

## **OUR LEADERSHIP -- PAST AND PRESENT**

### **Principals**

Sister Elizabeth	1954-55
Sister M. Virginine	1955-62
Sister M. Justinian	1962-70
Sister Joseph Marie	1970-76
Dr. Santo Arico	1976-84
Mr. Joseph E. Sine	1984-2010
Mr. Todd Gungoll	2010-

### **Pastors**

Fr. Charles Beckman	1954-67
Fr. Denny Lynch	1967-70
Fr. John Joyce	1970-73
Fr. James Kastner	1973-83
Fr. Thomas O'Toole	1983-85
Fr. Frank Wrigley	1985-87
Fr. Wm. Eichoff	1987-87
Fr. John A. Petuskey	1987-89
Fr. Paul H. Gallatin	1989-08
Fr. Philip Seaton	2008-10
Fr. Tim Luschen	2010-

## **SAINT CHARLES FACULTY AND STAFF**

Pastor	Fr. Tim Luschen
Associate Pastor	Fr. James Andrew Wickersham
Director of Religious Education	Mr. Vince Brady
Principal	Mr. Todd B. Gungoll
Reading Teacher	Mrs. Carolyn Buser
Pre-School	Mrs. Les Basset
Pre-School Assistant	Mrs. Carolyn Beck
Kindergarten	Mrs. Jeannie Schoeb
Kindergarten Assistant	Ms. Margeaux Phipps
First Grade	Mrs. Sandy Politte
Second Grade	Mrs. Amy Dupont
Third Grade	Mrs. Angela Gardocki
Fourth Grade	Mrs. Elizabeth Lofties
Fifth Grade	Mrs. Kathy Rooker
Sixth Grade	Mrs. Valerie Lassiter
Seventh Grade	Mrs. Beverly Swickey
Eighth Grade	Mrs. Heather Baer
Physical Education Teacher	Ms. Theresa Cepko
Librarian	Mrs. Melissa Brett
Computers	Mrs. Melissa Brett
Music	Mrs. Rosemary Rodgers
Art	Mrs. Monica Compton
Spanish	Ms. Christina Martin
Office Manager	Ms. Lori Scott
Director of Property	Mr. Joey Jacobs
Custodian	Mr. Leland York
	Mr. Terry McFarland
Cafeteria Manager	Mrs. Carol Bertels
	Mrs. Susie Young
Extended Care	Mrs. Susie Young

## A BRIEF HISTORY OF SAINT CHARLES SCHOOL

On May 15, 1954, Bishop Eugene J. McGuinness established St. Charles Borromeo Parish. Father Charles A. Beckman became the first pastor. The parish hall was named after him.

Construction of the combination church, school and convent began in November of 1954. Mass was celebrated for the first time in Beckman Hall on Pentecost Sunday, May 29, 1955. The school began its continuous education work for the community in September 1955 with three Carmelite Sisters teaching 115 children in four classrooms. The first principal was Sister Elizabeth of the Carmelite Order. In 1956, four Sisters of Charity took over the teaching assignment at the school. The first 8<sup>th</sup> graders, 15 in number, graduated on May 27, 1957.

A school addition of five more classrooms, library, "clinic", and full basement was started May 1959, and completed four months later. The faculty rose to six sisters and two lay teachers with an enrollment of 290 students. It seems that from the beginning, education has been one of the prime considerations of our parish.

By the mid-sixties six sisters and four lay teachers were providing the teaching. Classes were large with almost 400 students enrolled. PTC was very active, and book fair, art competitions, spelling bees, organized athletics, and fund raising were in full swing.

However, by 1970, there were serious doubts concerning the future operation of the school due to the Sisters of Charity no longer being available to staff the school. Their religious community was reduced in number and their services called them elsewhere. During this time of uncertainty, enrollment dwindled, but not for long. Perhaps this was a blessing in disguise, since classes had been so large in the past. Now they could become more manageable. Once again, the Carmelite Sisters came to the rescue and agreed to staff the school as they had that very first year it was established. Four sisters filled administrative and teaching positions, along with five lay teachers. The enrollment was about 200 at this time. With Sister Joseph Marie as principal, the school gained momentum and enrollment stabilized.

In the late seventies and early eighties, St. Charles School continued to grow and evolve into the institution we know and love today. Under the leadership of Father James Kastner and past principal, Dr. Santo Arico, our school prospered and our faith community continued to blossom.

Our school saw the addition of an enrichment center, new library, and learning lab. More improvements were accomplished due to the hard work and dedication of our school patrons. Among these improvements were the first kindergarten, air-conditioning of all the classrooms, the "Big Toy", first computer, and more athletic programs. We can be proud of these many modernizing accomplishments, but more importantly, proud of our children and all their accomplishments in speech tournaments, spelling and geography bees, art, history and music competitions, and athletic endeavors.

Each year new programs are developed to help in our growth as a school community. Such programs include: a full-day preschool, a half-day preschool, a band program, an extended day program from 3:00 - 6:00 pm for working parents, a computer lab, and children's choir.

We can take even more pride in seeing our children develop into fine Christian members of our faith community. From 1970 to the present, our 8th graders scored well above national and Archdiocesan averages on a test of Christian Attitudes and Catholic Doctrine. Their scores on national academic achievement tests also rank above the national average. It is apparent that we, as parents and our teaching staff, are doing a great job.

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## **MISSION STATEMENT**

St. Charles Borromeo Catholic School is empowered by Gospel values to develop lifetime learners who are Christ-like in serving, caring and becoming.

## **PHILOSOPHY**

St. Charles Borromeo Catholic Elementary School embraces the four-fold mission of message, community, worship, and service. The community of educators, parents, and students seeks to live the Gospel message in academic, social, physical, and spiritual areas. St. Charles Borromeo Elementary School strives to develop the whole child while aiding parents in their responsibilities of educating their children. Our goal is to help each child achieve his/her spiritual, academic, social, and physical potential in an active learning environment. We seek to provide a creative learning atmosphere that will enable students to excel as productive citizens in the twenty-first century.

## **OBJECTIVES**

1. To encourage continuous student growth and the development of skills in problem solving, decision making, creative thinking, and communication.
2. To provide educational opportunities to meet all students' needs using developmentally appropriate methods.
3. To help the students become responsible, productive citizens by involving them in community service.
4. To encourage students to develop positive self-concepts, to recognize their unique potential, and to use their God given talents.
5. To form our students in the Catholic teachings by celebrating the presence of God in our life through daily prayer, school liturgies, and sacramental preparations.
6. To encourage communication and cooperation between the home, school, and community.
7. To support the administration and faculty in their continued personal and professional growth in the areas of education and spirituality.
8. To build respect for self and all God's creation by promoting courtesy, cooperation, tolerance, and willingness to serve.

## **MOTTO**

To act kindly, love tenderly and to walk humbly with your God. (Micah 6:8)

### **SCHOOL ADVISORY COUNCIL (SAC)**

The SAC is an advising body which assists the activities of the school. Members are appointed by the pastor and/or the principal. This council is newly constituted and will be working this year to establish itself. Please watch the parish bulletin for updates as well as dates and times of all public meetings.

### **PARENT-TEACHER COUNCIL**

The purpose of the Parent-Teacher Council of St. Charles School (PTC) is to cooperate with the pastor, the principal, and the teachers in furthering the Catholic education of our children; to assist in programs for the health, safety and welfare of the children throughout the school year; and to function as a fund-raising organization.

### **IMPORTANT PHONE NUMBERS**

School Office Phone	789-0224	School Fax Machine	789-3583
Church Office Phone	789-2595	Preschool Phone	787-4248
Cafeteria Phone	789-0486	Extended Care Phone	408-7789
E-Mail address	borromeo@ionet.net	Web Site	scbschool.org

### **DAILY SCHEDULE**

8:00 am	Classes Begin
11:00 a.m.- 12:20 p.m.	Lunch Period
3:00 p.m.	Dismissal

### **MASS**

School liturgies are held once a week, usually at 9:30 a.m. on Wednesdays. On holy days, the school will attend the 12:10 p.m. Mass. Attendance and participation is mandatory of all children attending St. Charles School. It is one way of forming our faith community.

### **REGISTRATION**

School pre-registration is held in the spring and is announced in the Sunday Bulletin. A non-refundable registration fee is requested at this time to secure a steady and continuous student enrollment. Those entering kindergarten for the first time must be five years old on or before September 1, as of the current school year; and those entering first grade the first time must be six years old on or before September 1, as of the current school year. New kindergarten students must take a readiness assessment before being admitted.

### **NON DISCRIMINATORY ENROLLMENT**

AS ROMAN CATHOLICS DEDICATED TO THE GOD-GIVEN DIGNITY OF EVERY HUMAN BEING, WE STATE CLEARLY THAT THERE CAN BE NO DISCRIMINATION IN OUR ENROLLMENT PRACTICES ACCORDING TO RACE, SEX, ETHNIC BACKGROUND, SOCIAL OR ECONOMIC STATUS IN OUR SCHOOL. SINCE WE ARE A RELIGIOUSLY ORIENTED SCHOOL FOR THE CATHOLIC COMMUNITY, WE GIVE PREFERENCE TO MEMBERS OF THE ROMAN CATHOLIC CHURCH, BUT WE ALSO WELCOME MEMBERS OF

If the system determines that it is a system answering, it will wait for three (3) full seconds of silence before playing the message with a maximum wait time of twenty (20) seconds.

If the system cannot make a determination, it will default to answering system mode thus requiring three seconds of silence for the message to play. In this case, you may hear a prompt to, "Press any key to hear the message immediately."

Some reasons for false detection:

Loud background noise such as a television, radio, or a noisy environment,

Cordless phone which has static or other foreign noise, and

Not saying, "Hello," or delaying saying, "Hello."

What can be done to remedy this?

Do not say, "Hello," more than once. If the system detected your answer incorrectly, all noise will reset the three-second counter.

If, after you answer, the message does not play immediately, you can cover the mouthpiece of the phone to cutout all background noise. The message then should play after three seconds.

## **TRANSFERS**

Our school office will request school records for new students from the school previously attended. If transfers are being made to another public or private school, records will be sent upon the request of the receiving school. Students leaving St. Charles School must make a formal withdrawal at the school office. Transfers into St. Charles School at the middle school level will be closely screened and must be accompanied by recommendations from the building principal and current classroom teacher.

## **TESTING PROGRAM**

Complete testing for:

<b>Kindergarten</b>	A readiness assessment before admittance to kindergarten.
<b>Grades 3 &amp; 5</b>	Mental ability tests with Achievement Test in the fall.
<b>Grades 2 - 8</b>	Achievement Tests

## **BOOKS AND SUPPLIES**

Textbooks are issued on a rental basis. Students are expected to cover and take good care of them. Consumable workbooks should be kept neat, accurate, and complete. Books that are damaged must be paid for by the student to whom they were assigned. Students should have all the required supplies. A list is given on registration day. Do not use any clear plastic covers, like contact paper. They leave a sticky residue when removed.

## **REPORTING TO THE OFFICE-VISITORS**

All visitors, including parents coming to drop something off, must check in at the school office first. This policy is for the safety of all who work and study on these premises.

## **ATTENDANCE AND EXCUSES**

### **Tardy Policy**

When a student is chronically tardy to school at least three things happen:

- 1) They are not learning the skill of being a responsible and dependable worker
- 2) They start the day behind everyone else and have trouble being in sync with the rest of the class, and
- 3) They disrupt class by coming in late and taking up other students' and teacher's time.

Thus, with the above in mind the following policy reads:

### **Tardiness:**

Students are required to be in class on time. Parents are responsible for insuring that their children arrive at school on time and with the materials they need for class. School starts at 8:00 a.m. The tardy bell rings at 8:10 a.m. All students arriving late without a proper excuse (like a Doctor appointment) will remain on the "tardy bench" outside the office door. They may go to Mass with their class on Wednesday at 9:15 a.m. Other days, children will join their class at the class' first break. A signed note from the dentist or doctor is required.

## Telephone Broadcast Service

### Dismissal From School:

Medical and dental appointments should be made outside of school hours if at all possible. If a doctor's appointment has been made during school hours, a note should be sent to the classroom teacher so an EARLY DISMISSAL slip can be issued and the teacher can be notified of the student leaving. Parents should report to the office at the appointed time to pick up the dismissal slip. Children will be called to the office to meet their parents there. No student may leave the school grounds at any time during the school day unless accompanied by a parent or guardian.

### Arrival/Dismissal Procedures

School begins at 8:00 a.m. and ends at 3:00 p.m. In the morning drop your student off at the front doors beginning at 7:45 a.m.; they will proceed to the gym. No child **should be** left unattended. Do not leave your student on the front steps prior to 7:45 a.m. If you need childcare before 7:45a.m., we offer a before school program that begins at 7:15 a.m. Call the school office to check on enrollment in the program.

Sixth – Eighth grade pick-up is on the west side of the school. Kindergarten through fifth grade pickup is in the front parking lot. Please have your number displayed on your dashboard and the teachers will bring your child out to you. Do not go to your child's classroom to pick up your child. Kindergarten through fourth grade will be in the gym, fifth through eighth grade will be waiting in their classrooms. Please stay in the **outside foyer or in the gym by the stage until 3:05 p.m.**

### Homework and Absences:

Students who are absent are expected to make up assignments within a reasonable period of time. As a general guideline, if a student is absent for one day, he/she has one day to make up the work. If he/she is gone two days, then he/she has two days to make up the work, and so on. **Please learn your child's teachers' homework policy.**

### Absenteeism:

Absences must be kept to a minimum to prevent students from falling behind in their classes. Please notify the office by 9:30 am if your child is going to be absent.

The following policy on absenteeism was formally adopted by the Board of Christian Education of St. Charles Parish (1-2-79).

Should a student of St. Charles School accumulate an excessive number of absences, he/she is subject to retention, or may be required to receive tutoring and/or attend summer school as a condition for promotion.

A student must be in attendance for 80% of the school year. A school year is 175 teaching days.

### Vacations-Family Trips:

Do not ask teachers to prepare work ahead of time because you are going on a vacation or family trip. This is an imposition on your part to ask the teacher to do extra work. They will give you what they already have run off for the class at that time. An absence is an absence. If it is an excused absence, they will be able to make up the work just as if they were absent due to illness. If the teacher does prepare work for the student beforehand, it will be due one day after the student returns to school.

In our efforts to improve communications between parents and school, St. Charles Borromeo Catholic School (SCBCS) has instituted a telephone broadcast system. It will enable school personnel to notify all households and parents by phone within minutes of an emergency or unplanned event which causes early dismissal, school cancellation, or a late start. The service also may be used from time-to-time to communicate general announcements or reminders. This service is provided by SchoolReach which specializes in school-to-parent communications. SCBCS will continue to report school closings due to snow or weather on KWTV Channel 9, KFOR Channel 4, and KOCO Channel 5 and will continue to use this system as an overlay to the public announcements.

When used, the service simultaneously will call all listed phone numbers in our parent contact list and will deliver a recorded message from Mr. Gungoll or another person associated with the school. The service will deliver the message to both live answer and answering systems. No answers and busies automatically will be re-tried twice in fifteen (15) minute intervals after the initial call.

*N.B. This requires no registration by the parent on the SchoolReach website, and all information and contact numbers strictly are secure and confidential and only are used for the purposes described herein.*

Here is some specific information which you should know:

Caller ID—The Caller ID will display (405) 789-0224, which is the main number for SCBCS.

Live Answers—There is a short pause at the beginning of the message of usually a few seconds. Answer your phone as you normally would with a, "Hello," and wait for the message to begin. Multiple, "Hellos," will delay the message. Inform all family members who may answer your phone of this process.

Message Repeat—At the end of the message you will be prompted to, "Press One," to hear the message again. This is very effective when a child answers the phone and hands it to a parent who can then repeat the message in its entirety.

If you should have any questions, please contact Mr. Gungoll at (405) 789-0224.

SchoolReach, the service provider, uses the best available technology in the industry to detect the difference between human answer and system answer. How detection works is as follows:

The system detects and measures the voice energy when a phone is answered.

The system measures this energy in combination with the background noise and line impairments.

If the system determines that it is a human answer, it immediately will start playing the message.

## ASBESTOS HAZARD

July 28, 2010

Dear Patrons and Visitors:

The inspection for asbestos under the Asbestos Hazard Emergency Response Act (AHERA) was completed in 1989 and the results are contained in the Management Plan that is in the school office for review at your convenience. Copies or pages of the plan may be reproduced and obtained by you at a nominal charge of printing and handling. Every six months the school undergoes a surveillance inspection to look for damage or deterioration. The last inspection was June of 2004 and all was well.

We, like other schools, have some asbestos containing materials (ACM) in our buildings. This ACM is most notably contained in the flooring material. The inspector has the privilege to either assume or take samples of this material. He assumed all the flooring tile contained ACM because of the date installed and the vintage of the tile. The tile does not create any health problems and is easily maintained by following the rules of the State of Oklahoma Department of Labor. (Their memorandum regarding floor tile is in the back of the Management Plan.)

Other areas containing ACM are shown on floor plans in the Management Plan. (Saint Charles ACM is located in the boiler room and in the other areas containing wrappings on heater pipe.) The location of this material is called to your attention so that you are aware of its existence and do nothing to disturb or damage this material. It is in good shape and located in areas that you will not normally come into contact. Examples: Wrapped piping above drop ceilings or thermal insulation on boilers in the boiler room.

Samples of ceiling tile (drop ceilings) were tested and analyzed as well as old tile that was left in place above the drop ceilings. All of this material tested negative.

If you require further information after reviewing the Management Plan, informed and knowledgeable school personnel will be happy to consult with you.

Very truly yours,

Todd Gungoll

## HOMEWORK

Ordinarily the role of parents is to see that the child has a proper place and definite time for study. Homework varies from teacher to teacher. If your child is spending an unwarranted amount of time on homework, his teacher should be consulted. The grading scale is as follows: (Please be aware of the fact that a C is considered an average grade.)

A = 93 - 100  
B = 85 - 92  
C = 75 - 84  
D = 69 - 74  
F = Below 69

## REPORT CARDS

Report cards are issued four times a year, approximately every nine weeks. Final report cards will be mailed to the child's home about one week after the last day of school. Please bring a first-class stamp and give it to your teacher during the last week of school.

## ILLNESS AND MEDICATION

**Dispensing of Medicine:** THE FOLLOWING IS THE NEW ARCHDIOCESAN POLICY FOR THE DISPENSING OF MEDICINE.

Medicine of any kind is not to be provided for students by the school. NO MEDICINE MAY BE ADMINISTERED TO A STUDENT BY ANY SCHOOL EMPLOYEE, including the school nurse, without a written directive from the student's doctor.

1. Non-prescription medication, including aspirin, may NOT be given to a student without a written directive signed by the STUDENT'S DOCTOR.
2. No prescription medication may be given a student without two of the following:
  - a. the prescription vial/bottle/container "which correctly states the name of the patient, the name of the prescriber (doctor), and directions for the administration of said drug," (the date should also be current) OR
  - b. the written directive signed by the STUDENT'S PHYSICIAN; AND
  - c. the parent form filled out requesting the school to administer the medication at the times the prescription indicates.
3. As a general rule, medication is taken before or after school, or is administered by the parent or guardian during the school day.
4. All medicines, such as aspirin, must be kept in the school office. This allows for monitoring for overuse and/or keeps it out of the hands of people who should not have it. Those who need asthma medicine with them may carry it in a fanny pouch.
5. If your child has a fever of 99 °, you will be contacted. If the fever rises to 100 ° or above, you will be contacted to pick up your child immediately.
6. Your child MUST be fever free (98.6 °) for at least 24 hours prior to returning to school.
7. Your child should not attend school within 24 hours of vomiting.

## **Chicken Pox:**

If your child has Chicken Pox, he/she should not be back in school for seven (7) days from the time they are COMPLETELY broken out. The scabs should be completely crusted over and have no oozing or sign of infection.

**Head Lice:**

Head lice is a part of schools in this region of the United States. It has nothing to do with cleanliness and it knows no economic boundaries. Anyone can get head lice from a seat in a movie theater. It does not pose a health hazard; rather, it is a nuisance and an embarrassment.

Our policy is that a child with head lice will be sent home to be treated with the appropriate shampoo. To re-enter school, they must bring the empty shampoo bottle and have NO nits left in the hair. This means a great deal of time must be taken by the parent to comb and pick out the nits.

**Chronic infectious conditions (Archdiocesan Policy 6210.8)**

The Department of Health is required to notify "the head of a private school" of students who are infected with the AIDS virus, provided the school has the type policy designated here and recommended by the Center for Disease Control:

"Any student, teacher, or other staff member having a communicable disease will be dealt with on a case-by-case basis in accord with the guidelines for that disease issued by both the state and local Health Department, as well as, the Center for Disease Control.

Decisions regarding the type of educational setting for the child shall be based upon the behavior, neurological development, and physical condition of the child. The school shall decide appropriate educational placement after reviewing the recommendation of the attending physician in consultation with the public health personnel and parents. The principal shall decide appropriate placement in conjunction with the pastor/administrator and Superintendent of schools."

**SCHOOL LIBRARY**

The library provides reading and reference materials for students. Parents should encourage their children to read and accept responsibility for caring for books. If a book is more than 2 weeks overdue or lost, the student will be charged the current replacement price of the book. There is also a parents' reference library with material concerning child development.

**LUNCH**

St. Charles School serves a hot lunch each full day of the school year. The lunches fulfill all the requirements of the state and federal hot lunch programs. In paying for lunch tickets, you are requested to include only lunch payment on your check. Checks should be made payable to St. Charles School.

Place your payment in an envelope marked "Hot Lunch"; write your children's names and grades; and send it to the school kitchen. When there are only three punches left, your child will be given a notice. Milk tickets for those children bringing their lunch will be handled in the same manner.

You will be notified when your child's lunch account has a low balance.

No student who ordinarily eats at school may leave the school ground to buy a lunch elsewhere, unless accompanied by a parent. Parents may take only their children out to lunch, not their child's friends. If you are picking your child up for lunch, wait for them in the school foyer. They will come when their class is dismissed. We will not get them out of class earlier.

Please, no soda pops or candy are to be brought to school for lunch or recess. No glass containers are to be brought to school for recess or for lunch.

If you believe that a minor has been abused physically, sexually or emotionally, you must report the matter to the Oklahoma Department of Human Services Child Abuse Hotline (841-0800 in Oklahoma City: 1-800-522-3511).

If the alleged perpetrator is a member of the Personnel of the Church and the alleged abuse occurred during the time of ministry, you must also report the matter to one of the Vicars General of the Archdiocese by calling 721-5651. For the purpose of this policy, Church Personnel includes any employee or volunteer in any Parish or Church sponsored entity (such as a Catholic hospital or school) regardless of his/her personal role or religion. The time of ministry of a deacon, lay employee or volunteer is the time actually spent on Church property or in a Church sponsored entity or activity.

If you are the subject of an allegation you may be placed on immediate administrative leave. The leave remains in effect until the Department of Human Services has concluded its investigation and decided not to file charges. If charges are filed by the District Attorney, the leave continues until the trial is completed. The Pastoral Team of the Archdiocese will attempt to provide you with appropriate pastoral care. Upon completion of the investigation by the Department of Human Services, lay employees and volunteers will be treated as follows:

Persons found to have abused a minor will be terminated.

Persons who will not be prosecuted but who nevertheless are found to be partially imputable for serious indiscreet, actions which fall short of criminal acts, will be subject to dismissal.

Every attempt will be made to restore persons exonerated of the charges to their previous ministry. If a return to the previous ministry is not possible, the Pastoral Team will try to assist the accused in finding another ministry. They will also assist the accused in finding appropriate pastoral care if needed, and make efforts to repair the damage done to the reputation of the accused.

To Whom It May Concern:

I have read and understand the Policy Regarding the Abuse of Minors by Church Personnel of the Archdiocese of Oklahoma City and I shall comply with the provisions of this policy.

SIGNATURE \_\_\_\_\_

PRINTED NAME \_\_\_\_\_ DATE \_\_\_\_\_

PARISH \_\_\_\_\_ CITY \_\_\_\_\_

**SAMPLE-DO NOT FILL OUT!**

**ST. CHARLES BORROMEO SCHOOL**

5000 N. Grove  
Oklahoma City, Oklahoma 73122  
(405)-789-0224

**PERMISSION SLIP**

I request St. Charles Borromeo School allow my child to go to \_\_\_\_\_  
(Name of destination for trip)

\_\_\_\_\_ located at \_\_\_\_\_  
(Address, City, State)

I, \_\_\_\_\_, give my permission for \_\_\_\_\_  
(Parent's Name) (Child's Name)

to accompany \_\_\_\_\_ on \_\_\_\_\_, leaving at  
(Teacher/Person responsible) (date)

\_\_\_\_\_ a.m./p.m. and returning \_\_\_\_\_ a.m./p.m..

The Educational Purpose of the Field Trip:  
\_\_\_\_\_

I hereby release and save harmless the school from any and all liability from any and all injury occurring as a result of this trip. I also release the employees.

Emergency Information:  
Parent's phone numbers:  
Home \_\_\_\_\_ Work \_\_\_\_\_ Mobile/Pager \_\_\_\_\_

Person other than Parent to contact in case of emergency:  
Name \_\_\_\_\_ Phone \_\_\_\_\_

I hereby grant permission for a qualified representative of St. Charles Borromeo School to seek and receive medical treatment for my child if the need should arise. I agree to accept financial responsibility for such medical treatment.

Child's Physician \_\_\_\_\_ Phone \_\_\_\_\_

Hospital of Choice \_\_\_\_\_

Medical Insurance Company \_\_\_\_\_ Policy Number \_\_\_\_\_

\_\_\_\_\_  
Parent Signature

**APPENDIX**  
**POLICY REGARDING THE ABUSE OF MINORS BY CHURCH PERSONNEL**  
**ARCHDIOCESE OF OKLAHOMA CITY**  
**Short Form Lay Employees and Volunteers May 5, 1992**

**COLLECTION OF MONEY**

Any money sent to the school should be placed in a sealed envelope with the child's name, grade, and the amount enclosed, and the purpose for which it was sent. This should be given to the homeroom teacher, who in turn will send it to the office.

**MONEY AT SCHOOL:** The only money a child needs at school is about 50¢ for such things as popcorn day, lollipop day, ice cream day. No child should have a need for cash at school. This is an open temptation to steal. Keep the change you need in your pocket or put it into an envelope and give it to your teacher with your name on it.

**PARTIES**

There will be only one classroom party a year--Christmas. Halloween and Mardi Gras will be school-wide celebrations. There will be no Valentine parties; instead, students may bring valentines to exchange and a treat might be passed out by the homeroom teachers at the end of the day. Please bring a valentine for every student in your class.

NO BIRTHDAY PARTIES may be held in school. Instead, a treat can be brought by the birthday person and shared with the entire class at an appropriate time. Please, no delivery of balloons or other presents to the school on birthdays. Have those sent to the child's home. Do not handout birthday invitations at school unless you are inviting everyone in your class. If it is a boys only or girls only party, then all the boys or all the girls need to be invited. If inviting only a few classmates, mail the invitations.

**SNOW DAYS**

Listen to the radio and TV announcements about St. Charles School. There will also be a phone tree. Listen to these stations.

KTOK 1000 AM KOCO CHANNEL 5  
WKY 930 AM KWTW CHANNEL 9  
KFOR CHANNEL 4

Even though the roads are snow covered but passable, some parents do not like to get out on the icy roads. Feel free to arrive an hour later when traffic is less or snow has had a chance to melt. We will have school with whomever arrives that day.

**TRANSPORTATION**

**Delivering and Picking Up Children:**

St. Charles School is responsible for the supervision of children from 7:45 am to 3:15 pm unless enrolled in the Before Care or Extended Care Program. Parents should not leave their children at school before or after those hours. The school cannot be responsible for the children outside of this formal school day, unless they have permission to stay and are properly supervised. After 3:15 pm, the teacher on duty will take any remaining children to extended care. Rides will have to come into the building to get the children. The teacher on duty will vary from week to week. Teachers are free to leave at 3:15 pm. After that time, parents will be charged the same hourly rate as extended care. Our rule of thumb: "For the safety of our children, no child should be left unsupervised." Students cannot call parents unless it is urgent. Wait for parents to show up.

**Dropping Students Off**

**PHOTO-VIDEO RELEASE**

Students should remain in their cars until the duty teacher unlocks all the doors at 7:45 a.m. Safety is the topmost concern. When dropping off students at the front door, do not form double lines. This is how children will get hit walking in the front of cars. Students should unload on the school side of the car and enter by the front doors, then proceed to the gym. Students should not stop at shelves or classrooms.

**SPORTS**

St. Charles Borromeo Catholic School offers soccer, volleyball, football, basketball, softball, baseball, and track as extracurricular activities. Most of these are governed by the Catholic Grade School Athletic Association. Practices for athletics, drama, and other school productions should be concluded by 6:00 pm if possible. In any event, they should not extend beyond 9:00 pm. Practice sessions in athletics should not last longer than 90 minutes for elementary students.

**TUITION POLICY**

**School tuition Non-payment Policy:**

**TUITION COLLECTION**

- 1. FACTS Tuition Management Company will send out reminder letters when tuition is over 60 days late.
- 2. At first nine weeks reporting time, report cards will be held if tuition is overdue. Exceptions will be if the parent has paid something recently toward getting caught up or has sent written notice to principal on why they are behind and how they will endeavor to get caught up.
- 3. If the parent is behind for more than four months at Christmas Break, the child will not be able to return until payment arrangements are made with the principal. Again, all report cards will be held.
- 4. If at Spring Break time the parent is four or more months behind, the child will not be able to return to school after Spring Break until tuition payment arrangements are made.
- 5. Names of delinquent families will be sent to the Credit Bureau for reporting.
- 6. Names of non-payment families will be turned over to a collection agency for collection.

Promulgated August 26, 2002

**SCHOLARSHIP**

One scholarship for students in grades 5-8 is awarded each year. Applications are taken in February and the scholarship is awarded in May. For more information, contact the Director of Religious Education. Scholarships are also awarded by the Oklahoma Scholarship Fund based on need and by lottery drawing. Forms are can be obtained by calling the school office after February 1 and must be received by Oklahoma Scholarship Fund before March 31<sup>st</sup>. Patrick J. Minden scholarship is for 7<sup>th</sup> graders entering in 8<sup>th</sup> grade. Applications include a service project to be completed between St. Patrick's Day and Mothers Day applications are in the school office

To Whom It May Concern:

I hereby give permission for my child/children:

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to be photographed or videotaped at St. Charles Borromeo Catholic School. I realize that the photo may be published in the newspaper, a magazine, the school website, or other publication. The video may be used for information or educational purposes regarding the programs or curriculum at St. Charles Borromeo Catholic School.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian

pal and parents shall sign a written agreement concerning promotion and retention procedures for the child, as well as, the type of diploma to be awarded upon graduation.

### **USING SCHOOL GROUNDS**

Hours of school supervision are between 7:45 a.m. and 3:15 p.m. Parents and students using school grounds, including playgrounds and fields outside of this time, use them at their own risk. Students should be supervised at all times. Sports teams having practice should have adult supervision. Once students are released to them, they become the responsibility of the coaches and parents. The school personnel can not be held liable for any injuries or death by students not following the above.

### **FIELD TRIP EXPECTATION**

Conduct by students on field trips should be as good, if not better, than conduct expectation in the classroom. Each teacher will tell the students what the dress code for that trip will be.

Parent drivers need to have all forms filled out before the day of the trip. Needed are copies of drivers' license, background check and insurance certificates. Drivers do not stop at convenience stores for snacks either coming or going. A generic field trip permission form is in the appendix.

### **DEVELOPMENT FUNDS**

There are three different types of development fund avenues, all with the same purpose: to insure the continuance of a Catholic school at St. Charles Parish.

The first fund is a straight development fund called the Louise Gandara Fund. All monies are deposited with the Catholic Foundation and only the interest is disbursed on a quarterly basis. The second fund is a memorial fund call "Flowers That Never Die". At the death of a loved one, money or bequeaths are given to the school in the name of the deceased. This money is also deposited in the Catholic Foundation and only the interest is used.

The third is called the St. Charles Designated Fund and is part of the Oklahoma City Community Foundation, Some years it is a matching fund, where up to \$15,000 will be matched by the Kirkpatrick Family Fund. Make checks payable to OKC Community Fund.

### **AMENDING HANDBOOK**

The principal, in consultation with the faculty, retains the right to amend the handbook for just cause. Parents will be given prompt notification if changes are made.

## **CODE OF CONDUCT COVERING STUDENTS AND PARENTS/ GUARDIANS**

The students' interest in receiving a quality, morally based education can be served if students, parents and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

It shall be express condition of enrollment that the student behaves in a manner, both on and off campus, that is consistent with the Christian principles of the school as determined by the school in its discretions. These principles include, but are not limited to, any policies, principles or procedures set forth in any student/parent handbook of the school.

It shall be an express condition of enrollment that the parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles or procedures set forth in any student/parent handbook of the school.

These Christian principles further include, but are not limited to, the following:

1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral and behavioral expectations of the school.
2. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
3. These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.)

The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the student and/or parent/guardian's privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, etc.)

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning and/or without an intermediate step short of withdrawal.

### **REGULATIONS**

#### **Toys:**

No CD players, video games, or anything not required by your classroom teacher should be brought to school. Items brought for Extended Care are to remain in backpacks until after school.

#### **Gum and White Out:**

No Gum and White Out at school unless given out by the teachers.

#### **Telephone:**

The school office telephone is a business phone and should only be used by students, with teacher's permission, for the following:

1. Student illness
2. Teacher directed calls
3. Notification to parents of school activity

In an effort to build responsibility in children and to help make them self-reliant persons, the phone will NOT be used for:

1. Asking a parent to bring up forgotten items, such as homework, sports practice clothes, or lunches. (Lunches can be charged or something will be provided for the child to eat.)
2. Personal calls, such as permission to spend the night or go home with a friend.

**Halls:**

Quiet is expected in the hallways when classes are in session. Please walk, no running.

**Noon:**

Students should eat as quickly as possible, clean up after themselves, and leave so the clean-up crew can do their work. Children must go out during recess. After lunch, children should go to the bathroom, then outside and not back in except at drink bell time (11:45). On rainy days, students will remain in rooms or gym, under supervision.

**Recess:**

No games are to be played or continued where there is rough play or pulling on another person's clothes, or piling on. Chicken fighting and "keep away" usually end up with too much roughness and must be carefully watched and stopped before this happens. Students are to ask permission from the teacher on the field to cross 50th or State or Grove Streets to get a ball; and they are to wait for the playground supervisor to watch for their safety. Traffic on the monkey bars should go one way only. No one should pull a child's legs or clothing while he/she is playing on the bars. No one should sit on top of the bars. Sand, dirt, stones, sticks, pecans, or anything other than provided balls, should not be thrown. No throwing of snowballs. Bad language is not acceptable.

**Snacks at Recess Time**

Parents are encouraged to help us in educating their children in healthy eating habits. Recess snacks at 9:45 and 10:00 am recess should be nutritious snacks like fruits, vegetables, granola bars, etc., instead of sugar and fat loaded foods like candy and chips.

**Gangs**

No gangs or gang activities are allowed in the school environment. No gang symbols or hand signals. Obvious gang paraphernalia are not to be brought to school.

**Note Writing**

There is very little positive that comes from writing notes to others in class. If caught, you may be subject to a one to three day suspension.

**Cheerleaders**

By mutual agreement with the other Catholic Schools, there will be no cheerleaders at St. Charles School.

**Tattoos and piercing**

If you have a tattoo or a pierced body part (Ex: pierced tongue), these should not show while wearing a school uniform or a St. Charles team uniform. (Exception is

**STUDENT RECORDS**

Archdiocese Policy 6180.2

The school shall provide parents and students access to records directly related to the student (i.e.) the cumulative record, health records.) It shall permit parents and students to challenge these records and to secure amendment if any are inaccurate or misleading. The school will obtain written consent of parents before releasing personally identifiable information from student's records.

St. Charles Borromeo complies with the Buckley Amendment and will give access of academic records to the non-custodial parents unless a court order says differently. Please send to the principal a copy of any divorce decree or court order that you believe may affect the school.

**SUBPOENAING RECORDS**

From time to time student records have been subpoenaed. Please give the school personnel the courtesy to leave us out of any conflicts. The school should be and will always try to be a safe neutral place for your child. Records will be copied and sent to the appropriate place with great haste.

**SUBPOENAING PERSONNEL**

Teachers and staff should not be called into court in divorce/custody proceedings. If it is absolutely necessary, the cost of a substitute (\$50.00) plus parking and lunch must be paid before the court date. All personnel must be given 72 hours notice.

**PROMOTION AND RETENTION**

Archdiocese Policy 7230:

All promotions, regular and special, shall be decided by the principal in light of the teacher's recommendation and in consultation with the parents and the student, if appropriate. Such decisions shall be based on a total evaluation of a student's growth in all areas of development.

If a student's progress is unsatisfactory and the teacher believes the student may not satisfactorily complete the present grade, the teacher shall discuss alternatives with the principal, aware that retention tends to prove more effective during the early years of schooling. As soon as possible, the teacher and/or principal talk with the parents/guardians. The final responsibility for a student's promotion or retention rests with the principal.

In a follow-up letter after the conference, the parents/ guardians and the student shall be informed of the pending decision at least six weeks before it is finalized. The decision with its rationale is recorded in the student's cumulative record. If, despite the recommended retention, the parents/ guardians insist on advancement, the principal may allow the advancement provided the parents/guardians state in writing that they do not accept the school's recommendation and that they accept responsibility for the outcome.

If a student with special educational needs is accepted in a regular school at the request of parents who are aware that a special program is not offered, the princi-

office during the school day, and the office will relay necessary information to the teacher. Always refrain from interrupting classes, and do not expect to have a conference with a teacher without prior arrangements. Teachers should not be called at home.

Remember that you and the teacher share a common goal: the best possible education for your child. Keep communication professional and courteous. Angry confrontation is never in your child's best interest. Positive communication with your child's teacher is.

### **RULES FOR CONFLICT RESOLUTION**

1. **Choose a mutually acceptable time and place for the discussion.** Set a time limit for the discussion-Ex: 30 minutes. If the problem has not been resolved in the agreed time limit, set another time. Nothing can be solved when we begin to rehash issues.
2. **Use only I words.** I have a problem, not we have a problem. We speak only for ourselves, or our children.
3. **Listen carefully to what each party has to say.** Don't interrupt one another or finish the other's sentence.
4. **Do not use derogatory language or put downs.** Ex: There you go again. That's just what I thought you would say. Everyone is saying, etc.
5. **Never bring up old issues.** What is past is past.
6. **And ask yourself the hard question.**  
**HOW IMPORTANT IS IT FOR ME TO WIN?**
7. **End each session with a prayer.** Ex: say the Lord's Prayer together.

## **VISITING CLASSROOMS**

Please do not disturb the classroom while class is in session or the teachers during their planning period without an appointment. Place lunch and books on the oops shelf and notify the office what is there. Make sure your child's name is on the lunch sack or notebooks.

Parents should never go to any classroom to pick up a student. Parents should go to the office and have the student paged from there. This ensures a safe environment for everyone at St. Charles and reduces classroom disruptions.

### **CONTACTING THE PRINCIPAL**

If a parent needs to talk to the principal concerning any matter, please feel free to contact him in order to arrange a meeting. If available, the principal will meet with anyone at any time; however, in order to ensure a meeting, pre-arrangement is recommended.

### **CONTINUATION OF EDUCATIONAL SERVICES**

The school and the parent enter into a contract for the school to provide educational services to the parent and student in return for a stated amount of tuition. This contract is for one year at a time. Merely preregistering a student does not guarantee the continuation of the contract for the following year. Contract commences with the first tuition payment in July or August and with the signing and returning of the parent expectation form at back of student handbook.

### **Artificial Fingernails**

No artificial fingernails are to be worn to school or school functions. Unless the principal makes an exception.

### **Heellie Tennis Shoes**

No heellie tennis shoes are to be worn at school including Extended Care. No slip-on shoes without heels. (ex: Mules)

### **Cell Phones**

No cell phones will be brought to school by students in backpacks or otherwise. If one needs to bring one to school for some "business" after school, the cell phones need to be checked into the school office for the day and picked up at the end of the day. This policy will help insure prevention of theft of cell phones or their improper use during the school day. **Cell phones will be taken by the principal or administration for violation of this policy. The parent or guardian must meet with the principal for the cell phones return.**

### **School Safety Harassment**

St. Charles Borromeo Catholic School provides a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken seriously. Students making such threats (seriously or in jest) face detention, suspension, and/or expulsion.

Harassment of a student by another student will not be tolerated. When repeated incidents come to the attention of the principal, a conference between students will be conducted. The principal investigates all reports of harassment. A plan of non-harassment will be devised and signed by all parties concerned. Continued harassment may lead to suspension and expulsion from school.

### **Suspension**

In the case of in school suspension, the parents or child will pay for the cost of the substitute (\$50.00) if needed.

### **Emergency Procedures**

**Fire Drill**-The signal for fire drill is 6 short rings. All persons are to vacate the school in a quiet and orderly fashion.

**Tornado Drill**-The signal is one long continuous ring lasting for 10 seconds. All persons are to proceed to the basement where each class is to congregate and check roll.

**Bomb Threat**-A bomb threat signal is just like a fire drill. The teachers receive a code word each year that is announced during the drill. This tells the teachers to move all students to the fence on 50<sup>th</sup> street once their class is outside.

**Intruder**-A code word is given to the teachers. By use of the intercom or other means this code word is passed to the teachers. They follow the procedure in their handbook. Among this procedure teachers are to lock their doors, turn out lights, close blinds, and get all students into a corner away from the door.

### **Conduct on the Gym Bleachers**

Do not jump or run on the bleachers, especially when they are pushed up against

the wall.

### **Bringing in Fast Food Lunches**

Bring on your child's birthday only. Only as teachers do we see the hurt it causes among the other children especially when you bring in food for your child and only one of his friends. Definitely do not bring meat on meatless days. Consequences might be the missing of the next school outing or next class field trip.

### **Dress Code Violation**

Students who violate the dress code may be fined \$ 5.00 per violation. Fine is to be paid before the student can return to school.

### **Communication with Parents**

At the first of every week one member of the family will receive through their classroom a weekly communiqué. This is the way you will receive information.

### **Child Abuse Policy**

St. Charles School abides by the Archdiocese policy regarding child abuse. See Appendix.

### **Form for Volunteer Services**

Anyone wishing to have regular contact with school children, including driving on field trips, must complete the four parts of the Archdiocesan Safe Environment Plan.

- 1) Fill out correctly and return Volunteer Application to school. (Form is included at the end of this handbook.)
- 2) Fill out similar application on-line at the Archdiocese website ([www.catharchdioceseokc.org](http://www.catharchdioceseokc.org))
- 3) Sign and return the Code of Conduct.
- 4) Attend the 20 minute video training session of the Archdiocese Safe Environment Program.

parenthood begins with conception, student(s) who become parent(s) before they graduate from high school will be treated with dignity, compassion, and concern for their feelings. Students who become pregnant may continue in the school at the discretion of the principal provided that:

1. Prior to making a final decision, the principal consult with the pastor(s) involved, and the student(s) involved.
2. The pregnant student and the prospective father be offered guidance and counseling by the principal, the pastor(s) and Church-recommended programs such as Birthchoice;
3. All counseling and guidance offered to those involved shall be provided in an atmosphere of trust and respect with and for the student(s) so that participation is honest and confidential;
4. Alternatives are presented during counseling sessions so that the student(s) are fully aware of options (such as adoption, continuation of studies outside of the school environment, transfers available to another school district, etc.)

In any case the students involved may receive their diplomas from the Catholic school if arrangements are made before they leave the school. In every case, the best interests of both the student(s) and the school must be considered.

### **PARENT-TEACHER-STUDENT CONFERENCES**

Scheduled conferences for all parents will be held once a year during the first twelve weeks of school. Since the students are the ones most responsible for their own learning, these conferences will include parents and students. This is an opportunity for all concerned to dialogue over study habits, classroom behavior and positive reinforcement. Parents and teachers may request a conference at any time of the year. A teacher should be contacted beforehand so a suitable time convenient for all concerned can be set up.

### **PROCEDURE FOR PARENTAL COMMUNICATIONS WITH TEACHERS**

It is understood that frequent and open communication is important for student success, and parents are encouraged to be in partnership with the school in their children's education. In keeping with the Catholic Christian philosophy of St. Charles School, communication between parents and teachers should always be conducted in an atmosphere of cooperation and mutual respect. To facilitate communication between home and school, teachers have a period built into their weekly schedules for planning and conferences. At the beginning of the school, each teacher will inform parents about her scheduled planning/conference period. If you need to talk to your child's teacher, please contact the school with a phone number where you may be reached. The teacher will call you at the first opportunity, usually during this planning/conference period, and if needed, schedule an appointment for a conference.

For safety reasons, all visitors, including parents, should check in at the school

Friendster®, Facebook®, etc. may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, the students or the parish.

### **POLICY ON DRUGS AND ALCOHOL**

The possession, use, or distribution of illegal drugs or alcoholic beverages is not permitted in the school, on the school grounds, or at any school function.

1. Any teacher who knows or suspects that a student is in possession of, uses, is under the influence of, or distributes illegal controlled substances or alcohol must notify the principal immediately. "The principal shall immediately notify the superintendent of schools, and a parent or legal guardian of said student of the matter... (Teachers) who report such information to the appropriate school official shall be immune from all civil liability." (School Laws of Oklahoma 1982, Sections 394, 422)
2. Students possessing, using, under the influence of, or distributing illegal/controlled substances or alcohol on campus or at a school activity will be taken to the office of the principal or an administrative officer delegated by the principal. (School Laws of Oklahoma 1982, Sections 394, 422)
3. The parents will be called to take the student home.
4. The student is immediately suspended until both parents or guardians can come with the student and meet with the principal or an administrative officer designated by the principal.
5. At the meeting the conditions for the student's re-admission will be explained. The conditions are as follows:
  - a) The attendance of both parents and student at a Parent-Student Drug Education Program.
  - b) Personal counseling for the student.
  - c) Family counseling, if this is indicated.
6. Students possessing, using, under the influence of, or distributing illegal/controlled substances or alcohol on the school grounds or at a school activity for a second time may be expelled. (School Laws of Oklahoma 1982, Section 422)

### **SEARCH AND SEIZURE**

The school and students are co-tenants. The administration and teachers reserve the right to search desks, lockers, backpacks, any and all personal items brought to school (See Archdiocesan policy 6220.8)

### **USE OF STUDENT PICTURES**

St. Charles reserves the right to use student pictures in publications and on the school's website. Any parent/guardian who does not wish his or her child's picture used must notify the principal in writing prior to the beginning of the school year.

### **PREGNANCY**

Archdiocesan policy 6210.10 reads as follows:

In keeping with our Catholic philosophy regarding respect for human life, and Catholic Church teachings that life therefore and

### **DRESS CODE**

(Uniform Policy)

**UNIFORM** *adj.* 1. Never changing or varying. 2. Identical with another or others. --  
*n.* An outfit that distinguishes the wearer as belonging to a particular group.

The Gospel calls the People of God to lead simple lives. St. Charles School has its students wear uniforms for the following reasons:

1. Uniforms are an outward sign that the material wants of our society should not be a dominating concern.
2. Uniforms allow our students to lead simpler lives by not having to worry about what they will wear each day to school.
3. Uniforms are a symbol that all children who attend this school are equal--no distinction between those who have money and those who do not.
4. Uniforms allow our students freedom from the need to make unnecessary choices or have unnecessary worries, and relieves them from certain peer pressures. The children can come to school each day ready to keep their minds on their studies, and not on "What do I wear today?" Is it the "cool" thing to wear?

#### **I. UNIFORM FOR GIRLS**

- \* Jumpers in grades K - 4; Skirts in grades 5 - 8
- \* White blouses K - 4, Polo optional in 5 - 8
  - \* Socks and Tennis Shoes
  - \* Pants and Shorts are optional and seasonal
  - \* For other options and specifics in colors/styles, see information that follows

#### **II. UNIFORM FOR BOYS**

- \* Pants
- \* Knit shirts or white oxfords
- \* Socks and Tennis Shoes (NO Mules or Crocs)
- \* Shorts are optional and seasonal
- \* For other options and specifics in colors/styles, see information that follows

#### **III. GENERAL - ALL STUDENTS**

- \* Students must always be in uniform. In case of emergency, send a note to school explaining why the child is out of uniform for that day.
- \* Blouses and shirts are to be tucked in while in the school building. Students shall be well groomed. Clothes should be neat.
- \* Make-up and nail polish are a distraction and are not to be worn to school.
- \* In general, NO LOGOS are to appear on any part of the daily uniform. (This does not apply to shoes.)
- \* All uniforms must fit the child, i.e. they cannot be too big or too small. Please buy the correct size uniform for your child.

1. **Shoes:**
    - a) Students should wear tennis shoes everyday. These should not be mule style shoes and must have Velcro or shoelaces.
    - b) Tennis shoes should be: predominantly white, black, matching blue, or red. Tennis shoes must match uniform or be of a neutral color (i.e.- purple, polka dots or other patterns not appropriate).
    - c) Shoe laces are to be kept tied.
  2. **Socks:**
    - a) White or navy blue
    - b) For boys --tube socks or crew socks -- When wearing shorts, socks with stripes are not appropriate.
    - c) For girls -- knee socks or crew socks -- White or navy blue tights full length leggings permissible during winter months.
    - d) No logos
    - e) Socks are to be worn at all times, including field trips.
    - f) No short ankle length or shorter socks. Crew socks or longer.
  3. **Pants:**
    - a) Navy blue
    - b) Dress or twill (due to all the variety of styles-no corduroy)
    - c) No jeans
    - d) Preferably purchased through uniform company
    - e) Pants are optional for girls during winter months.
  4. **Shorts (optional)**

Shorts can be worn  
Shorts must be khaki and purchased from Parker Uniform or J. C. Penney's Uniform Catalog  
"Class Favorites". No more than 3 inches above the knee. See next section.
  5. **Jumpers and Skirts:**
    - a) Jumpers are to be worn by girls in grades K - 4; and skirts are to be worn by girls in grades 5-8. These items are to be obtained from the uniform company or the used uniform exchange only, so that the texture and design of the material are consistent.
    - b) The length of the jumpers and skirts are to be no more than three inches above the bottom of the kneecap when kneeling on the floor.
    - c) Skirts should not be rolled up.
- NOTE:** Girls should wear shorts under jumpers or skirts for modesty reasons. These are not required to be of uniform style, and they should not visibly extend past the hemline of the jumper/skirt when sitting or standing.
6. **Blouses (for girls):**
    - a) White, with a collar
    - b) Short or Long Sleeve
    - c) Buttons down front
    - d) (optional) White oxford button downs
    - e) White knit shirts can be worn in grades 5-8.
  7. **Shirts (for boys):**
    - a) Knit polo shirts
    - b) Light blue, or white
    - c) No logos
    - d) (optional) White oxford button down
  2. Previous to any decision concerning expulsion of a student, there must be a suspension that will act both as a cooling-off period and a time to resolve a problem under the following procedures:
    - a) A suspension of a student generally should not last longer than three days.
    - b) The parents (or guardian) must be notified in writing of the serious disciplinary problems that may lead to expulsion.
    - c) During the period of suspension, the student, parent, principal, and teacher meet to discuss the problem and possible solutions.
    - d) If, after the process of discussion and seeking viable solutions has taken place and the principal decides the student is to be expelled, the principal informs the parents (or guardian) in writing of his/her decision.
  3. Schools should keep records concerning serious or chronic misconduct of students and seek effective means of communicating this information to parents. This information is not part of the permanent record form.
  4. The final decision to expel a student rests with the principal and, in parish schools, with the knowledge and the consent of the pastor.
  5. Any parties involved in a very serious matter and who have major difficulties with the principal's decision may request a hearing from the local Conflict Resolution Committee team. All parties are urged to use the committee opportunity as a means toward reconciliation.

## Preventing Bullying At School

### Comprehensive Strategy Statement

Students have a right to feel safe in our school, and the school staff has a responsibility to secure that safety. We recognize violence as any word, look, sign, or action that hurts or intimidates a person's body, feelings, or things. We also recognize bullying as a type of violence that occurs when someone uses his or her power unfairly and repeatedly hurts or intimidates someone else. To make our school violence-free and safe from bullying, we pledge

- Not to tolerate bullying
- To intervene in incidents of bullying and strictly enforce rules against bullying.
- To empower students to report bullying behavior and to treat one another with respect.
- "I was just kidding"... "I was just messing with him"... "They knew I was kidding"... "They don't care"... will not be an excuse for inappropriate (bullying) behavior.

### Bullying and Cyberbullying

St. Charles Borromeo Catholic School attempts to provide a safe environment for all individuals. Verbal or written threats made against the students making such threats (**seriously or in jest online**) face detention, suspension, and/or expulsion.

### Blogs

Engagement in online blogs such as, but not limited to, MySace.com®, Xanga®,

ily in all instances.

It is expected that the students will grow in self-discipline by adhering, without being told over and over again to the following behaviors:

1. Treat one another in a courteous Christian fashion in speech and actions in the classroom, on the playground, in the cafeteria, and all other school environs.
2. Treat teachers, substitutes, and all other adults in the school environment with courtesy and respect.
3. Complete all assignments on time and in a grade and age appropriate manner.
4. Refrain from unnecessary talking and movement during class time.
5. Refrain from undue roughness on the playground.
6. Adhere to the dress code as outlined in the handbook.
7. Arrive at school on time and ready to start the school day with all homework completed and necessary materials available for use.
8. Be attentive in class and avoid playing with objects or distracting others in any way.
9. Respect personal and school property.
10. Refrain from throwing objects.
11. Follow all other rules as outlined in the handbook.

Naturally, the way that discipline is carried out will vary in each classroom and will be modified to compensate for age differences. Teachers will address each situation on an individual basis. The teachers at St. Charles Catholic School treat discipline as an opportunity to incorporate necessary skills and develop lifetime learners.

**REPEATED DISREGARD OF ANY OF THE ABOVE WILL BE CONSIDERED A SERIOUS DISCIPLINARY PROBLEM AND WILL BE TREATED AS SUCH.**

Some behaviors are serious enough to warrant immediate suspension, which may be followed by subsequent dismissal from the school. Examples of such behaviors are the bringing of weapons or controlled substances to school, physical attacks, sexual misconduct, extreme profanity or verbal abuse directed at another student or an adult, flagrant disobedience, or any other behavior which endangers students or the school.

The following policy on serious disciplinary matters has been adopted by the Board of Christian Education of St. Charles Parish. (12-6-77).

When a student has committed a serious offense, or when warnings about chronic disciplinary problems have ceased to be effective, drastic action may be necessary. In such cases, the following policies and procedures must be observed:

1. Each school principal has the authority to suspend and expel students.

**8.T-shirts (optional):**

T-shirts worn under uniform shirts or blouses must be white and they must be blank so that nothing shows through the uniform blouse or shirt.

**9. Sweaters (optional):**

- a) Pullovers or cardigans
- b) Navy blue, white, or gold
- c) No logos
- d) Not to extend six inches below waist

**10. Sweatshirts and Hoodies(optional):**

Navy or gray sweatshirts with school name can be worn in place of a sweater. (Plain blue sweatshirts are NOT permissible.) This means that a uniform shirt or blouse must be worn underneath, with collar showing. These sweatshirts can be purchased in the school office.

No sweatshirts are to be tied around student's waist. They must be worn correctly on the student or hung up in the hallway.

**Team sweatshirts**

Team sweatshirts will not be worn during the regular school day in any classrooms. They may be worn as a coat during arrival, dismissal, and recess only. They must be hung up on the hooks in the hallways during the school day.

**11. Jewelry and Make up:**

Students are not allowed to wear nail polish or makeup.

- a) One watch
- b) One ring
- c) A Christian religious medal on simple chain -- no other type of necklaces.
- d) Earrings (FOR GIRLS ONLY) must be small posts and are not to cover full ear lobe. One earring per lobe. No dangling

earrings.

**12. Hair:**

No colored hair or partial hair dyeing or bleaching that will distract from the learning environment. No shapes, names, numbers, letters or other symbols will be allowed to be cut into the hair. Length of hair and style of hair should reflect the idea of a simple life. Since there can be so many different aspects to consider in this area, the principal will decide what is appropriate for St. Charles students.

**Hair Decorations:**

The color of bows, headbands, barrettes, etc., should match the colors in the girls' uniform-- navy, white, red, yellow/gold, black, or light blue. The size, material and message conveyed should be appropriate. What is appropriate will be decided by the school as problems arise. Special holiday bows in good taste are allowable (i.e., for Halloween, Christmas, etc.).

**IV. SCHOOL PICTURES**

Picture day is for our yearbook. Picture packages are just a service to you. Here are the dress requirements for picture day.

- 1) Wear your uniform or
- 2) Wear dress clothes. Dress clothes means:
  - ❖ A shirt with a collar. No T-shirts.
  - ❖ If boys wear a sweater, they must wear a shirt with a collar underneath.
  - ❖ **No jeans or jeans shorts.**

## V. EXCEPTIONS

- \*Field Trips:** Teachers will instruct students as to what should be worn for a particular field trip.
- \*Jeans:** are allowed only on designated days. See weekly schedule. Jeans must be neat and have no holes or frays. Shirts for jeans days will be specified on weekly schedule.
- \*Spirit Shirts:** Every Friday throughout the year are designated as Spirit Shirt days. (Spirit Shirt days are not jeans days.) See weekly schedule.
- \*Fads:** Each year there are a few things—including some "fads"—that show up at school. These, of course, cannot be listed, nor a regulation devised to specifically cover them. When a "fad" interferes with the appropriate learning atmosphere or becomes a nuisance, then that nuisance will be eliminated. When a "fad" violates the spirit of the dress code, it will be eliminated. Just because something is not covered in the handbook does not mean that it will be acceptable. The principal will make that decision during the course of the year.

## St. Charles Borromeo Catholic School Discipline Philosophy

St. Charles Catholic School operates under three principles. All students are expected to:

1. Respect God, others, and themselves.
2. Commit them selves to do their work carefully, thoughtfully, and on time.
3. Follow rules and procedures as they are described in the handbook.

St. Charles Catholic School incorporates a variety of discipline philosophies. Both of these philosophies incorporate self-discipline, problem solving, and other skills that result in students becoming productive citizens and life long learners. Below are details of the previously mentioned plans.

### Great Expectations

The Great Expectations program defines discipline as, "the teaching one receives to prevent wrongdoing, not the penalty one receives following acts of misbehavior".

- A. This program is based on eight expectations for living.
1. The students will value one another as unique and special individuals.
  2. The students will not laugh at or make fun of a person's mistakes nor use sarcasm or putdowns.
  3. The students will use good manners, saying "please", "thank you", and "excuse me" and allow others to go first.
  4. The students will cheer each other to success.
  5. The students will help one another whenever possible.
  6. The students will recognize every effort and applaud it.
  7. The students will encourage each other to do their best.
  8. The students will practice virtuous living, using the Life Principles.
- B. Choosing behavior:  
A student will be asked to try at least two of these ideas when they encounter a problem:
1. Apologize
  2. Walk away
  3. Have a class meeting
  4. Use an "I" message
  5. Ask the classmate to stop (when he/she feels like someone is bothering them)
  6. Count to ten and cool off
  7. Go do something else
  8. Shake hands and take turns
- After a student has tried at least two of these solutions, or in the case of an emergency, he/she may ask an adult for help.
- C. Conflict resolution:  
If a student causes a problem, he/she will be asked to solve it. If the student can't solve it or refuses to, the teacher will take action. The action will depend on the individual person and the special situation.

The discipline policy of St. Charles School has a Christ-centered focus and is based on a firm belief in the dignity and worth of the individual. The students are expected to conduct themselves as Christian children and to respect authority, themselves, others and property at all times. The goal of the discipline at St. Charles School is to direct the whole child to a Christ-like perfection in this life and to eternal salvation after this earthly life ends. Parents must cooperate closely with the school in all disciplinary matters. Teachers expect reinforcement from the fam-