

# St. Charles Borromeo School

## Handbook

“Together We Believe ~Together We Achieve”



Confidential

For the use of St. Charles Borromeo School Only.

Principal's Right to Amend – The Principal, or his/her appointee, with the support of the pastor, retains the right to amend this parent/student handbook for just cause. Parents and students will be given prompt notification if changes are made.

### **COVID-19 Acknowledgement of Risks**

According to the Centers for Disease Control and Prevention (CDC), the COVID-19 vaccination is recommended for everyone 12 years and older. Over the past year, a significant number of Ohioans have received the vaccination. COVID-19 infection rates have fallen, and indoor and outdoor mask mandates, as well as related social distancing restrictions, have been lifted in many settings.

Saint Charles Borromeo School plans to return to in-person learning for the upcoming 2021-2022 school year, including athletics and extracurricular activities with spectators. In doing so, Saint Charles Borromeo School will evaluate and consider the health and safety guidelines recommended by the CDC and the local health department.

Despite the progress made in combatting COVID-19, we, the undersigned parent(s) and student, acknowledge and agree that, as a student at Saint Charles Borromeo School and as parent(s) of that student, entering in the school or being on the premises, having personal contact with teachers, classmates, and other Saint Charles Borromeo School staff, still involves a certain degree of risk, namely of parent(s) and/or student acquiring a communicable disease, including COVID-19, and then potentially passing it on to others, including family members. Due to the highly contagious nature of COVID-19, the characteristics of the virus, and the close proximity of students (and their parent(s)), teachers, and staff at Saint Charles Borromeo School, there may still be an elevated risk of contracting the disease simply by being in the building, on the premises, or at any Saint Charles Borromeo School function. This risk may be even greater for those who are not vaccinated for COVID-19 and those who do not wear a face mask.

By signing this Handbook below, we acknowledge and agree that after carefully considering the risks involved, and having the opportunity to discuss these risks with any healthcare professional(s) of our choosing, we voluntarily and willingly accept those risks and acknowledge that returning to in-person learning and other in-person school activities and functions, is the choice of each family, including ours. If student or parent(s) who visit Saint Charles Borromeo School have underlying health concerns which may place them at greater risk of contracting any communicable disease, including COVID-19, we acknowledge and agree that we will consult with a health care professional before student or parent(s) return to Saint Charles Borromeo School, attend any Saint Charles Borromeo School function, or visit Saint Charles Borromeo School.

Moreover, we acknowledge that while any safety and precautionary measures we take on our own (e.g., wearing a facemask or being vaccinated for COVID-19) may reduce possible exposure to the risk of contracting a communicable disease, the possibility of serious illness and death remains. We do hereby accept and assume sole responsibility for any illness acquired by student or parent(s) while at Saint Charles Borromeo School or any Saint Charles Borromeo School function, including possible infection with COVID-19.

We further acknowledge, understand, and agree that we have obligations to the school and parish, its employees/staff members, students, and others to take certain precautions and make certain disclosures to prevent the spread of COVID-19 as outlined by the CDC, the State of Ohio, and/or and the applicable local public health department.

Saint Charles School reserves the right to change any and all policies as needed. Changes in policies will be communicated via the Charger Chatter, school website and through email.

<b>The Foundations and History of St. Charles Borromeo School</b>	<b>8</b>
Introduction	8
Vision	8
Mission	8
Belief Statements – Philosophy of Education	8
Policies	9
Curriculum	9
Faith Formation	10
History	10
<b>General Administration Information of Saint Charles School Admissions Policy</b>	<b>10</b>
Non-Discriminatory Policy of St. Charles School	10
Registration and Enrollment	11
Guidelines for Admission	11
Admission Requirements for New Students	12
New Student Requirements for Admission	12
Kindergarten Admission	12
Transitional Kindergarten (TK) Admission	13
Policy on Class Size	13
Gender Identity Policy	13
Tuition Policies	14
Unpaid Tuition	14
Tuition Assistance	15
Student Dress Code	15
Physical Education Uniform	20
Additional Uniform Code Information	20
Spirit Days	20
Dress-Up Days	21
UNIFORM/DRESS CODE VIOLATIONS	21
Attendance and Absence	21
Classification of Absence	21

Reporting School Absence	21
Truancy	22
Extended Illness	22
Vacations	22
Tardiness – Early Dismissal	22
Tardiness	23
Early Dismissal	23
Daily Schedule	23
Homework	24
Textbooks	24
Student Academic Progress and Evaluation	24
Report Cards	24
Interim Reports	24
Promotion Policy	25
Intervention Assistance Team	25
Testing	25
Honors	26
Review of Records	26
Transfers	27
Religious Education and Mass Schedule	27
Student Mass Schedule	27
Library	28
Technology	28
Responsible Use of Technology Policy	29
St. Charles School	32
1:1 Chromebook Handbook	32
<b>Student Health and Safety, Student Activities at St. Charles Borromeo School</b>	<b>36</b>
Building Security - All Visitors	36
Volunteers	36
Emergency Closing of School	36

PAC/Walsh Hall Closings	36
Fire, Tornado and Safety Drills	37
Counseling Services	37
Health Services	37
Food Allergies	37
Wellness Policy	38
Snacks and Healthy Lunches.	38
Accidents, First Aid, Cardiopulmonary Resuscitation (CPR) and Automatic Emergency Defibrillator (AED)	38
Health Records	39
Medical/Health Concerns	39
Illness at School	39
Emergency Medical Authorization	39
Immunizations	40
Screenings	40
Medication Policy	41
Safety Plan	42
Child Abuse and Neglect – Reporting	42
Handicapped Students/Students with Special Needs	42
Acquired Immune Deficiency Syndrome (AIDS) Policy	42
Arrival at School and Departure from School	43
School Walkers	43
Bicycles	43
Bus Service and Regulations	43
Private Auto	44
Extracurricular Activities Policy	44
Invitations	44
Cafeteria Services	44
Lunch Options	45
Lunch Payment Information	45
Lunch “Charge” Policy	45

Nutrition Advisory Council (NAC)	46
Local Wellness Policy	46
Birthday Treat Policy	46
CAFETERIA CONDUCT	47
Parent/Guardian Lunch	47
Enrichment Programs	47
Field Trips	48
Lost and Found – Forgotten Items	48
Special Activities	48
<b>The St. Charles Borromeo School Standard of Behavior</b>	<b>49</b>
Foundational Philosophy	49
Standard of Behavior	49
Student Code of Conduct	50
Basic School Rules	51
Behavior Among Students	53
in-school suspension (one to three days)	54
SCB Standard of Behavior – Student Code of Conduct	55
Grades 5 to 8 Demerit System	56
Demerit Issuance Procedure	56
Demerit Rollback	56
Targeted Demerits	56
Detention	58
Suspension and Expulsion	58
Problem Solving Process	59
Due Process	60
Search and Seizure	60
Substance Abuse	60
<b>Bullying and Other Forms of Aggressive Behavior Policy</b>	<b>61</b>
<b>Home and School Communications and Volunteer Opportunities</b>	<b>67</b>
Appointments and Visits	67

Back-to-School Night and Annual Open House	67
Conferences	67
Emergency Medical Authorization Form	67
Invitations Policy	68
Internet Website	68
School Directory	68
Telephone and Electronic Equipment	68
St. Charles School Commission	69
St. Charles School Parent Teacher Organization (PTO)	69
St. Charles Athletic Commission	69
<b>Saint Charles Borromeo Preschool Handbook</b>	<b>71</b>
Philosophy of St. Charles Borromeo Preschool	72
Religious Education	72
Goals of St. Charles Borromeo Preschool	72
Sample Daily Morning Schedule:*	73
Program Options	73
Admission Policy	74
Forms	74
Change of Address/Phone Number	74
Withdrawal Policy	74
Preschool Health and Safety	74
Ohio Law/Licensing	75
Tuition Rates	76
Discipline	76
Parent Participation	78
Medical and Dental Emergency Plan	78
Extra Clothing	79
Toys	79
School Bags	79
Clothing	79

Food Service	79
Arrival/Departure	80
Regular Preschool Hours	80
Weather Emergencies	80
Car Pools	80
Field Trips	80
Birthdays	81
Parent-Child Roster	81
Policies and Guidelines for Management of Communicable Disease	81
Guidelines for Handwashing	82
Visitors	85
Single Parent/Other Relative Considerations	85
Privacy Policy	85
Records	85
Nap Room Policy	85
IMMUNIZATION REQUIRED BY OHIO DEPARTMENT OF HEALTH	85
Food Provided by Parents	86
School's Right to Amend	87



# **The Foundations and History of St. Charles Borromeo School**

## **Introduction**

We affirm the sacredness of all of God's creation and respect the uniqueness of each human being. We operate out of this conviction to ensure that no one stands in the way of another's attempt to become the person God meant him or her to be.

## **Vision**

*TOGETHER WE BELIEVE ~TOGETHER WE ACHIEVE*

## **Mission**

Saint Charles Borromeo School, a Catholic faith-filled community, sees Christ in all. We build a strong foundation of *Faith*, foster an unending appetite for *Knowledge*, instill *Honor* through Christ-like actions, and provide opportunities to achieve *Balance* as well-rounded individuals.

## **Belief Statements – Philosophy of Education**

- We believe that Catholic ideals, values, and faith are a solid foundation for life.
- We believe in the pursuit of excellence and the development of each individual's potential for lifelong learning.
- We believe in recognizing the dignity of each student and see the reflection of God's image in each child's face.
- We believe appropriate and consistent standards of honorable behavior are a necessary condition for education.

## **Policies**

1. The primary focus of instruction at St. Charles Borromeo School is the mastery of basic skills, development of an appropriate knowledge base, and the development of creative thought processes.
2. Every program and course of study is designed to promote student learning and achievement in the PK- 8 instructional program.
3. We provide the resources and support needed to maintain and develop an excellent teaching staff.
4. St. Charles Borromeo School will complete a formal accreditation process through the Ohio School Accrediting Association (OCSSA).
5. No student is allowed to keep another student from learning or prevent a teacher from teaching. Verbal abuse, physical abuse or humiliation of any student or staff member is not permitted.
6. Any new program, service or course of study becomes part of our education process when it:
  - meets a demonstrated, mission-related need,
  - addresses the effect it will have on other programs, services or existing courses of study,
  - is set in place with a written evaluation procedure.
7. Every program, service or course of study is re-evaluated on a regular and timely schedule. If not justified in terms of the mission and beliefs of St. Charles Borromeo School, the program, service or course of study is eliminated.

## **Curriculum**

St. Charles School follows the Graded Course of Study for Elementary Schools, which is provided by the Archdiocesan Office of Education. This document contains the Philosophy of Education approved by the Archdiocesan Commission on Education and describes the broad program philosophies, program goals, program objectives and subject objectives for each of the following areas of study: Religion, Art, Health, Language Arts, Mathematics, Physical Education, Science, Social Studies, and Music. Spanish is taught in grades PK through 8. A copy of this document is on file in the office and is available for review. St. Charles School meets or exceeds the minimum standards set by the Ohio State Department of Education.

Additional educational resources include a full time librarian and technology coordinator in the computer labs. Every student has access to these services on a regularly scheduled basis.

## **Faith Formation**

The Faith Formation Program at St. Charles School is based on a philosophy of Catholic Christian life. The teachers, parents, and students work hand in hand to live a life of Christian faith, hope, and love. Parents are the primary religious educators of children. With parents and teachers building a foundation of positive religious attitudes, the students can establish a deeper personal relationship with God.

The doctrines, beliefs, moral teaching and the heritage of the Catholic Church are taught in ways designed to best help today's students. The program presents and emphasizes teachings at the proper age levels according to the curriculum guides of the Archdiocese.

## **History**

St. Charles Borromeo School, in Kettering, Ohio, was founded in 1964 to provide a Catholic education to the children of the parish and surrounding communities. Monsignor Martin Gilligan, founding pastor of the parish, and Sr. Mary Helen McKenna of the Sisters of Charity planned and developed the school. The school building was built in two phases. The first building contained sixteen classrooms, the offices and clinic. The following year (1965) fifteen additional classrooms, the library, teachers' lounge and Walsh Hall were added.

Originally, St. Charles served students in grades four through eight. As the demographics of the community changed, class sizes diminished and in 1975 the school began accepting third grade students. The following year second grade classrooms were opened and first grade the next year. St. Charles began its kindergarten program in 1981 with half-day sessions. Masses for the parish and the school were celebrated in the current Parish Activity Center until 1993 when the church building was constructed. In 2002-03 Spanish became part of the seventh and eighth grade curriculum and was adopted in all grades in 2011. Kindergarten was extended to a full day program beginning with the 2006-07 school year.

In 2012 St. Charles opened a Pre-School program for three and four year old children. Under the guidance of Pastor Daniel Meyer and Principal David Bogle, St. Charles Borromeo currently serves over 490 students in grades PK-8.

## **General Administration Information of Saint Charles School Admissions Policy**

### **Non-Discriminatory Policy of St. Charles School**

St. Charles School admits students of any race, sex, color, creed, national and ethnic origin, to all rights, privileges, programs and activities generally accorded or made available to students at the parish school. It does not discriminate on the basis of race, color, creed, national and ethnic origin in administration of educational policies, admission policies, loan programs, athletic and other school administered programs and in hiring teachers and other personnel.

It is a policy that St. Charles Borromeo School maintains class sizes which, given its operational constraints, optimize its students' opportunity to achieve high academic/educational results.

## **Registration and Enrollment**

Enrollment is through the school office. Each January there is a re-registration process for existing school families. At this time existing families must indicate their intent to return the following school year. If the re-registration forms and registration fees are not returned prior to the open registration during the last week of January a spot for existing students will not be guaranteed. Open registration for all children not currently enrolled in St. Charles Preschool or school will open the last week in January. If space is not available, parents may place their students on a waiting list. Times and dates for registration are announced in the parish bulletin. Financial assistance forms must be filed by March.

## **Guidelines for Admission**

To qualify for the in-parish tuition rate, registration in St. Charles parish is required. Families must be designated as active parishioners by the parish office. An active parishioner is one who attends mass regularly, contributes to the parish offertory, and actively volunteers. Families not members of a St. Charles Parish will be assessed the Non-Parish Member tuition rate.

Families having students in the school and preschool the previous year have a first priority on admission the following year provided they have met the registration requirements prior to Open House registration in January. In no case will a supporting family with a student currently attending St. Charles be excluded from the school in order to make room for a new student as long as all registration criteria and deadlines have been met prior to grade levels reaching capacity.

A non-refundable registration fee is due at the time of registration.

Tuition Commitment Forms and FACTS registration must be submitted and completed by April 1<sup>st</sup> to ensure school enrollment. After February 1, openings will be considered based on the submission date of all registration documents and in this order.

1. Parishioners who are registered and supporting members of the parish who live within established parish boundaries. "The opportunity to attend a parochial school is to be extended first to Catholic students who are members of the parish . . . " (Section 501.03, Archdiocesan Guidelines)
2. In the event that all students of active contributing members cannot be accepted due to class size limits, parishioners with the longest history of registration within the parish will have first priority.
3. Parishioners of Catholic Parishes without schools.
4. Catholic Families who are parishioners of parishes with schools
5. Non-Catholic families.

Note: The pastor and principal make the final decision on student admission.

## **Admission Requirements for New Students**

The entrance age for the first grade, determined by Ohio State Law, states that a child must be six years old by September 30. St. Charles follows the same guidelines for preschool and kindergarten. Grade placement is determined by the child's age as of September 30. A copy of the student's birth certificate is required for the school file.

### **New Student Requirements for Admission**

1. A completed application form and registration fee.
2. A baptismal certificate for Catholic students and original birth certificate for all students (an original birth certificate must be presented and copies will be made by the school).
3. An emergency medical authorization release form must be on file for each student. These forms are renewed each school year, as the information must be current and accurate.
4. A new transfer student must present his or her last report card. After parents sign the Release Form for Records, St. Charles School will request from the previous school, the cumulative and health records of the student. **THESE RECORDS ARE ALWAYS SENT FROM SCHOOL TO SCHOOL.**
5. There is a six-week probationary period for all students new to St. Charles including first graders who did not attend St. Charles kindergarten. St. Charles School reserves the right to dismiss any student during this probationary period.
6. In the case of a divorce or separation, the school office must have a certified copy of the court order stating which parent has custody of the student. The parent with custody of the student has the right to receive the report card and all status reports for the student. If the non-custodial parent requests such reports, they may be sent. The school office will notify the custodial parent that the request has been made, before such reports are sent to the other parent.
7. Physical examination forms must be submitted and up to date. All immunizations required by Ohio State Law must be listed on the permanent health record.
8. Enrollment in the FACTS Tuition Management System is required of all families. A financial aid application (FACTS Tuition Assistance Form), if required.

### **Kindergarten Admission**

St. Charles has established a kindergarten program that serves students in a full day program. Students in kindergarten are able to participate in most programs that are provided for other students. The State of Ohio charters the kindergarten program. Successful completion of kindergarten is now mandated before students can register for first grade.

Policy statement for the admission of underage kindergarten students who are younger than the age established by State Dept. of Education for admission (five by September 30): Students will be screened before admission by the classroom teacher, counselor, nurse and/or speech and hearing specialist. The screening process will include both observation and testing. Parents will be included in the assessment process. An evaluation by the local school district psychologist may be considered in lieu of an evaluation by the school assessment team. The

principal will make the placement decision based on the recommendation of the assessment team.

### **Transitional Kindergarten (TK) Admission**

The TK Program is a half day program developed for children turning five by September 30<sup>th</sup> who, after being tested, are judged in need of an extra year to grow in the developmental skill areas. Children enrolled in TK are then promoted to Kindergarten the following year.

Both programs enable children to develop readiness skills in academic, social, and physical areas. The curriculum is geared to encourage individual growth and development in all the readiness areas: math, language arts, science, social studies, health, physical education, music and art.

As a part of St. Charles Catholic School, the Transitional-Kindergarten and Kindergarten curriculum is centered on religious development.

Students in TK and K are included in the multi-student family discount.

Children attending TK do not wear school uniforms. They are encouraged to wear comfortable clothes but may not wear jeans or sandals.

### **Policy on Class Size**

Established by the St. Charles School Commission:

Transitional Kindergarten – Maximum class size recommended – 15.

Kindergarten - Maximum class size recommended - 20.

Grades 1-4 - Maximum class size recommended - 25.

Grades 5-8 - Maximum class size recommended - 30.

The maximum class sizes recommended should only be exceeded to accommodate families relocating with a history of Catholic education. The school principal and pastor retain the right to exceed class size recommendations as needed.

### **Gender Identity Policy**

In St. Charles School, all curricular and extracurricular activity is rooted in and consistent with, the principles of Catholic doctrine. St. Charles:

- Supports students with gender dysphoria by treating them with sensitivity, respect, mercy, and compassion.
- Require that participation on school teams and clubs be according to biological sex.
- Require that names and pronouns be in accordance with the person's biological sex.
- Designate Catholic sex education, uniforms and gender appropriate dress, bathrooms, locker rooms, showers, and sleeping accommodations on trips according to biological sex.

- Maintain names in school records according to the student's biological sex.
- Provide reasonable accommodation to a private bathroom for use by any student who desires increased privacy.
- In case of a specific request, consider in a compassionate way, on a case-by-case basis, the physical and psychological needs of a student based on the following questions:
  - i. What is the specific request of the student and/or parents?
  - ii. Is the request in keeping with the teaching of the Catholic Church?
  - iii. Is the school reasonably able to accommodate the request?

## **Tuition Policies**

The School Commission and the Finance Commission with the approval of the St. Charles Parish Council sets tuition fees.

Each family is expected to contribute to the cost of Catholic education by paying tuition. Tuition fees are determined annually based on the projected needs of St. Charles School. Parish records are reviewed at the end of the calendar year and before the end of first semester. Parishioners who do not meet the qualifications for the tuition discount will be notified in writing and their tuition payment will be adjusted to reflect the non-discount figure.

*There are three options for tuition payment.*

Option 1. The full payment option: tuition for the upcoming year is due prior to an announced date in early June.

For Options 2 and 3, St. Charles participates in the FACTS Tuition Payment Plan. A deferred interest rate is charged per month, plus an annual registration fee per family. FACTS Management handles all monthly tuition payments. The program is described in a brochure available at the school office or at 434-4933.

Option 2. The partial payment/partial financing option: partial tuition payment is due prior to an announced date in early June. The first of ten monthly automatic deduction tuition payments is deducted from the designated bank account in July.

Option 3. Full financing option: the first of ten monthly automatic deduction tuition payments is deducted from the designated bank account in July.

Note: All families are required to register with FACTS prior to April 1<sup>st</sup> to assist in the process and budgeting of tuition collection regardless of which payment option they choose. Families may not complete school enrollment until a payment plan through FACTS is set-up.

## **Unpaid Tuition**

St. Charles students are admitted to classes in the following school year when tuition is paid in full by the last day of the current year or unpaid tuition is specifically excused by the pastor and principal.

Students with an unpaid balance for tuition or other school-related fees may have their report cards held until payment is made in full or arrangements for payment are made. Student records are forwarded to another school only when all fees and tuition are paid in full.

When students are withdrawn during the academic year, a prorated portion of the tuition is due based on the number of days for which the student was enrolled as a percentage of the number of days in the an entire school year plus the annual registration fee. Reimbursements will not be remitted after December 31<sup>st</sup> of the current school year. Any tuition assistance granted by St. Charles School or Parish must be reimbursed to the Parish if a student withdraws prior to the end of the school year.

### **Tuition Assistance**

No eligible child shall be denied admission to St. Charles Borromeo School because the family is unable to afford tuition. If your family is experiencing financial difficulties there is the option of completing a FACTS Tuition Assistance form to qualify for tuition assistance. FACTS forms are available in the school office. The pastor and principal review the forms in late spring and distribute financial aid. All families seeking financial assistance must fill out a FACTS form prior to March 15th.

### **Student Dress Code**

The Dress Code of St. Charles Borromeo School applies to all students in grades Kindergarten through 8<sup>th</sup> grade. Transitional kindergarten students may wear play clothes to school, but jeans and sandals are not allowed.

Conservative dress is encouraged and students are expected to avoid extremes in hair, clothing and accessories. Hats may only be worn by permission. Clothing, accessories, jewelry or any items which promote alcohol, tobacco, illicit drugs, violence, illicit organizations or anything inappropriate to a Catholic school environment are not permitted. Also banned are any items with language, pictures or symbols that are sexually explicit or which pertain to or can be interpreted as pertaining to any of the above restricted categories. The Dress Code applies during the school day and to all occasions when students are in school-sponsored activities or represent St. Charles. The administration reserves the right to make the final decision on appropriateness.

St. Charles School recommends that uniform attire be purchased from Educational Apparel which comes to the school for sales.

<https://www.educationalapparel.com/shop-by-school/st-charles-kettering-13/>



<http://deuceshirts.com/st-charles-spirit-wear/> (Spirit Store Items)




<https://www.landsend.com> Account 900037912







Dress Code for Students				
	Grade	Item	Description	Color
Belts	Grades 1 to 8	Belts	Belts are to be worn with slacks and shorts. Plain leather, vinyl or cloth.	Solid navy blue, or solid black.
Socks	Grades K to 8	Socks must be worn at all times.	Plain crew, ankle or knee high styles	Solid black, navy blue or white.
Leggings	Girls in grades K to 8	Leggings	Plain solid leggings that reach the ankle may be worn during cold weather.	White or navy blue.
Shoes	Grades K to 8	<p>Gym/athletic shoes are required and must be worn at all times.</p> <p>Students are not permitted to wear boots during the school day. Boots should only be worn in times of inclement weather to and from school.</p>	<p>Clean and appropriate styles. Open toe or open back shoes are not allowed.</p> <p>Shoes should not have a rollover toe, such as a Keen.</p> <p>On special dress days students may wear dress shoes.</p>	
Jewelry	Grades K to 8	Jewelry	Single Earring in each ear lobe are permissible and must be small studs and not dangle below the ear lobe. Small rings, wristwatches and small jewelry pieces or medals are allowed. Other jewelry is not allowed. Boys are not permitted to wear earrings.	
Make-up	Grades K to 8	Make-up	Body make-up, tattoos and lipstick are not allowed. Face make-up and nail polish are strongly discouraged. Strong perfumes are not permitted.	

Hairstyles	Grades K to 8	Hairstyles	<p>Extreme hairstyles, hair carvings, adornments and artificial hair colors are not permitted.</p> <p>Boys' hair length may reach to the shirt collar and must be out of student's eyes.</p> <p>Students with artificially dyed hair may be required to take corrective action prior to their return to school.</p>	
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	Grade	Item	Description	Color	
<p>Tops</p> <p>Insignias, emblems, decorations, labels, patterns, embroidery or designs are not allowed. Official School logo on items bought at Spirit Store only is allowed.</p> <p>Shirts must fit and be an appropriate size, never too tight or too loose.</p> <p>Shirts must be tucked in at all times.</p> <p>Tee shirts worn under uniform shirts must be white, short sleeve, and plain with no lettering or design.</p>					
	Grades K to 8		Knit polo shirt	Cotton blend or Cotton performance mesh knits with collar and placket button front. Long or short sleeves. May have school logo.	White or Light Blue
	Grades K to 8		Sweatshirt is never worn alone. May only be worn over a uniform top	Approved Uniform School Sweatshirt purchased through Spirit Store.	

	<p>Grades K to 8</p> 	<p>Sweater is never worn alone. It is only worn over a uniform polo shirt</p>	<p>Plain knit with long sleeves. Cardigan or pullover style with V-neck or crewneck.</p>	<p>Navy Blue</p>
	<p>Grades K to 8</p> 	<p>Track Jackets, Fleece jackets</p>	<p>Only Track Jackets or fleece jackets purchased at the Spirit Store.</p>	
<p>Slacks and Shorts</p> <p>Insignias, emblems, decorations, labels, patterns, embroidery, grommets or designs are not allowed.</p> <p>Slacks and shorts must fit and be an appropriate size, never too tight or too loose.</p> <p>Cargo shorts and pants are not acceptable</p>	<p>Grades K to 8</p> 	<p>Slacks</p>	<p>Cotton or cotton/poly blend twill.</p> <p>Traditional, tailored, straight-leg style with pleated or flat front, with or without cuffs. May have two front pockets (with or without watch pocket) and two welt-style pockets in back.</p> <p>Tapered slacks that fit the ankle are not acceptable.</p>	<p>Navy Blue</p>

	<p>Grades K to 8</p> 	<p>Shorts - length to the knee.</p>	<p>Cotton or cotton/poly blend twill.</p> <p>Traditional, tailored, walking-style shorts with pleated or flat front, with or without cuffs. May have two front pockets (with or without watch pocket) and two welt-style pockets in back.</p> <p>Jeans-style shorts are not allowed.</p>	<p>Navy Blue</p>
Skirt	<p>Girls in grades 4 to 8</p> 	<p>Uniform skirt</p>	<p>Skirt hems reach to the knee.</p>	<p>Blue and gray St. Charles plaid or Navy.</p>
Skort	<p>Girls K-8</p> 	<p>Uniform Skort</p>		<p>Navy Blue</p>
Jumper	<p>Girls in grades K to 4</p> 	<p>Uniform jumper</p>	<p>Jumper hems reach to the top of the knee to just below the knee.</p>	<p>Blue and gray St. Charles plaid</p>

## **Physical Education Uniform**

Students in grades 3-8 will wear the St. Charles School PE Shorts available in the school Spirit Store with any school logo t-shirt. Socks, and gym shoes or athletic shoes are to be worn. Sweat pants may be worn on cold weather days. The uniform shirt and uniform shorts may not be worn for physical education.

Students in grades K-2 will come to school on designated PE days in appropriate shorts, t-shirt, socks and gym/athletic shoes.



## **Additional Uniform Code Information**

### **Spirit Days**

The school administration may designate certain days as Spirit Days. On these days students may wear their St. Charles CYO team or intramural team uniform top, with their regular school uniform pants, shorts, jumper or skirt (as seasonally appropriate). Tank or sleeveless team uniform tops must have a St. Charles top or shirt underneath, either one of the regular uniform tops or from the Spirit Store. Students may wear any other top with the St. Charles logo and sold in the Spirit Store, with the normal uniform pants, shorts, jumper or skirt.

### **Out of Uniform Days**

The school administration may designate certain days as Out of Uniform Days. On these days students may wear street clothes, including jeans. Students may not wear extreme styles of clothing, including spaghetti-strap garments, extremely short clothes, baggy, oversized clothes, midriff-baring or see-through clothes, tank tops with nothing underneath them or clothing that reveals undergarments. Shoes with socks or hosiery must be worn. Conservative dress is encouraged and extremes in dress will not be permitted. All clothing should be complete and not in disrepair intentionally or otherwise. The administration reserves the right to make the final decision on appropriate attire.

## **Dress-Up Days**

The school administration may designate certain days as Dress-up Days. On these days students are encouraged to wear nice, special event, or holiday type clothing. All guidelines as listed for Out of Uniform Days are to be observed, but jeans are not permitted. Conservative dress is encouraged and extremes in dress will not be permitted. The administration reserves the right to make the final decision on appropriate attire.

## **UNIFORM/DRESS CODE VIOLATIONS**

When a student violates the dress code, the classroom teacher witnessing the infraction will contact the parent to address the violation. Upon a second violation, the teacher will issue a demerit or take disciplinary action based on the grade level of the student. A parent may be required to come to school with appropriate clothing for the student. The used uniform closet in the cafeteria is available for student and parent use..

## **Attendance and Absence**

To achieve academic excellence students need to attend classes regularly and punctually. The School Commission authorizes the principal to insure that St. Charles students are safely in session and to establish any necessary rules to insure regular student attendance.

### **Classification of Absence**

A student is considered absent whenever they are not in class during school hours.

1. Excused absence: A student is considered absent from school when they are sick, have been exposed to a contagious disease, for a parental request or for a limited amount of time for medical examination, or a family emergency. (Ohio Department of Education RC 2151.011) Excused absences are still noted on report cards and records.
2. Unexcused absence: If a student is absent for reasons other than those noted under the excused absences, it will be recorded as unexcused.

Students who are absent during the school day should not attend evening school programs or sporting events.

### **Reporting School Absence**

Notification requirements

Absences must be reported to the school office by 9:00 a.m. When calling the office, state your name, the name of the student and reason for absence. Unreported absences will be checked by phone call to home or workplace. Upon returning to school the student must bring a written note which includes the reason for the absence, the dates and is signed by the parent or guardian. This note is given to the homeroom teacher who keeps it on file until the end of the school year.

## **Truancy**

Regardless of whether a student absences are excused or unexcused, if a student misses 38 or more hours in one month or 65 or more hours in a school year the parent/guardian must be notified.

If the excessive absences are due to a medical reason please make sure all documentation is on file with the school office.

In accordance with O.R.C. 3321.191(C) (1) the school may intervene by assigning the student to an intervention team to address their absence from school. The school may attempt to contact the student's parents or legal guardian so they can participate in an intervention plan.

If the student is absent for 30 or more consecutive hours, 42 or more hours in one school month, or 72 or more hours in a school year without a legitimate excuse, the student will meet the definition of "Habitual Truant" pursuant to O.R.C. 2151.011. This will require the student to be assigned to an absence intervention team at the direction of the school principal or a designee. As required by O.R.C. 3321.191(c)(2)(e), the student and parent/guardian will be required to participate in the intervention plan. Failure to participate will result in an investigation into whether such failure triggers our mandatory duty to report child abuse or neglect to the Montgomery County Children Services.

Ohio Law requires a complaint to be filed with the Montgomery County Juvenile Courts if the student fails to make satisfactory progress during the intervention plan.

## **Extended Illness**

Arrangements for home instruction can be made by contacting the Principal should a student need to be absent for an extended period of time due to an accident or illness. Contact the school office if your student will be absent for longer than three weeks to arrange for home instruction.

## **Vacations**

This type of absence is strongly discouraged as it devalues education in the eyes of the student. Family trips should always be planned with the academic schedule in mind.

If necessary, parents complete and sign the Permit for Future Absence for any dates requiring a student's absence for vacation plans. This request form is completed and approved by the principal prior to the expected absence with as much advance notice as possible. Arrangements will be made on an individual basis. Student has full responsibility for schoolwork missed during this period of absence.

## **Tardiness – Early Dismissal**

Being punctual is an important life skill. When classes begin and end on time we encourage the habit of being prompt. Arriving late to school causes embarrassment for the student and disruption in the classroom.

## **Tardiness**

The school day begins at 7:50 a.m. Students are to be in the classroom at this time preparing for the school day. The exception to this is the case of a late bus arrival. It is unnecessary for the student to report to the office when the bus is late.

Late arrivals: Any student arriving after the scheduled start time will be marked tardy. The student is to go to the office to obtain a tardy slip, which is given to their homeroom teacher. Students arriving after 10:15 a.m. will be considered a half-day absent.

Habitual tardiness: When a student is given three tardy slips in one quarter, the issue of being habitually late will be addressed.

Junior high students will receive one demerit on every third tardy.

Make-up classroom work: The student is required to make up work missed due to absence or being tardy. The student is given a reasonable amount of time to accomplish make-up work. The grade level team determines the amount of time.

Excused Tardy – Any student arriving after the scheduled start time because of a doctor/dental appointment will be marked as 'excused tardy'. The student must check in at the school office upon their arrival at school and must bring a note from the care provider to be 'excused'.

## **Early Dismissal**

There may be rare instances when a student needs to be excused from school early. The day before, a letter requesting early dismissal is sent to the teacher by the parent/guardian. The student is released to the parent/guardian in the school office when properly signed out. Parents are encouraged to not schedule doctors and dentist appointments during school hours. Students leaving school after 12:00 p.m. and not returning will be considered one half day absent.

## **Daily Schedule**

The school doors open at 7:15 a.m. Students who arrive before 7:35 a.m. are to go to Walsh Hall where an adult supervises them. At 7:35 a.m. students go to their classrooms. The school day begins at 7:50 a.m. dismissal is at 2:50 p.m.

Transitional Kindergarten Session - 7:50 a.m. - 11:00 a.m.

Lunch/Recess Periods: Kindergarten	10:55 - 11:40
Grades 3, 4, 5	11:20 - 11:55
Grades 6, 7, 8	11:45 - 12:15
Grades 1, 2	12:15 - 12:50

Weekly Mass Schedule: Students attend Mass once weekly. The school mass schedule is noted on the school calendar and in the church bulletin.



## **Homework**

Homework is designed to supplement classroom work and may require independent review of class work or provide the opportunity to develop research or study skills. Every student will have some type of daily homework during the week. If specific written work has not been assigned, students should review notes, practice basic skills and prepare for long-range assignments or projects. Reading and studying material is an important aspect of preparation for class.

Suggestions for assisting students with homework:

1. Provide a study area that is free of distractions.
2. Set aside a specific time when homework is to be done, preferably the same time each day. For questions, homework assignments are listed on each teacher's web page.
3. Students must check that assignments and materials needed for the next day are in their book bag the night before.
4. Homework is the responsibility of the student; provide the opportunity to exercise this responsibility. Support your student in completing assignments in full and promptly.
5. Contact the teacher if the student spends an excessive amount of time on a consistent basis doing homework or claims to have no homework.

## **Textbooks**

All textbooks, chromebooks, and related materials that are the property of St. Charles and are loaned to St. Charles through state or federal programs must be taken care of by students who are assigned these materials. Students who lose or damage a textbook or chromebook are assessed the current replacement value of the textbook or chromebook. If a student withdraws from St. Charles, textbooks and materials belonging to the school must be returned before the student leaves. Student's records are transferred when all textbooks and materials are returned or the assessed value has been paid.

## **Student Academic Progress and Evaluation**

### **Report Cards**

Students in grades 1 to 8 receive report cards four times during the year, once each quarter as the official reporting of academic progress to parents/guardians. An explanation of the grading system is printed on the progress report. Students in grades TK and K receive report cards at the end of the 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> quarters.

### **Interim Reports**

Interim Reports are provided in the middle of each grading period for grades 5-8. Interim reports are sent to the parents/guardians regarding academic performance and/or behavior. The interim reports are signed by the parent or guardian and returned to school promptly. Interim reporting schedules and formats are left to the discretion of teachers in grades TK to 4.

## **Promotion Policy**

Progress through the elementary grades is a combination of achievement in mastering certain basic skills as well as age, maturation and social development. The student must demonstrate competency in meeting subject area objectives as stated in the archdiocesan Graded Course of Study. The promotion or retention of a student is based on the recommendations of the teacher(s) involved, the counselor and the principal. Parents are included in the assessment process. Early in the school year, several conferences take place with the parents or guardians so that school and home may work together to help the student experience greater success. A decision to retain a student takes place after all aspects of the student's academic, physical and social development are considered as well as additional options such as testing, summer school and tutoring. The teacher will discuss the possibility of retention with the school principal. Matters of promotion and retention are made on a case by case basis, the principal makes the final determination on grade level placement.

## **Intervention Assistance Team**

The objective of the St. Charles Intervention Assistance Team (IAT) is to help identify and support students who are struggling academically, emotionally, and/or behaviorally. To this end, an intervention assistance team of staff members meets to determine the best way to intervene, in a holistic manner, with students whose observable behaviors appear to interfere with their academic, social or emotional growth. The IAT meeting may be held at the request of the teacher and/or parent. This process is open to all students at the request of their teacher and/or parent/guardian.

The Intervention Assistance Core Team members shall

- A. Include, but are not limited to, the parents of the student, the principal, school counselor, school psychologist, intervention specialist, teachers representing the primary, middle and junior high grades and the school nurse.
- B. Pro-actively identify these students through a referral and data collection process.
- C. Hold regularly scheduled team meetings to monitor and document the referral process, where case presentation, team consultation, recommendations, assignments and follow up reports occur.
- D. Act as a resource for the family when informational materials are needed or when referral for assistance to an outside agency is appropriate.

## **Testing**

An objective measure of student performance is helpful in measuring the growth of educational content and assessing areas that require special attention or remediation. Testing fulfills this objective evaluation.

In addition to the testing done on a regular basis within the subject area by teachers, standardized tests give an overall assessment of student performance. St. Charles follows the Archdiocesan schedule for standardized tests.

- The IOWA Test of Basic Skills is given to students in grades 1-8 in the Spring of each school year.
- In January, grade 5 and grade 8 take the ACRE Test in religion.
- All Third grade students will take the Ohio Third Grade English Language Arts Assessment.
- Students on Ohio EdChoice Scholarships must take all statewide testing to include the Ohio Achievement Assessment and Performance Based Assessments.
- State Testing may be given to students in grades 3-8 to evaluate student and school progress.
- St. Charles School utilizes Renaissance Learning STAR Reading and Math Assessments for periodic progress throughout the school year.

Other standardized tests may be used at the discretion of the teacher or if these tests are required for special programs.

Students with identified learning disabilities may have modifications or be excused from taking standardized tests. New students are tested to assure proper placement. Test results become part of the student's permanent record file.

## **Honors**

We like to recognize students in grades 4 to 8 who achieve high grades throughout the school year.

Quarterly honors for the first three quarters are recognized with a certificate in the student's report card:

- Gold Honors to students who earn an "A" average in all subjects.
- Blue Honors to students who earn a "B" average in all subjects.

Annual Honors Assembly for grades 4-8 on the last day of school. Fourth quarter Gold and Blue Honors are awarded. Annual Awards are also distributed:

Gold Honors with Distinction to students who have earned straight "A's" in all subjects for all four quarters.

Blue Honors with Distinction to students who have earned an "A" average for the year in all subjects except one and that subject has a "B" average.

## **Review of Records**

Report a change of address and/or phone number to the office promptly.

Parents and guardians have the right to review a student's records upon request and may inspect and review records and data directly related to their student. This material is contained in a cumulative record folder and consists of academic records, level of achievement/grades,

standardized test scores, attendance data, results of intelligence and/or aptitude tests, health data, etc.

In the case of divorce or separation, it is presumed that either parent (custodial or non-custodial) of the student has the authority to inspect and review educational records of the student unless the school office has been provided with evidence that there is a legal, binding instrument to the contrary.

In the case of divorce or separation, the school office must receive a certified copy of the court order stating which parent has custody of the student. The custodial parent has the right to receive the report card and all status reports for the student. If the non-custodial parent requests such reports, the school office notifies the custodial parent that the request has been made before such reports are sent to the non-custodial parent.

## **Transfers**

Always give sufficient notice in the case of a transfer from school. The records of a student transferring from St. Charles School are sent directly to the new school, upon written request from the proper school authorities, with signature of the parent/guardian. Records are sent when school fees are paid. (Also see Tuition and Textbooks.)

## **Religious Education and Mass Schedule**

The Religious Education Program includes all students enrolled at St. Charles School in grades PK to 8. The program is designed to provide quality education in a daily Catholic atmosphere. The school follows the “Graded Course of Study for Early Childhood and Elementary Catechetical Programs” curriculum set forth by the Archdiocese of Cincinnati Office of Evangelization and Catechesis as advised by the Pastor, Principal, and Director of Faith Formation. To help build the Christian Catholic community, all students attend weekly Masses.

## **Student Mass Schedule**

Weekly Mass Schedule: Students attend Mass once weekly. The school mass schedule is noted on the school calendar and in the church bulletin. Parents and guardians are invited to join us at Masses and prayer services.

In addition to the Masses and prayer services, the Catholic Christian community is an important part of school life with observances of the Church seasons, awareness of holy days, sacrament preparation, vocation and mission awareness.

Christian service is an important part of Catholic teaching. Students become aware of an obligation to reach out and help others as active members of the Christian Church. Living a life of service is taught as an effective way to practice the Gospel message.

Catholic education is ongoing. Parent information programs are offered at the time the student is preparing for first reception of a sacrament. Parents and guardians who attend these meetings learn what the student is being taught, what family responsibilities are in the preparation process, and how the sacraments can fit into the faith life of their family and the Church.

Students have the opportunity during the school day to receive the Sacrament of Reconciliation at least once during the year. More frequent reception of this sacrament is encouraged as a family.

The Director of Faith Formation can answer specific questions regarding the Religious Education program. (434-9272)

## **Library**

Students have access to the school library, which is open daily during regular school hours for research and reading material. Classrooms may have scheduled times to use the resources of the library. Library rules for checking out books, behavior in the library, the use of reference materials, computers and student responsibility for lost or overdue books are explained at the start of each school year. Students are expected to follow these rules and behave with courtesy and respect when using the library.

### **Library Books:**

1. Students in grades TK, and K are allowed to check out one book for a two week period.
2. Students in grade 1 and 2 are allowed an Accelerated Reader book and a picture book for a two week period.
3. Students in grades 3, 4, 5, 6, 7, and 8 are allowed to check out two books for a two week period.
4. Books may be renewed if there is not a hold pending for another student. The book must be brought to the library to renew it.
5. Damage to any library book will be assessed and charged to the student who last checked that book out. It is the responsibility of the student to notify the librarian of any damage they find prior to returning the book.
6. Any book overdue for four weeks will be considered a lost book and the replacement cost will be charged to the student. If the book is subsequently found, no money will be refunded. The student may keep the found copy.

## **Technology**

Every student has computer time in his or her weekly schedule. St. Charles School has one computer lab and four moveable technology device carts. Every teacher is provided with a laptop computer and each classroom has at least one computer. There are four computers in the library available for student use. All computers have Internet access. Students in grades 6-8 are provided a chromebook for their daily use. Students must follow the rules and guidelines specified in the Chromebook Handbook.

An Internet Acceptable Use Policy form signed by each student and their parent or guardian must be on file in the school office in order to use school computers. This form is included in the start of year packet of information.

The school has a full time technology coordinator. St. Charles Borromeo School has a school and church web site maintained by the parish staff. The web site address is <http://www.stcharles-kettering.org>.

# **Responsible Use of Technology Policy**

Catholic School Office Archdiocese of Cincinnati

## **INTRODUCTION**

Vital to the evangelizing and educational mission of the Catholic Church, we are Christ-centered communities dedicated to the faith formation, academic excellence, and individual growth of our students, all rooted in the Gospel message of Jesus.

Catholic School's Mission Statement

The Church views emerging technologies as gifts of the Spirit to this age and challenges "God's faithful people to make creative use of new discoveries and technologies for the benefit of humanity and the fulfillment of God's plan for the world.."

*Aetatis Novae, #2, #3; Rose, 1992*

## **GENERAL INFORMATION FOR USERS OF TECHNOLOGY**

In the 21<sup>st</sup> Century Catholic schools are using new technologies, electronic resources, and Internet access to enhance student learning and to provide a quality educational experience for all students. The schools of the Archdiocese of Cincinnati as well as the other diocesan schools in Ohio have been provided with Internet connectivity through Instructional Technology Centers located throughout the state. This project is partially funded by the Legislature of the State of Ohio. Therefore, Internet access and activities utilizing all other technologies in the schools are strictly limited to educational purposes.

In keeping with the mission of the Catholic schools, schools will monitor, instruct, and guard against inappropriate, unethical, and illegal use of technology by the student or adult user.

## **AGREEMENT FORM**

In order to ensure the proper use of technological resources, it is necessary that each user and parent/guardian annually sign the attached Responsible Use of Technology Policy – User Agreement Form.

The signed form must be on file at the school before Internet access is permitted. Signing the form indicates that the user will abide by the rules governing Internet and other technology access as stated in this policy.

All schools must have on file a signed Responsible Use of Technology Policy – User Agreement Form for any Student\* and/or adult (administrators, faculty and staff members, parents, volunteers, and other school-affiliated adults) using a school's technology resources, school's Internet account, school-sponsored account, or personal account to access the Internet. All Internet access and use of other electronic communication technology is strictly limited to

educational purposes. Students (including those 18 and over) are not allowed to access personal accounts from school. School personnel (administrators, faculty and staff members) are allowed to access personal accounts at school but are subject to responsible use provisions herein. Catholic Schools of the Archdiocese of Cincinnati adhere to the Children's Internet Protection Act. Individual schools may be further governed by the policies of the Instructional Technology Centers or other Internet Service Providers. The school has the right to access to any electronic devices on school property. All information received or sent from school property remains the property of the school and is not considered confidential. The school reserves the right to investigate the download history of all school computers. There shall be no reasonable expectation of privacy.

\*The term student applies to any individual enrolled in the school regardless of age.

### **SCHOOL RESPONSIBILITY**

The school shall provide access to technological resources, including Internet, for educational purposes only. The school shall also provide training for students and teachers in the appropriate use of online behavior, interaction online on social networking sites, cyber-bullying awareness and reporting of misuse of technology. The school shall take measures to provide for the safety and security of minors, supervise and monitor student access to all technological resources provided by the school, and guard against the access of objectionable material, in compliance with the Children's Internet Protection Act and the Archdiocesan Decree on Child Protection. Unauthorized disclosure, use, and dissemination of personal information regarding minors are forbidden.

### **USER RESPONSIBILITY**

The user shall access the school's technological resources for educational purposes only. Each user is responsible for information that is sent and received under his/her personal and/or school Internet account. Passwords are to be guarded and not displayed nor shared with others. The user must strictly adhere to copyright laws. In addition, unethical and/or illegal uses of electronic devices will not be allowed. Unauthorized access, including hacking or use of another person's account, is strictly forbidden. The user agrees not to bypass the school firewall, nor to harm or alter school property. The user agrees not to pirate, nor to submit, publish, and/or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, harassing, racially offensive or otherwise illegal material, on or off school property; nor shall the user encourage the use, sale, or distribution of controlled substances. Any use in violation of any local, state, or federal law is prohibited and is a breach of the terms and conditions of responsible use. Also, any commercial use is strictly forbidden.

### **DISCIPLINARY ACTION**

The school may take disciplinary action against school personnel, including students, who violate the Responsible Use of Technology Policy or other school or archdiocesan policies by means of inappropriate use of technology. Disciplinary action may also be taken against those who use telecommunication devices to cause mental or physical distress to other members of the school community,

whether these incidents take place on or off the school property. Disciplinary action taken by school authorities may include revocation of access to technological resources, suspension, expulsion, and/or possible legal action.

### **Consent for Online/Remote Learning**

As part of the Responsible Use of Technology Policy, parents/guardians further agree as follows:

While the COVID-19 pandemic continues to exist and evolve, “remote” and/or “distance” learning (hereinafter referred to as “Remote Learning”) may at some point be required, either for the entire school or for a specific student or group of students. In such cases, the school may livestream and/or record a class to allow any student who is absent due to COVID-19 to continue to observe, and participate in, the class as much as reasonably practicable. Although the school will attempt to focus the camera and/or recording device on the respective teacher, aide, and/or instructional materials being utilized during instruction, there will be times when a specific student or students appears on the video. Parent/Guardian hereby consents and agrees that: (1) such Remote Learning is permissible; and (2) his/her child may appear in videos being live streamed and/or recorded as part of that Remote Learning.

Furthermore, Parent/Guardian promises and agrees not to record, disseminate, publish, or share any live streamed or recorded video of such Remote Learning to anyone outside of student’s immediate family. To the extent any Remote Learning videos are created and recorded, Parent/Guardian promises and agrees to permanently delete such recording following his/her child’s observation of, and/or participation in, that particular class session.





## St. Charles School

### 1:1 Chromebook Handbook

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*The goal of the 1:1 Chromebook program is to create a collaborative, interactive learning environment for all students. This environment will enable and support students and teachers to implement transformative uses of technology while enhancing students' engagement with content and promoting the development of self-directed and lifelong learners.*

#### 1. RECEIVING YOUR CHROMEBOOK:

Chromebooks will be distributed within the first three weeks of the school year. This 1:1 Chromebook Handbook outlines the procedures and policies for families to protect the Chromebook investment for the St. Charles School.

#### 2. TAKING CARE OF YOUR CHROMEBOOK:

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken, or fail to work properly, must be reported and turned in to the school.

- Students should turn the Chromebook into the classroom teacher.

*Do not take School owned Chromebooks to an outside computer service for any type of repairs or maintenance.*

#### 2a: General Precautions

- No food or drink is allowed next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Never transport your Chromebook with the power cord plugged in. Never store your Chromebook in your carrying case while plugged in.
- Chromebooks must remain free of any writing, drawing, skins, or stickers.
- Chromebooks will have a St. Charles School Inventory tag on them. Any attempt to remove or alter this tag will result in disciplinary action.
- Chromebooks should never be left in a car or any unsupervised area.
- Students are responsible for bringing completely charged Chromebooks for use each school day.

#### 2b: Carrying Chromebooks

- Never move a Chromebook by lifting from the screen. Always support a Chromebook from the bottom with lid closed.
- When transporting your Chromebook, it **MUST** be in the carrying case provided.
- If you put your Chromebook in your backpack, make sure it is first in your carrying case.

#### 2c: Screen Care

The Chromebook screens can be easily damaged! The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean or put pressure on the top of the Chromebook when it is closed.

- Do not store the Chromebook with the screen in the open position.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

### 3. USING YOUR CHROMEBOOK

#### 3a: Chromebooks left at home

- Fully-charged Chromebooks must be brought to school every day; repeated violations will result in disciplinary action.

#### 3b: Inappropriate Media

- Inappropriate media, including but not limited to: guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols or pictures are prohibited and will result in disciplinary actions.

#### 3c: Sound

- Sound must be muted at all times in the classroom unless permission is obtained from the teacher for instructional purposes.
- Headphones may be used at the discretion of the teacher.

#### 3d: Printing

- It is our intention to create a paperless environment with this program.
- Students will not have the ability to print from their Chromebooks at school (assignments will be submitted digitally).

#### 3e: Account Access

- *Students should only login to their Chromebook using their St. Charles School Google account.*
- Students should not allow anyone else to use their Chromebook.
- Take care to protect your password. Do not share your password.
- Make sure you log out when you are done using your Chromebook.

### 4. MANAGING & SAVING YOUR DIGITAL WORK WITH A CHROMEBOOK

- All Chromebooks will have access to Google Docs. Google Docs is a suite of products (Docs, Presentations, Drawings, Spreadsheets, Forms) that lets you create different kinds of online documents, work on them in real time with other people, and store your documents and your other files.
- With a wireless Internet connection, you can access your documents and files from any Chromebook, anywhere in the world.
- Files will be stored online in Google Cloud environment.
- OFFLINE MODE - Many Google Apps allow for offline access which will allow for school work to be accomplished even when the Chromebook does not have access to WiFi. Any work done in offline mode will be synced with the student's Google account when the Chromebook rejoins WiFi.

### 5. OPERATING SYSTEM ON YOUR CHROMEBOOK

#### 5a: Updating your Chromebook

- When a Chromebook starts up, it updates itself automatically, so it has the latest and greatest version of the Chrome operating system without you having to think about it. No need for time-consuming installs, updates, or re-imaging.

#### 5b: Virus Protections & Additional Software

- With defense-in-depth technology, the Chromebook is built with layers of protection against malware and security attacks.
- And since files are stored in the cloud, there's no need to worry about lost homework.

### 6. ACCEPTABLE USE POLICY AND GUIDELINES

#### 6a: Links to Policies, Guidelines, and Agreements

- Chromebook 1:1 Agreement Form
- Chromebook General Information and FAQ's

#### 6b: Consequences

- The student in whose name a system account and/or Chromebook hardware is issued will be responsible at all times for its appropriate use.
- Non-compliance with the policies, procedures and guidelines of St. Charles School will result in disciplinary action.

#### 6c: At Home Use

- The use of Chromebooks at home is encouraged.
- Chromebook care at home is as important as in school, please refer to the care section.

### 7. PROTECTING & STORING YOUR CHROMEBOOK

#### 7a: Chromebook Identification

- Student Chromebooks will be labeled with a St. Charles School Inventory tag.
- Chromebooks are the responsibility of the student. This device will be yours for the duration of the school year. *Take good care of it!*

#### 7b: Account Security

- Students are required to use their [stcharleskettering.org](http://stcharleskettering.org) domain user ID and password to protect their accounts and are required to keep that password confidential.

#### 7c: Storing Your Chromebook

- When students are not using their Chromebook, they should be stored in a secure location.
- Students need to take their Chromebooks home everyday.
- Chromebooks should not be stored in a vehicle at school or at home for security and temperature control measures.

#### 7d: Chromebooks left in Unsupervised Areas

- Under no circumstances should Chromebooks be left in an unsupervised area.
- Unsupervised areas include the school grounds and campus, cafeteria, computer labs, locker rooms, library, unlocked classrooms, and hallways.
- If an unsupervised Chromebook is found, notify a staff member immediately.
- Unsupervised Chromebooks will be confiscated by staff. Disciplinary action may be taken for leaving your Chromebook in an unsupervised location.

### 8. DAMAGED OR STOLEN CHROMEBOOK:

#### 8a: Reporting Chromebook Damage

- If your Chromebook is damaged, report incident immediately to your teacher.

#### 8b: Chromebook Repair and Replacement Costs

- Parents/Guardians are responsible for the full repair or replacement cost of accidental or intentional Chromebook damage.

#### 8c: Stolen Chromebook

- Parent(s)/guardian(s) must file a police report for the stolen device. Upon receipt of the police report, the School will then replace the Chromebook.

#### 8d: Chromebooks under repair

- A loaner Chromebook will be provided to the student while repairs are taking place. Loaner Chromebooks will fall under the same guidelines as any other student-issued Chromebook.

### 9. RETURNING YOUR CHROMEBOOK:

All School owned Chromebooks must be returned following these guidelines:

- Chromebook, charger, and carrying case must be returned in good working condition upon request or withdrawal from the school. *Students should not write on or decorate their Chromebook or carrying case.*
- Parents will be responsible for the replacement cost of any Chromebook, charger, and/or carrying case not returned and student records will be held until payment is made to St. Charles School.
  - o *Replacement Costs of Equipment Issued to Grades 3-8 Students*
  - o 11.6" Chromebook = \$250
  - o 11.6" Chromebook Charger = \$38
  - o 12" Higher Ground Carrying Case = \$27.50

## **Student Health and Safety, Student Activities at St. Charles Borromeo School**

### **Building Security - All Visitors**

Every school building door will remain locked throughout the school day. To enter the school building, use the doorbell at the front doors. State Statute 2917.21.1 of the Ohio Code requires that all visitors, (including parents, guardians, volunteers, delivery persons, etc.) report to the school office before proceeding elsewhere in the building. Each visitor reports to the office to sign in and to obtain a visitor's pass. All visitors must sign out in the school office before leaving. School laws are for the safety of the students and it is expected that visitors will comply with the law. Teachers are alert to building security and will question anyone without a visitor's pass. Teachers do not know every parent, so every visitor requires a pass for each visit. Visitors to the office only do not need a pass. Interruption of the instructional program will not be allowed.

### **Volunteers**

Archdiocesan policy requires all adults who work with youth to take the Virtus Protection Class offered through the local parishes and have a background check completed through Selection.com. Any adult who coaches, teaches CCD, is a scout leader, tutors, drives on field trips, volunteers, or comes in contact on a regular basis with children must attend the prescribed training outlined by the Archdiocese of Cincinnati. Volunteers can register for the training via [www.virtus.org](http://www.virtus.org). Additional information may be found the parish and archdiocesan websites.

### **Emergency Closing of School**

In the event of inclement weather, the general rule is that when Centerville OR Kettering School close, St. Charles closes also. This is the policy for weather conditions only, not for holidays or specific teacher meetings or school calendar differences. Announcements concerning emergency closings will be made on the radio and TV beginning at about 6:00 a.m. Any other emergency that may affect the school day will be announced on the radio and TV. St. Charles' name will appear individually. An electronic phone chain, text message, or email may be utilized at these times.

If one district is open on a normal schedule AND another is on a delay, St. Charles will be open on a normal schedule. St. Charles does not follow the decisions made by Alter High School regarding emergency closings. Students arriving late because of the district's decision to delay transportation will not be counted tardy.

### **PAC/Walsh Hall Closings**

The PAC Center and Walsh Hall will be closed on days when St. Charles School is closed due to emergency or weather. Consult Parish Policy Guidelines for use of the PAC.

## **Fire, Tornado and Safety Drills**

These important safety drills are held at the intervals required by law. It is essential that everyone follow directions promptly as soon as the first signal is given. Directions are posted in each room and explanations are given to the students at the start of the school year. St. Charles School has a safety plan that addresses crisis situations. In the need of an evacuation St. Charles teachers and students will evacuate to our primary or secondary evacuation site. Parent reunification will occur at a tertiary site as outlined in the school safety plan. Emergency Personnel will advise the Pastor and Principal as to the most suitable course of action dependent on the situation. Adult visitors in the school building should follow the directions posted in their location and listen to directions from the Onsite Commander.

## **Counseling Services**

St. Charles School has a full-time school counselor on staff to provide individual counseling, group counseling and classroom guidance to students. The role of the school counselor is to provide personal/social, and academic services to students. The school counselor is available to students, parents and staff for a variety of services regarding student success and to discuss any concerns.

## **Health Services**

Healthy and safe children are better learners. The role of health services is to support the student's academic success by providing health assessments and interventions within the school setting. Health services include but are not limited to providing direct health care, screenings, referrals for possible health condition or concern and promoting health and a healthy lifestyle.

The school nurse is available Monday through Friday from 7:45 a.m. to 3:00 p.m. Contact the school nurse in person, by telephone at 433-3746 or by email.

Environment: St. Charles Borromeo Parish and School is a smoke-free environment. Conceal Carry firearms are not permitted on school grounds or facilities.

## **Food Allergies**

Some students have severe food allergies (peanuts, eggs, dairy, red food dye). Food allergies are serious conditions. We are committed to providing an allergy safe school by:

- Posting a sign outside the classroom of a student with severe food allergies.
- Providing a "nut safe" table in the cafeteria.
- Encouraging a "safe" snack box (provided by the parents) for students with food allergies.
- Educating the parents of each homeroom regarding possible food allergies.
- Encourage parents to provide snacks with a clear ingredient label.
- Discourage parents and students from sending or packing snacks or food that contains the allergen into the classroom.

- For a list of what can be brought into the classroom, contact the teacher or clinic nurse

## **Wellness Policy**

St. Charles School is committed to providing a school environment that enhances learning and development of lifelong wellness practices. St. Charles School has implemented a Local Wellness Policy in accordance with Section 204 of Public Law 108-265, which helps ensure that all children are fit, healthy and ready to learn by addressing the importance of good nutrition, physical activity, and health promotion.

## **Snacks and Healthy Lunches.**

Serving healthy snacks and food to students is important to provide good nutrition, support lifelong healthy eating habits, and help prevent costly and potentially disabling diseases, such as heart disease, cancer, diabetes, high blood pressure, and obesity. St. Charles cafeteria serves lunches designed to meet good nutrition guidelines.

Help your student understand the importance of good nutrition by providing a variety of healthy foods for snack times, school parties, lunches, and special events. Choose foods low in saturated fat and cholesterol that are moderate in total fat. Choose beverages and foods low in sugar, and choose foods with less salt. Serving healthy snacks to children is important to providing good nutrition, supporting lifelong healthy eating habits, and helping to prevent costly and potentially disabling diseases.

## **Accidents, First Aid, Cardiopulmonary Resuscitation (CPR) and Automatic Emergency Defibrillator (AED)**

School personnel take every precaution to avoid and prevent an accident or injury to any student. This is done by providing a safe school environment, educating staff on prevention and first aid response, and by teaching students about health promotion and illness and injury prevention.

The school nurse or equivalent gives first aid for the immediate need of any injured student. The school nurse determines the severity of the injury. The school has an AED in the building and several staff members trained to use the AED and provide CPR.

In the case of a major injury, parents are notified immediately. Arrangements are made to take the student home or to the family health care provider.

If necessary, the school nurse or office staff/principal may call 911 or an ambulance to transport the injured student to the hospital. Parents are notified as soon as possible when such action is taken.

When a student receives a blow or injury to the head, parents are notified at the school nurse's discretion. If the school nurse is not available, parents are notified for all injuries or blows

to the head. Although these injuries may not be serious at first, complications may arise. As a precautionary measure, parents are notified via telephone or Head Injury Letter.

## **Health Records**

In compliance with regulation of the State Board of Health and Local authorities, complete and accurate medical records are kept on every student. School Health Records may include immunization records, results of screenings, physical examinations, student visits to health clinic, health history, and medical records provided to the nurse, and plan of care if necessary. Health records are confidential and information is shared only when a parent/guardian gives permission, or when it is necessary for the overall welfare of the student such as a life threatening condition.

## **Medical/Health Concerns**

Parents and guardians play a vital role in the health of the student and it is important for them to communicate information regarding student health. It is necessary to accurately complete the Health History (kindergarten or new enrollment), and the Emergency Medical Authorization Form (annual). These medical forms contain critical information for school personnel to efficiently care for students. Please update information changes that occur throughout the school year.

If your student requires special care related to medical or health condition (asthma, food allergies, diabetes, seizures, etc), please contact the school nurse and Emergency Medical Plans and Individual Health Care plans can be developed.

## **Illness at School**

Students with a fever (100 F), vomiting, or diarrhea should not be sent to school until the symptoms have subsided for at least 24 hours. If a student becomes ill at school, the school (school nurse, office staff, teachers, or principal) contacts the parent/guardian by using the Emergency Medical Authorization Form. If the parent/guardian cannot be reached, the first emergency contact person is called. In the event an emergency contact person is called, only those individuals listed will make decisions regarding care, unless otherwise directed by the parent/guardian. Any person not a parent or guardian picking up a student must be identified. A student is not permitted to leave unless the school staff is notified who is coming for the student.

If a student has or has evidence of a communicable or contagious disease he or she will be excluded from school and unable to return until cleared by his or her physician.

## **Emergency Medical Authorization**

At the beginning of the school year each student receives an Emergency Medical Authorization form within the first week of school. The purpose of this form is to enable parents or guardians to authorize emergency treatment for students who become ill or injured while under school authority and in case parents or guardians cannot be reached. Should information on the



Emergency Medical Authorization form change throughout the school year, contact the school office to make the changes.

The form is updated annually and must be returned to school within 10 days. Please note that students without an Emergency Medical Authorization form are not permitted on field trips.

## **Immunizations**

Ohio law requires that all students in attendance be properly immunized in order to prevent the spread of communicable diseases. This protects all students and staff members who may come in contact with disease.

In accordance with the Ohio revised code section 3313.671, St. Charles School requires all students to be properly immunized in order to enter school, stay in school, or progress to the next grade level. Students will be excluded after day fourteen of the new school year if the school does not have proper documentation of the required immunizations. Provide the school with a copy of the original immunization record that provides the dates and is verified by a health care provider or nurse.

## **Screenings**

Under the Ohio Revised Code 3313.673, “prior to the first day of November of the school year in which a pupil is enrolled for the first time in either kindergarten or first grade, the pupil shall be screened for hearing, vision, speech, communications, and health or medical problems and for any development disorders”. If a medical concern is identified, the school nurse contacts parents or guardians in order to address possible medical needs to enhance the student’s education.

Hearing Screening is performed using an audiometer. Students who fail will be re-screened four to six weeks later. If a student fails two screenings four to six weeks apart, a referral letter along with a Hearing Report Form is sent to the parent/guardian and an examination from a physician and/or audiologist is recommended.

Vision Screening. The initial vision screening for students entering Kindergarten consists of distance visual acuity, ocular muscle balance (near and far), depth perception (stereopsis), and color perception. Distance visual screenings are performed for all other grades, new students, those students referred by a teacher, specialist, or parent, and annually with those identified as hearing impaired.

If a student fails the first screening, a second screening is scheduled within two weeks. If a student fails the second screening within that month, a referral letter along with an Eye Specialist Form will be sent to the parent/guardian and an examination by an ophthalmologist or optometrist is recommended.

Postural/Scoliosis Screening. Postural screening is performed to identify spinal deviation at an early stage of development (scoliosis). Postural Screenings are performed annually for girls and boys in grades 6-8. A consent letter is sent to parents/guardians prior to the screening. A referral letter along with a Report From the Physician is sent to the parent/guardian for those students identified with a possible spinal deviation and an examination by the family health care provider is recommended.

## Medication Policy

The school cannot assume responsibility for giving medicine to students.

Students who must take medication (prescriptive and non-prescriptive) at school may do so only with written information given by the health care provider and the parent. A Medication Release (Kettering - Physician Request for the Administration of Medication at School Form) must be completed by the parent/guardian and the licensed health care provider in order to give your child any type of prescription or over-the-counter medications at school. Over-the-counter includes medications such as Tylenol (acetaminophen), Advil/Motrin (ibuprofen), and aspirin. These forms are available through the school office.

Students are not permitted to carry any medications with them on the bus or while at school. The only exceptions (under the Ohio revised code section 3313.716) are inhalers and Epi-pens with the written permission of the child's health care provider, and the parent/guardian states that the student is capable and understands the appropriate procedure for self-administration of this medication. If a student does fall under this category, it is extremely important and necessary to communicate this information to staff members, principal, and school nurse to ensure the health of your child.

The administration of any drug by school personnel without the order of a health care provider and the permission of the parent/guardian could be interpreted as practicing medicine and is prohibited by law (Ohio Revised Code section 3313.713). To insure the full protection of school personnel and the physical well being of students in need of medication during school hours, please follow the guidelines listed below.

1. Written request (Physician Request for the Administration of Medication at School Form) must be obtained from the physician and parent/guardian before any medication can be given. This also includes those medications that a child may carry with them such as inhalers and Epi-pens. Medication forms are available in the school office.
2. New request forms must be submitted each school year, and as necessary, for changes in the medication order.
3. Medication containers must have the affixed label as was prescribed by the health care provider and dispensed by a licensed pharmacist.
4. Medication must be brought to school by a parent/guardian or adult. Medication forms can be brought in or faxed from the health care provider's office.
5. The school nurse is responsible for the monitoring of medication administered by school personnel. The school nurse or appointed staff member supervises the dispensing and the storage of student's medication. Medications are kept locked in the clinic. All leftover medication is picked up at the end of the school year (last day of school). If not picked up, it will be disposed of appropriately.

6. School personnel administer all medication. Students may not carry or dispense any medication (prescription or over-the-counter) themselves. Students are permitted to have cough drops in the clinic if accompanied by a note from the parent/guardian.

### **Safety Plan**

St. Charles School is committed to the safety of the school community. A crisis situation may occur at any time and in any place in the school building. The most important consideration in dealing with a crisis is the health, safety and welfare of the students and staff, and prompt notification of parents. St. Charles School has a safety plan that addresses crisis situations. This plan is reviewed annually and submitted to the Ohio Department of Education in accordance with state law.

### **Child Abuse and Neglect – Reporting**

St Charles School adheres to all guidelines for identifying and reporting suspected child abuse and/or neglect as specified by the State of Ohio Board of Education in its Resolution Relative to Child Abuse and/or Neglect. In addition, we adhere to the Ohio Revised Codes as they relate to child abuse and/or neglect reporting. Information regarding these procedures is available in the school office.

### **Handicapped Students/Students with Special Needs**

Students specific needs are decided on an individual basis and appropriate educational alternatives considered. As stated in the Archdiocesan policies (540.03), provision shall be made for the identification of children with special needs, including but not limited to, the deaf, hard of hearing, visually handicapped, physically disabled, neurologically handicapped, emotionally disturbed, educable mentally retarded and learning disabled. In many cases, the programs and services that best meet these students' specific needs are available and can be obtained through the local public school district.

In the event a student becomes pregnant, each situation will be considered individually. The pastor and principal make the decision regarding the best educational program for the student.

### **Acquired Immune Deficiency Syndrome (AIDS) Policy**

St. Charles School adheres to the policy established by the Archdiocese of Cincinnati concerning any student or employee known to have AIDS. The School Commission of St. Charles recognizes the need to protect the individual rights and health of the person(s) infected with AIDS and the rights and health of those not infected. The School Commission believes that information concerning the health of any student or employee should be treated as confidential information and should be made known only to those who are required to have such knowledge. All necessary precautions will be taken to control the possible transmission of any communicable disease, including AIDS. The policy of the Archdiocese of Cincinnati on AIDS is on file in the school office.

## **Arrival at School and Departure from School**

### **School Walkers**

The School Safety Patrol is organized for the safety of students as they walk to and from school. Boys and girls in grades 5 -6 are eligible to serve on the patrol. The faculty advisor assigns positions.

Students who reside west and north of David Road must cross at the corner of David and Ackerman. School safety signs have been erected to control the rate of speed of approaching vehicles. Only this corner is designated as a school crosswalk with controlled access of 20 m.p.h. Patrol personnel are assigned to school crossings from 7:35 a.m. to 7:45 a.m. and from 2:44 p.m. to 2:55 p.m.

Students who live south of Stoneybrook and west of Ackerman are to cross at the designated crosswalk.

Students are not to cross at David and Renwood. This is not a designated school crossing. Students must continue west on David and cross at David and Ackerman for safety reasons.

### **Bicycles**

Bicycles are parked in the racks provided and locked or chained for protection. St. Charles School is not responsible for loss or damage to bicycles. Walk bicycles when on school property. Students who ride bicycles to school are expected to obey all traffic safety regulations.

### **Bus Service and Regulations**

Centerville City Schools, Kettering City Schools, Miamisburg, and Sugarcreek Schools provide transportation to and from St. Charles School.

For information regarding Centerville buses, call 885-7776. For Kettering buses, call 297-1992, and for Sugarcreek transportation, call 848-4029.

Children may ride only the bus to which they are assigned. Children not assigned to bus travel may not ride home with friends. Students will ride their assigned bus to and from school unless due to some emergency or parents request permission to deviate from this rule. Approval for permission to change buses comes from the Transportation Departments of the school district. Requests must be submitted in writing three days in advance of the requested change. Requests are sent to: Centerville Transportation, 10256 Sheehan Rd., Centerville, OH 45459 or Kettering Transportation, 2640 Wilmington Pike, Kettering, OH 45429.

Parents should instruct children as to correct conduct on the bus, at the bus stops, and at schools where students assemble to await transportation. Respect for life and property is important. The bus driver will report violations of the bus code to the principal. Students are expected to obey the bus driver at all times while entering, riding, or exiting the bus. Repeated

misconduct will result in suspension from bus service for a period of time. Transportation will then be the parents' responsibility.

Parents may be entitled to reimbursement if bus transportation is not available from their local public school district. It is the parents' responsibility to understand and follow the rules and procedures regarding this reimbursement. Parents should contact their local public school transportation office if they have questions.

### **Private Auto**

The drop-off point in the morning is the side driveway at Walsh Hall. When dropping children off at the Walsh Hall driveway, please pull all the way to the front of the line to accommodate more cars. Cars bringing students to St. Charles should stay to the right and follow the flow of traffic around to Walsh Hall. All vehicle traffic enters the property off David Road. If your high school student is dropping off a younger sibling here at St. Charles they must stay to the right and follow the traffic to Walsh Hall.

At dismissal, to pick up students, enter the driveway from David Rd. and park in the rear parking lot or between the PAC and the Church. Students to be picked up are sent to the PAC and wait there for their parent/guardian to come into the PAC to take them out to the parking lot. Drivers leave the back parking lot using the driveway that exits onto Ackerman Blvd. That exit will be ONE WAY in the morning and afternoon during arrival and dismissal. Students MAY NOT be picked up on Ackerman Blvd. Cars will not be permitted to stop there during arrival and dismissal.

### **Extracurricular Activities Policy**

St. Charles School recognizes the need for extracurricular activities in the all around development of our students. To this end, acceptable behavior and satisfactory academic progress are of primary importance. A student may not participate in any extracurricular activities on the day/evening of suspension. Students serving a suspension on Friday will not be eligible for reinstatement until Monday. A student is considered reinstated on the first day of school following the suspension. An expelled student may not participate in any extracurricular activities.

It is the parents/guardians responsibility to determine a child's ability to maintain successful academic progress while participating in extracurricular activities. School and parents will work together to create a healthy balance to ensure academic success.

### **Invitations**

Invitations for non-school sponsored events may be distributed at school only when they are inclusive of the entire class or grade.

### **Cafeteria Services**

The purpose of the school lunch and breakfast program is to provide your child with a nutritious and well-balanced meal each day at minimum costs. Our school offers meals that have

been planned to meet at least one-third of a child's nutritional needs. Every effort is made to provide reasonable choices and still meet the constraints of budget and acceptability. We would like to encourage your child to select these balanced meals. Monthly menus are sent home with the students and published on the school website.

The cafeteria staff should be informed in writing at the start of the school year of students with a food allergy who want to eat from the cafeteria menu. The student will be introduced to the cafeteria staff and is asked to provide a recent photo to the staff. Monthly lunch menus are sent home and posted on the school website.

## **Lunch Options**

When your child does purchase a meal, they have the option known as "offer vs. serve," a strategy that is intended to reduce plate waste. Students have the option of choosing at least 3 of the 5 meal components. The 5 components are a serving of meat/meat substitute, two fruit/vegetable choices, a bread or grain serving, and milk. We would prefer students select all 5 components since each provides specific nutrients that are essential to health and growth. Students have a choice of the main entrée each day:

Regular Hot Lunch, Peanut Butter and Jelly Uncrustable, turkey sandwich, or salad.

A La Carte lunches are served for grades 3-8 with a rotating menu. Our school also offers a variety of snacks each day for students in grades 2-8. Students have a choice of what they buy. Students are not permitted to purchase snacks unless they have either packed a lunch or purchased lunch in our lunchroom. Students that owe for a lunch and/or breakfast charge are not permitted to buy snacks until all charges are paid.

## **Lunch Payment Information**

The cafeteria has a computerized debit system that tracks every student coming through the line for lunch. The system uses a student ID pin number that stays with the student through their school years. Each student has his/her own account regardless of free, reduced, or paid status. The system will only work if students pre-pay for their lunches. All checks/cash should be sent to school with your child's name, pin number on the front, and homeroom number. Money can also be placed on your child's account online at [www.payschoolscentral.com](http://www.payschoolscentral.com). Any money left at the end of the school year will transfer to the following year. Please make all checks payable to St. Charles Cafeteria. Our system will only work for students if there is money, prepaid in their account.

## **Lunch "Charge" Policy**

We recognize that students may lose or forget their lunch or lunch money. If a student has no money on their account, forgets their lunch money or fails to bring a packed lunch, they will be able to charge lunch and will be given a charge slip from the cashier, with the understanding that they will pay their account in full the following day. If the charge has not been paid, the student's parent will receive a letter stating the amount their child owes. Parent's can view their child's account balance online at [www.payschoolscentral.com](http://www.payschoolscentral.com) under the St. Albert School District. All you need is the child's pin number. There is no charge to view your student's balance, however,

there will be a small fee for making a credit card payment on the website. If the charge has not been paid after 3 notices, the charges will be sent to the principal for collection. Students will only be permitted to charge up to 2 lunches. After the student has charged 2 lunches, they will receive a peanut butter sandwich. If a student has a negative balance and brings in money to purchase a lunch, the money will be used for the balance due and the student will receive a peanut butter sandwich. Students will not be permitted to borrow lunch money after May 1st.

Forgotten or special lunches are brought to the school office before the scheduled lunch period. Mark the child's name and homeroom on the lunch. Do not take lunches directly to the classroom. Parents are asked not to deliver fast food lunches for their children to eat in the cafeteria.

Free and Reduced Cost lunches are available to families who qualify. Applications are sent home to each family at the beginning of the school year. For an application, contact Natalie Doyle in the Cafeteria at 293-8217 ext. 285

### **Nutrition Advisory Council (NAC)**

The NAC is composed of students from the 4th to 8th grades. It provides an opportunity for students to learn about nutrition and health. It also involves students in making the school food service program more responsive to their needs. The students serve as a bridge between students, administrators, food service staff, faculty and the community.

### **Local Wellness Policy**

St. Charles' Wellness Policy focuses on physical education, nutrition education and nutrition guidelines for all food and drink sold on campus, not just in the cafeteria. St. Charles School has implemented its Local Wellness Policy in accordance with Section 204 of Public Law 108-265, which helps ensure that all children are fit, healthy and ready to learn by addressing the importance of good nutrition, physical activity, and health promotion.

### **Birthday Treat Policy**

Our wellness policy discourages using food for rewards and/or birthday celebrations due to the variety of health related issues. We have many students with food allergies and celebrations with food potentially create dangerous situations for these students. We also have students with diabetes. Food celebrations for these students involve finger sticks and often an injection of insulin. It is our goal here at St. Charles to create an environment that is not only safe for all children, but to also create an environment that promotes healthy lifestyle behaviors. With that said, we truly want to celebrate and honor your child on their birthday. There are many fun and healthy ways to celebrate without involving food. Together we have brainstormed several ways to celebrate your child's birthday. Some of these include (but are not limited to):

- Pencils and/or erasers and/or fun paper
- Stickers or Book Markers
- Bubbles
- Small trinkets or party favors
- Game, classroom activity, or puzzles - may also donate games/puzzles to the classroom

- Art activities – can usually find supplies at Michaels Craft on sale for 40% off
- Parents can purchase an autograph book and then each student can write something nice about the child
- Play doh or foam
- Favorite book to share with the class – may also donate to the classroom
- Outside donation to your child's favorite charity (\$ donations, meals to the homeless, baby clothes to moms, etc.) - your child will then have an opportunity in class to describe the experience through words and/or pictures

Feel free to be as creative as you want! This should be a fun and inexpensive alternative to an edible treat. Please contact the classroom teachers or school nurse with any comments or questions. We appreciate all your help with this endeavor and we look forward to celebrating your child's birthday.

## **CAFETERIA CONDUCT**

Students remain at school for lunch. A student may go elsewhere for lunch only with written permission from a parent, which the principal has signed.

Students are expected to act with appropriate manners in the cafeteria. Students follow the directions of the cafeteria staff in a timely and respectful manner and are expected to clean up their personal space and surrounding area before leaving the table.

### **Parent/Guardian Lunch**

Parents or guardians are welcome to have lunch at school with their student. It is appreciated when parents notify the school office in advance. Parents are requested not to bring fast food lunches to eat in the cafeteria. Parents are not permitted to provide food to non-custodial children.

## **Enrichment Programs**

Numerous enrichment programs and field trips are offered throughout the school year. These programs include but not limited to the following:

Dayton Philharmonic Orchestra	Dayton Art Institute
Dayton Museum of Natural History	Camp Kern
Dayton Ballet	COSI on Wheels
Everybody Counts	Victoria Theater
Muse Machine	DCDC



## **Field Trips**

Students enjoy educational opportunities to expand on their classroom instruction and cultural experiences. Field trips sponsored by the school are adequately chaperoned by teachers or the principal and other adults. A student may participate in field trips only with written permission of parent or guardian, approval of the teacher and a current Emergency Medical Notification Form on file in the nurse's office and a yellow Emergency Card on file in the school office.

## **Lost and Found – Forgotten Items**

Clothing and personal items (uniforms, jackets, etc.) must be clearly marked with the student's name. An effort can then be made to return lost items to the owner. Lost articles are placed in the Lost and Found area in the cafeteria and PAC and are kept for one month. Any items of value, such as rings, watches, glasses or books are to be brought to the office.

In an attempt to encourage the development of a sense of responsibility, we ask that many items, which are "forgotten" and left at home, remain at home. If it is absolutely necessary that a forgotten item be brought to school, mark the item with the student's name and leave it with the secretary at the school office.

## **Special Activities**

**ALTAR SERVERS:** New members are recruited annually. Students from grades 5-8, both boys and girls, are accepted.

**PICTURES:** Taken annually, usually in time for Christmas. Purchase is optional. Information is sent to the parents prior to the date of the picture taking. A composite picture of the eighth grade is taken in the spring.

**BAND:** (Grades 5-8) Students are given at least one band rehearsal (all instrumentalists of the same level) a week. The band presents a Christmas Concert and a Spring Concert.

**LENTEN PROJECT:** The students adopt a Lenten project in coordination with the parish.

**THANKSGIVING:** During Thanksgiving week, the students have a special liturgy. The students also collect baskets of food donations.

**FIRST COMMUNION:** First Communion for second graders is held during the Easter Season.

**FIRST RECONCILIATION:** Preparation for the reception of the Sacrament of Reconciliation is completed in the fall of the year.

**CONFIRMATION:** For the 8<sup>th</sup> grade each year. Preparation continues throughout the year and the sacrament is administered during the Easter season.

**OPEN HOUSE and BACK-TO-SCHOOL NIGHT:** These are held annually for parents to become better acquainted with the staff and educational programs of St. Charles.

CHRISTMAS CONCERT/LIVE NATIVITY: Annual concert and live nativity held at the church with music, school choir, handbell choir, and live animals.

SPRING CONCERT AND MUSICAL: The school features a school concert at the beginning of Arts Week and our annual spring musical.

## **The St. Charles Borromeo School Standard of Behavior**

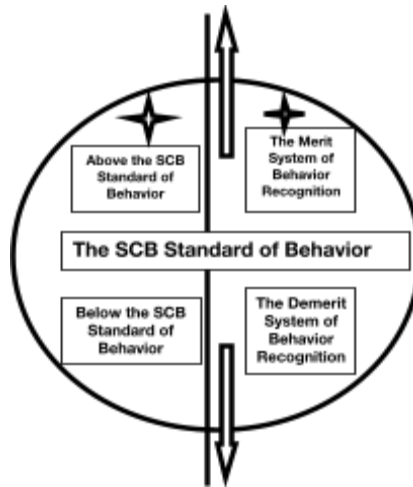
### **Foundational Philosophy**

Children begin to learn the rules of life and standards of behavior within their family circle. For several years the parents, siblings, relatives and friends are the only models of behavior for the child. Then the child enters school, becomes a student and the circle of models of behavior expands. The family circle continues as the most important influence but now church, school, culture and peer relationships gradually gain importance. In the first 20 years of a person's life in the United States, 10 of those years will most likely be spent in preschool, kindergarten and elementary school. The combination of time, patience and continuous successes and failures creates the young adult who goes on to live a successful, productive and satisfying life. It is here at St. Charles that the process begins.

The primary goal of the Catholic elementary school years is for the student to progress in their education, their faith and the development of self-control. They do this by learning the rewards and benefits of internalizing the standards of behavior of a successful, productive and satisfying life. To do this, they learn the rules and boundaries and to this end the adults around the student introduce, explain and enforce the boundaries of school life. Within these boundaries are opportunities to succeed, to be accepted and to be redeemed from failures as the child progresses toward adult life. The elementary school years are the beginning of a long process and provide the all-important foundation for a good life. St. Charles pastor, teachers, administration and staff are proud to take responsibility for beginning this process that continues on through high school, college and beyond.

### **Standard of Behavior**

The St. Charles Borromeo (SCB) Standard of Behavior is set high. The expectation is that the normal standard of behavior for students of St. Charles Borromeo is much higher than the normal standard for others. The rules and standards by which the St. Charles community chooses to live in the classrooms, hallways, cafeteria, playground and church are designed to insure a safe and productive school day. To this end the goal of discipline is to promote the actions that reflect our Christian beliefs and are characterized by fairness and compassion. Discipline is fundamental to a successful life and essential in the educational setting.



The St. Charles Borromeo (SCB) Standard of Behavior is reinforced with the Merit System of Behavior Recognition and protected with the Demerit System of Behavior Recognition. Using the diagram above, the Standard of Behavior is defined as the norm, the Merit System of Behavior Recognition is above the norm and The Demerit System of Behavior Recognition is below the norm.

Students may also be disciplined for acts committed off of school property and outside school hours if, in the School's discretion, the conduct is detrimental to the safety or the well-being of students, staff, or the School, adversely affects School environment or discipline, or disrupts the learning environment.

The forms of discipline listed above are guidelines. The School's teachers and administration may utilize other disciplinary measures as the situation warrants, and the School reserves full and absolute discretion in these matters. Further, no discipline issued pursuant to this Handbook shall bind the School to issue the same, or even comparable, discipline to other students in the future. Nor will any form or extent of discipline be construed as a precedent for how discipline will be imposed moving forward. Rather, the School reserves sole judgment in disciplining students based on the particular circumstances of each incident including, but not limited to, the respective age(s) of the student(s) involved, the student(s)' perceived maturity level, the conduct at issue, the student(s)' attitude and degree of cooperation, the student(s)' disciplinary history, and any other aggravating or mitigating circumstances the School deems present. Nothing in this section, or anywhere else in this Handbook, limits or otherwise constrains the School's authority, discretion, judgment, or responsibility in any student disciplinary matters.

## **Student Code of Conduct**

Within the elementary school, responsible student behavior is essential. An atmosphere of reasonable and necessary order encourages and maintains the educational process. Living values that are consistent with a Catholic Christian background promotes educational opportunities for all members of the school community. The goal is to live in faith and to learn together with joy, forgiveness and hope in the future.

Appropriate conduct is expected from each student whenever he or she is in church, the school building, on school premises, in a school vehicle or at school-sponsored events. A student may not disrupt the educational process or deprive others of their rights. Behavior that is seen to exceed the SCB Standard of Behavior Student Code of Conduct results in the earning of merit points. Behavior that falls below the SCB Standard of Behavior Student Code of Conduct results in disciplinary action that could include demerits.

Teachers explain school rules and expectations to students at the start of the school year and periodically throughout the year. In addition, each teacher may have rules specific to his or her homeroom.

Students' best behavior is realized in an atmosphere of mutual respect and trust. Parents, guardians, teachers, staff and administration work together to develop in students a positive attitude toward cooperation with goals that fall into three categories:

That the St. Charles Borromeo student is

- a) polite, courteous and friendly,
- b) kind, thoughtful and considerate of the feelings of others,
- c) independent, responsible and honest,
- d) giving and generous of self.

That the St. Charles Borromeo student has

- a) self control,
- b) a good self-image, self-respect and a positive value system.

That the St. Charles Borromeo student demonstrates

- a) pride in home, school and community,
- b) an ability to make personal decisions,
- c) reverence to self, to other people, to teachers and to the Church.

## **Basic School Rules**

School rules define the behavior that is expected of each student and are tangible ways the student can internalize the boundaries of a successful, productive and satisfying life.

Before school, SCB students

- a) WALK when on the playground, in the cafeteria and hallways,
- b) remain in the supervised area,
- c) walk bicycles on the playground (no skateboards or rollerblades),
- d) arrive on time and walk quietly into the building,
- e) may not have or use gum at school.

In the classroom, SCB students

- a) enter quietly and prepare for class to begin,

- b) are attentive, respectful and cooperative,
- c) complete assigned work and homework promptly,
- d) observe classroom rules.

In the hallways, on stairs and during change of class, SCB students

- a) walk and speak quietly at all times,
- b) extend courtesy to students and adults.

In the computer lab and library, SCB students

- a) follow the behavior rules for the computer lab and library,
- b) respectfully and carefully use supplies and equipment.

During recess and on the playground, SCB students

- a) share and show courtesy in their play,
- b) follow the instructions given by the adult supervisor,
- c) keep play areas free of litter,
- d) inform the adult supervisor before re-entering school building,
- e) stay within the designated boundaries of their play area,
- f) do not play contact sports such as “keep-away” and tackle football,
- g) do not use skateboards during school hours.
- h) no running through playground equipment – where students are swinging, using zip line, ect.
- i) never push or roughhouse
- j) do not use equipment if wet or moist
- k) report broken equipment
- l) report playground injuries to school nurse as soon as possible especially head injuries

In the restrooms, SCB students

- a) behave in an orderly way, keeping the restroom clean.
- b) do not deface doors or walls, put foreign objects in toilets or climb on stalls.

In the cafeteria, SCB students

- a) follow instructions given by the adult supervisor,
- b) remain seated and talk quietly while eating,
- c) clean up their table area before leaving,
- d) report spills to the adult supervisor,
- e) are dismissed only with permission.

After school, SCB students

- a) leave school grounds promptly,
- b) obey all safety rules.

In church, SCB students

- a) participate in responses, prayers and singing.
- b) enter and exit quietly and respectfully
- b) sit, stand and kneel quietly
- c) maintain a devout and respectful attitude

At the bus stop or bus gathering area, SCB students

- a) wait safely away from the nearby road
- b) do not touch, push or shove others waiting at the bus stop

On the bus, SCB students

- a) get on and off the bus quietly and safely
- b) remain seated and quiet
- c) follow the bus driver's instructions

### **Behavior Among Students**

Behavior that is intended to intimidate another student is not acceptable at St. Charles School. Students who feel that others are trying to intimidate them report the incident to a teacher, counselor, the principal or their parents immediately. School personnel work with the students involved and their parents to make sure that there is an environment at St. Charles where everyone feels safe and respected.

In these circumstances, SCB parents are expected to not threaten the other student or his or her parents. Parents are asked to help their student identify the problem and its cause and to be clear about what each party has done. Determine what help the student needs and keep school personnel informed.

Extreme and repeated cases of intimidation or bullying may be referred to the Archdiocesan Policy on Threats in the School Setting.

### **The Merit System of Behavior Recognition**

These are some behaviors that could go beyond the normal SCB Standard of Behavior and may be awarded with merit points when observed or reported in school, church or at school-related activities and events:

Examples of meritorious and excellent behavior include, but are not limited to:

1. Behaviors that encourage and maintain order in the classroom, the playground, in church or at a school activity. The student's behavior sets an exceptionally good example.
2. Special care and protection of the school and church building, textbooks, library books, computers, musical instruments, electronic equipment or other school property.
3. Knowledge of and encouraging others to follow school policies and safety rules.
4. Verbal defense of those being intimidated, teased, made fun of or bullied.
5. Consistent use of the school uniform dress code

6. Consistent punctuality and completion of projects and schoolwork on time.

Teachers, parents and guardians, school and church staff members, administrators and students can report meritorious behavior in writing to the principal. Meritorious behavior points will be noted with quarterly and annual recognitions.

### **The Principal's System of Behavior Recognition**

Violations of school rules happen; it is a learning experience for a student when he or she is corrected. It is also an opportunity for school and home to work together on character-building issues. The Principal's System is designed to create a predictable and fair response to these substandard behaviors, which are considered seriously inappropriate. The principal administers the Principal's System, the Merit System and the Demerit System of Behavior Recognition.

When infractions of the SCB School Rules happen in grades TK to 3, a reminder and reprimand is the responsibility of and at the prerogative of the classroom teacher. This may include discussion with the student about inappropriate behavior, missing homework, etc. The teacher advises parents/guardians by phone, email or letter of concerns. Other options such as a parent/guardian conference, student detention and referral to counseling may be used for students who consistently misbehave.

Students who fall below the SCB Standard of Behavior in grade 4, experience an increased response from the school as they transition to the Code of Discipline used in grades 5 to 8. This can include missing assignment slips and progression on the fourth grade discipline cycle. For Grades 5 to 8 the Demerit System of Behavior Recognition is in place which keeps parents, students and administration informed as difficulties are identified.

In the event that any student in the school exhibits behavior that is inappropriate for a St. Charles student, or has accumulated 12 demerits, the teacher will refer the student to the principal who may choose to initiate the Principal's System of Behavior Recognition. For a serious violation of school rules, the student is immediately referred to the principal and the Principal's System begins. Parents/guardians are informed when a student is referred to the principal and are invited to be part of the discussion with their student. Depending upon the offense, the Principal's System could require but is not limited to:

- mandatory meeting with parents
- referral to the Student Assistance Team
- in-school suspension (one to three days)
- out-of-school suspension (up to five days)
- meeting with the counselor
- referral to outside agencies

### **Disciplinary Options and Procedures:**

School response to behaviors that fall below the SCB Standard of Behavior may be any or all of the following, though not necessarily in this order:

1. Verbal correction

2. Written notification to parent or guardian (Missing Assignment Slip and/or Demerit Slip)
3. Parent or guardian notified by phone
4. Removal or suspension from class or extracurricular activities
5. Detention
6. Parent/guardian, teacher, student, principal conferences
7. Counseling
8. In or out-of-school suspension
9. Special assignment related to offense
10. Referral to outside agencies.

### **SCB Standard of Behavior – Student Code of Conduct**

These behaviors fall below the SCB Standard of Behavior and are not permitted in school or in any school-related activity:

Examples of minor violations of the code of conduct include, but are not limited to:

1. Disruption of class, church or school activity.
2. Damage to textbooks, library books or other school property.
3. Persistent disregard of school policies and safety rules.
4. Verbal altercations including swearing, cursing, threatening or obscene gestures or language (verbal or written) directed at anyone.
5. Consistent disregard of the school uniform dress code

Note: Circumstances could make a minor violation into a major violation.

Examples of major violations of the code of conduct include, but are not limited to:

1. Disrespect, teasing or bullying of individuals; including but not limited to race, religion, ethnicity, ability or gender.
2. Stealing.
3. Possession, supplying, or use of the following: drugs, inhalants, alcoholic beverages, pornographic materials, tobacco, knives, weapons, explosives, or fireworks.
4. Physical contact and assault of anyone, jeopardizing personal safety.
5. Open defiance to teachers, staff members or adults.
6. Leaving school property, buses or other supervised areas without permission.
7. Dishonesty
8. Forgery of parent or guardian signature
9. Cheating and plagiarism
10. Gambling
11. Setting off alarms
12. Consistent tardiness and truancy
13. Deliberate damage or vandalism of property belonging to school, church or others.
14. Persistent use of inappropriate sites on the computer



## **Grades 5 to 8 Demerit System**

St. Charles School has a specific system for behaviors that fall below the SCB Standard of Behavior for grades 5-8 called the Demerit System of Behavior Recognition. The focus and intent of this process is to respond to unwanted behaviors and inform parents of problems as they occur.

If the student's misconduct is frequent or severe, the school response follows established guidelines. The demerit system does not include all possible offenses against school policy. The principal makes the final decision in any disciplinary process.

### **Demerit Issuance Procedure**

When a staff member issues a demerit, the student signs a three-page copy of the demerit slip, which specifies the offense. The staff member issuing the demerit keeps the pink copy. The student takes the white and yellow copy home for a parent or guardian signature. The parent or guardian keeps the yellow, signed copy. The signed white copy is returned the following day to the staff member who issued the demerit. Receiving a demerit is considered written notification of a violation.

Accumulation of demerits results in after school detention. At the time of a field trip, if a student accumulates 15 or more demerits of any type, his or her parent(s) or guardian(s) will be required to supervise the student on the field trip or the student remains at school.

WARNING: A verbal warning may precede the issuance of a demerit.

### **Demerit Rollback**

If a student has one or more demerits of any type, he or she can begin the process of demerit rollback. Demerits can be rolled back (erased from the record) at the rate of two per month in accordance with the following requirements:

1. Service - The parent or guardian/student/school write a contract defining specific service to be rendered and the date/dates of that service. The contract is signed and returned to the correct school staff member. The contract will be supervised directly by the parent or guardian.
2. Positive Behavior - In addition to the successful completion of the contract under parent or guardian supervision, the student does not receive additional demerits in the month the service contract is performed.

### **Targeted Demerits**

Demerits are issued in a range of 1 to 25 demerits per incident depending on the severity of the violation. Demerits for minor and major infractions accumulate throughout the school year and could result in detentions and the student becoming part of the "targeted demerits" system. Certain behaviors, which result in three or more demerits per incident, are issued "targeted" demerits. Accumulation of "targeted" demerits results in suspension from school or possible expulsion from school. These "targeted" behaviors are listed on the demerit slip. They include:

1. Disrespect towards individuals
2. Use of abusive or profane language or gestures
3. Damaging property
4. Unexcused absence from assigned detention
5. Repeated violations of school policies

<b>Targeted Demerits</b>	
<b>Demerit Range</b>	<b>Targeted Demerits Behaviors</b>
3 to 5	Forging parent/guardian signature
5	Truancy Unexcused absence from detention
5 to 10	Fighting Gambling
5 to 15	Disrespect to individuals based on race, religion, ethnicity or gender. Cheating and plagiarism
5 to 20	Stealing
5 to 25	Use/possession of potentially harmful weapons and/or substances including but not limited to brass knuckles, guns (toy or real), drugs, alcohol, tobacco, marijuana, inhalants (legal or illegal)
10 to 15	Possession or use of matches, lighter or other fire hazards.
10 to 20	Vandalism Insubordination to any authority figure
15 to 20	Setting off fire alarms

<b>Demerits Total</b>	<b>Disciplinary Response</b>
3 <sup>rd</sup> and 6 <sup>th</sup> demerits	Detention
9 <sup>th</sup> demerit	Detention. Parent/guardian and teacher communication. Parent can request referral to Student Assistance Team
12 <sup>th</sup> demerit	Detention. Meeting with teacher/principal/counselor/parent/guardian. Follow up on an individual basis.
15 <sup>th</sup>	One day in-school suspension  Parent/guardian/teacher/principal/counselor interaction
18 <sup>th</sup>	Two-day in school suspension
21 <sup>st</sup>	Three-day in school suspension  Parent/guardian and principal meeting
23 <sup>rd</sup>	Three day in school suspension
25 <sup>th</sup>	Parent/guardian principal meeting to discuss possibility of expulsion

## **Detention**

Each accumulation of three demerits results in an after school detention lasting for 45 minutes which is served on the next school day after the detention was issued. During detention periods the student does service for the school or for the staff member who issued the detention.

In most cases, advance notice is given if a student is to be detained after school. The parent is notified by phone or in writing. Parents/guardians are required to sign a detention slip. Parents/guardians are responsible for transportation of the student on the day detention is served.

## **Suspension and Expulsion**

The administration can apply any of the following actions when warranted either through the Principal's System or because of a current disciplinary situation. Parents/guardians are notified immediately. If the decision is to remove the student from school the parents/guardians must do so immediately. A mandatory conference between the school and the parents/guardians must occur before the student may be readmitted.

If student behavior is severe or there is a lack of cooperation on the part of the parents and student, the family will be asked to withdraw from the school. If withdrawal is not agreed to,

the student may be expelled. In some cases the immediate removal of a student may be necessary to insure the overall safety and well-being of the school or because of the seriousness of the infraction. In those cases the parents and the local authorities will be notified immediately.

**IN-SCHOOL SUSPENSION:** Parents are contacted when a student's behavior warrants isolation from class. Isolation may be imposed within the classroom or outside the classroom under the supervision of school personnel.

**OUT-OF-SCHOOL SUSPENSION:** The principal may require a student's temporary removal from school. After completion of the suspension, the student, parents/guardians and principal agree on the requirements for readmission.

#### **IMMEDIATE SUSPENSION**

- Verbal abuse directed at a teacher will result in immediate suspension. Length of suspension will be at the discretion of the principal and pastor dependent upon severity of abuse.
- A student in possession of illegal or unauthorized substances on school property or at a school-sponsored function is suspended from the school. A mandatory conference with the parent or guardian, student and principal must be held before the student can be readmitted to the school.
- Non-compliance with search/seizure and substance abuse policies results in immediate suspension.
- Pretending the possession and/or use of drugs and/or alcohol, or pretending the selling of drugs and/or alcohol at school or school sponsored functions;
- The attendance at school or school sponsored functions under the influence of drugs and/or alcohol. For the student to be considered for continued enrollment, the student must be assessed by a specialized agency with the written assessment submitted to the school and the prescribed treatment plan followed.

In some circumstances, the immediate removal of a student may be necessary to insure the overall safety of the school or because of the seriousness of the infraction. Parents are notified to remove the student and the student remains out of school while appropriate disciplinary actions are instituted.

**EXPULSION:** Permanent dismissal from school may result from a grave violation of school regulations. The expulsion procedure includes:

- A. Written notice to parent or guardian stating the reason for the expulsion.
- B. Reporting the case to Superintendent of Catholic Schools for review.
- C. Written notice to the local Superintendent.
- D. Informing the attendance department of local district.

### **Problem Solving Process**

The pastor has final decision-making responsibility in all matters. He delegates administrative and management responsibilities for the school to the principal. He seeks the advice of the School Commission on education and the principal on matters of policy for the

school, and engages the Catholic school office for administrative support. Parents or guardians have the option to advise the pastor of the general issue or question raised, but the resolution of school administrative matters rests with the principal.

The individual teacher handles the majority of instances. When this does not produce a resolution, the procedures are as follows:

1. The involved individuals meet to resolve the issue.
2. The principal meets with the parties, if a satisfactory resolution is not achieved in step one.
3. A request to the Parish Pastor for assistance may be made if a satisfactory resolution is not achieved in step two.

### **Due Process**

Students have the right of due process that includes a hearing with the principal in any matter that relates to the student code of conduct. Requests for a hearing with the teacher and/or principal are submitted within twenty-four hours of receiving the notice of disciplinary action. The demerit slip is signed and returned the day after the student receives it, even if due process is being exercised.

In instances involving suspension or expulsion, the student is not permitted to attend school and/or extracurricular activities during the due process procedure. A request for two additional school staff members may be made to hear parental concerns and advise the principal. The decision of the principal is final.

### **Search and Seizure**

In order to provide a safe environment for all concerned, potentially hazardous substances are not permitted on school premises.

The principal, or a designee of the principal, may search desks, closets, coatrooms, and the personal belongings of students. Any item considered potentially harmful, dangerous, or hazardous, including but not limited to, illegal substances such as alcohol, tobacco, drugs of any type, and weapons (real or “toy”) will be confiscated. Refusal to submit to search results in the immediate removal of the student from school.

The student may be subject to disciplinary action because of his or her possession of a potentially hazardous substance or item.

### **Substance Abuse**

Substance abuse is defined as either possession of, use of, or trafficking in any unauthorized, illegal drug, chemical, alcohol, tobacco-like substance or look-alike which can be introduced into the body through ingestion, inhalation, injection or percutaneous means.

A student in possession of illegal or unauthorized substances on school property or at a school-sponsored function is suspended from the school. A mandatory conference with the parent or guardian, student and principal must be held before the student can be readmitted to the

school. At the option of the principal, a counseling program may be required. Intervention/consequences may include but are not limited to, probation with conditions, suspension, or expulsion. The pastor and principal make the final determination.

Except in cases involving only legal tobacco, the parent or guardian is required to enroll the child in a drug/family-counseling program for not less than nine weeks. Counseling sessions may be from a recognized certified local agency or from a private source, such as psychiatrist, psychologist, or certified counselor. Parents must be involved in at least two of the sessions, and documentation verifying student attendance for nine weeks submitted to the school by the local agency or private certified course. Non-compliance with the counseling program results in immediate withdrawal of the student from school or expulsion. A student found in possession of or using any illegal, unauthorized substance a second time is formally withdrawn from school or expelled.

Any student trafficking in illegal substances, even for the first time, is formally withdrawn from school or expelled.

## **Bullying and Other Forms of Aggressive Behavior Policy**

St. Charles school is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. St. Charles school encourages the promotion of positive interpersonal relations between members of the school community. Aggressive behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, written, and psychological abuse. The school will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the school, including activities on school property and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyber bullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

### **1. General**

a. It is the policy of Saint Charles Borromeo School (the "School") that any form of harassment, intimidation, or bullying, regardless of where, how, or when it takes place, is expressly forbidden.

b. The School's internet and computer system may not be used to engage in harassment, intimidation, or bullying. The "Student Responsible Use of Technology" form must be signed by each student and on file with the School.

c. The School reserves the right to impose discipline for harassing, intimidating, bullying, and other inappropriate behavior that takes place off School grounds and outside School hours.

## 2. Definition of Terms

- “Electronic act” means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.
- “Harassment, intimidation, or bullying” means either of the following:
  - Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both:
    - Causes mental or physical harm to the other student; and
    - Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.
  - Violence within a dating relationship.
- “Harassment, intimidation, or bullying” also means electronically transmitted acts i.e., by Internet, social media/network, blog, cell phone, personal digital assistance (PDA), wireless hand-held device, or other electronic communication device, that a student has exhibited toward another particular student more than once and the behavior both:
  - Causes mental or physical harm to the other student; and
  - Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.
- In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen and the actions taken, whether such conduct occurred in front of others or was communicated to others, how the offender interacted with the victim, and the motivation, either admitted or appropriately inferred. Accordingly, what may constitute harassment, intimidation, or bullying in one circumstance might not constitute such in another. As in all disciplinary matters, the School will make this determination utilizing its sole and absolute educational discretion and judgment.

## 3. Types of Conduct

a. Harassment, intimidation, and bullying can include many different behaviors including, but not limited to, overt intent to ridicule, humiliate, or intimidate another student. Examples of conduct that could constitute prohibited behaviors include:

- i. Engaging in unsolicited and offensive or insulting behavior;
- ii. Physical violence and/or attacks;
- iii. Threats, taunts, and intimidation through words and/or gestures;

- iv. Extortion, damage, or stealing of money and/or possessions;
- v. Exclusion from the peer group or spreading rumors; and
- vi. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies, computers, cell phones, other electronic devices, the Internet, online websites, blogs, or social media/networks (also known as “cyber-bullying”). Examples of cyber-bullying include, but are not limited to, the following:
  - 1. Posting slurs on the Internet, websites, blogs, or social media/networks;
  - 2. Sending abusive or threatening instant messages, text messages, emails, or other communications through the Internet, websites, blogs, or social media/networks;
  - 3. Taking embarrassing photographs of students and posting them online or otherwise distributing them; and
  - 4. Using the Internet, websites, blogs, social media/networks, or electronic communication devices to impersonate another individual or circulate gossip or rumors to other students.

#### 4. Complaints

##### a. Formal Complaints

- i. Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such written reports shall be reasonably specific including persons involved, number of times and places of the alleged conduct, the target of the suspected harassment, intimidation, or bullying, and the names of any potential witnesses. Such reports may be filed with any School staff member or administrator, and they shall be promptly forwarded to the principal or his/her designee.

##### b. Informal Complaints

- i. Students and/or their parents/guardians may make informal complaints of conduct that they consider to be harassment, intimidation, or bullying by verbal report to a teacher, School administrator, or other School personnel. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, or bullying, including persons involved, number of times and places of the alleged conduct, the target of the prohibited behavior, and the names of any potential witnesses. A School staff member or administrator who receives an informal complaint shall promptly document the complaint in writing, including the above information. This written report by the School staff



member and/or administrator shall be promptly forwarded to the principal or his/her designee.

c. Anonymous Complaints

i. Students who make informal complaints as set forth above may request that their name be maintained in confidence by the School staff member or administrator who receives the complaint. The anonymous complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the concept of fairness to the student alleged to have committed acts of harassment, intimidation, or bullying.

5. School Personnel Responsibilities

a. Teachers and Other School Staff

i. Teachers and other School staff who witness acts of harassment, intimidation, or bullying, as defined above, shall promptly notify the principal or his/her designee of the event observed, and shall promptly document the events witnessed. Teachers and other School staff who receive student or parent reports of suspected harassment, intimidation, or bullying shall promptly notify the principal or his/her designee of such reports. If the report is a formal, written complaint, such complaint shall be forwarded promptly to the principal or his/her designee. If the report is an informal complaint by a student that is received by a teacher or other staff member, he or she shall document the informal complaint and promptly forward it to the principal or his/her designee.

ii. In addition to addressing both informal and formal complaints, School personnel are encouraged to address the issue of harassment, intimidation, and bullying in other interactions with students. School personnel may find opportunities to educate students about harassment, intimidation, or bullying and help eliminate such prohibited behaviors through class discussions, counseling, and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating, or intimidating another student or individual, even if such conduct does not meet the formal definition of harassment, intimidation, or bullying set forth above.

b. Administrator Responsibilities

i. Investigation

1. The principal or his/her designee shall be promptly notified of any formal or informal complaint of suspected harassment,

intimidation, or bullying. Under the direction of the principal or his/her designee, all such complaints shall be investigated promptly. The principal or his/her designee shall document the investigation, including any conversations with the alleged offender, victim, students, or other witnesses. Written statements may also be obtained from these individuals.

2. Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged offender), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

## ii. Response

1. Verified acts of harassment, intimidation, or bullying shall result in an intervention by the principal or his/her designee. The intention of such intervention is to ensure that the prohibition against harassment, intimidation, and bullying is enforced, with the goal that any such prohibited behavior will end.

2. When acts of harassment, intimidation, or bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences, including suspension and expulsion. Anonymous complaints that are not otherwise verified, however, shall not be the basis for disciplinary action.

3. Harassment, intimidation, and bullying behavior can take many forms and can vary dramatically in seriousness and impact on the victim and other students. Accordingly, there is no one prescribed response or discipline to verified acts of harassment, intimidation, or bullying. The forms of discipline listed in this Handbook are guidelines, and the School may use other disciplinary measures as the situation warrants. The decision whether to impose discipline and, if so, to what extent, is left to the professional and educational discretion of the principal or his/her designee.

4. Once harassment, intimidation, or bullying has been verified, the principal or his/her designee should monitor the situation to determine whether there have been additional incidents of harassment, intimidation, or bullying, or retaliation from the offender or other parties. Additionally, the principal or his/her designee may inform School personnel of the incident and instruct them to monitor the victim and the offender for indications of

harassing, intimidating, bullying, or retaliatory behavior. School personnel are to intervene when prohibited behaviors are witnessed.

### iii. Reporting

#### 1. Report to the Parent or Guardian of the Offender

a. If after investigation, an act of harassment, intimidation, or bullying by a specific student is verified, the principal or his/her designee shall notify the Offender's parent/guardian of that finding. The parent/guardian shall also be notified of any disciplinary consequences imposed against that student.

#### 2. Report to the Parent or Guardian of the Victim

a. If after investigation, an act of harassment, intimidation, or bullying against a specific student is verified, the principal or his/her designee shall notify the victim's parent/guardian of such finding.

#### 3. Police and Child Protective Services

a. Allegations of criminal misconduct will be reported to law enforcement, and suspected child abuse will be reported to Child Protective Services, consistent with the Archdiocese Decree on Child Protection and Ohio law. All School personnel must cooperate with investigations by outside agencies.

### 6. Miscellaneous

a. No discipline issued pursuant to any Handbook shall bind the School to issue the same, or even comparable, discipline to other students in the future. Nor will any form or extent of discipline be construed as a precedent for how discipline will be imposed moving forward. Rather, the School reserves sole judgment and discretion in disciplining students based on the particular circumstances of each incident, including but not limited to the respective age(s) of the student(s) involved, the student(s)' perceived maturity level, the conduct at issue, the student(s)' attitude and degree of cooperation, the student(s)' disciplinary history, and any other aggravating or mitigating circumstances the School deems present. Nothing in this section, or anywhere else in this Handbook, limits or otherwise constrains the School's authority, discretion, judgment, or responsibility in any student disciplinary matters.

Documentation related to the incident, other than any discipline imposed or remedial action taken, will be maintained in a file separate from the student's education records or the employee's personnel file.

### Retaliation/False Charges

Retaliation against any person, who reports or is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry related to a complaint of aggressive behavior and/or bullying is prohibited. Such retaliation shall be considered a serious violation of School policy and independent of whether a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions. Suspected retaliation should be reported in the same manner as aggressive behavior and/or bullying.

## **Home and School Communications and Volunteer Opportunities**

### **Appointments and Visits**

Parents are encouraged to communicate with their student's teacher, the principal and other staff members whenever necessary. Anytime a parent or guardian wants to discuss their student's progress or any other matter that relates to school, contact the appropriate staff member for an appointment. Parents are encouraged to check grades via the option.com website using school code 8380 and your username and password. Open communication between parent and teacher is a cornerstone for student success at St. Charles. The principal may be contacted after appropriate communication has occurred between the staff member and parent.

### **Back-to-School Night and Annual Open House**

Back-to-School Night and the annual Open House are held to give parents the opportunity to become better acquainted with the teachers and the educational programs of the school.

### **Conferences**

Conference time is scheduled in the academic calendar following the first grading period. Parents and guardians are encouraged to meet with teachers during this conference time. Conferences at any other time are arranged by contacting the teacher for an appointment.

### **Emergency Medical Authorization Form**

The Emergency Medical Authorization Form is completed by the parent or guardian during the first week of school. This form is kept on file in the nurse's office and used to contact the parent or guardian in the case of an emergency. Students may not participate in field trips without a completed form on file.

If emergency contact information changes during the school year, call the school office and the school nurse with information for each student. It is very important to have accurate phone numbers, contact information and address for every student.

## **Invitations Policy**

Invitations for non-school sponsored events may be distributed at school only when they are inclusive of the entire class or grade.

## **Internet Website**

School information is listed on the website. Teachers post their homework assignments online, Optionc.com, and other school forms, menus and information will be added to the website during the year. The school website is <http://www.stcharles-kettering.org>.

## **School Directory**

The St. Charles PTO compiles and publishes the school directory every year. This directory includes school personnel and class lists, PTO board members and project heads and the School and Athletic Commission members. It also lists the names, addresses and phone numbers of school families. The directory is published solely for the information and convenience of the St. Charles School community. No member or employee of the school, nor any member or representative of the PTO is permitted to give a copy to any person or organization soliciting for commercial or charitable purpose without expressed, written authorization of the executive committee of the St. Charles PTO and Administrator.

## **Telephone and Electronic Equipment**

The school office is open between 7:30 a.m. and 3:30 p.m. To contact a teacher, please email the teacher or call the office and leave a message. Teachers cannot answer a phone call during school hours and may not have an opportunity to read email messages until the end of the school day. Teachers are at school from 7:30 a.m. to 3:15 p.m.

Emergency messages can be relayed to students during the school day. Parents are asked to inform the student of changes in the family schedule prior to school and refrain from calling the office with messages. Students must ask permission to use the phone in the office.

Cell phones are not to be used by students on school property during the hours of 7:15-3:30. The school office is available for students to make calls home if necessary.. If it is necessary for a student to bring a cell phone to school, the phone is to be turned off during school hours and stored in the student's book bag. Students using a cell phone without permission during school hours will have the cell phone taken to the office where parents may retrieve it and the student will receive one demerit for inappropriate use of their cell phone.

MP3 players, iPods, electronic games and other similar devices should not be brought to school. Using these devices during school hours may result in confiscation. Parents or guardians may retrieve them from the school office.

## **St. Charles School Commission**

This commission is an advisory board to the pastor and principal supporting the educational programs of St. Charles School, subject to the regulations of the Archdiocesan Commission on Education.

The School Commission is responsible for formulating policies related to the formal educational program of the school. In the development of policies, it insures that these follow the intent and spirit of the policies as expressed by the Archdiocesan Commission on Education. It has the important duty of implementing at the local level the policies of the Archdiocesan Commission on Education.

The Commission meets on the Fourth Monday of the month at 6:15 p.m. and is subject to change. Meetings of the Commission are open to members of the parish and the parents of children attending St. Charles School. Executive meetings are closed to the public. A non-member who wishes to address the commission at a regularly scheduled monthly meeting must notify the commission a week in advance and include the subject matter that they want placed on the agenda.

St. Charles School upholds all policies provided for in the Archdiocesan regulations. A copy of these policies is available in the principal's office for review.

## **St. Charles School Parent Teacher Organization (PTO)**

The PTO is an active group of parents interested in the welfare of our students, teachers, and school. The PTO Board includes the Officers and Committee Chairmen who organize and coordinate the volunteer programs of the school and the general PTO membership of parents of St. Charles School. In addition to volunteer service, the PTO provides funding for a variety of special programs that contribute to the education and enjoyment of all our students.

Volunteers are required to take the archdiocesan Virtus Child Protection In-Service Program and be fingerprinted through the Archdiocese of Cincinnati.

## **St. Charles Athletic Commission**

The St. Charles Athletic Commission provides the youth of St. Charles Parish the opportunity to participate on athletic teams. The Commission provides coaches and other leaders dedicated to teaching good sportsmanship and Christian values as well as the skills and knowledge of the various sports.

All coaches are required to take the archdiocesan Child Abuse In-Service Program and be fingerprinted through the Archdiocese of Cincinnati.

Sports offered are:

- Golf                                      Grades 4 - 8, boys and girls
- Soccer                                    SAY Grades K-3 boys and girls, CYO Grades 4 - 8 boys and girls
- Volleyball                                Grades 4 - 8, girls

- Basketball                      Grades 4 - 8, boys and girls
- Softball                         Grades 5 - 8, girls
- Baseball                        Grades 4 - 8, boys
- Cheerleading                 Grades 7 - 8, girls
- Track                             Grades K - 8, boys and girls
- Intramural Basketball       Grades 2 - 3, boys and girls
- Cross Country                Grades 7 - 8, boys and girls

Announcements for sign-ups as well as the monthly meeting date appear in the church bulletin and the home/school bulletin. Meetings are generally held on the second Sunday of the month, August through June.

**Saint Charles Borromeo Preschool Handbook**

**The Beginning to a Bright Future**



School Principal, Mr. David Bogle .....434-4933

School Office..... 434-4933

Office Manager, Tuition, Mrs. Nancy Cochran..... 434-4933 x247

Parish Administration.....434-6081

Faith Formation Office, Mr. Tim Clarke..... 434-9272

[WWW.STCHARLES-KETTERING.ORG](http://WWW.STCHARLES-KETTERING.ORG)



## **Philosophy of St. Charles Borromeo Preschool**

St. Charles Borromeo Preschool's philosophy is to establish a learning experience in a Catholic environment. Each child will maximize his/her physical, social, emotional and intellectual potential. Students will be instilled with the values of respect and responsibility.

The curriculum, in conjunction with an experienced and dedicated staff, will insure the successful implementation of our philosophy.

Parents have both the right and responsibility to share in all decisions affecting the care and education of their children. Parent(s) are encouraged to visit and participate in activities.

## **Religious Education**

The aim of the St. Charles's religious program is to help develop Christian values. Religion is not a separate entity and is a part of all aspects of life. Therefore, religion is integrated with other subjects that teach appreciation of and respect for all racial and ethnic groups, the values of peace and justice, social awareness and moral responsibility. Religion must help the child relate to all people of our world, accepting their differences and appreciate their values as children of God. Families of all religious backgrounds are welcome to our program.

## **Goals of St. Charles Borromeo Preschool**

The goals of St. Charles Borromeo Preschool is to encourage each child to:

- Develop Christian attitudes in sharing, taking turns, listening, helping, loving, Thanking and celebrating.
- Enjoy and interact with other children.
- Grow in language development.
- Develop positive concepts about family, friends, church and school.
- Develop positive self image.
- Develop initiative and creativity through play.
- Develop awareness of choices and confidence to make those choices.
- Introduce and explore colors, shapes, letters and numbers when appropriate.
- Explore the environment using the five senses with many "hands on" experiences.
- Develop fine and gross motor skills.
- Develop thinking and problem-solving abilities.
- Develop respect for other children and adults.
- Develop self help skills (toileting, snapping, zipping, etc.).

These curriculum goals will be met through:

- A curriculum that is aligned to the Ohio Early Learning Content Standards and the Archdiocese of Cincinnati Graded Course of Study.
- Planned activities in the areas of language, math, science, social studies, religion, creative arts, motor, and social and emotional development.

- A daily schedule plan that provides opportunities for children to explore indoor and outdoor, individual and large group, quiet and active play
- Flexibility to change planned activities according to the needs of the children.

Each preschool teacher shall maintain a lesson plan book which addresses the use of developmentally appropriate program planning which addresses selection and use of developmentally appropriate materials, equipment, and resources that meet the intellectual, physical, social, and emotional needs of the preschool child shall be implemented throughout the program.

### **Sample Daily Morning Schedule:\***

8:00 - 8:15	Arrival & Morning Meeting
8:15- 9:15	Child Directed and Teacher Directed Activities (Activities in the areas of language, art, blocks, dramatic play, science, sensory, and math)
9:15- 9:30	Clean up & Bathroom
9:30-10:00	Gross Motor, social studies, religion, and music & movement.
10:00-10:15	Snack
10:15-10:50	Group time (Story)
10:50- 11:00	Departure/ Closing Meeting

\* This schedule is based on a typical day and may be adjusted according to the needs of the children.

### **Program Options**

St. Charles Borromeo Preschool offers the following options to 3, and 4 year old children. The Preschool Program will follow the St. Charles Borromeo School calendar.

#### **Traditional Preschool**

Age	Days of the Week	Time
3 year olds	Tuesday-Thursday	8:00 a.m.-11:00 a.m.
4 year olds	Monday-Thursday	8:00 a.m.-11:00 a.m.
	A.M. or P.M.	12:00 p.m.-2:50 p.m.

#### **Extended Day Enrichment options for Traditional Preschoolers**

(These options are available for a.m. classes)

Age	Days of the Week	Time
3 year olds	Tuesday-Thursday	11:00 a.m.-2:50 p.m.
4 year olds	Monday-Thursday	11:00 a.m.-2:50 p.m.
3 year olds	Monday	8:00 a.m.-2:50 p.m.
3 and 4 year olds	Friday	8:00 a.m.-2:50 p.m.

## **Admission Policy**

SCHOOLS OF THE ARCHDIOCESE OF CINCINNATI ADMIT STUDENTS OF ANY FAITH, RACE, COLOR AND NATIONAL OR ETHNIC ORIGIN.

Children age 3 and 4 by September 30; all children must be toilet trained, excluding handicapped children) are eligible for admission. Preference in preschool admission is given first to parish members, then to Catholics from other parishes, and space permitting, to all others.

St. Charles Borromeo Preschool values every learner regardless of ability. Therefore, we will provide an opportunity for every learner to reach his or her fullest potential and benefit from the values of our Catholic centered education using our fullest resources.

A thorough physical exam by a licensed physician and satisfactory immunizations are required. A physical exam is required for each preschool child within 30 days of admission. Lack of required physical may result in grounds for dismissal.

## **Forms**

The State requires the following forms on file:

- Authorized Pick-Up
- Emergency Transport
- Medical History Physical Form (every 12 months)
- Birth Certificate
- Baptismal Certificate (If Child is Baptized Catholic)

## **Change of Address/Phone Number**

It is very important for emergency and administrative reasons that all students maintain an up to date address/telephone number record with the school office. Notify the school IMMEDIATELY if you have a change during the school year.

## **Withdrawal Policy**

If the parent(s) and the Principal determine that the child is not socially/emotionally ready for the program or is not completely toilet trained, the tuition fee shall be prorated (daily rate x number of days in the program). If the child is withdrawn from the program for other reasons, the full monthly fee shall be charged. Parents are required to submit in writing to the school office a two week notice.

## **Preschool Health and Safety**

The parent shall provide, prior to the date of admission or not later than thirty days after date of admission, and annually from the date of examination thereafter, a report from a licensed physician stating that the child is in suitable condition for enrollment in the program.

Along with this information, proof shall be provided that the child has had all the required immunization for his/her age. Permission from parents or guardian will also be required as follows:

1. Emergency medical and dental care,
2. Emergency transportation,
3. Names of persons to whom the child may be released.

As part of the registration process the following information will be ascertained: supplements, modified diets, or fluoride supplements currently being administered to the child; list of chronic physical problems and any history of hospitalization; list of any diseases that the child has had; names, addresses, telephone numbers of physician and dentist in case of emergency.

Routines shall be followed daily that help children keep themselves healthy and safe. During the school day children and staff shall be required to wash their hands when dirty, after going to the restroom, and before lunch or any snacks.

Children shall be supervised at all times. Toys and equipment shall be clean and well maintained. Children shall be shown how to correctly and safely use equipment. Toys, materials and equipment shall be inspected periodically for safety. Broken toys shall be removed from the classroom until they are satisfactorily repaired or replaced. Glass objects shall not be allowed in the room. Spray aerosols shall not be used at any time when the children are present. Other health practices such as not putting objects in their mouth shall be emphasized. Sippy cups are not a part of our preschool experience.

There will be immediate access at all times to a working telephone in the Preschool. Procedures for fire and tornado drills shall be explained and practiced with the children. These procedures shall be posted by the door. Drills shall be conducted throughout the school year on a monthly basis and records of these drills shall be maintained at the school.

Children shall be allowed to leave the classroom only with parents and designated persons. If someone other than those listed on the form filed with the school is to pick up the child, the school must have written or verbal permission from the parent.

The preschool teacher in each class shall be trained in first aid and communicable disease identification. Staff trained in recognizing symptoms of communicable disease and illness shall observe each child daily. If the child is suspected of having a communicable disease or illness, parent or designee shall be notified of suspected illness and shall be asked to come to the center and take the child home. If parent or designee cannot be reached, the child shall be kept in an isolated area until the parent can be reached. Parents shall be asked to keep the child home until symptoms disappear or medical treatment has been obtained. No prescription medicine, vitamin or special diet shall be administered unless instruction to administer such items are written, signed, and dated by a licensed physician and parent, and are prescribed for a specific child.

In case of accident, an adult shall remain with the child until parents or responsible individual arrives. If parents or responsible individual cannot be reached, emergency medical treatment shall be obtained if necessary, as designated on the emergency medical form. A first aid kit shall be present in the center at all times. An accident/incident report shall be completed when an accident or injury occurs. The parent will be asked to sign the report which will be kept in the student's file. A copy of the report will be provided to the parent.

### **Ohio Law/Licensing**

St. Charles Borromeo Preschool is licensed by the Ohio Department of Education. The license is posted for review. The laws and guidelines governing Preschools are available for review at the Center upon request.

Any person who believes the laws and guidelines governing the operation of the Preschool are not being followed is urged to contact the Director for an explanation. If the question is not satisfactorily addressed, the person is urged to contact the Pastor who is ultimately responsible for the Center. Final recourse for unresolved questions or unresolved questions or concerns is the Ohio Department of Education.

The Director and each employee are required to report their suspicions of child abuse or neglect.

The Center's licensing record is available on request.

The Center does not discriminate in accepting of children upon the basis of race, color, religion, sex or national origin.

We reserve the right to dismiss a registered student or refuse admission to a student whose needs we do not feel can be best served by our Program.

The ratio of teachers to children is determined by the Ohio Department of Education:

	Ratio	Maximum Group
Three's	1:12	2:24
Four's	1:14	2:28

The St. Charles Borromeo Preschool's license is posted on the Parent Bulletin Board with the number of children it can serve.

### **Tuition Rates**

A registration fee per child is due at the time of registration.

**PAYMENT OF FEES:** Preschool tuition is paid through FACTS. Payments may be made in full or over ten monthly installments beginning in August.

There will be no prorating of fees if your regular scheduled day falls on a non school day. You must pay for all scheduled days regardless of catastrophic, calamity, weather related days or attendance.

Fees will be billed through FACTS Tuition Management Company and may be paid through FACTS Tuition Management Service.

**LUNCH :** Food Service is provided through St. Albert Nutrition Services for those students attending extended Day. Please remember when a breakfast and/or lunch is provided by the parent(s) nutritional standards established by the Ohio Nutritional Services must be met.

### **Discipline**

The purpose of discipline is to help a child retain control of her/his emotions and actions, not to stop the expression of feelings and moods. Above all, a child needs love, patience and

understanding. The discipline philosophy and procedures stated in the handbook apply to all persons on the St. Charles Borromeo Parish campus who may come in contact with the preschool child.

The center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows: The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

The only worthwhile discipline is prompted by motives from within. We ask parents to assist the preschool staff in guiding our children in the acceptance of responsibility and in teaching them early and consistently to accept the consequences of their actions.

A preschool staff member in charge of a child or a group of children shall be responsible for their discipline. All discipline concerns will be brought to the attention of the child's teacher. Discipline will be handled by each child's teacher. In the event this is insufficient, the Director/School Principal will assist the teacher. If there is any misunderstanding in a disciplinary problem, please confer with the Director. The Director will be available to aid parent or teacher with any disciplinary problem.

Parents are urged to instill in the child an appreciation of the moral values which are nurtured in the Preschool's environment. Respect for self, others and surroundings will be stressed.

No child will be humiliated, shamed or frightened. There will be no cruel, harsh or unusual punishment including but not limited to spanking, pinching, shaking, biting or the use of physical restraints. No child will

be placed in an enclosed area such as a closet, box or similar cubicle. No discipline will be delegated to another child.

Discipline will not be imposed on a child for failure to eat, sleep or for toilet accidents. Discipline will not include withholding food, rest or toilet use.

No child shall be subjected to profane language, threats, derogatory remarks about himself or his family or other verbal abuse. The preschool staff will not abuse or neglect any child and will protect all children from abuse and neglect while in attendance in the preschool program.

Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability and the child shall be within sight and hearing of a preschool staff member in a safe, lighted and a well-ventilated space.

The following methods of positive discipline will be used:

- Individual discussion of behavior with the child, geared to that child's capacity to understand.
- Redirection to another area if appropriate.
- "Time Out" - Child is removed from the group (not from the room) for a short period of time, allowing for altered behavior.
- Removal of child from the room to be supervised in the office area by additional staff as last resort.
- Parent conference for repeated unacceptable behavior.

If parents feel they cannot support and accept responsibility for helping the Center enforce our rules and policies, the parents may be requested to remove their child from St. Charles Borromeo

Preschool.

## **Parent Participation**

Any custodial parent/guardian is permitted access to their child during the hours their child is in attendance. Upon entering the building, the parent must check-in at the School office.

A parent is encouraged to discuss with the teacher any question that may arise concerning his/her child at any time, which does not disrupt the class routine. Parent-Teacher Conferences are held in the fall & spring. Teachers are always available for scheduled conferences at the parent's request.

St. Charles Borromeo Preschool offers the following ways parents can volunteer or participate:

- Share special skills or interests with the children.
- Assist on special activities.
- Join us for assemblies which could include a speaker, songs or just time to be together.
- Volunteer weekly or bi-weekly to work in a classroom (i.e., tutoring, reading to a child, etc.) with the teacher's approval.

Parents are an integral part of our Program. Parents who would like to participate in any interactive activity with our children must attend the Child Protection Class, register with Virtus.org and submit an online background check.

## **Medical and Dental Emergency Plan**

1. The first aid kit is located in the School Clinic.
2. Emergency Phone Numbers:
  - a. Police Department 296-2555
  - b. Children's Medical Center 226-8300
  - c. Poison Control Center 222-2227
  - d. Montgomery Co. Health Department 225-4395
  - e. Hot Line For Missing Children 1-800-426-5678
3. Teachers are trained to administer first aid.
4. Children's records/medical information is located in the school's office.
5. In case of an emergency, teachers remain with their class of children. If there is a medical emergency it will be handled by the Director or staff person trained in first aid. Parents will be contacted immediately.
6. In case of illness in children, refer to the posted policy Communicable Disease Management in the Center.
7. Make the ill child comfortable on a cot away from the other children in the school office or clinic. Refer to emergency information in the child's records.
8. In case of a dental emergency, follow the instructions on the Ohio Department of Health Dental First Aid Chart.
9. Children will only be transported by the life squad.
10. Authorization of emergency transport forms and children's information sheet must be taken to the hospital.

## **Extra Clothing**

Please bring an extra set of clothes (underwear, socks, pants and shirt). The clothes will be kept at school in case of accidents. These clothes should be brought in a ziplock bag with your child's name and teacher's name clearly labeled. Please be sure the change of clothes is appropriate for the season!

## **Toys**

Please do not send toys from home. They may be broken or lost. Children in the Extended Day Program may bring one soft toy, blanket and/or pillow for naptime use, labeled with child's name.

## **School Bags**

Please have your child bring a school bag everyday. It is important that all papers go home. Please be sure the school bag is large enough to accommodate notes and projects. Be sure your child's name is written clearly on the outside of the school bag. PLEASE CHECK THE BAG EACH DAY FOR NOTES AND ANNOUNCEMENTS SENT HOME WITH YOUR CHILD(REN).

## **Clothing**

Children should wear sturdy, washable clothing to the Center. All clothing should be marked with the child's name. The Center is not responsible for unmarked items of clothing.

Each child has a place in the classroom to hang outside clothing and to store spare clothes. Parents are asked to encourage child(ren) put away their own coats, etc., when arriving in the morning, and to encourage the child(ren) to keep track of their belongings during the day.

Children should come to the Center appropriately dressed for outdoor play as it is a regular part of the Preschool

Program. In cold weather, a child should have boots, warm jacket, hat and mittens.

All clothing should be easy for the child to put on and take off; dressing with a minimum of adult help encourages independence.

No sandals are to be worn. Absolutely NO pull-ups, diapers or plastic pants are to be worn.

## **Food Service**

Lunch is provided for the children in the Extended Day Programs. All meals and prices are set by the St. Albert Nutrition Services who provide all meals at St. Charles. A packed lunch can be brought from home. A description (per the Department of Ed.) of a proper nutritional lunch is explained on page 17.

Snacks during preschool time will be provided by the school. They will include nutritious items. Cooking projects will be done as part of snack periodically.



## **Arrival/Departure**

Parents are responsible for escorting their child/ren into the Preschool Classroom each day. The parent must also sign them in and out on the classroom roster. Parents must accompany their child/ren into the Classroom. The teacher or School Office must be aware that your child is present. Parents must come into the Classroom to pick up their child/ren. Please park between the school and Church. There is no parking in the front of school along Ackerman Blvd.

If your child is going to be picked up by someone other than you, they must be on the Authorized Pick Up Form or send in a handwritten note prior to pickup. No one may have access to any child without permission by the custodial parent.

Separated or divorced parents must provide child custody forms at the time of registration. Never leave with your child without informing the adult in charge.

## **Regular Preschool Hours**

During regular Preschool Program hours (both A.M. & P.M.), the parents are asked to escort their child to/from their classroom. Again, if your child is going to be picked up by someone other than you, they must be on the Authorized Pick Up Form or a handwritten note must be given to the school office prior to pickup. Attendance will be taken at the beginning of class.

## **Weather Emergencies**

School closings or early dismissal due to weather or emergencies will be reported on the local radio and television stations. Canceling school due to inclement weather is never an easy decision to make. St. Charles School will often follow the guidance of the Kettering and Centerville School Districts where it obtains most of its student transportation. Understandably, parents would like to have a procedure to follow to help them make arrangements for their children whenever it becomes necessary to cancel school.

Any time St. Charles School closes for inclement weather, the preschool will also be closed. Please listen to your radio or television if inclement weather is evident. The announcement will read "Saint Charles School.....". In the event of a delayed start time there will be no morning preschool. Daycare will begin at the delayed start time.

## **Car Pools**

For energy conservation, we strongly encourage car pools. Car pools can also be a growth experience in fostering independence in your child. Please notify us if your child is in a car pool and the names of the other participants.

## **Field Trips**

Field trips are kept a minimum. Walking field trips may occur throughout the year. Field trips if they occur are not optional. Field trips needing transportation will be provided by school buses or parents driving automobiles. Parent volunteer drivers must furnish the Preschool with proof of insurance and a valid driver's license. A permission slip must be filled out and on file for a child to participate. A first aid kit will be taken on all field trips, along with emergency medical release

forms.

## **Birthdays**

Children enjoy sharing their birthdays with school friends. Due to food allergies in the school and preschool programs food items to celebrate birthdays is discouraged. Please consider an educational item or book donated to the classroom in your child's name. Parents are welcome to come in and share the special day with their child. If your child has a summer birthday, we encourage you to select a day during the school year or on their half birthday. Invitations for parties at home or outside of school can not be passed out at school unless every child in the class receives one.

## **Parent-Child Roster**

Names and telephone numbers of families enrolled in your child's class will be available to the other families. The roster will not include any parent/guardian who requests in writing not to be included.

## **Policies and Guidelines for Management of Communicable Disease**

It is the policy of St. Charles Borromeo Preschool to provide and maintain a living and working environment conducive to optimal promotion of the health and safety of all individuals. The prevention and control of communicable disease is essential to ensure the health and safety of all persons in the program. The maintenance of sound habits in personal hygiene is each individuals and family's responsibility. Effective communicable disease control measures are dependent upon the co-operation of all involved.

- I. Prevention
  - A. One of the best methods to prevent disease is through appropriate immunizations. All students are required to submit a yearly statement from a physician stating they are free from apparent communicable disease and have had the required immunizations as determined by the Ohio Department of Health.
  - B. An immunization record is required by section 3313.67 of the Revised Code.
- II. Control
  - A. Control measures stop the spread of disease by breaking the chain of infection. If a child has any of the following illnesses, he/she should be kept home from school:
    - 1. Temperature of 100 F . taken by auxiliary method.
    - 2. Skin rash.
    - 3. Diarrhea and/or nausea.
    - 4. Evidence of lice infestation.
    - 5. Excessive coughing, sore throat, runny nose, red eyes.
    - 6. Difficult or rapid breathing.
    - 7. Yellow skin or eyes.
    - 8. Conjunctivitis.
    - 9. Unusually dark urine or gray/white stool.
    - 10. Stiff neck.
    - 11. Vomiting.

- B. Hand washing shall remain our most important measure in preventing the spread of disease (refer to "Guidelines for Hand-washing"). All preschool staff shall be trained in appropriate hand washing procedures.

## **Guidelines for Handwashing**

### **WHEN STAFF WILL WASH THEIR HANDS:**

- Upon entering the center in the morning
- After using the toilet or after assisting children with toileting
- After sneezing, coughing, or wiping a nose
- After handling soiled items, such as used tissues or dirty toys before preparing, serving or eating food
- Before and after smoking

### **WHAT HAND WASHING DOES:**

Soap assists in loosening and removing germs from the skin. This process is most effective when hands are vigorously rubbed together to create friction. Running water flushes the germs away.

### **TYPES OF SOAP TO USE:**

Any type of soap can be used. The important thing is that soap plus vigorous rubbing are the keys to effective hand washing. A mild soap is recommended to reduce irritation to the skin. A disinfecting soap is recommended to reduce irritation to the skin. A disinfecting soap is not necessary if liquid soap is used. Be sure to empty and clean the dispenser at least once a month, since germs can grow on the outside surfaces. If a bar soap is used, rinse the bar thoroughly after soaping your hands and keep the bar on a rack to allow drainage.

### **TIPS TO PREVENT CHAPPING: Use a mild soap**

- Use warm -not hot- water
- Pat hands dry – do not rub
- Apply lotion frequently

### **TIPS TO TEACH CHILDREN HOW TO WASH THEIR HANDS**

- Wash children's hands for them until they are old enough to begin washing their own hands
- Wash their hands before they eat and after they use the toilet
- Provide step stools in sink areas
- Make sure that soap and paper towels are within children's reach
- Let children observe YOUR good hand washing techniques.

### **IMPORTANT DON'TS**

- DON'T use a single, damp cloth to wash a group of children's hands

- DON'T use a standing basin of water to rinse hands
- The above practices promote –not prevent- disease spread

### C. Management of the Ill Child

- A person trained to recognize the common signs of communicable diseases or other illnesses shall be available at all times.
- At least one staff member shall be trained in the recognition of communicable disease or other illness.
- A person trained in first aid shall be available to the Preschool Program at all times
- A communicable disease chart is posted in the gross motor room and school clinic.
- Emergency medical and dental procedures shall be posted in each preschool classroom.
- If communicable disease, illness or fever is suspected based on physical observation the child's temperature should be taken.
- If the child displays any of the following symptoms, the child will be isolated and the parent or guardian will be called to come and remove the child from school. A child who is isolated is always accompanied by an adult who is within sight of the child.
- Diarrhea (more than one abnormally loose stool within a 24 hour period)
- Severe coughing, causing child to become red/blue in the face and/or making a whooping sound
  - Difficult or rapid breathing
  - Yellowish skin or eyes
  - Conjunctivitis
- Temperature of 100 F<sup>o</sup> (auxiliary when in combination with any other sign of illness (such as lethargy, abnormal activity, vomiting, etc.)
  - Untreated, infected skin patch(es)
  - Unusually dark urine and/or gray white stool
  - Stiff neck
  - Unusual spots or rashes
  - Sore throat or difficulty in swallowing
  - Elevated temperature (100 F)
  - Vomiting
  - Evidence of lice, scabies or other parasitic infestations
- There may exist minor symptoms that do not require isolation (e.g. runny nose, mild cough) but may warrant further observation for possible isolation and/or recommendation of medical intervention to parent/guardian.
- An isolated child is provided with a mat or cot. The mat will be sanitized with an appropriate germicidal detergent upon discharge of the child. Blankets will be sent home with the child. Equipment in the classroom will be washed and disinfected with an appropriate germicidal detergent if needed.
- If the child is isolated for discharge and/or further observation, the following steps shall be observed:
  - The child shall be placed in a room or a portion of a room not being used for other types of child care.
  - The child shall never be left unsupervised.
  - The child shall be given a cot and blanket. All linens used by the ill child shall be laundered prior to future use. Cots will be disinfected after use by the ill child.

- The child shall be observed for development of worsening condition or additional symptoms.
- If a child is suspected of having a communicable disease or illness, he/she shall be sent home according to the following procedure:
  - The parent or responsible party (as stated in the Emergency Medical Authorization Form) shall be notified of suspected illness.
  - If the parent and/or responsible individual cannot be reached and if symptoms observed become severe and/or possibly life threatening, emergency medical treatment shall be obtained per instruction on the emergency medical authorization form. Local emergency numbers shall be readily accessible to all staff.
  - Children who are mildly ill but do not show symptoms of a communicable disease shall not be encouraged to participate in activities of an active nature, unless they so choose. Parents shall be notified of the child's symptoms and behavior.
  - Parents are asked to keep the child at home until symptoms disappear and medical treatment has been obtained.
  - All parents shall be notified in written form if their child has been exposed to a communicable disease.
- A child cannot be readmitted to school until they are fever/ vomit/ diarrhea free for 24 hours without the aid of medication. After a child has a communicable disease, the parent should confer with the teacher or physician to determine when it would be advisable for the child to return to school.
- A mildly ill child is defined as a child who is experiencing minor common cold symptoms, but who is not exhibiting any of the symptoms indicated above. A mildly ill child will be cared for and observed for further signs of illness. We do not however, care for any child who cannot participate in the daily activities of the center.
- The Preschool will care for the mildly ill child, but the parent shall be notified if the symptoms listed above occur. The procedure then is the same as any other child with a communicable disease.
- Medication will be administered to children in accordance with school policy and requires completion of the designated form signed by a physician. Medicine must be prescribed by a physician and in the original bottle. No over the counter medications will be administered.
- Special diets will be administered only when such items are written on a form, signed and dated by a licensed physician, and are prescribed for a specific child.
- Any Preschool staff member exhibiting any of the symptoms of communicable diseases/illness listed above, will immediately be sent home.
- A Communicable Disease chart issued from the Ohio Department of Health Department is posted in the Nurse's Office.
- Those staff members who have completed the approved first aid course are posted by the emergency plans on the Parents' Bulletin Board.
- A child identified with lice and/or nits will be isolated from the group and returned home as soon as possible. The infected child may not return to the class until lice/nit-free as verified with a note by the appropriate professional stating the child and family household have been treated.
- If several children in the same classroom are infected with lice, outdoor wear will be placed in individual plastic bags and hung in the usual manner to prevent possible contamination. Washable items in the classroom will be washed and returned to the classroom.

#### D. Disinfection:

Appropriate disinfection of toys, equipment and materials will kill pathogens before they can enter another individual.

### **Visitors**

Parents are always welcome to visit. Parents who want to observe are asked to call the office one day in advance, to make sure there aren't any other conflicts. All visitors including volunteers, are asked to check in at the office. Other visitors, (for example, college students), will be accompanied by a school official through the building to the spot of their observation.

### **Single Parent/Other Relative Considerations**

In case of legal separation of parents, the school needs documentation of who has temporary custody. In case of divorce, the school needs a notarized copy of the custody section of the divorce decree. The school needs to be informed if the non-custodial parent has the right to pick up the child.

### **Privacy Policy**

School officials will discuss the child's progress with parents or those they designate. Privacy Acts prevents discussing a child's progress with aunts, uncles, cousins, grandparents or other persons.

### **Records**

Saint Charles Preschool will maintain academic progress reports and daily attendance records including admission and withdrawal. Your child's records are available to you at your written request. The records of St. Charles preschool children who plan to attend St. Charles kindergarten will be passed on to the Kindergarten teacher. When children are being served by other agencies, we can share child information with early childhood professionals only with a parent's request. All child and staff records are strictly confidential.

### **Nap Room Policy**

All Extended Day children are required to nap or rest on a mat during the nap period.

### **IMMUNIZATION REQUIRED BY OHIO DEPARTMENT OF HEALTH**

Records must be on file at each licensed preschool that show that each child has received immunizations required by statute for admission to school or has had immunizations required by the Department of Health for preschoolers. The required immunizations are listed below:

Children age 20 months and over shall be immunized as follows:\*\*

- 4 Diphtheria Tetanus, Pertussis (DTP) injections
- 3 doses of Polio Vaccine
- 1 dose of Rubella Vaccine
- 1 dose of Measles Vaccine

- 1 dose of Mumps Vaccine

Children age 15 months through 4 years of age must have had at least one dose of HIB vaccine and one dose of HEP-B vaccine administered on or after 15 months of age.

Note: The above immunizations are minimum standards. They do not constitute the full complement of immunizations.

All children age 20 months and above *must* be vaccinated against Mumps, Measles and Rubella. These immunizations must have been administered on or after *the first birthday*, preferably at age 15 months.

\* Unless a written exemption is on file, all children age two months and above *must* have received at least one dose each of DTP, Polio and HIB Vaccine. They must continue to receive the balance of the required DTP, Polio and HIB immunizations *in a timely manner*: failure to do so removes a child from "in process" status.

Prepared by the Ohio Department of Human Services in cooperation with the Ohio Department of Health

Any child whose immunizations do not meet these requirements will not be admitted to Saint Charles Borromeo Preschool. RE:5101:2-12-64

### **Food Provided by Parents**

The Ohio Department of Education **REQUIRES** that St. Charles Borromeo Preschool provide all parents with written information concerning the quantities of food needed to be served to meet one third (1/3) of the child's recommended daily dietary allowance.

The Center encourages parents to use St. Charles Borromeo School lunch program. Parents do have the option of providing their child's lunch. Snacks will be provided by the Preschool. The snacks will be nutritious, providing nutritional value in addition to calories and at least one from two of the four basic food groups.

The four basic food groups are:

1. Meat/meat equivalent
2. Bread/bread alternatives
3. Milk
4. Fruit/vegetables

Parents who pack a child's lunch should include, at a minimum, one food from the meat group, one food from the bread group, one food from the milk group and two foods from the fruit/vegetable group. A drink (milk) should be included.

Most foods contain not one but several families of nutrients. Foods that are rich in many nutrients are sometimes called basic foods. They are grouped together in the four basic food groups mentioned above. If you chose a variety of foods from the Basic Four Food Groups your nutritional health will be good. Eating a variety of food is important because each food differs a little in the nutrients it provides. It is also fun to try new foods! Eat healthy and enjoy.

The Department of Health mandates that sipper cups be labeled with the child's name. If these are needed with your child's lunch, please label them and put them in a bag or box before bringing your child into school. To minimize the spread of germs we prefer juice boxes or milk cartons.

#### ST. CHARLES BORROMEO SCHOOL POLICY

St. Charles Borromeo Preschool is administered cooperatively from St. Charles Borromeo School. All policy and guidelines are adopted annually by the St. Charles Parish School Commission.

Enrollment in the Preschool allows parents to participate in the Elementary School in-house pre-enrollment process in the spring. However, participation in the Preschool *does not* guarantee automatic acceptance into the school.

#### **School's Right to Amend**

St. Charles Borromeo Preschool Program retains the right to amend the handbook for just causes and that parents will be promptly notified in writing if changes are made.