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# St. Charles School Staff

## Faculty

St. Charles has a total of 8 full-time and 8 part-time teachers in Middle School Math and Science as well as Computers, Library, Music, Physical Education and Spanish, and certified Instructional Aides. All teachers hold B.A. or B. S. Degrees and are certified through the state of Wisconsin. Teachers continuously keep updated in their particular professional field and in the area of religion through courses and workshops.

### **Pastor**

Father Tom Demse

### **Principal**

Mr. Douglas Dunlop

### **Kindergarten**

Mrs. Debbie Birch

### **Grade 1**

Mrs. Dianne Binger

### **Grade 2**

Ms. Susan Szymczak

### **Grade 3**

Mrs. Melissa Henkel

### **Grade 4**

Ms. Lisa Del Mauro

### **Grade 5**

Ms. Carla Ritzman

### **Grade 6, 7, 8 Science**

Ms. Catherine Werts

### **Grade 6, 7, 8 Math**

Mrs. Mary Stawicki

### **Grade 6, 7, 8 Language Arts**

Mrs. Jayne Barta

### **Grade 6, 7, 8 Religion/Social Studies**

Mrs. Heather Frommell

### **Computers**

Mrs. Ann Hanaway

### **Library**

Mrs. Kelly McAleer

### **Music**

Ms. Tiffany Pencak

### **Phy. Ed./Health**

Mr. Elliott Connor

### **Spanish**

### **Supportive Consultant**

Mrs. Diane Grolemond

### **Instructional Aides**

Miss Amy Ellenbecker

Mrs. Ruth Greenlee

Mrs. Diane Grolemond

Mrs. Madonna McFarland

Mrs. Katie Sibilsky

### **School Secretaries**

Mrs. Ruth Chadwick

Mrs. Lisa Moehrke

### **Noon Hour Supervisors**

Mrs. Jenny Reich

Mrs. Lynn Rose

Mrs. Jennifer Ostermann

## **MISSION STATEMENT - ST. CHARLES SCHOOL**

### **PHILOSOPHY**

St. Charles Parish School provides a Catholic education which enriches the spiritual, intellectual, social, moral, physical, and personal knowledge of the students, guides them in the deepening of their relationship with Jesus Christ and living out their faith in the word. With emphasis placed on academic fundamentals and civic awareness, students are challenged to reach their personal potential and respond in service to others. Family, School and Parish, in a cooperative partnership, share in this educational ministry entrusted to us by Christ.

St. Charles Parish School follows the guidelines and directives of the Archdiocese of Milwaukee Office for Schools. The Catechism of the Catholic Church and Sacred Scriptures are the foundational sources for statements of our faith and Catholic doctrine that we teach the students.

### **MISSION STATEMENT**

St. Charles School .... bringing together learning, living, and values in the light of faith through Jesus.

### **GOALS**

1. We will inspire our students to develop a strong, personal relationship with God.
2. We will help our students develop a strong set of Christian values.
3. We will foster a sense of self-esteem in each child.
4. We will develop in the children the basic skills needed for tomorrow's society.
5. We will direct the students to share their time and talents in school, parish, and community events.
6. We will inform our students to a greater awareness and understanding of our worlds needs and relationships.

### **OBJECTIVES**

1. To provide meaningful liturgies, sacramental preparation, and prayer experiences and to incorporate scripture into the religion class.
2. To create a climate of acceptance of others in their individuality.
3. To provide for varied, shared cross-grade activities to build up school spirit.
4. To provide specific instances where the children can be involved in caring for others.
5. To stress academic fundamentals and to challenge the students to achieve their potential.
6. To discuss current events and raise awareness of social justice issues so as to develop attitudes based on the Gospels and an acceptance of other cultures.

LOVE THE LORD YOUR GOD. LOVE HIM WITH ALL YOUR HEART, ALL YOUR SOUL, ALL YOUR STRENGTH, AND ALL YOUR MIND. ALSO YOU MUST LOVE YOUR NEIGHBOR AS YOU LOVE YOURSELF. LUKE 10:27

## ACADEMIC HONORS AND RECOGNITION

Students in Grades 6-8 receive Academic Honors if they achieve a grade point average (GPA) of 3.5 or higher. Students with a 4.0 GPA will receive high honors recognition. All classes are included in tabulating the honor roll. Students and parents may calculate this GPA as follows:

$$\begin{array}{ll} \text{English meets 5 days a week} & A = 4.00 \times 5 = 20 \\ \text{PE meets 2 days a week} & B = 3.00 \times 2 = 6 \end{array}$$

$$26 \text{ points divided by } 7 \text{ (\# of classes/wk)} = 3.5 \text{ GPA}$$

Students in Grades 3-8 receive A, B, C marks to indicate their academic effort.

Recipients of Academic Honors will be recognized at report card time by having their names posted on the school bulletin board and published in the local paper.

### **BOBBY HENKEL AWARD**

The Bobby Henkel Award is given to the 8<sup>th</sup> grade student athlete who has best represented the combined qualities of Christian character, academic effort, and athletic endeavor. This award is for the athlete who combines all the qualities to become an outstanding person in the school and community.

**ADMISSION - REGISTRATION (5110)\*** (\* The number listed after each category refer to the policy number in the Archdiocesan Policy Handbook.)

Registration for the upcoming school year takes place in the preceding spring. Information may be obtained by contacting the school office at (262) 367-2040.

All new students entering St. Charles School (excluding Kindergarten) will be tested to help teachers understand the student's strengths and weaknesses.

St. Charles School is not equipped to handle children with Exceptional Educational Needs. Before being considered for admission, children who are eligible for placement under PL-94-142 must make their needs known and supply required paper work. St. Charles does not wish any child to be denied special services he/she may need. If a student, presently enrolled, is determined to have an exceptional educational need by the local public school M-Team, reconsideration of his/her enrollment will be reviewed by the school.

Children entering St. Charles for any grade are on probation the first year – the status of which is determined by academic and disciplinary behavior.

4-Kindergarten and 5-Kindergarten requirements are in conformance with Wisconsin state laws. **The child must be 4 or 5 years old by September 1.** A readiness test is given to determine whether it is in the best interests of the child to begin 5-Kindergarten. **Requirement for First Grade is the student must be 6 years old by September 1.**

Non-Parishioners are welcome to enroll their child/ren at St. Charles School. Tuition and fees double for non-parishioners. Acceptance is based on available space and the time line below.

A registration/admission schedule is based on the following priority:

1. Returning students who register and pay fees at the scheduled time.
2. Siblings of returning students on the advanced class list- following the order on the list
3. New student - Parishioners
4. New students - Non-parishioners

### Tuition/Bills (5110(a))

Students whose previous year's tuition and book fees have not been paid shall not be readmitted to St. Charles School unless they have been excused by the Principal and Pastor. A written plan must be on file in the school office indicating the proposed payment schedule.

**ACHIEVEMENT TESTING (5120.1)** (\* The number listed after each category refer to the policy number in the Archdiocesan Policy Handbook.)

Grades 4 and 8 are tested each year using the Wisconsin Knowledge and Concepts Exam. Grades 3, 5, and 7 are tested each year using the Iowa Tests of Basic Skills. It is important for students to be well rested during the week of testing. Test scores are used to help teachers, parents and students assess their skills and abilities. Students are tested in the basic subjects. Parents receive a report of the test scores.

**ASBESTOS**

As of the 2001-2002 school year, all asbestos has been removed from the school building.

**ATHLETIC ASSOCIATION / SPORTS PROGRAM (6145.2)**

Interscholastic athletics is a supportive element to the total educational process. The athletes' growth as an individual, spiritually, mentally, emotionally, physically and socially is given consideration. The athletic program operates within the regulations set up by the Archdiocese of Milwaukee. St. Charles School also complies with guidelines established by the WACC (Waukesha Area Catholic Conference). St. Charles participates in the WACC and occasionally in the local **Arrowhead** Area Conference.

Students who take part in St. Charles School competitive sports must maintain a C (2.0) average or better in each core curriculum subject in order to participate. Core curriculum subjects include: religion, social studies, science, mathematics, literature and language arts.

Students who fall below a C average will be placed on athletic probation and will have two weeks to raise the unacceptable grade(s). After two weeks if the grade(s) is/are still below C, student, parent, teacher, and principal will meet to develop a study plan and an agreed upon probation extension. Student may practice and play during probation period. Failure to improve to C average within the extended probation period will result in academic suspension and will not be eligible to participate in practice or games. Exceptions may be made by the principal on an individual basis commensurate to student ability with the input of the principal, teacher and parents.

Interscholastic athletics are available to 5<sup>th</sup> through 8<sup>th</sup> grade boys and girls. Any 4<sup>th</sup> grade participation is limited to instruction only. Refer to the Athletic Handbook for more information.

Sports Offered Include:	Volleyball	Fall
	Basketball	Winter
	Track	Spring

PER WACC REGULATIONS: If a student is absent from any part of the school day, he/she will not be allowed to play or practice within 24 hours of the school day. However, a student that has a written note from a doctor, dentist or orthodontist office stating that he/she had a scheduled appointment for that day, will be allowed to attend practice or play in the game. The principal will make the determination on all other cases.

Sunday games are excluded from this statement and the athlete will be allowed to play (there will have been more than 24 hours since the absence).

**ATTENDANCE - ABSENCE -TARDINESS (5113)**

Parents are to phone the office (367-2040) before 8:30 A.M. to report if a child will be absent or tardy. An explanation for the absence is required- either in person, over the phone, or via a note. When reporting a sickness, please be specific so that we can report contagious diseases to the Health Department and to all parents. Children coming into the building after school begins at 8:25 AM should first check in at the school office and sign the attendance notebook.

Students who are absent for an extended period (over five days) or who miss school on a regular basis due to a medical reason must have a doctor's written excuse.

Requests for early dismissal are to be written and given to the teacher. Parents/guardians pick up the student at the school office.

Homework requests for students who are ill **must** be made when reporting your child's absence to the school office. This will allow teachers the school day for preparation. Assignments then can be picked up in the school office at the end of the day.

A child is considered truant if he/she is absent from school without the principal having been notified of the cause of the absence by the parent or guardian. Parents will be notified if the child is found to be truant. All absences, excused and unexcused, are recorded in the legal attendance records. (5113)

### **BICYCLES**

Students are to park and lock their bikes in the bike rack located at the main entrance to the school. **STUDENTS ARE EXPECTED TO WALK THEIR BIKES TO THE SIDEWALK AT THE CIRCLE DRIVE EXIT** as they leave the school grounds in the evening. This policy is in effect for the safety of our students during this time of high volume traffic.

### **BOOK CARE / SCHOOL PROPERTY (3250)** ( The number listed after each category refers to the policy number in the Archdiocesan Policy Handbook.)

All books at St. Charles are used from year to year. Students are to be very careful with this expensive investment. Books are to be covered at all times. Students with uncovered books will be fined \$.50 per book. Each child must have a book bag to carry books home.

Care of school property is not only a matter of respect but of conscience. Damage to books, school furniture or to other school property whether due to carelessness, accident, malice or vandalism, requires restitution. Parents of students shall be responsible for the vandalism done by their children.

### **BULLYING AND/OR HARASSMENT (ARCHDIOCESE OF MILWAUKEE POLICY 5731.1)**

It is imperative to maintain an educational environment that encourages optimum human growth and development. Respect for the dignity of each person is essential to Catholic tradition. It is vital that each school and religious education program maintain a learning and working environment free of any form of harassment or intimidation toward students.

Harassment is defined as a single incident or a pattern of behavior wherein the purpose or effect is to create a hostile, offensive or intimidating environment. Harassment encompasses a broad range of physical or verbal behavior which can include, but is not limited to, the following:

- Threatening behavior
- Racial insults
- Derogatory ethnic slurs
- Unwelcome sexual advances or touching
- Sexual comments, jokes or gestures
- Physical or mental abuse

### **BULLYING POLICY (ST. CHARLES SCHOOL)**

St. Charles School is committed to an educational environment that is free of harassment and/or bullying of any form. There is no tolerance for this type of behavior.

Students who are found to be bullying will be subject to the school disciplinary policy. Serious or reoccurring situations may lead to suspension.

Harassment and/or bullying behavior includes but is not limited to:

- Verbal harassment, including epithets, kidding, derogatory comments, slurs or ethnic jokes
- Physical harassment, including unwanted physical contact
- Visual harassment, including cartoons, drawings and notes
- Use of telecommunications – i.e., e-mail etc.

## **CHILD ABUSE LAW (5140)**

Wisconsin State Statute 49.981 requires certain people to report cases of suspected child abuse or neglect. Among those people mentioned in the law are nurses, schoolteachers, social workers and administrators.

## **CLASSROOM PARENTS**

Classroom parent responsibilities include the following:

1. Coordinate contacting class families in the event of an early school closing due to inclement weather or specific St. Charles situation. The school office will provide specifics when contacting families for early school closings.
2. Communicate with the class families regarding teacher gifts. Offerings collected can be between the range of \$1.00 - \$5.00. Any collection taken will be presented on behalf of the entire class.
3. Coordinate class families to assist the teacher with specific events. The teacher will contact you regarding what is needed (i.e. treats, drinks, paper products, etc.) for class parties. \*Classroom parties will be planned with class size, time parameters, and teacher's requirements in mind.
4. Any communications, special requests, etc. will be discussed with the Principal prior to being implemented or distributed.

Seventh Grade Classroom Parents: Plan and coordinate the post graduation reception for the outgoing 8<sup>th</sup> grade class and their families.

Eighth Grade Parents: Work with the Principal and the homeroom teacher to plan any fundraisers and graduation activities. (refer to related graduation section) \*Fund raising may begin the summer after 5<sup>th</sup> grade.

## **CLASS TRIP POLICY**

The 8<sup>th</sup> grade class trip will be scheduled between Memorial Day and graduation. Planning for this trip will be done throughout the school year by the eighth grade homeroom teacher and the students. The trip will be approved by the principal and/or administration and will follow guidelines of the Policies and regulations of the AOM for Schools Sections 6153.1 (a-d) (Approved by Parish Council 5/10/06)

## **COMMUNICATION**

All communications, special requests, etc. must be approved by the Principal prior to being distributed to the school families.

Wednesday is "Brown Envelope Day." An envelope will go home with all correspondence from the school for that week. Parents/guardians are to sign and date the envelope and return it by Friday. Returned envelopes are filled the following week. This envelope is for school and school related information. Materials sent home by any organization or individual are to be approved by the principal. This **material must be ready by Tuesday noon**. If it is printed at school, it must be in the office by Monday noon. These envelopes are not used as a vehicle for personal communication between families/students.

Because we receive many requests to send out other materials (sports events, community activities workshops, etc.), students may be given these communications on Fridays to keep them separate from school information.

## **COMPUTER USE**

An **Acceptable Use Policy for Computers and Telecommunications** form is now required for students to use the computers. That form is included in your August Family Packet. Please return that form by or on the first day of school.

## **CONCERNS/QUESTIONS**

Hierarchy of steps to seeking resolution to concerns with a specific teacher:

- Step 1 Contact the teacher directly: e-mail, phone call, written message, one-to-one conference
- Step 2 Contact the principal: e-mail, phone call, written message, one-to-one conference
- Step 3 Contact the Pastor if not satisfied with the previous steps
- Step 4 Refer to page 15 of the Family Handbook for more information

Hierarchy of steps to seeking resolutions to general concerns with the school:

Step 1 Contact the Principal: e-mail, phone, call, written message, one-to-on conference

Step 2 Contact the Pastor

## **CURRICULUM**

The St. Charles School Curriculum is established after much study and review of materials. The Principal and teachers incorporate DPI and Archdiocesan guidelines into the St. Charles School curriculum guidelines all curriculums are aligned to state standards. The Principal and staff select textbooks and student materials based on those guidelines.

### **4 – Kindergarten**

Religion  
Language Arts

Math  
Social Studies

Science

### **Kindergarten**

Religion  
Reading  
Writing  
Math  
Social Studies -  
Self, School, Home, Community  
Science

Phonics  
Penmanship  
Physical Education  
Music

Computers  
Art

### **Grade 1**

Religion  
Reading  
Writing  
Math  
Social Studies -  
Families

Science  
Spelling  
Phonics  
Penmanship  
Physical Education  
Music  
Spanish  
Computers  
Art

### **Grade 2**

Religion  
Reading  
English/Writing  
Math  
Social Studies -  
Neighborhoods

Science  
Spelling  
Phonics  
Penmanship  
Physical Education  
Music  
Spanish  
Computers  
Art

### **Grade 3**

Religion  
Reading  
English/Writing  
Math  
Social Studies -  
Communities  
Science  
Spelling  
Phonics  
Penmanship  
Physical Education  
Music  
Spanish  
Computers  
Art

### **Grade 4**

Religion  
Reading  
English/Writing  
Math  
Social Studies -  
Wisconsin History  
Science  
Spelling  
Phonics  
Penmanship  
Physical Education  
Music  
Spanish  
Computers  
Art

### **Grade 5**

Religion  
Reading  
English/Writing  
Math  
Social Studies -  
United States History  
Science  
Spelling  
Phonics  
Penmanship  
Physical Education  
Music  
Spanish  
Computers  
Art

### **Grade 6**

Religion  
Service Hours  
Reading  
English/Writing  
Math  
Social Studies -  
The World  
Science  
Spelling  
Physical Education  
Music  
Spanish  
Computers  
Art

### **Grade 7**

Religion  
Service Hours  
Reading  
English/Writing  
Math  
Social Studies -  
World Regions  
Science  
Spelling  
Physical Education  
Music  
Spanish  
Computers  
Art

### **Grade 8**

Religion  
Service Hours  
Reading  
English/Writing  
Math  
Social Studies -  
U.S. History  
Science  
Spelling  
Physical Education  
Music  
Spanish  
Computers  
Art

Students who wish to take courses at Arrowhead during their eighth grade year must:

1. Meet the expected level of achievement at St. Charles and have the recommendation/permission of the student's teachers and Principal. Expected level of achievement is defined as: (i) the student must be

maintaining an “A” average in the specific subject (Math, Language Art, Science) to qualify for admission to an Arrowhead course and (ii) the student must maintain at least B+ work in all other St. Charles classes.

2. The student will be required to complete the St. Charles curriculum. If a class or part of a class is missed due to attendance at Arrowhead, the student is responsible for the class material covered during his/her absence as well as for the completion of the assignments.
3. The student must meet the requirement for placement in a specific course by achieving the determined score in the Arrowhead placement tests/requirements.
4. Take the course during the first period at Arrowhead (7:00 - 8:15) so that he/she would be back at St. Charles (8:25) for classes.
5. Pay the tuition as required by the Public School System.

Students, upon returning to St. Charles, must be very respectful as they join the class that is in session. Distracting or disturbing behavior may require that the student wait until the next class begins.

## **DISCIPLINE**

Each classroom develops rules and behaviors appropriate for their class. These rules will be reviewed with parents and students and posted in each classroom. Parental support and cooperation are essential for an effective disciplinary plan. Not all rules/policies/procedures are written in this handbook.

Whenever a student’s conduct is such that it demonstrates repeated refusal to obey school rules, endangers the property, health, or safety of others, or consistently disrupts the learning environment, action may be taken to restrict his/her privileges.

Students are expected to follow all school rules/policies. **In-school detention** may be given to students for negative actions, behaviors, and lack of academic efforts. Detention reports are sent home so that parents can review, sign and return the form.

Each teacher handles discipline problems that occur in school. Examples of appropriate consequences are: time outs, verbal reminders, loss of privileges, or other means to modify unacceptable behavior. When these methods fail to produce the desired results the following procedures may be implemented.

1. Detentions will be issued for behavior that has become chronic, repetitive, or disturbing to the learning environment.
2. Five detentions will warrant a conference with the parents and teacher of the student involved. The teacher will give written documentation of this conference and the improvement plan to the Principal.
3. An additional two detentions will result in an in-school suspension..

A specific discipline policy for middle school will be sent home to parents at the beginning of the school year for review and signature by student and parent.

### **Discipline Policy – Middle School**

Whenever a student’s conduct is such that it demonstrates repeated refusal to obey school rules, endangers the property, health or safety of others, or consistently disrupts the learning environment, action may be taken to restrict his/her privileges and rights of school attendance. (5144b)

Students are expected to follow all school rules/policies. If the student chooses to break the established rules, then they are subject to the penalties outlined below.

1. Teachers and other adults in authority within the school can give checks to the middle school students who choose to disobey established rules. Check marks are given for **minor** infractions and are tracked by the middle school teachers. After a student receives 5 checks within one quarter, the student will receive a lunch detention. Any **major** infraction of the school rules is NOT subject to the check mark policy and can result in earning an immediate detention, suspension, etc.
2. After student has received 3 lunch detentions, they will receive an after-school detention. It will be served from 3:30 – 4:30 pm on a weekday. The parent(s) will be contacted by the homeroom teacher or other school official to arrange a day which is mutually acceptable for all parties. Please note that after-school

detentions are NOT study halls. Appropriate work or enrichment materials will be provided by the middle school teachers.

3. If the behaviors continue and a further detention is earned (5<sup>th</sup> one) in the same semester, the student will receive another after-school detention and need to be present for a conference with the teacher(s) involved and his/her parent(s).
4. The detentions will continue to be after-school until the 7<sup>th</sup> one is earned. At this point, the student will serve an in-school suspension.

Each student will receive a fresh start on the first day of each quarter (i.e. Check marks will be reset to zero.) Detention count will be restarted at the beginning of each semester. Positive reinforcement incentives to reward good behavior are developed and implemented by the classroom teachers.

The criteria for disciplinary checks are as follows:

1. Any behaviors that create class disturbance or disruption.
2. Repeatedly off task.
3. Excessive talking
4. Disrespect toward a teacher, classmate, other authority figure – i.e. arguing, challenging authority, bullying, harassing, etc.
5. Inappropriate language
6. Miscellaneous (but not limited to): gum chewing, chronic dress code violations, and other issues as deemed inappropriate per principal/teacher discretion.

In most instances, warnings are given to the individual or class prior to issuance of a check mark.

#### Probation (5144)

When a student is placed on probation, the student, parents, teacher and principal will meet to formulate a written contract to address the problem areas. The contract will specify the behavior changes desired. It will also list the consequences for noncompliance. The student will remain in school but be under special observation. Some privileges (field trips, athletic events, etc.) will be restricted. Probation will last a minimum of four weeks. If the child's conduct does not improve, suspension may be considered next.

#### Suspension (5144)

Suspensions may be used in the event of a serious or prolonged infraction of school rules.

In-school suspension can be directed for varying lengths of time as decided by the principal but should not exceed three days. A student may be put under immediate in-school suspension for an offense that is serious enough to warrant sending the student to the principal's office. Such serious offenses would include actions that endanger the safety of another student or adult or seriously detract from the learning environment. The student will be under supervision outside the classroom. The student will be given the work of the day and remain apart from the student body. Parents will be notified as soon as possible and may be asked to assist in supervising the student.

Out-of-school suspension is rarely given but is used for serious infraction of the rules and when there is a consistent refusal to modify the unacceptable behavior. Out-of-school suspensions will last from one to three days and be served at home. Parents will receive an explanation of the infraction and a copy will be filed in the office. The student will be given the opportunity to do homework and take the exams of that time period. Parents will be involved in helping set up a plan with the student to rectify the behavior.

#### Expulsion (5144)

A termination of enrollment permanently or for an extended period will be reserved for cases of continued refusal to comply with school regulations, or for engaging in conduct which seriously endangers the welfare of the school community. A hearing will be held prior to expulsion to be arranged with the student and his/her parents/guardians and the executive board of the parish\* established for that reason. Notification of the hearing will be made at least five days in advance. The student may be represented by the counsel at the hearing. The parents will be notified in writing of the charges and the evidence against the student. The student or his/her parents/guardians may within five school days following the commencement of the expulsion have a conference with the Superintendent of Schools designee. The designee will review the facts and shall either affirm, modify, or reverse the decision. If she/he affirms the expulsion, the decision stands.

*\*The executive board of the parish for the purpose of reviewing suspension/expulsion cases will consist of the pastor, two members of the Home and School Board as designated by its president, two members of the St. Charles Parish School Board as designated by its president, and two members of the Parish Council as designated by its president. A quorum of five will be necessary to hold proceedings.*

### **DISMISSAL AT THE END OF THE DAY**

For the security of our students, both the West and Main entrances are locked and secured during the school day. Parents who come into the building to pick up children at 3:15 p.m. or have other school business will need to enter and use the electronic buzzer system at the Main entrance

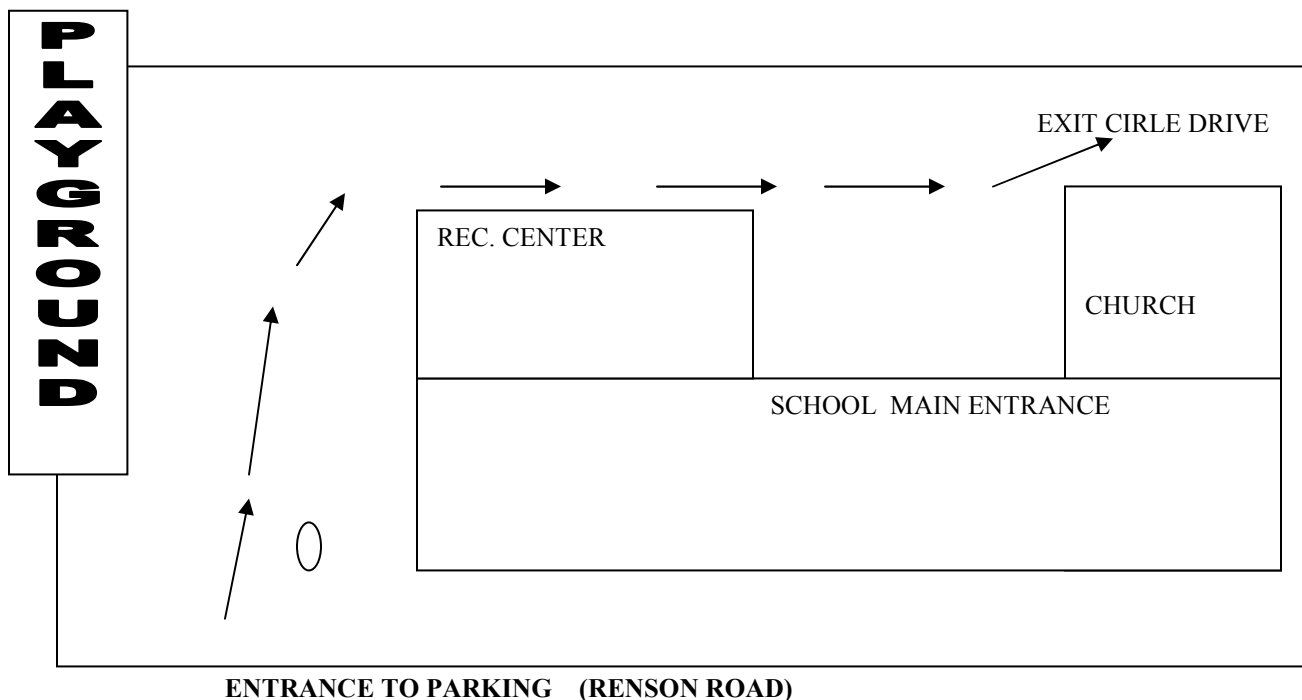
**Students who walk** home are dismissed via the Renson Road exit. They use the crosswalk at the corner to cross the street.

**Students who are picked up** by parents are dismissed one of two locations: The Main Entrance or the West Entrance

Once again, we ask parents who enter school grounds from Renson Road to please disregard the traffic flow arrows during the school week. Drive straight North to the end of the Rec. Center for pick up at the Main Entrance, or pull forward into the middle parking slots for pick-up at the West Entrance (see diagram below). If you are picking up at the North Entrance, **please move along the curb as far as possible toward the church entrances** to help prevent congestion.

All parents are asked to exit at Circle Drive. Please **do not make U-turns** and exit at Renson Road.

### **PLEASE NOTE THE MAP**



### **DRESS CODE GUIDELINES**

<b>Boys and Girls – Grade K-8</b>	<b>STYLE</b>	<b>SOLID COLORS</b>
<b>Dress Pants</b>	Tailored, plain, corduroys (ok) No patch pockets (outlined) No loops, rivets, chains, zippers, or pockets on the legs	Navy, Black, Khaki, Stone
<b>Belts</b>	Solid, No embellishments	Navy, Black or Brown
<b>Dress Shorts</b> May 1 – Oct 1	Tailored, plain Follow pants guidelines above No more than 2 inches above knee	Navy, Black, Khaki, Stone
<b>Shirts</b> Must be tucked in so belt or waistband show	Long or short sleeves with collar No logo or printing Mock/turtlenecks acceptable	White, Red, Navy, Dark Forest Green
<b>Sweaters</b> Must be worn over collared shirt	Vest, cardigans, slip-overs crew or V necks	White, Red, Navy, Dark Forest Green
<b>Sweatshirts</b> Must be worn over collared shirt	Solid crew necks or St. Charles logo (No Hoods except for dress down days)	White, Red, Navy, Dark Forest Green *Black acceptable on school logo items
<b>Socks</b> Must be visible above the shoe	Plain, solid color	White, Red, Navy, Black, Dark Forest Green
<b>Shoes</b>	No clogs, flip-flops, open-back, heel straps, platforms or sandals including Dress Down Days at anytime	
<b>Girls Grades K-8</b>		
<b>Jumpers (K-8)</b> <b>Skirts (K-8)</b>	Regulation, knee length Regulation, knee length (18631,1113,18636,868,1886)*	Navy or Lloyd Plaid Navy or Lloyd Plaid
<b>Dress Skorts</b> <b>Capris</b> May 1 – Oct 1	Tailored, plain Skorts – no more than 2 inches above knee Capris below the knee Both must follow pants guidelines	Navy, Black, Khaki, Stone

\*Available at the Uniform Place – 811 N. 68<sup>th</sup> Street, Milwaukee, WI – Phone (414)258-7888

### **SHORTS/SKORTS CANNOT BE WORN TO CHURCH**

1. **All Clothing** is to be size and age appropriate. No baggy, oversize, or tight clothing is acceptable.
2. **Caps/hats/hoods** are not to be worn in the school building. Hoods are excepted on dress down days.
3. **Only white short sleeved t-shirts** are acceptable when worn under a collared dress code shirt. No writing should be visible.
4. **Hair** for both boys and girls should be neat and not cover the eyes. Hair is not to be dyed, colored, tinted, or highlighted. Boy's hair may be no longer than collar length.
5. **Jewelry** for both boys and girls must be simple, not exaggerated or distracting. Girls only are permitted to wear post earrings at anytime – including dress down days.
6. **Make-up and finger nail polish** are not permitted at anytime including dress down days.
7. **Shorts/Skorts/Capris** may be worn May 1 – Oct 1 but not to Mass. Shorts/skorts must be no more than 2 inches above the knee. Capris below the knee. All must be tailored, plain, solid colors (navy, black, khaki, stone) with pockets inside, no loops, rivets, or chains at anytime, including dress down days.
8. **Special out of dress code days/field trips** will be announced by the principal/teacher in charge. Students will be permitted to wear jeans/shorts and other shirts/sweatshirts/t-shirts or their best dress clothes. Students may not wear offensive or inappropriate clothing (i.e. slogans, pictures, short shorts, tank tops, or low-cut tops.)

### **DRESS CODE VIOLATIONS**

A notification will be sent home to parents informing them of their child's dress code violations. This notice must be signed and returned to your child's teacher. **Repeat offenders are subject to detention.** A sample of the Dress Code Violation Notification is below.

### **PARENT NOTIFICATION OF DRESS CODE VIOLATION**

Student Name \_\_\_\_\_ Date: \_\_\_\_\_

Violation of the St. Charles School Dress Code was found in the following:

- [ ] Shirt/Blouse \_\_\_\_\_
- [ ] Untucked Shirt \_\_\_\_\_
- [ ] Slacks \_\_\_\_\_
- [ ] Skirt/Jumper \_\_\_\_\_
- [ ] Sweater \_\_\_\_\_
- [ ] Accessory \_\_\_\_\_
- [ ] Other \_\_\_\_\_

Success of a dress code requires the cooperation of everyone. Thank you for your immediate attention to this matter. This notice must be signed and returned to your child's teacher the **next** school day. **Repeat offenders are subject to detention.**

Teacher signature: \_\_\_\_\_

Parent signature: \_\_\_\_\_

Sometimes students wear clothing not allowed in the dress code. The principal may call the student's home to request that the parent bring appropriate clothing to school so that the child may be in conformity with the school's dress code.

### **PHYSICAL EDUCATION DRESS CODE**

Students in grades 4-8 are expected to change for PE

**Shoes:** Shoes, which are activity appropriate, are needed for each individual student's safety. Tennis, cross training, running, and basketball shoes are all examples of acceptable shoes. All students should have a change of shoes while inside for PE. The shoes should be in good working order, not be worn outside, and be non-marking. Any student not bringing a change of shoes, will not be allowed to participate in PE classes inside.

**Socks:** For the safety, well-being, and comfort of each student, socks are to be worn.

**Shorts:** The type of shorts which can be worn during PE shall be: no higher than mid-thigh; be loose fitting; may be plain, have an athletic team log, or have Nike, Adidas, Reebok, or any other shoe endorsement of them.

**Sweat Pants or Active Ware Pants:** When outside during cooler temperatures, sweat pants, active ware pants, or cotton pants (a.k.a. pajama pants) are allowed.

**T-Shirts:** T-Shirts with or without sleeves are allowed. Plain T-shirts or T-shirts with St. Charles logo on are preferred. T-Shirts with athletic team logos are allowed. Tank tops are not allowed.

**Long Sleeved Shirts:** During cooler weather, clothing which has long sleeves is allowed. The same rule for T-shirts applies to clothing with long sleeves.

**Hats:** Students that are irritable to sunlight (i.e. gets headaches from activity when exposed to long periods of sunlight) are allowed to wear hats during PE when outside. Baseball hats are preferred. Approval from the teacher must be given. The parent sending a note to the teacher explaining the situation can gain approval.

**Personal Hygiene:** Students in 4<sup>th</sup> grade and up are encouraged to use deodorant.

### **General PE Dress Guidelines**

1. All clothing shall be clean and in good repair.
2. Students should bring clothes for PE in a separate bag, which will hold the clothes for school during class, and will keep them separate from other student's clothes.
3. Clothing worn should be comfortable for activity.
4. Any item containing advertisements for drugs, alcohol, rock groups, or which are objectionable, are not acceptable.

## **EDUCATIONAL EXPECTATIONS**

Students at St. Charles School are expected to demonstrate, on a consistent basis, their academic skills and potential. Students who do not show such consistency are given notice and parents are informed of the situation. During a conference with the parents and child, a realistic plan/contract for improvement is established.

Students who do not demonstrate academic growth and a cooperative spirit will be required to do one or more of the following:

- be evaluated, through a referral process to the public school or other agency, to help determine an effective educational plan.

A copy of the feedback/report/recommendation **is given to the school office**. The student, the parents, and school make every attempt to meet that plan. A student's curriculum may be adjusted to help meet their specific needs. Without proper documentation/testing, St. Charles School is not able to adjust the curriculum expectation.

- get tutorial assistance to meet expected goals,
- participate in special programs offered by the public school system
- take summer school courses and successfully complete the work,
- repeat a grade level.

Students receiving 3 or more U's in a quarter will be required to do one or more of the above. With the third quarter report card, the teacher will notify the parents of the possibility of retention, need for summer school classes, or tutorial assistance.

## **FIELD TRIP PROCEDURES (6153)**

The principal approves all field trips. A parental permission slip must be on file for each field trip that the student goes on. **Drivers** must have Transportation Policy Forms and **chaperones** must have an Adult Hold Harmless Agreement Form on file in the school office before going on the trip with the students. It is suggested that all parents have a form on file.

Sometimes volunteer drivers are used for field trips, games, etc. These drivers must fulfill Archdiocesan Policy Criteria. When private cars are used in the transportation of students to school events, insurance coverage carried by the school/parish is excess to the insurance carried by the car owner. Volunteer drivers should have adequate liability coverage in the amount of \$300,000.00 but not less than \$100,000.00 to protect themselves and their occupants. Appropriate forms must be filled out and kept on file in the school office. (3541)

## **FINANCIAL INFORMATION**

### **Budget**

St. Charles Parish recognizes the importance and value of Christian education. Therefore all parishioners, through the regular church collection, share the financial responsibility of the school. School families share in the regular collection, tuition and fees and fund-raising efforts. This support has a direct impact on the financial stability of the school and, as a result, the quality of education the children experience.

### **Home & School Association Fund Raising**

The St. Charles Home & School Association is committed to assisting in meeting school expenses for the school year. The Home & School Association will contribute around \$30,000. a year, earned via various fund raising efforts. Parents assist with fundraisers and parish and school programs.

#### Tuition/Bills (5110 (a))

Students whose previous year's tuition and book fees have not been paid shall not be readmitted to St. Charles School unless they have been excused by the Pastor and Principal. It is the parents' responsibility to provide a written and approved plan regarding outstanding tuition.

#### Tuition/Fees

A signed financial commitment form is required for enrollment. An exact tuition schedule and complete financial policy is published each year. The fees paid at registration time "hold a spot" on the class roster. These fees are non-refundable unless the school is not able to take in the student due to "filled classes". Forms are due at a specified time.

Partial tuition assistance may be available. Forms for applying for this assistance may be obtained from the school office. All information is confidential. An outside agency processes the application.

#### Tuition Schedule (3240)

Revenue for the school budget is derived from the following sources:

Tuition	52%
Fund raising	5%
Parish Support	42%
Miscellaneous	1%

Your financial responsibilities include:

- Support of the parish (at least \$10 per week)
- Payments of all required tuition and fees
- Help with the Home & School Fund raising activities/events (50 hours per family or paid hours-\$10.00/Hr. for unserved hours.)

#### **FIRE/TORNADO DRILLS (6114.1, 6114.4)**

Specific plans for evacuation and protection are posted in each room. Monthly drills are held according to Wisconsin law.

#### **GRADUATION**

Graduation activities are a collaborative effort of the parents and school.

Principal:

- . Sets dates: tests, graduation trip, class retreat, graduation practice, graduation
- . Discusses/approves final plans for all graduation activities with eighth grade homeroom teacher, students, and "classroom mom".
- . Approves fund raising activities and class and graduation expenses

Homeroom Teacher and graduates:

- . Plan retreat days with the Principal
- . Suggest options for graduation trip
- . Develop class theme and "actualize it" in their class retreat, school activities, graduation activities and graduation Mass
- . Select, from options, a class gift/s
- . Communicate plans and needs to the Principal

Fund Raising may begin the summer after 6<sup>th</sup> grade

Eighth grade parents

- . Assist the Principal and teacher as requested
- . Assist students with fund raising activities, as approved by the Principal
- . Make a class video if requested and paid by the parents

Seventh grade parents

- . Plan reception for after graduation mass

Graduation Dress: Sunday best, appropriate and modest for Church, no bare back or midriff,

no spaghetti straps, skirts no more than two inches above the knees  
Graduation Pictures: Individual and group pictures are taken immediately before graduation.  
Parents purchase graduation pictures

### **GRIEVANCE PROCEDURE (1312)**

In the Archdiocese of Milwaukee, a parental grievance occurs when there is a disagreement between the parent(s) or guardian(s) of a student enrolled in our schools or parish religious education programs and an employee (e.g. Principal, Teacher, DRE, Youth Minister, Catechist) of the parish. Before any formal grievance can be initiated, the parent(s) or guardian(s) must meet with the employee with whom there is an issue to see if reconciliation or meeting of the minds can occur, consistent with the philosophy of the Archdioceses. If resolution occurs, there is not need to proceed. An informal grievance not raised in a timely manner (generally not to exceed ten days) shall be considered to be waived.

#### **Step 1:**

Contact the teacher directly

- E-mail
- Phone call
- Written message
- One on one conference

#### **Step 2:**

Contact the principal

- E-mail
- Phone call
- Written message
- One on one conference

#### **Step 3:**

Contact the Pastor, if not satisfied with the previous steps

#### **Step 4:**

Should resolution not occur through Steps 1, 2, and 3, the parent(s)/guardian(s) can request within ten (10) working days, a written appeal to the Archdiocese. Should an appeal not occur within the time period, the issue is considered closed.

The request for a hearing with the grievance committee shall be made through the Superintendent's Office. It shall contain the statements of the parties concerned. An Archdiocesan School's Office representative will convene the grievance committee and chair its proceedings.

Upon receipt of the written statement, the grievance committee will set up a hearing, at a mutually convenient time and place, for discussion of the concern with all parties involved.

The findings of the grievance committee will be communicated to all parties involved. Upon such communication the work of the grievance committee will be closed.

### **HEAD LICE**

Head lice are highly contagious. If ignored or gone untreated, they easily spread in a school environment. Therefore, if a child is found to have head lice, the school office should be notified immediately. The child and home environment should be treated. The child may not return to school until the head is free of lice and nits as determined by the school principal or designee.

### **HOME AND SCHOOL ASSOCIATION**

The Home & School Association serves as the communication link between home (families) and school (teachers, administration and staff). We work together to support St. Charles School and the education of our children. The Association provides educational programs in parenting and related topics, hosts social events, coordinates fund raising efforts, organizes volunteers to assist with school activities, publicizes school events and promotes a greater sense of Christian community and appreciation of Catholic Education. All St. Charles School parents, teachers, administration and staff are members of the Home & School Association

## **HOMEWORK (6154)**

Studying and reading at home are an important daily part of each child's learning experience. A quiet time when he/she can review work, memorize, drill, do written assignments, work on projects, or read library books is important to the learning process. An assignment notebook is required for all students in grades 6-8. Assignment notebooks are available at the School Store.

Whether or not an actual written assignment is given, it is helpful for all children to have parents structure a study time for them and supervise their work. By examining papers, studying report card marks and contacting the teacher, parents can ascertain which subjects need the most study. Guiding the child to acquire good study habits from first grade on develops valuable tools of learning.

Parents can help in these ways:

1. Arrange a regular time and a quiet place for study.
2. Show an interest in the work children bring home from school.
3. Check to see that homework is complete and that books are returned to school each day.

The amount of time needed for homework is dependent on the student's use of class time, on the commitment and energy given to focus on the task, and on the child's ability. Late homework lowers a grade by 10 points. On the 2<sup>nd</sup> day after the due date, the student receives a 0 for the assignment. The assignment must still be handed in. If a child is sick, special arrangements are made with the teacher.

## **HOMEWORK REQUESTS**

Homework requests for students who are ill must be made when reporting your child's absence to the school office. This will allow teachers the school day for preparation. Assignments can be picked up in the school office at the end of the day.

## **HOT LUNCH/COLD LUNCH/MILK**

Hot lunch is served daily. Orders are placed online one month at a time and payments are sent to the school. The link for the Hot Lunch service website can be found on the St. Charles school website. Families without internet access may pickup a paper copy in the school office. Notification that the menu is ready for entry will be in the newsletter that is sent home. Late menus cannot be accepted because monthly orders for food supplies are placed early. Payment must be received before the month begins or the order will be canceled. Credit is not given for days that the student is absent or does not need their lunch unless it is reported to the school office in time to make that change.

Milk is included in the hot lunch program. If a student is having cold lunch, they may purchase milk by the day, or online through the website. Students, who have pre-purchased milk and do not want it, may return their ticket for credit. 4K and 5K students wishing to take milk for the morning break can pay for their milk at the beginning of the school year. This information is listed on the monthly menu that is sent home. Kindergarteners wishing to take milk for the Kindergarten break can pay for their milk at the beginning of the school year.

Students, who do not take hot lunch, bring their own lunch to school. **Soda is not to be sent as a beverage.** If a student forgets their lunch, they will be given a hot lunch and their account will be debited.

While the lunch staff and volunteers will encourage children to eat their food, they cannot make a child finish their lunch. Please discuss with your child what you expect them to eat.

Seventh and eighth graders assist with the hot lunch program as needed; serving food, cleaning tables, sweeping the floor, and setting up chairs.

## **INSTRUCTIONAL AIDES (4128)**

Instructional Aides are provided to assist classroom teachers with individual and small group instruction. Student needs and class size determine the assignment of Instructional Aides.

## **LITURGY**

The celebration of community and church is expressed in Eucharist. Students attend an all-school Mass on Friday and/or Holy Days and Holidays. **Students do not wear shorts to Mass.**

### **LOCKER AND DESK INSPECTION (5145.2)**

School desks, lockers, and other spaces provided for the students are the property of the school. At no time does the school relinquish its exclusive control of these spaces provided for the students' use. School authorities, for any reason, may conduct periodic general inspections at any time, without notice, without student consent, and without a search warrant.

### **LOST AND FOUND**

There is a lost and found box located in the hallway in front of the school office. If your child has lost anything, have him/her check immediately. Unclaimed items will be donated to a worthy cause at the end of each quarter. Please label your child's clothing.

### **MEDICAL/HEALTH INFORMATION**

#### **Accident Insurance (5143)**

Parents are encouraged to have their children medically insured under an adequate health insurance policy. St. Charles School does carry insurance for payment of medical costs incurred as a result of a child being injured on school grounds. The St. Charles School policy is the secondary source of coverage.

Students who participate in competitive school athletic programs need to have a statement signed by the parent that certifies that the family carries insurance covering personal injury. The Athletic Director is responsible for obtaining that statement.

#### **Health Room**

St. Charles maintains a health room sometimes staffed by parents who are certified Red Cross volunteers. Persons interested in becoming health room volunteers are required to take a half-day training class provided by the local Red Cross chapter (day or evening class is available). Re-certification classes are required every three years. After training has been completed, volunteers work at least two days a month. The health room volunteer records the child's visit, the care given and calls the parent if necessary.

#### **Illness/Injury (5141.1)**

Parents are contacted when a child becomes ill or has an accident during the school day. This makes it imperative that emergency cards have the correct phone numbers of both the parent's residence and place of occupation as well as another contact person.

In an acute emergency situation due to accident or illness when the parents or the one designated by the parents cannot be reached, the child will be transported by the Hartland Ambulance Service to the hospital previously designated by the parent/guardian on their consent form unless circumstances dictate otherwise. (The Hartland Ambulance Service will transfer a patient to any hospital in Waukesha County.)

If your child is sick in the morning, please call the school office before 8:30 a.m. to report the absence (367-2040). Please do not send your child to school, if he/she is sick in the morning. A child with a temperature of 100 should not be at school. If the temperature develops at school, the parent must come get the child.

**Parents who wish their children to use cough drops in school should send a note with the child expressing that need and wish.**

Pursuant to Wisconsin Statutes, the local health department will be notified of all those sent home with a communicable disease. Any student reported to have been reliably diagnosed Acquired Immune Deficiency Syndrome shall be evaluated on an individual basis and placed in the appropriate educational program according to the Archdiocesan guidelines.

#### **Immunization/Screening (5141.31)**

Students at all grade levels are to obtain the required immunization. Children in grades Kindergarten through Grade 8 are required to have 4 doses of DTP (diphtheria, tetanus, and pertussis), 4 doses of polio and 2 doses of MMR (measles, mumps, rubella). All children entering Kindergarten and Grade 7 must receive the Hepatitis B vaccine, according to the new health rules. Wisconsin statutes dictate that failure to comply will result in the matter being

turned over to the district attorney for legal action. Legal action implies a court appearance and a fine of up to \$25.00 a day. A child may also be excluded from school during an outbreak if he/she is not properly immunized.

#### Medical Exams (6145)

Medical exams are required for those entering kindergarten and also for those participating in sports.

#### Medication (5140.2 (a))

Archdiocesan Policy requires that prescription medication be administered during the school day only after the necessary forms have been filled out by the child's parent(s) and doctor. Over the counter medication also requires a parent form be completed. **All medication, with the exception of that for asthma is to be kept in the school office.** The completion of a separate form is required when it is necessary for a child to carry asthma medication on his/her person. (pursuant to State Law dated 91-99) Medication forms may be obtained at the school office.

**No Medication will be administered by school personnel without the Medication Consent Form and/or the Physician Order for Medication Administration Form being filled out** and returned to the school office to be kept on file.

**All medication including over-the-counter medication will be provided by the parent.**

#### NON-DISCRIMINATION/TITLE XIX

St. Charles School admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities accorded or made available to students at the school. The school does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions policies, scholarship or loan programs, and athletic and school administered programs.

St. Charles School does not discriminate on the basis of sex in its educational and employment policies and practices except where the school is exempt from compliance by religious tenets.

#### NON-VIOLENCE

St. Charles has a zero tolerance for violence. Students who exhibit violent behavior will be removed from the situation until there can be a conference between student, parent, teacher, and principal to determine a course of action.

Teachers will not accept any student work or drawing that reflects violence.

#### NOON HOUR/RECESS

Students in grades K-4 have a 15-minute recess in the morning and afternoon. At lunchtime, the children go outside after eating. **Lunch hour for K-4 is 11:55 – 12:35 and for grades 5-8 is 12:15 – 12:55.** Students should dress appropriately for outside weather. If the weather is inclement, the principal and/or teacher will announce an appropriate plan for the students. We follow the public school guidelines on wind chill.

For the safety and security of the children, parents are not to pick up students from the playground or call students to their parked car. Parents pick up students at the school office so that the school is aware of when the child is leaving the premises.

#### PARENT-TEACHER CONFERENCES (5124.1)

Conferences provide an opportunity for parents and teachers to communicate directly regarding the child's progress. Conferences are required following the first report card, and then are scheduled as requested by either parent or teacher. It is expected that parents keep their conference appointment. Communication with teachers is encouraged. Optional conferences are scheduled after third quarter.

#### PARKING DURING THE SCHOOL DAY

For the security of students during recess period, the Renson Road exit/entrance will be chained off 8:45 a.m. to 2:30 p.m. on school days. Parents are asked to enter the school parking lot at the Circle Drive entrance and park to the East of the main entrance of the school. Handicap parking slots are designated for the handicapped only. Students use the blacktop areas west of the school for basketball and other games. Your cooperation will help keep the children safe as well as give them ample space for their physical activities.

## **PETS IN SCHOOL**

Pets may only be brought into school with prior consent of the teacher. The owner is responsible for controlling the pet and for any clean up.

## **PLAYGROUND RULES AND REGULATIONS**

### **General Rules:**

- We will go outside unless raining, or if less than -5 degrees windchill.
- Please bring warm clothes in cool weather.
- Respect other people, property and safety.
- No food in hallway or outside.
- K-4 : Need to wear boots and snow pants if there is snow on the ground.
- 5-8 : Need to stay on pavement if there is snow on the ground, unless they are wearing boots.
- If the grass is wet, all students need to stay on the pavement.
- When whistle blows all play stops immediately and children line up with their class.

### **Specific Activities Not Allowed and Rules Enforced to Prevent Student Injuries:**

- Climbing up slides.
- “Log Jamming” on slides.
- Pushing, hitting, kicking each other and mock fighting.
- Climbing on top of equipments.
- Hanging from sides of equipment.
- Jumping from slide to slide.
- Jumping off swings.
- Climbing up soccer poles.
- Grabbing or hanging from basketball nets.
- Throwing snow.
- Balls or jump ropes in the wood chip area.
- Electronic cars or games.
- CD players or other music devices.
- Cell phones.
- Heely tennis shoes (rollers in sole of shoe).
- Only 3<sup>rd</sup> grade and up can use the monkey bars (Directive from insurance company).
- Any additional behaviors perceived as unsafe by playground supervisors.

**The number one responsibility of playground supervisors is to prevent student injury. These rules are necessary to protect your children.**

## **PROGRESS REPORTS**

Students in grades 3-8 receive a progress report at mid quarter. They are to be signed and returned to school. Teachers also communicate with the parents when there is a sudden or drastic change in the student’s usual academic or behavioral pattern. Parents are welcome to contact teachers for more/other information.

## **RELEASE OF STUDENTS (5113, 5141.1)**

Pupils are not released from school during the school day without the approval of the principal. Parents are not to pick up students from the playground. Parents are to notify the school office prior to picking up their child. They are to come to the school office to pick up the child so that school personnel are aware of where the child is and that he/she gets picked up.

## **REPORT CARDS (5120)**

At St. Charles School, report card grades reflect the student’s achievement level. They help our students set goals to enhance their strengths and to improve areas of weakness. Achievement grades reflect the mastery level of skills and concepts. Grades give evidence of student accountability for their own growth. Effort grades reflect student work ethics, self-motivation, accountability, and use of their potential. Report cards are given on a quarterly basis.

K - 2 Grades

Grades 3 - 8

HS - Highly satisfactory; Consistently on grade level or above	A 93 - 100
S - Satisfactory - Usually on grade level	B 85 - 92
Needs assistance to attain grade level	C 77 - 84
	D 70 - 76
	U 69 or below

### **RETENTION (5123)**

Consideration to retain a student involves the teacher, principal and parents. Retention is done on an individual basis. A student may be requested/required to take summer school or get tutorial help at the request of the teacher and principal as a requirement for movement to the next grade.

### **SCHOOL CALENDAR**

A complete school calendar is at the back of the Family Directory. Monthly calendars, noting any changes, are sent home each month.

### **SCHOOL CLOSINGS (6114.6)**

The closing of school (both in the morning and during the day) due to inclement weather will be announced on WTMJ Radio and most other Milwaukee radio and TV stations. Because of our busing services, we will follow the same schedule as the Arrowhead School District. Parents are responsible for establishing a plan with their children regarding where they are to go if parents are not home when the bus drops them off. If School closes during the day, the school will attempt to call parents regarding the closing. If St. Charles School closes for a specific St. Charles reason, we will put out a radio announcement as well as have the homeroom parent attempt to contact you by phone.

### **SCHOOL COMMITTEE**

The purpose of the St. Charles Parish School Committee is to search for and promote the best means available to impart the message of Christ in the educational programs of the parish. The School Committee develops and promotes the implementation of the policies of the State Department of Education and the Archdiocesan Board of Education. Meetings are always open for parents to attend. Please see the School Board Handbook for specific information.

### **SCHOOL HOURS/SCHOOL SECURITY (6112)**

School opens at 8:15 when the first bell rings. Classes begin with prayer at 8:25. Lunch and noon recesses are from 11:55 – 12:35 for grades K-4 and 12:15 to 12:55 for grades 5-8. Dismissal is at 3:15. For security reasons, all doors are locked at 8:45. Please use the buzzer at the north entrance and identify yourself for entry to the school after 8:45 a.m.

Also, for the security of students during recess periods, the Renson Road entrance/exit will be chained off at 8:45 a.m. – 2:30 p.m. on school days. Vehicles will be able to enter/exit school grounds from the Circle Dr. side of St. Charles. Parking can continue in the same slots at the main school entrance (north side).

### **SEXUAL HARASSMENT (5131.1)**

Any student who feels she/he has been subjected to harassment should contact any adult of the school or parish staff. The person who has been notified of the incident must immediately report this information to the principal, pastor or appropriate supervisor. According to Archdiocesan protocol, any case involving sexual misconduct also must be reported to the director of the Archdiocesan Response to Sexual Abuse (414-769-3436). An investigation shall be conducted immediately. If the allegation is confirmed, appropriate action will be taken. Appropriate action could include, but is not limited to:

- Written documentation of the incident
- Disciplinary sanction(s)
- Peer mediation
- Professional counseling
- Referral to outside agencies
- Probation/Suspension/Expulsion

To the extent a complaint of sexual harassment involves touching or the apparent infliction of physical or emotional damage on the student, the appropriate civil authorities will be notified pursuant to Section 48.981 of the Wisconsin Statutes. **No retaliation against a student or adult for reporting harassment will be tolerated.**

## **SOCIAL ACTIVITIES**

Invitations to after school activities/parties are not to be distributed at school unless everyone in the class is invited (boys, girls, or both).

## **SNACKS**

Students in grades K - 5 are usually given time for a snack in the morning. Parents are to send only healthy snacks. Sweets are not permitted.

Individual teachers permit birthday treats for the class. Treats are to be “individual size” for ease of distribution. Other class treats, unless requested by the teacher, are discouraged. *See Classroom Parents section for clarification.*

## **STUDENTS RECORDS (5125)**

Permanent records are kept on file in the school office. Confidentiality of student records will be maintained. Records may not be removed from the school premises. Access to student records shall be limited to the school’s instructional and administrative staff. Other professionals, such as counselors, psychologists, must have written permission from the parent or guardian or authorization from a court in order to attain access to a student’s record.

Student’s records maintained by the school shall be made available for inspection by the student’s parents or legal guardian, in the presence of a school official. The school has ten days to comply with a request to inspect student records. Nothing may be added or removed from a student’s record without the principal’s approval.

## **SUPERVISION**

The school day begins at 8:15 when the first bell rings. Supervision is provided by teachers in the classroom beginning at that time and throughout the school day until the 3:25 dismissal. Supervision is also provided for students utilizing bus transportation.

## **SUPPORTIVE CONSULTANT**

This is a one-half time afternoon position. The role of this individual is to act as a liaison between students, parents, and teachers. This person works with students who are identified with special needs.

## **TEACHER GIFTS**

Communicate with the classroom parent or class families regarding teacher gift. Offerings collected can be between the range of \$1.00 - \$5.00. Any collection taken will be presented on behalf of the entire class.

## **TELEPHONE, ELECTRONIC DEVICE USE**

The school office phone is for office calls. Students/parents make all arrangements for visiting friends, transportation for games, etc. before coming to school. An exception to using the office phone will be made in an emergency. A pay phone is available for use **during after school activities**.

Students are not permitted to bring cameras of any kind, personal music players (i.e. I-Pods, walkmans, etc.) or hand held video games to school. Said items will be confiscated and returned to parents.

Cell phones are to be kept in back packs for emergency use after school outside the school building.

ST. CHARLES IS NOT RESPONSIBLE FOR ANY LOST OR STOLEN ITEMS.

## **TOY WEAPONS/FACSIMILIES**

Possession or utilization of look alike weapons that are not real, but have a realistic appearance will not be tolerated at St. Charles School. These toy weapons could have the effect of threatening or intimidating others and create a disruptive climate in the school.

Situations which involve student possession of toy weapons on school grounds will be treated as a priority concern and may result in serious consequences!

## **TRANSPORTATION/BUS SERVICE**

Students that walk, ride bikes, or arrive in cars should not be at school any sooner than 10 minutes before starting time. Those students riding bikes to school should leave them in the bike racks. Bikes should be locked! Students are expected to walk their bikes to the Circle Drive exit as they leave school in the evening.

When coming for your children at dismissal time, please park at the West entrance by the Rec. Center or at the main entrance to the North. The buses park along the Renson Road entrance.

Students that ride the buses are subject to the rules of the Arrowhead District Transportation Cooperative. Failure to obey the rules could result in loss of bus privileges. Bus rider ship is a privilege and not a right. Transportation schedules are distributed via the August Brown Envelope. If you have questions regarding your specific schedule, please call Dousman Transportation at 966-9691. Transportation is provided for students who reside in the Arrowhead and St. Charles attendance area.

For insurance reasons, only those students who are bus riders are allowed on the buses. Any student who is not registered with the Arrowhead District cannot ride on a bus before/after school. Those students who are registered riders will need a note from a parent if they are going to ride on a different bus. The office must also sign this note.

## **VACATIONS/STUDENT WORK**

Taking vacations during school time is greatly discouraged. Students miss valuable time in classroom instruction. Daily class work is not given in advance. Student will be given one day make-up time for each day absent (maximum 1 week). Children can anticipate work by reading ahead in textbooks or continuing work on long-term projects. Students, who miss tests because of vacations, may be required to take the test upon their return to school. Final tests are not given early because of vacation schedules.

## **VISITORS**

Visitors/parents are welcome at St. Charles Parish School. All persons entering the school are to go first to the school office so that office personnel can assist you. For safety and security reasons, it is important that office personnel are aware of who is in the building. Visitors/parents are asked not to go to the classrooms during the school day without prior permission. Visitors/parents respect class time when they do not disrupt the students or teachers. All school doors are locked at 8:45 A.M. During school hours, please use the electronic buzzer at the main entrance to enter the building.

## **VOLUNTEERS**

St. Charles School appreciates the time and care given by parents to assist with school programs. Anyone wishing to assist in school programs, noon hour activities or daily needs are invited to call the office. Noon hour lunchroom and playground supervisors are always needed. We welcome your assistance. The Home and School Association coordinates major volunteer and fund raising efforts.

## **WEBSITE INFORMATION**

Our school has a student-produced website. Information on the website includes: monthly lunch menus, monthly school calendars, student work, sports, fundraisers, school supplies by grade and much more. Our website address is [www.stcharleshartland.com](http://www.stcharleshartland.com)

## **WELLNESS POLICY FOR SCHOOL NUTRITION**

The policy of our school is to:

1. Provide a positive environment and appropriate knowledge regarding food.
  - a. Ensure that all students have access to healthy food choices during school and at school functions.
  - b. Provide a pleasant eating environment for students and staff.
  - c. Allow a minimum of 20 minutes for students to eat lunch and socialize in the designated area.
  - d. Enable all students to acquire the knowledge and skills necessary to make healthy food choices for a lifetime.
2. When using food as a part of class or student incentive programs, staff and students are encouraged to utilize healthy, nutritious food choices.
3. When curricular-based food experiences are planned, staff and students are encouraged to seek out good nutrition choices whenever appropriate.
4. Reduce student access to foods of minimal nutritional value.

- a. Ensure the integrity of the school lunch program by prohibiting food and beverage sales that are in direct conflict with the lunch program
- b. Encourage the practice of good nutrition by reducing the sales or distribution of foods of minimal nutritional value through a plan that focuses on:
  - i. Reducing access to non-nutritional foods
  - ii. Educating students about healthy foods

The principal shall be responsible for ensuring that the school wellness policy is implemented and that there are measurable goals.

### **WITHDRAWALS/TRANSFERS**

Courtesy requires that parents notify the school office in advance of withdrawal of a student. A written authorization must be signed before school records can be forwarded. School records and report cards will be held if there are outstanding bills or if school material/books have not been returned.