You should move in an organized, supervised way to designated areas and follow subsequent directions.
 - g. If in a **STAIRWAY**, during an earthquake – Interior stairways are generally structurally stable; therefore, if you are on interior stairs, you should move to the interior wall, kneel, and take a protective position as described in (C).
 - h. If **OUTDOORS** – Move to designated areas, as far away as possible from buildings, poles, wires, and other elevated objects. It is advisable to lie down or crouch low to the ground. Stay there until the "**ALL CLEAR**" signal is given. A teacher or other adult employee will take charge.
2. Specific considerations in the case of earthquakes/emergencies:
 - a. Teachers are expected to stay with their class and stay at school to assist in any way until the principal has given permission to leave the grounds.
 - b. Downed power lines or objects touched by the downed power line/wires should never be touched. **All WIRES SHOULD BE TREATED AS LIVE.**
 - c. If possible, any spilled medicines, drugs, chemicals, and other potentially harmful material should be cleaned up immediately following appropriate safety guidelines.
 - d. Do not eat or drink anything from open containers near shattered glass. Liquids may be strained through a clean handkerchief or cloth if the danger of glass contamination exists.
 - e. Parents should not telephone the school or attempt to enter the school building after an earthquake occurs. Parents should listen to the radio for information. Parents should understand that telephone calls could only hinder emergency relief. Parents will be notified of any injuries to students as soon as emergency needs have been met. Parents may go to designated areas such as the church hall, adjacent to the school grounds, to meet their children.
 - f. Do not spread rumors. They often do great harm following emergencies.
 - g. Keep the streets clear for the passage of emergency vehicles if necessary.
 - h. Be prepared for additional earthquake shocks called "**AFTERSHOCKS.**" Although most of these are smaller than the main quake, some may be large enough to cause additional damage.
 - i. Respond to requests for help from police, firefighters, civil defense, and relief organizations, but do not go into damaged areas unless your help has been requested.
 - j. Cooperate fully with Public Safety officials.

Lockdown

Lockdown is defined as a way to secure students and staff within the facility due to some emergency. Staff and students will practice lockdown procedures routinely so they can be prepared in the event of an emergency. Lockdown procedures are not meant to scare the community but to empower all members to use safety precautions at all times.

SAFETY AT SCHOOL

St. Charles Borromeo Catholic School is not responsible for accidents occurring on the grounds when school is not in session. Accidents occurring due to a student's failure to follow rules, during school hours, are not the responsibility of St. Charles Borromeo Catholic School.

Carpool Safety

Morning Drop-Off for Elementary Grades

With an average of 250 cars passing through the parking lot each school morning in the span of 45 minutes, **safety is paramount**. You have two options for getting your children to school: parking and escorting them inside or dropping them off in the Drop-Off Zone. These procedures have been designed to ensure the safety of everyone yet allow maximum "flow through." General rules to follow include:

- a) Speed limit of 5 MPH at all times, especially when approaching a crosswalk.
- b) Be alert for children at all times. Watch for directions from the crossing guards.
- c) Only use hands-free devices while driving through the Drop-Off Zone.

Parking and Escorting

- a) All parking areas are designated "Park and Escort Only." There should be no unescorted children in the parking lot at any time. Please park and escort your child(ren) to the main crosswalk.
- b) Parents may release their children when they are within the coned area by the main crosswalk. Children should remain behind a crossing guard until it is safe to cross.

Dropping Off

- a) The Drop-Off Zone is the only area where children will be allowed to be dropped off.
- b) Drivers may drop off before or after the crosswalk once they are in the Drop-Off Zone.
- c) Please pull all the way forward in the Drop-Off Zone past the flagpole stopping between the cones. Remember, there may be many cars behind you.
- d) Have your children ready to exit the vehicle **before** you get to the Drop-Off Zone. Pull out of the flow of traffic to move to the end of the walking lane if you require more time.

Afternoon Pick-Up for Elementary Grades

Primary Parking Lot from 2:00 – 2:50

The primary parking lot will be open for drivers from 2:00 until 2:50. Parents should pull in through the left side gate and park with their vehicle facing the middle lane. If parents are staying after school for an extended amount of time, they should choose a parking space in the back rows so as to not block another vehicle in. All drivers should exit the parking lot on the left side gate closest to the school's garden.

Main Parking Lot from 2:50 and On

If parents arrive and the main primary parking gate is closed, parents will need to park in the main lot in front of the school. Parents should then walk to the primary parking lot and retrieve their children and then escort them back to their vehicle.

Communicable Disease Policy for Catholic Schools

St. Charles Borromeo Catholic School follows the Archdiocese of Seattle’s policy regarding communicable diseases. Students or parents/guardians may obtain a copy of the policy from the school office.

ACKNOWLEDGMENT OF RISK OF COVID-19 AND OTHER COMMUNICABLE DISEASES

St. Charles Borromeo Catholic School is committed to the health and well-being of our students, faculty/staff, volunteers, and others who are part of the St. Charles Borromeo Catholic School community. We acknowledge that the novel coronavirus (“COVID-19”), which has been declared a pandemic by the World Health Organization, poses significant health risks and has affected many aspects of life. It is possible that other communicable diseases could pose risks to St. Charles Borromeo Catholic School students and others in the St. Charles Borromeo Catholic School community. To confront the unprecedented challenges and risks presented by COVID-19 and other communicable diseases, St. Charles Borromeo Catholic School is following recommendations and guidance issued by the county, state, and federal authorities and agencies, including the Tacoma-Pierce County Department of Health, OSPI, and the Centers for Disease Control and Prevention.

Students and parents/guardians are expected to understand and acknowledge the dangers presented by COVID-19 and other communicable diseases. In particular, COVID-19 is contagious and believed to spread mainly from person-to-person contact. The risks associated with COVID-19 may include but are not limited to, illness and, in some cases, death. As of the printing of this Handbook, there is no vaccine to prevent COVID-19 and it is very possible that a vaccine will be unavailable during the 2020-21 academic year.

Students and parents/guardians are expected to stay informed of COVID-19, as well as other communicable diseases, and understand their associated risks.

To prevent and to reduce the spread of communicable diseases like COVID-19, students and parents/guardians are expected to:

1. Comply with all recommendations and guidance for reducing the spread of communicable diseases published by county, state, and federal authorities and agencies, including the Tacoma-Pierce County Department of Health and the Centers for Disease Control and Prevention, and Washington Department of Health. Such recommendations include, but are not limited to, maintaining physical distancing guidelines, wearing a face covering, and washing hands with soap and water for a minimum of 20 seconds regularly.
2. Comply with all rules, guidelines, and protocols adopted by St. Charles Borromeo Catholic School for reducing the spread of COVID-19 and other communicable diseases.
3. Notify St. Charles Borromeo Catholic School within twenty-four (24) hours if the student (a) has been in contact with someone known or suspected to be infected by COVID-19 or any other communicable disease; (b) has been diagnosed as being infected by COVID-19 or any other

communicable disease, or (c) has been running a fever or exhibiting other symptoms as outlined by Tacoma-Pierce County Department of Health.

Students must stay home if they feel ill, exhibit symptoms of COVID-19 or any other communicable disease, or have tested positive for COVID-19 or any other communicable disease.

Students who are at school must report to the front office staff if he/she becomes ill during the day. In those circumstances, St. Charles Borromeo Catholic School will contact the student's parent/guardian and send the student home. Students are expected to stay home until they are no longer contagious as determined by a licensed medical professional.

St. Charles Borromeo Catholic School will close its campus if St. Charles Borromeo Catholic School deems it necessary to protect students, faculty/staff, volunteers, and others who are part of the St. Charles Borromeo Catholic School community from exposure to COVID-19 or any other communicable disease, including at the advice, guidance, or direction of local and state authorities.

Bicycles/Skateboards/Scooters/Rollerblade Safety

For security and safety, we do not advise students to utilize these modes of transportation to school.

Pedestrian Safety

Students walking home are required to sign out before leaving the school grounds. Pedestrians must utilize the designated walking areas and cross at crosswalks.

Touching Safety

Protecting God's Children™ program by Virtus is provided and required by the Archdiocese of Seattle, and is a part of our ongoing effort to help create and maintain a safe environment for children and to protect all children from sexual abuse. The program is taught by the religion teachers for all students in kindergarten through 8th grade. It focuses on developmentally appropriate safety rules, boundaries, recognizing risky adult behavior, and internet safety. The students are taught lessons in October and in March. This is a mandated program from the Archdiocese; however, if you would choose to have your child opt-out of the program, you must sign the *Touching Safety Opt-Out Form*™, available from the classroom teacher.

Financial Safety

All forms of money sent to school for school purposes should be placed in a sealed envelope and clearly labeled with the student's name, grade, teacher, purpose, and amount. Children should not bring money to school unless necessary.

BEFORE-CARE AND AFTER-CARE

St. Charles Borromeo Catholic School offers a before and after school program, referred to as St. Charles Borromeo Catholic EduCare. This program is located in the convent.

The primary focus of St. Charles Borromeo Catholic EduCare is to provide onsite quality supervised care for St. Charles Borromeo Catholic School. This is not a program intended for enrichment or extensive activities, but a place where students can be safely supervised.

Students are supervised by St. Charles Borromeo Catholic School EduCare Assistants that are employees of St. Charles Borromeo Catholic School. St. Charles Borromeo Catholic EduCare assistants have CPR and First Aid training, Safe Environment training and adhere to yearly updates, and have passed background checks. St. Charles Borromeo Catholic EduCare assistants are under the supervision of the St. Charles Borromeo Catholic School EduCare Director. Day-to-day management of the St. Charles Borromeo Catholic School EduCare is the responsibility of the EduCare Director, who reports to the Principal.

There is a separate charge for students attending the St. Charles Borromeo Catholic EduCare program. Applications for the St. Charles Borromeo Catholic School EduCare program are available in the School Office.

Policies and Procedures

Morning Care is open in the morning from 7:00 - 8:00 AM and in the afternoon from 3:00 - 6:00 PM Monday through Friday.

- Parents must sign in their student(s) in the morning session of Morning Care. At 8:15 AM, the Morning Care staff will dismiss the students to the school grounds for morning line-up.
- For the afternoon session, the EduCare staff will sign in students. *Parents must sign out their child when picking up for the afternoon session.*
- After school students in PreK – 2nd grade will go outside (weather permitting) for recess until the supervisors take them into the building. A study hall period is required for all students in 3rd – 8th grade. However, it is not our expectation that the EduCare personnel supervise or require the students to do homework.

Students are expected to treat each other and all EduCare assistants with respect. This program is an extension of the school day and all expectations of behavior reflect school policies. If students do not exhibit respectful behavior, they may be removed from the program after a parent conference with the principal. The assistants will use the detention forms to notify parents of concerns.

A copy of the student's emergency form is kept on file at Extended Day. If you are sending someone new to pick up your student, please notify us either in writing that morning or by phone call directly to Extended Day.

Open Times

Mornings – 7:00 - 8:00 AM

Afternoons – 3:00 - 6:00 PM

Early Dismissal Days – 12:00 - 6:00 PM

EduCare is open on most early dismissals and various other days unless otherwise noted. Extended Day is not open on federal holidays.

Fees

LUNCH PROGRAM

St. Charles Borromeo Catholic School offers a hot lunch program for all students whose families choose to purchase lunch. Our school lunches meet all of the nutritional standards required by both state and federal lunch programs. Hot lunch is purchased for the entire school year but may be paid for on a monthly or quarterly schedule. Although lunches cannot be purchased on a day-to-day basis, families can choose from five-day, three-day, or two-day per week options. Applications for reduced/free lunches are available through the school office.

This valuable school lunch program depends greatly on parent volunteers and is an easy and fun way for parents to earn required service hours, so please consider sharing your time and talent in this area. Students, who do not purchase the school lunch, can bring a sack lunch to school. Our staff encourages parents and students to pack nutritious lunches that include a healthy variety of the recommended food groups but do not include soda or candy.

Lunchroom Rules:

- Come to Feist Hall for lunch quietly and respectfully.
- There is absolutely no running in Feist Hall.
- Use a normal conversation voice, no yelling or shouting is allowed.
- Do not throw food or objects.
- Clean up after yourself.

Failure to follow these rules will result in loss of recess or after-school detention.

***School year 21-22 will also have classroom locations for lunch to accommodate public health guidelines.*

PLAYGROUND BEHAVIOR

Rules and Behavior

Below are the guidelines to be followed at recess times. These guidelines have been set up to provide proper supervision of the students and to ensure their safety. Violation of the guidelines may result in disciplinary action.

1. Inappropriate, vulgar, or profane language is not allowed on the playground.
2. Spitting is not allowed.
3. No food is allowed on the playground during recess.
4. Keep hands and feet to yourself. (Play-fighting, fighting, rough games, and contact sports are not allowed.)
5. Respect for adults is to be demonstrated.
6. Report all injuries to the playground supervisors immediately.
7. Students may not throw rocks or any projectiles at any time.
8. Students who cross the street to use the field must follow safety procedures: use the crosswalk, stop and look in both directions, wait until vehicles are fully stopped, then walk across the street.

9. Students may not bring their own equipment/toys out to recess. This includes all electronic devices.

Playground Equipment

Recess equipment is available for all students and should be shared with all those who wish to use it.

Only tennis shoes are allowed to be worn on the field; no cleats are allowed. Students are not allowed to climb or hang on the fences or goal posts. All posted signs need to be honored. Students are to pick up and dispose of any trash prior to leaving the field.

RELEASE OF STUDENTS

Release of Students To Another Adult

If anyone other than a parent or guardian is sent to pick up students, St. Charles Borromeo Catholic School requires either written permission signed by the parents, or a phone call from the parents to the school office informing the school of the change. Students will not be released to anyone they do not recognize nor to anyone not on the emergency form. St. Charles Borromeo Catholic School will check the identification of anyone who is not the child's parent and who is picking up a child from school.

Release of Students To Police

Police and other government officials are required to directly deal with the principal in requesting an interview with a student. Generally, no police officer should be given access to a child without parental permission unless, (a) there is an arrest warrant, (b) the parent is the subject of an investigation of abuse or neglect, or (c) there is an ongoing situation that poses an immediate danger of causing significant harm.

If a police officer is given access to a student and no parent/guardian is available, the child should be accompanied by the Principal or Principal delegate. That individual is not there to assist the police, but to ensure that the child is being treated appropriately by the police.

PARENTAL INVOLVEMENT

Parental cooperation is essential for the welfare of students. If in the opinion of the administration, parent behavior seriously interferes with the teaching/learning process, the school may require parents to withdraw their children and sever their relationship with the school.

It is expected that parents will become actively involved in their child's progression through St. Charles Borromeo Catholic School. It is our hope that this will include: assisting with daily assignments for practice/drill sessions over the material, reinforcing the school homework policy, actively participating in SCOPE, attending fall and winter conferences, as well as conferring regularly with their child's teacher. Parents may find the following guide helpful in defining specific topics they wish to discuss with the child's teacher.

1. How is my child progressing academically and socially?
2. In what areas is he/she strong? Does he/she need help?

3. What can I do at home to help my child?
4. How can I help my child build good work habits?
5. How does my child get along with other children?
6. How does my child behave in school?
7. How can I help reinforce my child's positive attitudes toward school and staff?
8. How can I show an interest in my child's progress in school without making him/her feel pressured?
9. How can I help my child gain more self-reliance, self-confidence, and self-respect?

Visitors

All classroom visitors first must sign in and be cleared at the office. This enables the school to keep track of who is in the building and is a safety measure. Adults are asked to wear a volunteer badge from the office as immediate identification to staff and students that this person has a valid reason to be in the building.

Parents are asked not to go to the classrooms to deliver things to the students. These items are to be left in the office and will be delivered to the students. Please respect our students' need for uninterrupted learning time.

All visitors will enter the building through the main door of the school. Side doors are always locked and students/staff are encouraged to keep these doors closed at all times and not to open them to anyone.

Room Parents

Each grade has a team of Room Parents whose role is to assist the teacher in whatever ways she/he can. Some specific ways in which the Room Parent helps the teacher may be:

- Calling parents to help the teacher as requested.
- Arranging for classroom parties with the teacher.
- Other opportunities as requested by the teacher.

Parties

Students are welcome to bring birthday treats for each student in their class. Individual cupcakes, cookies, or other small goodies are best. Please do not bring in cakes or other types of treats that take more time and need utensils. Please do not bring in beverages with the birthday treats. Please do your best to adhere to any and all allergy concerns in the class.

Party invitations are not to be handed out at school or at carpool. Please send your invitations by mail or email. Please consult the parent directory for addresses and emails. The School Office cannot provide any contact information and does not distribute invitations or thank you notes. We respect and understand the financial obligations of inviting every student; however, it can be hurtful when one or two children from a class are left out. If possible, do not pick up children from carpool for parties where the whole class is not included.

The Principal, at least a week prior to the day of the occasion, must approve any party for a staff member. Classroom parties will be determined at the discretion of the classroom teacher. Only St. Charles Borromeo Catholic School students are allowed at classroom parties.

PICTURES

Individual and class school pictures are taken in the fall. Pictures are distributed via the classroom. Information concerning prices and packages is sent home at least one week before picture taking day. No parent is required to pay for pictures unless they choose to order them.

ANIMALS AT SCHOOL

Parents must obtain prior approval from the student's teacher and from the principal before they are allowed to bring visiting animals to St. Charles Borromeo Catholic School. If there is an allergy issue in the classroom, the animal will not be allowed at school. Service animals will be reviewed by the principal who will make the final decision concerning accommodations.

DANCE POLICY

St. Charles Borromeo Catholic School will typically host one middle school dance annually. St. Charles Borromeo Catholic School students attending other Catholic school middle school dances must abide by the codes of conduct set forth by St. Charles Borromeo Catholic School and the Catholic school hosting the dance. Students will be disciplined for any behaviors that are detrimental to themselves or to the reputation of St. Charles Borromeo Catholic School.

HOMESCHOOLING

The Archdiocese of Seattle Office for Catholic Schools Department does not endorse homeschooling programs.

EXTRACURRICULAR ACTIVITIES

All extracurricular activities sponsored by the school or parish such as band, choir, after-school clubs, scouting, CYO sports, etc. follow the policies developed by the school and parish for participation. Students not adhering to the policies may forfeit the privilege of participating in school/parish-sponsored activities. This includes, but is not exclusive of prompt payment of fees, maintaining academic and behavioral standards, and safety and supervision requirements.

CATHOLIC YOUTH ORGANIZATION (CYO)

CYO (Catholic Youth Organization) is an athletic program sponsored by the Archdiocese of Seattle. St. Charles Borromeo Catholic School students may participate in the CYO Program in accordance with norms governing the Archdiocesan CYO Outdoor Ministries and Athletics program.

The CYO's mission statement is "to provide opportunities for youth to develop strong moral character, self-worth, interpersonal competence, and a commitment to caring for others and their community through activities of a social, educational, and recreational nature based on Christian principles that reinforce societal values."

CYO's vision is that "With gratitude to Christ, we focus our resources and support the ministries which strongly impact the greatest number of youth, young adults and families – thus engaging them on their journey to know God and participate in the Catholic Community."

CYO Athletics is committed to the dignity and worth of each child it serves, regardless of physical talents, mental strength, or emotional health, and hopes that the same respect for life will become a part of his or her value system. The desired outcome is that each child knows that they are wanted and loved.

Boys and girls from ages 5 through 18 of any race or national origin participate in CYO Athletic programs. Sports may include soccer, cross country, basketball, volleyball, and track.

The CYO Athletics community is organized around the parish as its center of activities, as this is a natural environment that provides a resource of volunteers and financial support necessary for the implementation of activities for youth. It is this environment that also encourages family participation in activities, as well as serving as a base of operations for coordinated programs and service projects to the greater community upon which youth can have a positive influence.

SCOPE

The SCOPE (SCOPE) is responsible for maintaining good communication between the home and the school, for providing a vehicle through which parents can provide service to the school i.e. volunteering and fund-raising, and for offering a mechanism for parent education.

Article I: Name

The name of this organization shall be the SCOPE School Parents, Educators, and Parishioners Club of St. Charles Borromeo Parish, part of the Archdiocese of Seattle

The SCOPE is unincorporated.

The SCOPE is affiliated with St. Charles Borromeo Catholic School, which is recognized by the IRS as a tax-exempt organization. The organization is authorized to use the St. Charles Borromeo Tax ID #91.060.8536 upon approval of St. Charles Borromeo Parish.

Article II: Purpose

SCOPE is organized for education, religious and charitable purposes. To this end, the SCOPE shall assist in the support and maintenance of St. Charles Borromeo Catholic School and to encourage the parents and guardians attending St. Charles Borromeo in their role as Catholic educators.

SCOPE is responsible for maintaining good communication between the home and the school, for providing a vehicle through which parents can provide service to the school i.e. volunteering and fund-raising, and for offering a mechanism for parent education.

All funds raised by SCOPE, whether income or principal, and whether acquired by gift or contribution or otherwise, shall be devoted to said purposes. Decisions about fund-raising will be made jointly by the SCOPE and the School Commission. If a problem arises, the School Commission will make the final decision.

SCOPE will be an advocate for the school. They will promote the school for the parish and parents.

Article III: Membership and Participation

Membership of SCOPE shall consist of all parents and guardians of children attending St. Charles Borromeo Catholic School and all adults subscribing to the purposes of SCOPE. The management and affairs of the SCOPE shall at times be under the direction of the SCOPE Board, which shall comprise of SCOPE members in good standing and appointed into office. The SCOPE Board shall consist of voting members (“Executive Board”) and non-voting members (“Advisory Members”). Members of the SCOPE Board who are volunteers serving without compensation shall be personally liable for the acts, debts, liabilities or obligations of the school.

No dues shall be required to become a member of the SCOPE Club or SCOPE Board.

Article IV: Meetings

SCOPE - Board

1. The SCOPE Board shall hold monthly meetings from August to June of the school year, typically the first Monday of each month at 7:00 PM in the school library unless otherwise specified.
2. Robert’s Rules of Order shall be the procedural authority for conducting the meetings.
3. The meetings shall serve as a forum for discussion and planning of social events, fundraising programs, and other school and parish activities.
4. The SCOPE Board Secretary shall record the meeting minutes and submit a draft for review to SCOPE Board, Principal, Vice-Principal and Pastoral leader within five business days of the meeting. Minutes shall be approved by the SCOPE Board at the subsequent meeting and incorporated into the official records of the school.
5. The dates of the meetings shall be posted on the school’s monthly calendar and on the school’s website.
6. All SCOPE Club members are welcome to attend the SCOPE Board meetings to address the SCOPE Board with specific ideas or areas of concern. Any items wished to be discussed at a meeting needs to be presented in writing two weeks prior to the meeting to the SCOPE President.
7. The SCOPE Board may continue a meeting in a closed, executive session to consider security, personnel, financial and legal matters. At such time, the presiding officer shall inform the honored guests.

SCOPE - General Meetings

1. The SCOPE Club shall hold quarterly meetings from September to May of the school year, typically on the third Tuesday in the School Library.

2. The meetings shall serve to conduct the regular business of the SCOPE Club, vote on official matters, present informative materials, inform the members of the school's progress and achievements, communicate fundraising opportunities, and promote fellowship and a spirit of unity among members.
3. The SCOPE Board Secretary shall record the meeting minutes, which shall be approved by the Principal or designated staff member, distributed to the SCOPE Club member via the school's website, and shall be incorporated into the official records of the school.
4. The dates of the meetings shall be posted on the school's monthly calendar and on the website.
5. All SCOPE Club members are strongly encouraged to attend the general meetings.

Article V: SCOPE Board Composition, Voting Rights and Quorum

The executive members shall consist of the current Pastoral leader of St. Charles Borromeo Parish and the current principal of St. Charles Borromeo School.

Executive Board Members

There shall be the following Executive Board Members:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. SCOPE/School Commission Liaison
6. Fundraiser Chair
7. Hospitality Chair

Advisory Board Members

1. School Vice Principal
2. Communications Chair
3. Used Uniforms Chair
4. Box Tops Chair
5. Room Parent Chair
6. Family Enrichment
7. Faculty Representative
8. Room Parent/Volunteer Chair

Duties of the SCOPE Board

1. Duties of the SCOPE Board include, but are not limited to, the following:
 - a. Setting the agenda for the monthly SCOPE Club meetings.
 - b. Making recommendations for and implementing fundraisers, budget, and future goals of the SCOPE Club.
 - c. Planning and orchestrating community/hospitality events for families, faculty, and staff.
 - d. Ensuring that information and opportunities are available for all SCOPE Club members to actively participate.
2. An officer or committee chair that does not comply with his or her assigned responsibilities may be relieved of his or her position by a two-thirds majority vote of the other executive board members.

Article VI: Duties of Elected Officers

A. President

The President shall:

1. Fulfill a two-year term for a maximum of two terms.
2. Preside at all meetings of both the SCOPE Board and SCOPE Club.
3. Make interim appointments as needed; oversee the recruitment of SCOPE Board members for vacant positions.
4. Serve as Ex-officio member of all committees and oversee the coordination of projects taken on by the SCOPE Club.
5. Call any special meetings and manage correspondence as required.
6. Be responsible for carrying out the progress of the organization and be the official spokesperson for The SCOPE Board and SCOPE Club.
7. Work with the Principal on calendaring all SCOPE Board and SCOPE Club meetings.

B. Vice President

The Vice President shall:

1. Fulfill a two-year term for a maximum of two terms but not necessarily to ascend to the president position.
2. Perform duties of an absent president and perform such duties as assigned by the president.
3. Work with the principal on preparing agendas for monthly SCOPE Board and SCOPE Club meetings.

C. Secretary

The Secretary shall:

1. Prepare true and accurate minutes of both the SCOPE Board and SCOPE Club meetings.
2. Provide a draft of the minutes to SCOPE Board members and, upon approval, provide a finalized copy to the Principal in order that the minutes can be posted and archived for both Board and general meetings.
3. Track SCOPE Board members' SCOPE Board binders including the assignment of binder information as deemed appropriate by the SCOPE Board.
4. Fulfill a two-year term, for a maximum of two terms.

D. Treasurer

The Treasurer shall:

1. Maintain financial records by keeping a true and accurate record of SCOPE Club revenues, expenses, and balances and also keep the general ledger up to date.
2. Provide a monthly reconciled report at every SCOPE Board meeting and SCOPE Club meeting, a quarterly reconciled report for the School Commission, if requested, and a yearly reconciled report to the SCOPE Board at the end of the school year.
3. Upon demand of receipts or prior authorization, prepare check requests for SCOPE Club expenses.
4. Work with the Fundraiser Committee Chair to ensure correct procedures are being followed regarding SCOPE Club fundraising, including the deposits of revenues from fundraisers.
5. At the end of the year establish the required amount for a start-up for the upcoming school year and transfer all appropriate balances to the school's bookkeeper
6. Fulfill a two-year term, for a maximum of two terms.

E. SCOPE Board/School Commission Liaison

The SCOPE Board/School Commission Liaison shall:

1. Attend both SCOPE Club Board meetings and School Commission Meetings and act as a liaison between the two groups.
2. Provide a summary to each committee of the other committee's activities and discussions.
3. Fulfill a two-year term for a maximum of two terms.

F. Communications Chair

The Communications Chair shall:

1. Communicate to the SCOPE Board and to SCOPE Club members the activities and events of the SCOPE Club and of the parish.
2. Work with the Pastoral leader on current happenings in the parish.
3. Work with committee chairs on important events that need to be communicated in a monthly newsletter, fliers, and social media.
4. Promote volunteerism with the school and parish community.
5. Fulfill a two-year term for a maximum of two terms.

G. Hospitality Chair

The Hospitality Chair shall:

1. Prepare a calendar of school social events.
2. Plan and host the social events.
3. Help with the organization, planning, and serving teacher lunches for conference days and Catholic Schools week
4. Solicit the appropriate volunteers to assist in the execution of social events.
5. Fulfill a two-year term for a maximum of two terms.

H. Fundraising Chair

The Fundraising Chair shall:

1. Oversee all of the SCOPE Club’s fundraising efforts.
2. Help promote all of the SCOPE Club’s fundraising efforts.
3. Solicit the appropriate volunteers to assist in the execution of fundraising events.
4. Coordinate the Box Tops program (see description).
5. Fulfill a two-year term for a maximum of two terms.

Article VII—Duties of Advisory Members

A. School Principal and School Vice Principal

The School Principal and Vice-Principal shall:

1. Communicate the School’s progress, needs, and significant matters to the SCOPE Board.
2. Provide guidance to the SCOPE Board.
3. Assist in the implementation of SCOPE Board projects.

B. Parish Pastoral leader

The Parish Pastoral leader shall:

1. Communicate Parish matters to the SCOPE Board as necessary.
2. Provide guidance to the SCOPE Board in relation to policies set forth by the Archdiocese of Seattle.

C. Used Uniform Sales Coordinator

The Used Uniform Sales Coordinator shall:

1. Promote and advertise the Used uniform sales events.
2. Collect, wash and arrange by size the donated articles of clothing.
3. Transfer the proceeds to the school.
4. The Used Uniform Sales Coordinator shall serve at least one year.

D. Room Parent Coordinator

The Room Parent Coordinator shall:

1. Attend all SCOPE Board and Club meetings.
2. Oversee coordination of Room Parent events and activities per Room Parent Manual.
3. Support and guide the room parents who support classroom and school activities.
4. The Room Parent Coordinator shall serve at least one year.

Article VIII—SCOPE Board Member Selection and Removal

A. SCOPE Board Member Selection

1. For board vacancies, recruitment for open SCOPE Board positions shall begin in April.
2. The vacant positions, job descriptions, and their respective terms shall be announced via the Friday Folder and the School's Website.
3. A SCOPE Club member who is interested in becoming a SCOPE Board member can initiate the process of application by:
 - a. nomination by another SCOPE Club member, or
 - b. self-nomination.
4. The Executive Board shall compile the list of candidates and vote qualified candidates into offices from the eligible pool by a simple majority of the SCOPE Board members present during the SCOPE Board meeting dedicated to the same.
5. The eligibility criteria include the following SCOPE Club member:
 - a. is in good standing.
 - b. possess leadership skills.
 - c. possesses expertise and willingness.

B. SCOPE Board Member Removal

1. The Executive Board members and vice principal are required to attend and participate in the monthly SCOPE Board meetings. Three unexcused absences may be deemed as non-performance and may serve as grounds for removal by the Executive Board. Executive Board members may be removed by the Executive Board for non-performance of their duties.
2. The Advisory Board members are required to attend specific monthly SCOPE Board meetings as determined by the SCOPE Board as necessary for reporting and event planning and may only be removed by the Executive Board for non-performance of their respective duties.

C. Continuity

1. The selected, incoming SCOPE Board members shall attend the May SCOPE Board meeting to meet the current SCOPE Board members, to familiarize themselves with SCOPE Board processes, to receive their respective SCOPE Board binder, and to obtain the necessary training in the process of taking over certain functions from outgoing SCOPE Board members.
2. The incoming members to the Executive Board shall not have voting powers until June 1st, which is the official start of the new school year.

Article IX – Committees

A. Ad Hoc Committees

1. The SCOPE Board may form ad hoc committees when necessary to further the objectives, goals, and purpose of the SCOPE Board or SCOPE Club.
2. A committee shall consist of at least one member of the SCOPE Board with other SCOPE Club members participating.
3. The President shall act as an ex-official member of all such ad hoc committees and shall supervise each committee's activities.

Article X – SCOPE Club Revenue, Budget, Revenue Allocations and Expense Reimbursement

A. SCOPE Club Revenue

1. All funds raised by the SCOPE Club (whether income, principal, gift, contribution, or otherwise) shall be recorded by the Treasurer.
2. No part of the SCOPE Club revenue shall insure to the benefit of an individual SCOPE Club member or a private person except solely for reasonable compensation for services actually rendered or goods actually sold.

B. Budget

1. The SCOPE Club Board shall tally the total funds raised during the current school year and establish an annual budget by June 15th for the following school year. This annual budget must be approved by the Executive Board and subsequently ratified by the School Commission and the SCOPE Club.
2. The annual budget must be presented and explained to the incoming SCOPE Board members.
3. Any extraordinary expenses, outside of the stated annual budget, must be approved by the School Commission and the SCOPE Club.

C. Expense Reimbursement

1. The Treasurer shall prepare a check or cash requests for reimbursement for SCOPE Club expenses within 5 business days of submission.
2. All reimbursement requests for SCOPE Club expenses must be submitted to the treasurer via check request form within 14 days of expense or event.

Article XI – Amendment to the Constitution and By-laws

A. Minor Changes

1. Minor changes, including but not limited to typographical errors, grammatical errors, clarifying clauses, changes to term limits, changes in the composition of the Advisory Members, changes or substitution of fundraising programs, and the like, shall be made upon approval of the Executive Board.
2. Upon Executive Board approval, the revised Constitution and By-laws shall supersede the prior Constitution and By-laws.
3. The Secretary shall facilitate the inclusion of the new Constitution and By-laws in the SCOPE Board binders and school records.

B. Material Changes

1. Material changes with significant impact to the School or Parish, including but not limited to procedural changes, changes to revenue allocations, changes related to quorum, changes in the composition of the Executive Board, and the like, shall be proposed to the School Commission and the Parish Finance Council by the Executive Board.
2. Upon approval by the School Commission and the Parish Finance Council, the Executive Board shall seek the ratification of the changes by a simple majority of the SCOPE Club members and by the Pastoral leader.
3. Only upon approval by the School Commission and the Parish Finance Council, and ratification of the SCOPE Club members and the Pastoral leader, shall the revised Constitution and By-laws supersede the prior Constitution and By-laws.
4. The Secretary shall facilitate the inclusion of the new Constitution and By-laws in the SCOPE Board binders and School records.

C. Compulsory Review

1. The SCOPE Board shall review the Constitution and By-laws every two years to determine whether changes are warranted.
2. Such determination shall be noted and recorded in the meeting minutes.

BYLAWS OF SCHOOL COMMISSION

The Catholic school is an expression of the educational mission of the Catholic Church and the parish of St. Charles Borromeo parish.

As such the entire community has a vested interest in the well-being of the school and has a particular responsibility for its growth and development.

- The pastor is responsible to the Archbishop for the administration of the total parish, including the parish school. All policies adopted by the School Commission are *subject to approval by the pastor*.
- The school principal functions as the chief administrator of the school and is a member of the parish staff. The principal serves as the executive officer of the School Commission.
- Just as a parish council serves with the pastor on behalf of the total parish community, so the School Commission serves with the principal for the good of the school community both in terms of providing insight into the needs of the school community and in making recommendations to the school principal and pastor with regard to planning, finances, facilities, and public relations.
- The School Commission is established by the principal with the approval of the pastor, in accordance with Archdiocesan policy.

Article I. Name of the Organization

The name of this body shall be the St. Charles Borromeo Parish School Commission. **Article II.**

Purposes and Functions

The Commission's consultative responsibilities are in the following areas: A.

Planning

- Recommending a mission statement for the school.
- Recommending goals and plans for the school.
- Assisting school administration as requested with accreditation matters.

B. Policy development

- Recommending or otherwise providing comments on policies that give general direction for the school.

C. Finance

- Recommending a plan and means to finance school programs, including tuition, development, and fundraising.
- Recommending the allocation of resources according to the budget. • The principal may request that a Commission member also serves on the parish Finance Committee.

D. Public Relations

- Communication with various public groups or interested persons about the school.
 - Listening to the needs and concerns of the school community through appropriate forums set up for this purpose.
- Recruiting students.
 - Promoting the school to the parish, parents, and community.

Article III. Relationship with Other Groups

A. Archdiocese relationship

- The relationship between the School Commission and the Archdiocese is stated in the Archdiocesan policies, which are available online.

B. Parish Finance Council Relationship

- The Parish Council, after consultation with the Parish Finance Committee and School Commission is responsible for approving the final school budget with the pastor.
- The principal shall serve on the Finance Committee.

C. SCOPE (St. Charles Organization of Parents and Educators)

- SCOPE provides
 - ✓ a channel for communication between home and the school by providing a School Commission member through whom parents can communicate issues and concerns
 - ✓ service to the school by helping in a variety of ways, e.g.,
Welcoming sessions for new families
 - ✓ a mechanism for parent education and greater opportunity for social interaction.
- The School Commission collaborates with SCOPE to more fully understand parent needs and concerns.
- The School Commission may use the school newsletter and SCOPE meetings (via the SCOPE liaison to the School Commission) to report to school families about School Commission activities and decisions.
- The pastor and principal will annually review and select the SCOPE representative to the School Commission.

D. Endowment Board

- The school commission shall provide input to the Endowment Board regarding annual tuition increases which may affect tuition assistance allocations during the annual budget process.

E. Educators

- A faculty member will serve as a channel for communication between the school commission and the faculty/staff of the school.

Article IV. Membership

A. Members

- The voting membership of the School Commission shall consist of seven to nine members.
- A faculty representative designated by the principal, who represents the voice of the St. Charles Borromeo school faculty, shall also serve as a voting member.
- In addition to the voting members of the Commission, the following nonvoting administration personnel shall attend the meetings: pastor, principal or vice-principal, and development director.
- Members ordinarily serve for three years, renewable once and staggered so that Commission membership can rotate.
- One of the Commission members will also be asked to be a member of the Parish Council.
- A non-Catholic school parent shall be a member of the Commission.

B. Attendance

- Attendance at meetings is important. The pastor and principal maintain discretion to replace members of the Commission who are unable to regularly attend the monthly meetings.

C. Nominations and Selection

Selections should ideally be made by March or April so that the new members can begin attending meetings for orientation purposes before the school year is over. The pastor and principal will make selections to the School Commission and shall designate the president and, in their discretion, a vice president and secretary. The pastor and principal may request input from the Commission for nomination of new members to the Commission. Criteria for School Commission membership is as follows:

- Interest in and commitment to Catholic education and to this school's philosophy and mission.
- Availability to attend meetings and periodic in-service programs and to participate in Commission work.
- Maintain a high level of integrity, and confidentiality depending on the circumstances.
- Deal appropriately with situations as they relate to the good of the entire school community.
- Be a credible witness of the Catholic faith to the school community and the greater community.
- The president must be a practicing Catholic.

D. Ineligibility

- With the exception of the faculty representative, voting members of the Commission shall not be current employees of the parish or school, or a close relative or in-law of or living in the same household as a parish or school employee or service in a

supervisory capacity to any member.

Article V. Meetings

A. Agenda

- The president and principal shall communicate regarding the agenda for the Commission meetings and shall make the agenda and minutes from the previous meeting available at least two days prior to each month's meeting.
- School Commission meets in Open session. Non School Commission members may address the School Commission when approved for the agenda, in advance of the meeting. Non-members may submit proposed items for the agenda to the School Commission president or the principal in writing no later than two (2) weeks before a scheduled meeting. If approved for the agenda, a total of ten (10) minutes will be allocated to each meeting to hear non-member concerns/questions.
- Closed Meetings: The School Commission may meet in a closed meeting to consider the following subjects:
 - o Employment, compensation, discipline, performance, or dismissal of specific employees to the extent that can be disclosed to commission members.
 - o The selection of a person to fill a vacancy when appropriate o Student disciplinary cases
 - o Litigation
 - o Self-evaluation, practices and procedures or professional ethics of meetings between internal or external auditors
 - o Other items as deemed sensitive by the pastor and/or principal
 - o No final commission action will be taken at a closed meeting

B. Meeting Times

- The School Commission meets every month for the months of August through June. The meeting time and date will be designated by the principal. Standing or ad hoc committees (see Section VI) meet at other times which best suit the members of the committee.
- Executive School Commission meetings may be called at times other than the regularly scheduled meetings. These meetings will be scheduled with the approval of the School Commission president and the principal.

C. Minutes

- Minutes shall be kept by the secretary and made available to the School Commission within one week after each meeting.
- Complete minutes are available from the school office upon request, *and are posted on the school website.*

D. Quorum and Voting

- A majority of all voting members must be present for the purpose of conducting official business. Business will be conducted by the consensus method.

✓ A good decision is the result of four interlocking steps:

Step 1: An issue is raised or an event takes place

Step 2: An assessment is made with regard to the issue or event.

Step 3: Recommendations are made.

Step 4: A course of action, which attempts to meet the greatest number of values is determined.

This is the point of authorization and is normally thought of as “Decision Making”.

- ✓ If there seems to be a common consensus a formal vote does not need to be taken.
 - ✓ Any School Commission member can request a consensus vote. ✓ A simple majority vote can indicate consensus unless someone requests to use the PLUS 3 – MINUS 3 method which will highlight the values involved. See the appendix for the details.
- Should it be judged necessary a vote may be postponed until a later meeting. If a vote is necessary due to a time constraint, electronic voting may be accepted. If a quorum is not achieved within 48 hours, the vote will be considered acceptable.

E. Conduct during meetings

School Commission members should:

- Support the mission of the parish.
- Share their own insights and listen carefully and respectfully to the insights of others.
- Support the decisions of the School Commission (even if different from their own opinions). The pastor and principal maintain discretion to replace members of the School Commission who fail to publicly support the mission, decisions or policies adopted by the Commission.
- Refer parent/parishioner concerns to the pastor or principal; the School Commission is not the appropriate forum for specific parent concerns about parish administration, school administration or issues regarding their children such as academic or discipline issues specific to them.

Article VI. Standing and Ad Hoc Committees

The School Commission may designate standing or ad hoc committees as needed to address particular subjects that may require extra attention such as, but not limited to, major capital projects, development and tuition.