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# SCHOOL FAMILY HANDBOOK

2023-2024



526 Renson Road, Hartland, WI 53029

Office: (262) 367-2040

Fax: (262) 367-6960

Website: <http://stcharlesschoolhartland.com/>

Email: [school@stcharleshartland.org](mailto:school@stcharleshartland.org)

Revised August 2023

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## MISSION STATEMENT OF ST. CHARLES PARISH SCHOOL

*St. Charles School...We choose Christ in learning, living, and values in the light of our faith.*

### MISSION STATEMENT

St. Charles Parish School in Hartland, Wisconsin nourishes and grows a vibrant Catholic community committed to innovation, responsiveness and compassion as it prepares and challenges students in their intellectual, spiritual, and moral lives.

### VISION STATEMENT

**Intellectual.** Upon leaving St. Charles, students will possess not just knowledge, but the study skills, problem-solving abilities and intellectual curiosity that will help them achieve success in higher education and professional life.

**Spiritual.** Upon leaving St. Charles, students will have the foundation for a deep, personal relationship with Jesus Christ and an understanding of the Catholic Church and her teachings and sacraments that they can proclaim, practice and integrate into their lives as Catholics.

**Moral.** Upon leaving St. Charles, students will strive to act upon their Catholic faith and use their intellectual skills to live as responsible and ethical leaders in the community and to act as stewards supporting those in need through service and charity.

### PHILOSOPHY

**Innovation.** “Do not conform yourselves to this age but be transformed by the renewal of your mind, that you may discern what is the will of God, what is good and pleasing and perfect.” Romans 12:2. St. Charles is committed to exploring new ideas and methods in education. St. Charles empowers its faculty to evaluate and help improve curriculum to exceed the expectations of an increasingly competitive world. It encourages creative programs to improve both teaching and learning. It invests not just in technology, but in helping teachers maximize its value in the classroom.

**Responsiveness.** “He also told them, ‘Take care what you hear. The measure with which you measure will be measured out to you, and still more will be given to you.’” Mark 4:24. St. Charles is a place where parents, students and teachers are listened to and understood. The school fosters differentiated instruction to support a wide variety of different learners. St. Charles continuously assesses and monitors its learning environment in order to provide students with responsive, flexible instruction and teachers with focused professional development. St. Charles values and appreciates an active and involved parent community.

**Compassion.** “Be kind to one another, compassionate, forgiving one another as God has forgiven you in Christ.” Ephesians 4:32. St. Charles is where students feel welcomed, and learn to be welcoming. “Love your neighbor as yourself” is the foundation for the school’s discipline policies and its high standards for behavior in the classroom, on the grounds, and in the use of technology

and social media. St. Charles is not just where students respect teachers and administrators, but where they are encouraged to embrace their own position as Catholic role models and leaders for the younger students following them.

\*The school reserves the right to amend the handbook for just cause without proper notice given to parents/guardians if changes are made.

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## FACULTY

All St. Charles 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 provided by the Archdiocese of Milwaukee and St. Charles Parish and School.

### **Pastor**

Fr. Kenneth E. Omernick

### **Associate Pastor**

Fr. Ariel Orozco

### **Principal**

Mr. Daniel Garvey

### **Communications/Advancement Officer**

Ms. Allison Caswell

### **Administrative Assistants**

Mrs. Nina Wolf

Mrs. Karen Dejewski

Mrs. Lisa Moehrke

### **3K**

Mrs. Patrice Hofbauer

Ms. Amy Galbari

### **4K**

Mrs. Angela Kaiser

Mrs. Paula Joecks

### **5K**

Ms. Kaitlyn Halverson

Mrs. Kelly Jampedro

### **Grade 1**

Mrs. Patty Young

Ms. Amy Ellenbecker

### **Grade 2**

Mrs. Kimberly Halvorson

### **Grade 3**

Mrs. Melissa Henkel

### **Grade 4**

Mrs. Ann Hanaway

Ms. Sarah Sheehan

### **Grade 5**

Mrs. Melissa Wood

### **Middle School**

*6th Grade Homeroom*

Mrs. Kathy Mullen (6<sup>th</sup> - 8<sup>th</sup> Math)

Mrs. Christine Birk (6<sup>th</sup> & 7<sup>th</sup> LA/Lit)

*7th Grade Homeroom*

Mrs. Mariah Nelson (7<sup>th</sup> & 8<sup>th</sup> S.S.)  
Mrs. Colleen Smet (7<sup>th</sup> & 8<sup>th</sup> LA/Lit)

*8th Grade Homeroom*

Ms. Angela Marco (6<sup>th</sup>-8<sup>th</sup> Relig./6<sup>th</sup> S.S.)  
Mrs. Diane Grolemond (6<sup>th</sup>-8<sup>th</sup> Science)

**Music**

Mrs. Lauren Revers

**Band**

Mr. Rick Grothaus

**Art/ STEM Coordinator**

Ms. Beatrix Leach

**Physical Education & Health**

Mr. James Maltsch

**Spanish**

Mrs. Brenda Serrano

**Reading Specialist**

Mrs. Karen Barry

**Librarian & Literacy Aid**

Mrs. Brianna Rasmussen

**Guidance**

TBD

**Curriculum & Instruction Coordinator**

Mrs. Heidi Cary

**Lunch Coordinator**

Ms. Joyce Lucht

**Lunch/Recess Staff**

Mr. John Kosak

**Teaching Assistants**

Mrs. Carmen Olejnik  
Mrs. Laurie DeAngelis  
Mrs. Jenny Oliaro  
Mrs. Donna Ceschi  
Ms. Mary Brauer  
Mrs. Julie Keenan  
Mrs. Tracy Melzer  
Mrs. Amber Halverson  
Mrs. Debbie Supple

**After School Care Coordinator**

Mrs. Linda Hayes  
Ms. Kathleen Wiedel  
Mrs. Patty Hasley

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## 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:

English meets 5 days a week	$A = 4.00 \times 5 = 20$
PE meets 2 days a week	$B = 3.00 \times 2 = 6$
$26 \text{ points divided by } 7 (\# \text{ of classes/wk}) = 3.5 \text{ GPA}$	

Students in Grades 3–5 are assessed and graded utilizing the Standards Based Grading model.

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

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## ACHIEVEMENT TESTING (ARCHDIOCESE OF MILWAUKEE POLICY 5120.1)

Grades 3, 5, and 7 are tested each year (spring) using the Iowa Assessment. 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.

Students in grades K5-8th complete the MAP test three times per school year (Fall, Winter, and Spring). These assessments accurately measure student growth in between tests and understand if they are performing on, above, or below grade level. Student scores enable teachers to recognize where to focus instruction to optimize your child's learning and to monitor their progress. This test helps determine what your child is ready to learn and also measures their academic growth within these areas throughout the school year. Teachers are able to work with students to set individual goals based on personalized data.

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## ADMISSIONS AND ENROLLMENT POLICY AND PROCEDURE

It is the policy of St. Charles Parish School to promote, facilitate and accommodate the reasonable and sustainable growth of the number of students it serves in its educational ministry. This policy, together with the School's Class Size Policy and Section 5110 of the Archdiocese of Milwaukee Handbook, sets forth the procedures, criteria, and priorities used in admissions determinations.

### REGISTRATION PROCESS

Registration information may be obtained by contacting the school office at (262) 367-2040 or through the school website: <https://school.stcharleshartland.com/page/apply-to-st-charles>.

The registration process is as follows:

- Phase I* (December 15 through January 15): In-house registration for currently enrolled school families.
- Phase II* (January 16 through January 31): Registration for new families.
- Phase III* (February 1 and after): Registration for remaining availability will be handled on a first come, first serve basis.

New families will be notified based on the priority of admission as described below. Parents/legal guardians who are given verbal or written notification of an opening for their child/children in the enrollment at St. Charles shall be given seven (7) days to accept the offer of enrollment. A non-refundable deposit shall be paid by the parents/legal guardians at the time of acceptance. Failure to accept an offer of enrollment will be treated as a refusal of that opening. Parents/guardians will be given the option, after the refusal of an opening, to leave their name on the waiting list for enrollment or to have it removed.

### **ADMISSIONS PRIORITY**

As set forth in the St. Charles Class Size Policy, all classes have a limit on the number of students that can be enrolled. When the number of students registering for a class exceeds the number of available spots, the following guidelines shall be followed for the order both of priority of enrollment in the class and of placement on any waiting list.

The priority system for placement consideration is as follows:

1. Children of St. Charles Parish School teachers, staff and St. Charles Parish staff. Where there is more than one child that falls into this category, priority among those children will be determined by the employee's most recent start date of employment.
2. Children whose parents/guardians are registered members of St. Charles Parish and who have siblings that are enrolled in St. Charles Parish School. Where there is more than one child that falls into this category, priority among those children will be determined in the following order:
  - a) The date of enrollment of the family in St. Charles Parish.
  - b) The first date of enrollment in St. Charles Parish School of any sibling of that child.
3. Children whose parents/guardians are registered members of St. Charles Parish. Where there is more than one child whose family falls into this category, priority among those children will be determined in the following order:
  - a) The date of enrollment of the family in St. Charles Parish.
  - b) The date of receipt in the school office of the family's request for registration form.
4. Children whose parents/guardians are not registered members of St. Charles Parish. Where there is more than one child that falls into this category, priority among those children will be determined in the following order:
  - a) Children who are the grandchildren of current St. Charles Parish School teachers, staff and St. Charles Parish staff.
  - b) Children who are the grandchildren of registered members of St. Charles Parish.
  - c) Children of St. Charles Parish School alumnae.
  - d) Children of families who are registered members of other Catholic Parishes.
5. Children of families who do not fit into one of the previous categories.

St. Charles Parish School does not discriminate in its admissions on the basis of sex, age, race, color, religion, nationality or ethnic origin.

### **RE-ADMISSION DENIAL**

Students whose previous year's tuition and book fees have not been paid shall not be readmitted to St. Charles Parish School unless they have been excused by the principal and pastor.

## PLACEMENT

All new students entering St. Charles Parish School will be screened to help teachers understand the student's relative strengths and weaknesses. Screening may include record review and formal and/or informal testing.

St. Charles Parish School will consider accommodations for students with identified Special Education needs. Prior to placement, parents must provide a copy of the current Individual Education Plan (IEP) for review if their child is eligible for special education services under the Individuals with Disabilities Education Act (IDEA). St. Charles may not be able to provide for identified needs and services as outlined in the IEP. However, possible accommodations will be reviewed and placement options will be discussed with a parent. If a current student is determined to have special education needs by a public school IEP Team, identified needs/services will be reviewed for possible accommodations and placement options will be discussed.

Placement of first year students at St. Charles is probationary. The enrollment of a child on probationary status may be terminated by the principal based on his or her discretionary assessment of the child's academic performance and disciplinary behavior.

Kindergarten requirements are in conformance with Wisconsin state laws. Incoming kindergarten students must have attained the requisite kindergarten age by September 1. First grade students must be 6 years old by September 1, but early admission will be considered for students with birthdays after September 1, but before October 1. Early admission is at the discretion of the school principal after consultation with and/or screening by the respective teacher and/or support consultant.

## LATE ENROLLMENT

The principal is authorized to accept late enrollments during the summer break and ongoing school year, provided such enrollments are consistent with the above policy and the Class Size Policy. Eighth grade transfers in the second semester are generally discouraged, but admission is left to the discretion of the principal.

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## CLASS SIZE POLICY

It is the policy of St. Charles School to promote, facilitate and accommodate the reasonable and sustainable growth of the number of students it serves in its educational ministry. This growth policy is subject to the confines of fiscal responsibility and to the maintenance of the standards of educational quality St. Charles School has set for itself. Matters of growth, fiscal or budgetary responsibility, and educational quality are all implicated in determining appropriate class sizes and the number of classes to offer in a particular grade.

For purposes of this policy, the "Aide Threshold" shall be the number of expected incoming students for a particular grade level at which the Principal **may**, in his/her own discretion and without leave from the St. Charles School Commission ("the Commission"), hire and retain a classroom aide for that grade level. At any time, and regardless of whether the Aide Threshold

has been met for a grade, the Principal may seek permission from the Commission to hire an aide if he or she believes the circumstances warrant a hiring.

For purposes of this policy, the “Class Maximum” shall be the highest number of students permitted in a class, except as provided below. Once a grade level’s number of expected incoming students reaches the Class Maximum, all subsequent prospective new incoming students for that grade level shall be put on a waiting list maintained by the Principal in accordance with the St. Charles Waiting List Policy. Currently enrolled students shall never be placed on a waiting list, even if failing to do so results in a class that exceeds the Class Maximum.

For purposes of this policy, the “Class Maximum” may be increased to accommodate additional students if it is determined by the Principal and the School Commission that it is consistent with the St. Charles Parish School’s best interests and Mission Statement to do so. When a Class Maximum has been met, and additional prospective students for the class are subsequently identified, the Principal may seek permission from the Commission to increase the Class Maximum. The Principal may also seek permission from the Commission to split a grade’s class into two class sections if he or she believes the circumstances warrant a split.

Grade Level	Aide Threshold	Class Maximum
5K	21	24
1st	21	25
2nd	25	28
3rd	25	28
4th	25	28
5th	25	28
6th	25	28
7th	25	28
8th	25	28

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## ST. CHARLES PARISH SCHOOL TEACHER REQUEST POLICY

As continued growth at St. Charles Parish School may require the splitting of certain grades into two classes or sections, it is the policy of School administration and faculty to take into consideration a variety of factors when assigning students to particular classes with different teachers. Among those factors, academic, social and emotional issues pertinent to each child (and the overall class makeup) are considered and great care is taken when assigning children to a specific classroom. Parents are encouraged to bring any academic, social or emotional concerns specific to their children to the administration’s attention. However, St. Charles Parish School does not encourage, solicit or honor parent requests for specific teacher assignments. These assignments are made in the sole discretion of the administration.

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## ASBESTOS

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



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## ATHLETIC ASSOCIATION/SPORTS PROGRAM (6145.2)

The Saint Charles Athletic Association exists to organize and promote the development of respectful, faith-filled athletes through participation in sports. Fun and competitive, our athletic programs teach self-discipline, build self-confidence, and foster individual talents and team spirit through commitment. Crusader athletics is open to children actively enrolled in our religious education program or in our parish school. With an emphasis on Christian principles and good sportsmanship, Saint Charles Athletes compete in Baseball, Basketball, Cheerleading, Cross Country, Track & Field, and Volleyball. Fifth through eighth grade boys and girls may participate in all of our athletic programs. Third and fourth graders may participate in Cheerleading. Our athletic program operates within the regulations set up by the Archdiocese of Milwaukee and adheres to the rules outlined by the Parkview Parochial League and Metro Volleyball Conference in which our student athletes compete.

Academics are a student's primary obligation. However, when a student chooses to participate in extracurricular activities, he/she has made a commitment to that activity and thus, it is his or her responsibility to budget his/her time between school and the other activities. Students enrolled in St. Charles School and competitive sports must maintain a C (2.0) average or better in each core curriculum subject in order to participate in competitive sports. Core curriculum subjects include religion, social studies, science, mathematics, literature, and language arts. Students who fall below a C average in any core curriculum subject will automatically be placed on athletic probation and will have two weeks to raise the unacceptable grade. After two weeks, if the grade is still below a C, the student, parent, teacher, and principal will meet to develop a study plan and an agreed upon extended probation period beyond the initial two weeks. The student may practice and play during both the initial probation period and the extended probation period. Failure to improve to a C average within the probation period will result in academic suspension and the student will not be eligible to participate in practice or games. Exceptions may be made by the principal on an individual basis commensurate with student ability after consulting with the teacher and parents. Additional information, including the Saint Charles Athletic Association Handbook, is available on the athletics page of our Parish and School website.

[https://athletics.stcharleshartland.com/files/library/stcharlesathelhandbook\\_8\\_22\\_10\\_cleandoc.doc.pdf](https://athletics.stcharleshartland.com/files/library/stcharlesathelhandbook_8_22_10_cleandoc.doc.pdf)

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## ATTENDANCE/ABSENCE/TARDINESS (ARCHDIOCESE OF MILWAUKEE 5113)

Parents are to phone the office (262) 367-2040 before 8:25 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, email, 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 A.M. 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 school office 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 (PowerSchool).

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## 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.

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## BOOK CARE/SCHOOL PROPERTY (ARCHDIOCESE OF MILWAUKEE 3250)

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. 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. School property damaged by a student will be assessed a fee at the end of the year. This fee will be charged to the family account on TADS.

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## CHILD ABUSE LAW (ARCHDIOCESE OF MILWAUKEE 5140.1)

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

Within 24 hours after receiving a report of abuse or neglect, the county CPS shall initiate an investigation to determine if the child is in need of protection or services. Elements of the investigation may include observation or interview with the child, visiting the child's home, or

interviewing the parents/guardian. CPS can meet with the child in any public place without the parent/guardian's permission but may not enter the home without permission. Should CPS request to meet with a child on school premises, school staff may permit those meeting without parental consent as the United States Conference of Catholic Bishops *Charter for the Protection of Children and Young People (Article 4)* requires cooperation with the investigation of allegations of sexual abuse. The school will also cooperate in the investigation of other forms of suspected child abuse. Student safety is of the utmost importance to the school and the school will act as appropriate to ensure student safety.

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## CHILD CUSTODY (ARCHDIOCESE OF MILWAUKEE 5124.2)

The parish/school shall communicate with the parents of a child in a divorce action according to the directives of the court.

When parish/school administrators learn that a student is the subject of a court decree which restricts the placement or contact of either parent with the child, a request shall be given to the parent who maintains primary physical placement of the child to submit a copy of the court decree. Alternately, a letter from an officer of the court stating the requirements of the court in this manner will suffice.

If a court has issued an order affecting the physical placement of a child pursuant to Wis. Stat. 767.24 (or a comparable statute of another state), copies of the student progress reports shall be issued to both parents in conformity with Wis. Stat. 118.125 (2) (a) unless one parent has been denied periods of physical placement with the child by the court under Wis. Stat. 767.24(4) , in which case, no student information will be provided to the parent who has been denied periods of physical placement, in conformity with Wis. Stat. 118.125 (2) (m).

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## 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 \$20 per family or an amount your family is comfortable giving. 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 8th 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)

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## COMMUNICATION

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

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## COMPUTER USE (ARCHDIOCESE OF MILWAUKEE 6161.2)

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 sign and return that form by or on the first day of school.

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## CONCERNS/QUESTIONS

Hierarchy of steps regarding resolution to general classroom and student concerns:

- 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 by appointment.
- Step 3* Contact the Pastor if not satisfied with the previous steps.
- Step 4* Refer to Grievance Procedure in the Family Handbook for more information.

Hierarchy of steps regarding resolution to general concerns with the school:

- Step 1* Contact the Principal: e-mail, phone, call, written message, one-to-one conference by appointment.
- Step 2* Contact the Pastor.

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## CURRICULUM

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

**3K**

Religion  
Language Arts  
Math  
Social Studies  
Science

**4K**

Religion  
Language Arts  
Math  
Social Studies  
Science

**5K**

Religion  
Reading  
Language Arts  
Math  
Social Studies—Self,  
School, Home,  
Community  
Science  
Phonics  
Penmanship  
Physical Education  
Music  
Spanish  
Art

**Grade 1**

Religion  
Reading  
Language Arts  
Math  
Social Studies—Families  
Science  
Spelling  
Phonics  
Penmanship  
Physical Education  
Music  
Spanish  
Art  
STEM

**Grade 2**

Religion  
Reading  
Language Arts  
Math  
Social Studies—  
Neighborhoods  
Science  
Spelling  
Phonics  
Penmanship  
Physical Education  
Music  
Spanish  
Art  
STEM

**Grade 3**

Religion  
Reading  
Language Arts  
Math  
Social Studies—  
Communities  
Science  
Spelling  
Phonics  
Penmanship  
Physical Education  
Music  
Spanish  
Art  
STEM

**Grade 4**

Religion  
Reading  
Language Arts  
Math  
Social Studies—  
Wisconsin History  
Science  
Spelling  
Phonics  
Penmanship  
Physical Education  
Music  
Spanish  
Art  
STEM

**Grade 5**

Religion  
Reading  
Language Arts  
Math  
Social Studies—United  
States History  
Science  
Spelling  
Physical Education  
Music  
Spanish  
Art  
STEM

**Grade 6**

Religion Service Hours  
Literature  
Language Arts  
Math  
Social Studies—The  
World  
Science  
Vocabulary  
Physical Education  
Music  
Spanish  
Art  
STEM

**Grade 7**

Religion Service Hours  
Literature  
Language Arts  
Math  
Social Studies—World  
Regions  
Science  
Vocabulary  
Physical Education  
Music  
Spanish  
Art  
STEM

**Grade 8**

Religion Service Hours  
Literature  
Language Arts  
Math  
Social Studies—United  
States History  
Science  
Vocabulary  
Physical Education  
Music  
Spanish  
Art  
STEM

8<sup>th</sup> grade 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. An expected level of achievement is defined as: (i) the student must be maintaining an "A" average in the specific subject 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. Parents will be responsible for approximately 25% (\$250) and St. Charles will cover the remainder of the required tuition.

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.

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## STUDENT BEHAVIOR GUIDELINES

St. Charles Elementary School is proud of the positive behavior of its students which allows the creation of an atmosphere where all are valued and thrive. This is in keeping with our mission statement. Our Behavior Plan encourages the development of self-control, social responsibility, and the acceptance of consequences for one's actions.

The following behavior guidelines apply to all parts of the school day and after school activities. In addition, each teacher has developed their own classroom rules and expectations. Upon individual teacher discretion, rewards are given for positive behaviors. These rewards, rules and expectations are articulated to parents and students at the beginning of each year and posted in the classrooms.

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**Our most important rules are:**

***Be Safe***

***Be Respectful***

***Be Responsible***

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### **GENERAL BEHAVIOR GUIDELINES**

1. Students should remain in supervised entrance areas until the first bell rings at 8:15. Students may not congregate in parking lot, school building, or playground areas.
2. Bicycles, skateboards, and scooters (etc.) must be walked (not ridden) on school property.
3. Eating and/or drinking are only allowed in the lunchroom or in the classroom upon specific teacher permission. No food or beverages may be consumed in the hallways or on the playground.
4. Walk in the halls.
5. Be quiet in the halls.
6. Use respectful language at all times.
7. Graffiti/vandalism of property within school grounds is prohibited.
8. Possessing, using, purchasing, selling, or distributing illegal drugs, drug paraphernalia, or alcohol is prohibited.
9. Possession or use of tobacco products, tobacco-related devices, imitation tobacco products, lighters, or electronic cigarettes is prohibited.
10. If brought to school, cell phones, smart watches, and iPods (or other electronic/communication devices) must be turned off and kept in locker or backpack/cubby during school hours. Failure to comply will result in confiscation requiring parent retrieval from school office.
11. Bullying/Harassment: St. Charles School is committed to an educational environment that is free of harassment and/or bullying of any form.

*(See separate section on page 16 for Bullying and/or Harassment Policy of Archdiocese of Milwaukee 5144(a))*

### **LUNCHROOM BEHAVIOR GUIDELINES**

1. Proceed through the halls to the lunchroom quietly and in a straight line.
2. Wait patiently in line for your turn (without skipping) for milk and/or hot lunch and proceed to your assigned table.
3. Remember "Please" and "Thank you" and treat all lunch personnel on duty with respect.
4. Use inside voices at your table.
5. Clean your own space.
6. Acceptable beverages include water, milk, and juice. Soda, energy drinks and other caffeinated beverages are not allowed.
7. When released by lunchroom personnel, students are to proceed directly outside through the main school doors unless specifically instructed otherwise by a staff member/teacher.

### **RECESS/PLAYGROUND GUIDELINES**

1. Adult playground supervisors have authority and should be respected by all students.
2. Students must wear appropriate clothing as they will go outside weather permitting (unless the wind chill is below 0 degrees)

3. If grass is wet, all students must stay on the pavement. If there is snow, only students wearing boots may leave pavement.
4. No food/gum/drinks on playground.
5. No electronics including but not limited to: cell phones, smart watches, iPods, games, cars, etc.
6. If a student takes any equipment out, that student is responsible for bringing it back in.
7. When whistle/bell sounds, all play stops immediately and students are to line up with their class.
8. Only 3rd grade and up may play on the monkey bars (per insurance company directive).
9. **Respect other people, property and safety.**

#### **BEHAVIOR CONSEQUENCES**

St. Charles primary role is to instill Christian values so that discipline is not necessary. However, when students do not follow rules, are caught cheating, behave in a disrespectful manner, etc., there are consequences to their actions. Parental support and cooperation are essential for an effective disciplinary plan.

Each classroom develops rules and behaviors appropriate for their class. These rules will be reviewed with parents and students and posted in each classroom. Not all rules/policies/procedures are written in this handbook. Again, the most important rules are:

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***Be Safe***  
***Be Respectful***  
***Be Responsible***

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When 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)

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.

*(See separate sections on pages 15-16 for Archdiocese policies regarding probation, suspension, and expulsion.)*

Note: Athletic and extracurricular activity eligibility and participation in games, performances, and/or practices may be adversely affected once the 'seven orange card' infraction is reached. Please refer to the Athletic Code Handbook for further clarification for specific consequences concerning misbehaviors. This code applies to athletics, clubs, bands, theater events, forensic/speech contests, and any other extra-curricular activities.



#### ELEMENTARY LEVEL:

1. Orange Cards issued for minor infractions, but of a nature necessary to notify parents.

Teacher/supervisor issues a card (and delivers it to the homeroom teacher) that is passed on to the student at the end of day. Student is to take card home for parent signature and return it the following day to the homeroom teacher. The teacher will send an email notifying parents that an orange card is coming home. The card and the student will explain the infraction to the parent.

Three Orange Cards	Four Orange Cards	Six Orange Cards (2 additional)	Seven Orange Cards
Student meets with principal	Student serves lunch detention	Student meets with principal and parent(s) (An individual behavior plan may be drafted and implemented)	Student completes age appropriate consequence at discretion of teacher

2. Orange cards may be issued for behavior on the bus at the discretion of the principal.
3. Any MAJOR infraction of the school rules, as determined by the school principal, can result in an immediate detention, suspension etc.

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Examples include, but are not limited to, physical/aggressive behavior, vandalism, endangering others, noncompliance with the St. Charles technology *Acceptable Use Policy*, etc.

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#### MIDDLE SCHOOL LEVEL:

1. Orange Cards issued for minor infractions of school rules

Teacher/supervisor issues a card (and delivers it to the homeroom teacher) that is passed on to the student at the end of day. Student is to take card home for parent signature and return it the following day to the homeroom teacher. The teacher will send an email notifying parents that an orange card is coming home. The card and the student will explain the infraction to the parent.

Examples include, but are not limited to, distracting classroom behavior, chewing gum, cell phone and/or smart watches on person during school day, excessive silliness, etc.

Three Orange Cards	Four Orange Cards	Six Orange Cards (2 additional)	Seven Orange Cards
Student meets with principal	Student serves lunch detention	Student meets with principal and parent(s)  (An individual behavior plan may be drafted and implemented)	Student serves after school detention*

2. Orange cards may be issued for behavior on the bus at the discretion of the principal.
3. Any MAJOR infraction of the school rules can result in an immediate detention, suspension etc.

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Examples include, but are not limited to, physical/aggressive behavior, vandalism, endangering others, noncompliance with the St. Charles technology *Acceptable Use Policy*, etc.

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4. Orange card accumulation will be restarted each quarter.
5. Students earning less than three orange cards in a quarter will qualify to participate in a quarterly recognition activity.

\*After school detention will be from 3:30 to 4:30 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 teachers or school official.

#### **PROBATION (ARCHDIOCESE OF MILWAUKEE POLICY 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 (ARCHDIOCESE OF MILWAUKEE POLICY 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 five 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 the 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 (ARCHDIOCESE OF MILWAUKEE POLICY 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. Expulsion can take place only after an investigation by school officials and an expulsion hearing has been held. Parents/legal guardians shall be notified in writing at least five days before the hearing is to take place; this notification period can be waived by mutual consent of the parents and the school if an expedited hearing date is advisable.

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#### **NONSMOKING**

All Catholic schools and parish facilities that serve children and youth shall be 100% tobacco-free and smoke free in accordance with Wis. Stat. 101.123 (2) (a). The use and/or possession of all tobacco products, tobacco-related devices, imitation tobacco products, lighters, electronic cigarettes, or vaporizers and/or cartridges by students, staff, and visitors are prohibited within school and parish facilities, vehicles, school grounds, and at all Parish school and religious education events.

Tobacco use prevention programs shall be an integral part of the school's substance abuse prevention efforts.

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#### **BULLYING AND/OR HARASSMENT**

(UPDATED MAY 2017 ST. CHARLES SCHOOL COMMISSION. ARCHDIOCESE OF MILWAUKEE POLICY 5144(a))

At St. Charles Catholic Parish and School, we believe that all people should be treated with respect as the children of God. We strive to provide a safe and caring learning environment for all of our students and to encourage them to choose Christ. Bullying behaviors are actions that are contrary to this belief and to the teachings of our Catholic faith. Therefore, this Policy has been enacted and applies to all students attending St. Charles School.

The overall goal of the Bullying Policy is as follows:

- To promote a Catholic educational environment in which bullying behavior is not tolerated.

- To prevent bullying behavior from occurring through a well-communicated and concise policy.
- To inform and educate students, parents, faculty and staff of the expectations and to work as a group to maintain a positive learning environment for all.

### **Definition of Bullying**

St. Charles Catholic Parish and School define bullying as a pattern of behavior against a student or group of students that is hurtful, threatening, or frightening to another individual or group when such behavior is accompanied by an imbalance of power. An imbalance of power exists when the student engaged in bullying has greater numbers, greater physical size/advantage or greater peer social standing.

Bullying is not simply misconduct. Bullying behavior is both intentional and repeated against the same student or group of students over time. A single, isolated incident is not bullying. Bullying need not occur on school grounds. School administrators may address bullying outside of the physical school setting, to include online behavior such as social media use, if it has a direct and negative impact on a student's academic performance, well-being at school or safety in school.

Some examples of bullying behavior are listed below. This list is not all-inclusive but rather should serve as a general guideline.

- **Verbal bullying (direct and indirect)** includes name calling, teasing, negative comments, spreading gossip or rumors, spoken threats and hurtful comments.
- **Relational/social bullying** includes social exclusion and isolation, manipulation, intimidation through actions and gestures. This type of bullying can also include elements of verbal bullying.
- **Physical violence or threat of physical violence** includes assault, hitting, shoving, kicking, throwing items at someone, taking items from someone, threatening or angry body language, destructive behavior with or towards objects, intimidation, forcing someone to do something, or other use of violence.
- **Being a passive participant** is assisting or reinforcing the injurious behavior of an individual or group by cheering, inciting, provoking and approving of bullying behavior.
- **Cyber-bullying** is using technology to intimidate, embarrass, harass, threaten or gossip. Cyber-bullying can occur off of school property or outside of a school-sponsored activity or event, if the conduct interferes with a student's academic performance or well-being at school or substantially disrupts the operations of the classroom.

Faculty, staff, parents and students are expected to work together to prevent bullying behavior and to abruptly end bullying behavior should it begin. The success of this Policy requires the following actions from parents, teachers and students alike.

Parents must:

- Be role models of proper Catholic behavior; to act with love and mercy to our fellow human beings and to impart this to our children.
- Be aware of their child's actions and relationships. Maintain open communication and dialog with their child.
- Get to know their child's friends and observe their interactions in social settings including on social media. It is the expectation of St. Charles Catholic Parish and School that parents are monitoring their child's social media use and advising the school if bullying behavior occurs.
- Immediately report concerns of bullying behavior to their child's teacher, school guidance counselor and/or principal. Fill out and complete the [Parent Form](#) to report a bullying incident.
- Be open to the idea that their child may be engaged in bullying behavior and work with the school and child to eliminate such behavior.

Teachers must:

- Be role models of proper Catholic behavior; to act with love and mercy to our fellow human beings and to impart this to our students.
- Be aware of signs of all forms of bullying through observation of student interactions.
- Immediately report concerns of bullying behavior to the school principal. Communicate with the parents of the bully and the victim. Complete the [Teacher/Staff Bullying Incident Form](#) when an incident is reported. Maintain confidentiality of the students involved to the extent possible.

Students must:

- Report incidents of bullying when they witness or experience it to the teacher in charge at the time of the incident, or to another staff/faculty member as soon as possible following the incident. Complete the confidential [Student Form](#) to report a bullying incident. Forms may be completed at home and will be available in the school office or on the school website.
- Talk to parents or trusted adults about what they are experiencing in order to get help/guidance.
- Engage in positive behavior; act confident if bullying occurs.
- Stand up for a student being bullied and refuse to join in if they see someone being bullied.
- Offer support for individuals being mistreated.
- Encourage students who are being bullied to talk to their parents or a trusted adult.
- Treat others with the respect and dignity that is expected of any Catholic pursuant to the teachings of Jesus Christ.

- Surround yourself with people who treat others with respect and are a positive influence.

### **Consequences of Bullying Behavior**

Bullying behavior cannot and will not be tolerated at St. Charles Catholic Parish and School. Should bullying be identified, the disciplinary guidelines of the school will be followed with special attention being given to parent communication in cooperation with the school administration and city/county social worker for both the bully and the victim. An action plan may be developed depending on the severity and duration of the bullying behavior.

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### **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 3:25 p.m. or have other school business will need to enter through the Borromeo Room doors.

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

**Students who are picked up** by parents are dismissed through the West (gym) doors:

#### **GYM ENTRANCE (WEST SIDE): CAR PICK-UP LOOP FROM RENSON ROAD**

When using the car pick-up loop, enter the drive on Renson Road coming from Nixon Ave. When you enter the parking lot, you will need to turn left and proceed to either the pick-up line or the Safe Parking area (far north end of the lot). Do not leave your car while you are in the pick-up line. Children will not be allowed to cross through the cones. After you've picked up your child(ren), exit the lot, turn left, and proceed to the East using Renson Road.

**Students who take the bus** will exit via the Renson Road doors.

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### **DRESS CODE GUIDELINES**

#### **DRESS CODE VALUES STATEMENT**

The Dress Code of St. Charles Parish School is intended to reflect and be supportive of our Mission, Philosophy, Goals and Objectives set forth at the beginning of the School Family Handbook. In Choosing Christ, our school Dress Code will manifest Christian values, including modesty, dignity, and respect for others. The Dress Code will contribute to each student's positive self-image and help foster self-esteem and pride in one's appearance. In helping students achieve their fullest academic potential, the Dress Code will lessen distractions in the classroom setting. To create a school climate of unity and acceptance of all individuals, the Dress Code will seek to minimize competition between students due to clothing. Consistent with Catholic Social Teaching, our Dress Code will be sensitive to the financial burden that clothing places on families.

While the school staff partners with you to enrich the spiritual, intellectual, social, moral, physical and personal knowledge of your children, as parents you have the primary responsibility to

ensure that your children come to school each day wearing only clothing that is permitted by this Dress Code. While we have attempted to be as comprehensive and as clear as possible as to what is and is not permitted under our Dress Code, from time to time interpretive or other questions may arise. The Principal (as supported by the school staff) has full discretion to ultimately determine any matter under this Dress Code.

The following Dress Code requirements apply to students in grades 5K–8th. It is optional for students in grades 3K and 4K.

## DRESS CODE FOR GRADES 5K–8TH

Item	Girls	Boys	Not Permitted
Pants	<ul style="list-style-type: none"> <li>• School Uniform-Type Plain Dress Pants</li> <li>• Cotton/Cotton Blends/Twill/Poplin</li> <li>• Solid Navy or Khaki</li> <li>• Regular or Elastic Waistbands</li> <li>• Pleated or Flat Front</li> </ul>	<ul style="list-style-type: none"> <li>• Same as Girls</li> </ul>	<ul style="list-style-type: none"> <li>• Baggy, Oversized, Bellbottoms or Tight Fitting/Skinny Pants</li> <li>• Leggings</li> <li>• Pants Worn Below the Waistline</li> <li>• Any Embellishment on Pants (e.g., Loops, Rivets, Chains, Zippers or Pockets on Pant Legs)</li> <li>• Jeans/Denim/Corduroy/Nylon/Sweatpants</li> <li>• Capris</li> <li>• Drawstrings</li> </ul>
Shirts/Blouses	<ul style="list-style-type: none"> <li>• Long or Short Sleeved Collared Shirts/Blouses (i.e., polo, dress, turtleneck or mock turtleneck)</li> <li>• Cotton/Blends/Knit</li> <li>• Solid White, Navy or Red</li> <li>• 5K–5th—Shirts/Blouses Must be Tucked in So Belt or Waistband Shows</li> <li>• 6th–8th—Shirts/Blouses are Encouraged to be Tucked in So Belt or Waistband Shows</li> </ul>	<ul style="list-style-type: none"> <li>• Same as Girls</li> </ul>	<ul style="list-style-type: none"> <li>• Oversized, Bulky or Tight Fitting Shirts/Blouses</li> <li>• Logos/Insignias (with the exception of the St. Charles approved left chest logo on any shirts/blouses the school makes available through an approved retailer such as Lands' End)</li> <li>• See-Through Fabrics</li> <li>• Sleeveless Shirts</li> <li>• Shirts Lacking Collars</li> <li>• Any Embellishments on Shirts (e.g., Decorative Trim, Printing, Ribbing)</li> <li>• Layering of Shirts (e.g., Long Sleeved Shirt Worn Under a Short Sleeved Shirt)</li> <li>• Shirts Not Long Enough to Tuck In</li> </ul>



Item	Girls	Boys	Not Permitted
Skirts/Jumpers	<ul style="list-style-type: none"> <li>• School Uniform-Type Plain Dress Skirts/Jumpers</li> <li>• Cotton/Polyester/ Blends</li> <li>• Solid Navy, Solid Khaki or Lloyd Plaid</li> <li>• Lloyd Plaid Skirts (Green and White Plaid) may be purchased at Land's End — Green and White Plaid</li> <li>• Pleated or Unpleated</li> <li>• Girls Wearing Skirts/Jumpers are Encouraged to Also Wear Tights, Bicycle Shorts or Leggings Under the Skirt/Jumper</li> </ul>	<ul style="list-style-type: none"> <li>• Not Applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Skirts/Jumpers More Than 2 Inches Above the Knee or Longer than Below the Knee</li> <li>• Tight Fitting Skirts/Jumpers</li> <li>• Skirts Worn Below the Waistline</li> <li>• Any Embellishments on Skirts/Jumpers</li> <li>• Jean/Denim/Corduroy/Nylon/ Sweat Skirts/Jumpers</li> </ul>
Shorts/Skorts (April 15–October 15 Only)	<ul style="list-style-type: none"> <li>• School Uniform-Type Plain Dress Shorts/Skorts</li> <li>• Cotton/Cotton Blends/ Twill/Poplin</li> <li>• Solid Navy or Khaki</li> <li>• Regular or Elastic Waistbands</li> </ul>	<ul style="list-style-type: none"> <li>• Same as Girls</li> </ul>	<ul style="list-style-type: none"> <li>• Wearing Shorts/Skorts on Mass Days</li> <li>• Shorts/Skorts More than 2 Inches Above the Knee or Longer than Below the Knee</li> <li>• Baggy, Oversized or Tight Fitting/Skinny Shorts/Skorts</li> <li>• Shorts/Skorts Worn Below the Waistline</li> <li>• Any Embellishment on Shorts/Skorts (e.g., Outlined Pockets; Contrasting Stitching; Fringe; Loops, Rivets, Chains, Zippers or Pockets on Short Legs)</li> <li>• Drawstrings</li> <li>• Jean/Denim/Corduroy/Nylon/ Sweat Shorts/Skorts</li> </ul>

Item	Girls	Boys	Not Permitted
Sweaters	<ul style="list-style-type: none"> <li>• School Uniform-Type Plain Vests, Cardigans, Crew Necks and V-Necks Sweaters</li> <li>• Knit Cotton and Blends</li> <li>• Must be Worn Over a Collared Shirt</li> <li>• Solid White, Navy or Red</li> </ul>	<ul style="list-style-type: none"> <li>• Same as Girls</li> </ul>	<ul style="list-style-type: none"> <li>• Oversized, Bulky or Tight Fitting Sweaters</li> <li>• Logos/Insignias (with the exception of the St. Charles approved left chest logo on any sweaters the school makes available through an approved retailer such as Lands' End)</li> <li>• Any Embellishments on Sweaters (e.g., Decorative Trim)</li> <li>• Velour/Chenille</li> <li>• Hoods</li> </ul>
Fleece Jackets	<ul style="list-style-type: none"> <li>• School Uniform-Type Full-Zip Fleece Jacket Available Through an Approved Retailer such as Lands' End</li> <li>• Must have St. Charles Approved Left Chest Logo on Fleece</li> <li>• Solid Black Only</li> </ul>	<ul style="list-style-type: none"> <li>• Same as Girls</li> </ul>	<ul style="list-style-type: none"> <li>• Partial or No-Zip Fleece Pull-Over</li> <li>• Jackets Made of any Material Other Than Fleece</li> <li>• Any Color Other than Black</li> <li>• Black Fleece Without St. Charles Approved Logo on Left Chest</li> <li>• Black Fleece Purchased From Other Than an Approved Retailer</li> <li>• Any Logos/Insignias on Black Fleece other than St. Charles Logo</li> </ul>
Belts	<ul style="list-style-type: none"> <li>• Encouraged, But Not Required to be Worn, with Belt Loops</li> <li>• Leather, Faux Leather or Ribbed Cotton</li> <li>• Solid Navy, Black or Brown</li> </ul>	<ul style="list-style-type: none"> <li>• Same as Girls</li> </ul>	<ul style="list-style-type: none"> <li>• Any Embellishments on Belts (e.g., Decorative Trim)</li> <li>• Cutting Belt Loops Off of Pants</li> </ul>
Socks/Tights	<ul style="list-style-type: none"> <li>• Socks/Tights Must Always be Worn</li> <li>• Socks Must be Visible Above Shoes</li> <li>• Small Logo/Insignia on Socks Acceptable</li> <li>• Solid White, Navy or Black</li> </ul>	<ul style="list-style-type: none"> <li>• Same as Girls</li> </ul>	<ul style="list-style-type: none"> <li>• Two or More Tone Socks</li> <li>• Any Embellishments on Socks</li> <li>• No Show Socks</li> </ul>

Item	Girls	Boys	Not Permitted
Leggings/ Bicycle Shorts	<ul style="list-style-type: none"> <li>• To be Worn Under Skirts and Jumpers Only</li> <li>• Leggings Must be Ankle Length</li> <li>• Solid White, Navy or Black</li> </ul>	<ul style="list-style-type: none"> <li>• Not Applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Bicycle Shorts That are Visible Below Skirt/Jumper</li> <li>• Any Embellishments on Leggings or Bicycle Shorts</li> <li>• Lace</li> </ul>
Footwear	<ul style="list-style-type: none"> <li>• Non-Marking Dress or Athletic Shoes</li> <li>• Safe and Practical for School and Playground Use</li> <li>• Any Shoelaces Must be Properly Tied</li> </ul>	<ul style="list-style-type: none"> <li>• Same as Girls</li> </ul>	<ul style="list-style-type: none"> <li>• Boots of Any Kind (e.g., Fashion, UGG, Winter, Hunting) in the Classroom</li> <li>• Open Toed/Sandals/Flip-Flops</li> <li>• Clogs/Crocs/Open Back/Heel Straps</li> <li>• Platforms</li> <li>• Heels of More than 1½ inches</li> <li>• Moccasins/Slippers</li> </ul>
Undergarments	<ul style="list-style-type: none"> <li>• White Undergarments or Otherwise Not Visible Through Blouse/Shirt</li> </ul>	<ul style="list-style-type: none"> <li>• If Worn, Solid Plain White Short-Sleeved Undershirts</li> </ul>	<ul style="list-style-type: none"> <li>• For Boys, Any Color of Undershirt Other Than White</li> <li>• Any Writing/Graphic/Print on Undershirts/Undergarments</li> </ul>
Cold Weather Attire	<ul style="list-style-type: none"> <li>• Expected to Dress for Warmth (e.g., Hats, Mittens/Gloves)</li> <li>• Students with Snow Pants Can Play in Snow</li> <li>• Outdoor Boots to be Worn When Play Area is Wet, Muddy or Snow-Covered (and Changed Prior to Entering Classroom)</li> </ul>	<ul style="list-style-type: none"> <li>• Same as Girls</li> </ul>	
Makeup/Finger Nail Polish	<ul style="list-style-type: none"> <li>• Non-distracting Finger Nail Polish allowed</li> </ul>		<ul style="list-style-type: none"> <li>• Any Makeup</li> <li>• Any Lipstick or Lip Gloss</li> <li>• Fake Nails</li> <li>• Cosmetics Brought to School</li> </ul>

Item	Girls	Boys	Not Permitted
Jewelry/ Piercings/ Tattoos	<ul style="list-style-type: none"> <li>• Simple Jewelry Permitted</li> <li>• Stud Earrings on a Post</li> </ul>	<ul style="list-style-type: none"> <li>• Simple Jewelry Permitted</li> </ul>	<ul style="list-style-type: none"> <li>• Piercings of Any Kind on Boys or Girls (With the Exception of Earlobes for Girls)</li> <li>• More than one Stud Earring Per Girl's Earlobe</li> <li>• Dangling or Hoop Earrings</li> <li>• Distracting Jewelry</li> <li>• Jewelry That Presents a Safety Hazard</li> <li>• Visible Tattoos or Body Art</li> </ul>
Hair	<ul style="list-style-type: none"> <li>• Clean, Neat, Combed/Brushed and Out of Eyes</li> <li>• Simple Headbands or Hair Accessories Permitted</li> </ul>	<ul style="list-style-type: none"> <li>• Clean, Neat, Combed/Brushed and Out of Eyes</li> </ul>	<ul style="list-style-type: none"> <li>• Dyed/Colored/Tinted/</li> <li>• Highlighted Hair</li> <li>• Hair that Covers the Eyes</li> <li>• Boy's Hair Longer Than Collar Length</li> <li>• Distracting Hairstyles, Haircuts or Hair Designs (e.g., Mohawk, Zig-Zag)</li> <li>• Distracting Headbands/Hair Accessories</li> </ul>
Hats/Caps/ Hoods			<ul style="list-style-type: none"> <li>• Hats/Caps/Hoods in the School Building</li> </ul>
Eighth Grade Privilege	<ul style="list-style-type: none"> <li>• At the Discretion of the Principal, 8th Grade Students May Wear as Dress Code Compliant an Article(s) of Clothing Determined by the Principal</li> </ul>	<ul style="list-style-type: none"> <li>• Same as Girls</li> </ul>	
Scouting Days/Events	<ul style="list-style-type: none"> <li>• Appropriate Scouting Attire May Be Worn (With All Other Clothing Items Complying with the Dress Code) on Scout Meeting and Scout-Related Special Event Days</li> </ul>	<ul style="list-style-type: none"> <li>• Same as Girls</li> </ul>	

Item	Girls	Boys	Not Permitted
School Concert Evenings/Dress Up Days	<ul style="list-style-type: none"> <li>Your Best Dress Clothes (Applying the Values Statement Above) but No Less Dressed Up Than Dress Code for a Regular School Day Applying All of the Dress Code Rules</li> <li>Students Blouses/Shirts Must be Tucked In</li> </ul>	<ul style="list-style-type: none"> <li>Same as Girls</li> </ul>	<ul style="list-style-type: none"> <li>Attire Permissible for Dress Down Days or Spirit Wear Days</li> <li>Skirts More Than 2 Inches Above the Knee (e.g., Mini Skirts)</li> <li>Body Hugging Skirts</li> <li>Tight fitting Blouses/Shirts or Skirts</li> <li>See-Through Fabrics</li> <li>Footwear Not Befitting the Occasion</li> <li>Strapless, Tank Tops, Crop Tops, Cami and Spaghetti Type Blouses/Shirts</li> <li>Leggings worn alone</li> </ul>
Mass Days	<ul style="list-style-type: none"> <li>Dress Code Applies, with Exceptions Noted in the Not Permitted Column</li> <li>Students Blouses/Shirts Must be Tucked In</li> </ul>	<ul style="list-style-type: none"> <li>Same as Girls</li> </ul>	<ul style="list-style-type: none"> <li>Shorts/Skorts</li> <li>Use of Any Dress Down Passes</li> </ul>
Dress Down Days (as Scheduled by the Principal or via Dress Down Passes)	<ul style="list-style-type: none"> <li>Non-Dress Code Compliant Clothing Allowed That is Appropriate to a Learning Environment (Applying the Values Statement Above)</li> <li>Examples of What is Allowed Includes Jeans, T-Shirts, Sweatshirts (Including with Hoods but the Hood Must be Down), Athletic Pants with Team Logos and Fashion Boots</li> <li>Dress Code Requirements Regarding Makeup/Finger Nail Polish, Jewelry, Piercings, Tattoos, Hats, Caps and Hair Continue to Apply on Dress Down Days</li> </ul>	<ul style="list-style-type: none"> <li>Same as Girls</li> </ul>	<ul style="list-style-type: none"> <li>Anything with Inappropriate or Offensive Wording, Designs or Graphics (e.g., Referencing Liquor, Beer, Drugs, Gangs, Violence, Weapons or Sex)</li> <li>Baggy, Oversized or Tight Fitting/Skinny Clothing</li> <li>Leggings worn alone</li> <li>Sleeveless, Tank Tops, Crop Tops, Cami and Spaghetti Type Blouses/Shirts</li> <li>See-Through Fabrics</li> <li>Skirts More Than 2 Inches Above the Knee</li> <li>Open Toed/Sandals/Flip-Flops/Clogs/Crocs/Open Back/Heel Strap Shoes</li> </ul>

Item	Girls	Boys	Not Permitted
Spirit Wear Days (as Specified on the School Calendar or Otherwise Scheduled by the Principal)	<ul style="list-style-type: none"> <li>Students are Encouraged to Wear St. Charles Athletic or School Logo Wear Purchased Through School Spirit Wear Sales on Designated Spirit Wear Days (e.g., T-Shirts, Sweatshirts, Fleece all with St. Charles Logo)</li> <li>If School Spirit Wear is Worn, uniform bottoms to be worn</li> <li>If School Spirit Wear is Not Worn, Regular School Day Dress Code Rules Apply to the Student</li> </ul>	<ul style="list-style-type: none"> <li>Same as Girls</li> </ul>	<ul style="list-style-type: none"> <li>Being out of School Uniform if No Spirit Wear is Worn</li> </ul>
Field Trip Days	<ul style="list-style-type: none"> <li>Regular School Day Dress Code Applies Unless Otherwise Specified by the School Staff</li> </ul>	<ul style="list-style-type: none"> <li>Same as Girls</li> </ul>	<ul style="list-style-type: none"> <li>Depending on the Attire Specified for the Field Trip, any Attire that Does Not Comply with the Dress Code Provisions for Regular School Days, Dress Down Days or Dress Up Days</li> </ul>

A few words about some of the terminology we use in this Dress Code:

- “School Uniform-Type” means clothing found in the school uniform areas of retail stores or on their websites. Retailers who have school uniform areas/websites include Lands' End, Gap, Walmart, Target, Kohl's, Sears, JC Penny and Old Navy. So that you can take advantage of sales or other discounts and manage clothing cost, St. Charles does not require you to purchase clothing from a particular retailer, with the exception of the Lloyd Plaid Skirts and Jumpers, which must be purchased from the Uniform Place, and the Black Full-Zip Fleece with the St. Charles left chest logo, which must be purchased from an approved retailer such as Lands' End. Lands' End does have a website with various approved uniform attire for St. Charles which can be found at [www.landsend.com/school](http://www.landsend.com/school) using our preferred school number 900140401. In addition, St. Charles Home & School Association does sponsor a uniform swap prior to the start of the school year. It is important to note though that many clothing items in the uniform section of retailers do not comply with our Dress Code policy, so please carefully review our policy before purchasing clothing from a retailer's uniform area/website.
- “Navy” means dark blue, not shades such as royal blue or light blue.
- “White” means true white, not shades such as off-white, ecru or cream.
- “Red” means true red, not shades such as maroon or burgundy.
- “Khaki” means a tan color, not olive green or gray.
- Torn, frayed, faded or dirty clothing may not be worn at any time, including Dress Down Days.

## DRESS CODE VIOLATIONS

Determination of whether a student is in/out of compliance with the school Dress Code will be at the discretion of the Principal, as supported by the school staff. Depending upon the nature of the Dress Code violation, a student may be asked to change into appropriate clothing that the school has on hand or at times it may be necessary for the Principal or school staff to call the student's parents to request that a parent promptly bring appropriate clothing to the school so that the child can be in conformity with the school's Dress Code. As appropriate, a notification will be sent home to parents informing them of their child's Dress Code violation(s), an example of which is below. This notice must be signed and returned to your child's teacher. Students who have repeat violations of any provisions of the Dress Code are subject to detention, the loss of Dress Down Day or Spirit Wear Day privileges or other appropriate consequences at the discretion of the Principal, as supported by the school staff.

## PARENT NOTIFICATION OF DRESS CODE VIOLATION

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

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

- ☐ Shirt/Blouse \_\_\_\_\_
- ☐ Pants \_\_\_\_\_
- ☐ Skirt/Jumper \_\_\_\_\_
- ☐ Sweater/Fleece \_\_\_\_\_
- ☐ Accessory \_\_\_\_\_
- ☐ Other \_\_\_\_\_

Success of the 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. **Students who have repeat violations of any provisions of the Dress Code are subject to detention, loss of Dress Down Day or Spirit Wear Day privileges or other appropriate consequences at the discretion of the Principal, as supported by the school staff.**

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

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

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## DRESS CODE—PHYSICAL EDUCATION

Students in grades 5–8 are encouraged to change into appropriate gym clothes for PE.

**Shoes:** All students will be required to have a designated pair of gym shoes for indoor PE class that remain in the school. **Regular every day shoes will not be permitted in PE class (unless PE class is outside).**

Shoes that 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 shoes should be in good working order and be non-marking. Any student on a given day not having appropriate shoes for the gym 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 (i.e., shorts should not be higher than the tips of the student's fingertips when their arms are resting at their side); be loose fitting; may be plain, have an athletic team logo, have Nike, Adidas, Reebok, or any other shoe endorsement on them.

**Sweat Pants or Active Wear Pants:** When outside during cooler temperatures, sweat pants, active wear pants, or cotton pants are allowed.

**T-Shirts:** T-Shirts must have sleeves. Plain T-shirts or T-shirts with the St. Charles logo are preferred. T-Shirts with athletic team logos are allowed. Tank tops and sleeveless shirts are not allowed.

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

**Hats:** Students that have a sensitivity to sunlight (e.g., experience 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, which can be handled by a parent forwarding a note to the teacher explaining the circumstances.

**Personal Hygiene:** Students in 5th grade and up are encouraged to use deodorant.

### GENERAL PE DRESS GUIDELINES

1. All clothing shall be clean and in good repair. Cut off clothing is not allowed.
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 clothing item with inappropriate or offensive wording, designs or graphics (e.g., referencing liquor, beer, drugs, gangs, violence, weapons or sex) is not permitted.



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## EARLY CHILDHOOD (3K-5K) BATHROOM USE GUIDELINES

Children enrolled at St. Charles Parish School must be toilet trained before attending preschool. Children must be wearing underwear, not Pull-Ups or training pants. Children must be able to use the restroom independently, meaning start to finish.

Why do children have to be toilet trained before they begin preschool?

- There are strict standards for changing and disposing of wet or soiled clothing/diapers/pull ups and school classrooms are not equipped for this.
- When an adult is busy changing a child's soiled clothing, it is taking away from learning time for all students and it removes one adult from the direct supervision of and interaction with the rest of the class.

We do understand that even toilet trained children will occasionally have accidents. By definition, "accidents" are unusual incidents and should happen infrequently. In these instances, the teachers will help children to change their clothes, encouraging independence as much as possible.

A toilet trained child is a child who can do the following:

- Communicate to the teachers that he/she needs to go to the restroom before they need to go
- Alert him/herself to stop what he/she is doing, to go and use the bathroom
- Pull down his/her clothes and get them back up without assistance
- Wipe him/herself after using the toilet
- Get on/off the toilet by him/herself
- Wash and dry hands
- Postpone going if they must wait for someone who is in the bathroom or if we are away from the classroom
- Wake up during nap time should they need to use the bathroom

We will ask your child many times throughout the day and before nap time if they need to use the bathroom. A teacher will assist children as needed, but children should be able to complete toileting activities independently. This is an issue which protects all concerned.

It is not uncommon for a child who is fully toilet trained to have a setback when he/she is in a new environment. Preschool staff are aware of and empathetic to this. Please have your child dressed in clothing that he/she can easily manage independently. Please send a complete change of clothes appropriate for the season. These will be left at school in case of accidents, and returned at the end of the school year. Parents will be notified if a child has a toileting accident.

We understand that each child arrives at this milestone differently, therefore we will allow 4 weeks from the first day of school for your child to demonstrate accomplishment of this goal. However, if the situation is not manageable within the classroom environment, we will discuss the issue with the parents and reserve the right to suspend attendance of the child at such time. A child will not

be considered toilet trained for our preschool program if the child continues to have multiple toileting accidents after the first 4 weeks of school.

**After the first 4 weeks of school, the following policies will be in place for children who have accidents:**

- If one accident occurs, the parents will be notified with the understanding that the issue needs to be addressed and corrected.
- If 2 or more accidents occur in a 1-3 week span, the parent will be notified with the understanding the child will have to stay home at least one week or longer until he/she is completely toilet trained.
- Any time a student has a bowel movement accident, parents will be called.

Please note that this policy is not in place to shame or punish a child or inconvenience primary caregivers. Rather, cleaning accidents in the preschool setting is time consuming for both teachers and maintenance staff, and therefore this time is not spent interacting with children, facilitating the curriculum, and keeping our school safe and clean. This policy is intended to ensure the safety and happiness of children and staff at St. Charles Parish School.

**Tips for success:**

- Encourage independence at home. Allow your child to grow in the process of potty training without needing perfection.
- Dress your child in “bathroom friendly” outfits. Simple, loose fitting clothing is best.
- Visit and use different types of bathrooms with your child (at church, Target, and friends’ homes for example). Use full size toilets, urinals for boys, and “loud flushing” toilets!
- Realize that preschool children master skills at different ages. He/She may not be ready now, but will be successful in their own time!

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## 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 of 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.

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## ELECTRONIC SURVEILLANCE CAMERAS

St. Charles Parish and School may use security cameras with or without sound recording (audio) on church and school property to ensure the safety and welfare of all staff, students, parishioners, visitors and vendors.

Security cameras may be used to observe the following locations:

- Outdoors: Parking lots, walkways, gathering areas, playgrounds, athletic fields, entrances and exits.
- Indoors: Lobbies, foyers, hallways, sanctuaries, cash counting rooms and other common areas.

Equipment may not record or survey areas where the public, students and employees have a reasonable expectation of privacy, such as restrooms, locker rooms, private offices or classrooms. In addition, equipment may not record penitents who are engaged in the sacrament of reconciliation.

The Director of Operations for St. Charles Parish and School will adopt a written tape/disk retention and recycling procedure. After a prescribed time period has elapsed, the medium shall be reused for recording unless circumstances call for preserving the recordings due to a reported or suspected incident.

St. Charles Parish and School reserves the right to review and use the recordings to investigate accidents, allegations of misconduct or violations of parish/school rules, to use the recordings in any proceedings that result in or are related to the misconduct or violation, and to voluntarily provide recordings to law enforcement as it deems appropriate. The Director of Operations for St. Charles Parish and School will maintain a log of access to or use of the video recordings.

All persons are prohibited from the unauthorized use of, tampering with or otherwise interfering with security camera operations and/or equipment and will be subject to appropriate disciplinary action.

St. Charles Parish & School will post and maintain appropriate signage advising of the use of security cameras. (E.g., WARNING: THESE PREMISES ARE MONITORED BY SECURITY CAMERAS).

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## FIELD TRIP PROCEDURES (6153)

The principal approves all field trips and must be related to an educational purpose. 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 successfully completed *Safeguarding All of God's Children* training and submit a certificate of completion to the parish office before going on the trip with the students. It is required 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)

The number of chaperones needed is dependent on the particular field trip/event/venue. Teachers will communicate the needed number of chaperones via the field trip permission slip.

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## 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 are expected to 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
- Fund raising
- Parish Support
- Miscellaneous

Your financial responsibilities include:

- Support of the parish
- Payments of all required tuition and fees
- Complete volunteer requirement through Home & School Association—see website for details

## **TUITION REIMBURSEMENT POLICY**

For withdrawals prior to the first day of school, a full tuition refund less the non-refundable registration fee per student will be granted. With the beginning of the school year, tuition refunds, less the non-refundable registration fee, will be granted based on the following considerations:

1. Previous year tuition payments and fees are paid in full.
2. The portion of payment defined as tuition will be refunded on the following basis:
  - a) For withdrawals on or before October 1, 75% of the tuition less activity fee will be refunded.
  - b) For withdrawals on or before January 1, 50% of the tuition less activity fee will be refunded.
  - c) For withdrawals on or before March 1, 25% of the tuition less activity fee will be refunded.
  - d) For withdrawal later than March 2, no refund will be given.
3. In extenuating circumstances, greater tuition refunds will be granted. This will be at the discretion of the principal and Pastor.

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## 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.

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## GRADUATION

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

- Principal:
  - ✓ Sets dates: tests, class retreat, graduation practice, graduation
  - ✓ Discusses/approves final plans for all graduation activities with eighth grade homeroom teacher, students, and Parent Helpers.
  - ✓ Approves fund raising activities and class and graduation expenses
- Homeroom Teacher and graduates:
  - ✓ Plan retreat dates with the Principal
  - ✓ 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 6th 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.

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## 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 no

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

- The pastor may convene the parties in an attempt to reconcile the concern.
- The pastor may contact the appropriate archdiocesan office for assistance in reconciling the concern.
- The pastor may convene a local grievance committee to review all details of the concern. The committee will submit a recommended resolution to the pastor for final consideration.

Once a review is complete and a final recommendation has been offered at a local level, there is no additional appeal of the decision at the archdiocesan level. The School Commission or Pastoral Council is not involved in the grievance proceedings and is not a source of appeal.

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## HEAD LICE

Head lice infestation in school-aged children is common, affecting an estimated 6–12 million children annually. St. Charles School's head lice policy seeks to balance the needs of students afflicted by head lice and their families (e.g., by maintaining confidentiality to the extent possible, informing the family of available treatments/resources that they may wish to pursue, and ensuring the student has school work that he/she can do while out of school) with the objective of minimizing the spread of head lice in the school setting.

To this end, St. Charles School has a "no-nit" policy, meaning that once a child is discovered to have either live lice or eggs in any stage (often referred to as "nits") in their hair, the child may not return to school until all the lice and nits are removed from the child's head, regardless of

the treatment used to address the infestation, as determined by the school principal or his/her designee.

If parents find their child to have head lice, the school office must be notified immediately and the child and the home environment should be appropriately treated. Please also notify the school office if another family member of a student is found to have head lice.

In carrying out this policy, St. Charles School may take such other appropriate action as determined by the school principal in his/her discretion (e.g., the school may conduct head lice inspections of the entire student population and/or affected grades upon discovery of one or more students infested with head lice).

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## HOME AND SCHOOL ASSOCIATION

The Home & School Association serves as the communication link between home (families) and school (teachers, administration and staff). The Home & School Association works together to support St. Charles School and the education of our children. The Home & School 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.

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## 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.

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. If a child is sick, special arrangements are made with the teacher.

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## 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.

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## LUNCH/MILK

Milk is \$0.35 and can be requested on the same day. Charges for milk will be uploaded to FACTS accounts.

Students who bring their own lunch to school are encouraged to bring a healthy lunch. **Soda is not to be sent as a beverage.** 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. Students assist with the lunch program by cleaning tables and sweeping the floor.

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## 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.

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## LITURGY

The celebration of community and church is expressed in Eucharist. Students in Grade 4K–4 attend their grade level cluster liturgy on Tuesdays. Students in Grades 5–8 attend their grade level cluster liturgy on Thursdays. An all-school Mass occurs once a month. **The school mass schedule can be found on the St. Charles website. Students cannot wear shorts to Mass.**

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## 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.

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## 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.

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## 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(s)/Board is responsible for obtaining that statement.

### HEALTH ROOM

St. Charles Parish School maintains a health room staffed by parent volunteers. After completion of *Safeguarding All of God's Children* training, volunteers are able to work in the health room. 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 ambulance service to the hospital previously designated by the parent/guardian on their consent form unless circumstances dictate otherwise.

If your child is sick in the morning, please call the school office before 8:30 a.m. to report the absence (262-367-2040). 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 or an approved family member must come get the child.

**Students that are ill and/or experiencing a fever, may return to school once they are fever free for at least 24 hours without the use of fever reducing medication.**

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. Parents may claim waivers based on reasons of health, personal conviction, or religious beliefs. Waivers based on health reasons must be signed by a physician. St. Charles Parish School shall maintain a current roster listing the name and immunization history of each student who does not meet all immunization requirements for that student's grade or age.

#### **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 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.**

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#### **NON-DISCRIMINATION/TITLE XIX**

St. Charles Parish 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 Parish 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.

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## NON-VIOLENCE

St. Charles Parish School 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.

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## 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. 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. Students will go outside unless raining, or if less than 0 degrees 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.

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## 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 can be scheduled during third quarter.

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## PARKING DURING THE SCHOOL DAY

*\*Will be updated throughout the year as the construction of the new church may warrant changes to our parking procedures.*

For the security of students during recess period, the Renson Road exit/entrance will be closed 8:45 a.m. to 2:30 p.m. on school days. Parents will need to park on/near Circle Drive and enter

through the Borromeo Room entrance. Students use the blacktop areas west of the school for recess. Your cooperation will help keep the children safe as well as give them ample space for their physical activities.

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## PETS AT SCHOOL

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

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## PLAYGROUND RULES AND REGULATIONS

### GENERAL RULES:

- We will go outside unless raining, or if less than 0 degrees wind-chill.
- Please bring warm clothes in cool weather.
- Respect other people, property and safety.
- No food in hallway or outside.
- 4K–5: Need to wear boots and snow pants if there is snow on the ground.
- 6–8: 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.
- Recess supervisors/adults are to be respected and listened to.

### 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 equipment.
- 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.
- Music devices.
- Cell phones.
- Smart watches
- Only 3rd 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.**

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## POLICE QUESTIONING AND APPREHENSION (5145)

Law enforcement officers may not remove a student from a parish/school building for questioning while the student is properly in attendance without permission of the student's parent, regardless of the student's age. A law enforcement officer has the right to question a student, even without a warrant. The school administrator is not required to notify the parents before allowing a pupil to be questioned by law enforcement.

A law enforcement officer may remove a child when possessing a warrant for the student's arrest or an order signed by the judge of the children's court.

Regardless of parental permission, the school administrator should not attempt to interfere with the police investigation.

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## PROGRESS REPORTS

Parents can monitor their child/ren grades through PowerSchool. Teachers update this site twice a month. Each family has a password to access the site.

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## 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 by noon prior to picking up their child. Parents are to come to the school office to sign out and pick up the child so that school personnel are aware of where the child is and that he/she gets picked up.

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## REPORT CARDS (5120)

At St. Charles Parish 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.

3K – 5K	1 <sup>st</sup> -5 <sup>th</sup> grades	6 <sup>th</sup> -8 <sup>th</sup> grades
Students receive a narrative report	3 – Proficient	A – 93-100 B – 85-92 C – 77-84 D – 70-76 U – 69 or below
S – Secure (Demonstrates consistent understanding and application)	Student demonstrates consistent understanding and application of concepts and skills aligned with grade level standards.	
D – Developing (Demonstrates a general understanding)	Student can complete assigned tasks independently.	
E – Emerging (Needs more time to develop)	2 – Developing Student demonstrates partial understanding of grade level standards. Student can sometimes complete learning activities without assistance.	
	1 – Emerging Student needs more time to develop understanding of grade level standards. Student can complete learning activities with assistance.	

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## 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.

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## RIGHTS AND RESPONSIBILITIES OF PARENTS (1312)

Inherent in the parents' choice of a Catholic school for their child is the understanding and expectation that they will support the school's mission and its commitment to the principles of Catholic values and faith formation. Parents are also expected to support and adhere to the policies and procedures outlined in the school's handbooks and demonstrate behaviors aligned with good moral and ethical principles. Parents are not permitted to interfere with the operation of the school nor display distrustful, disruptive, or harassing behaviors toward parish/school staff.

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## SCHOOL CALENDAR

A complete school calendar is available on the school website.

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## SCHOOL CLOSINGS (6114.6)

The closing of school (both in the morning and during the day) due to inclement weather will be announced on local TV stations and websites. If St. Charles Parish School closes during the day, the school will attempt to call parents regarding the closing. Due to 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 St. Charles Parish School closes for a specific reason, we will send out an email announcement.

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## SCHOOL COMMISSION

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 Commission is an Advisory Board that provides support to the pastor and the principal. Meetings are monthly and always open for parents to attend.

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## SCHOOL HOURS/SCHOOL SECURITY (6112)

School opens at 8:15 a.m. when the first bell rings. Classes begin with prayer at 8:25 a.m. Lunch periods are 20 minutes for 3K–8 and is between 11:25–12:35. Dismissal is at 3:25 p.m. For security reasons, all doors are locked at 8:25 a.m. Please enter through the Borromeo Room and someone will assist you there.

Also, for the security of students during recess periods, the Renson Road entrance/exit will be closed at 8:45 a.m. – 3:00 p.m. on school days.

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## SCHOOL VIOLENCE THREAT – MANDATORY REPORTING (5140.2)

Wisconsin Act 143 requires reporting of school violence threats by certain individuals, including teachers, school administrators, school counselors, other school employees, physicians, and other medical and mental health professionals. Specifically, an identified individual must report if the person believes in good faith, based on a threat made by an individual seen in the course



of professional duties regarding violence in or targeted at a school, that there is a serious and imminent threat to the health and safety of a student, school employee, or the public. These individuals must immediately inform a law enforcement agency of the facts and circumstances contributing to the belief that there is a serious and imminent threat.

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### SEXUAL HARASSMENT (5131.1)

Any person who has been subjected to harassment should contact any adult on 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. 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 harassment involves sexual misconduct or the apparent infliction of physical or emotional damage, the appropriate civil authorities will be notified pursuant to Wis. Stat. 48.981. According to archdiocesan protocol, any case involving sexual misconduct also must be reported to the Coordinator of Safeguarding All of God's Family. **No retaliation against a student or adult for reporting harassment will be tolerated.**

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### 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).

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### SNACKS

Students in grades 3K–8 are usually given time for a snack in the morning. Parents are encouraged to send only healthy snacks.

If your child's classroom is a Nut Free Zone or there are other known food allergies, please utilize the "safe snack list" provided by the classroom teacher.

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.

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## STUDENT 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. Nothing may be added or removed from a student's record without the principal's approval.

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## SUICIDE PREVENTION AND AWARENESS (6164.12)

When any school staff has reason to believe, either by virtue of direct knowledge or a report from another person, that a student is in any danger of harming him/herself through an attempted suicide, or has attempted suicide, that person is to report this situation to the school administrator and the student's parents, even if the student denies suicidal ideation. If the student's life is in imminent danger, emergency personnel (911) will be summoned to transport the student to the nearest hospital emergency room.

If there are repeated calls to parents with concerns of suicidality and the parents are not responding, this will be considered medical neglect and will be reported to Child Protective Services.

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## SUPERVISION

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

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## 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.

Students are not permitted to bring cameras of any kind, personal music devices or hand held video games to school. Said items will be confiscated. Parents will be required to see the principal to get the confiscated item(s) back.

Cell phones and smart watches 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.**

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## TOY WEAPONS

Possession or utilization of look-alike weapons that are not real, but have a realistic appearance will not be tolerated at St. Charles Parish 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.

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## 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. **There is no pick up or parking along Renson Road. This is for buses only.**

Students that ride the buses are subject to the rules of the Arrowhead District Transportation Cooperative and Dousman Transportation. 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 school office. 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 School District.

For insurance reasons, only those students who are bus riders are allowed on the buses. Any student who is not registered with the Arrowhead School 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.

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## 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.

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## VISITORS

During the construction of the new church, all visitors must enter through the Parish entrance. Please stop in the Parish Office where you will be assisted. If you are volunteering in the school, you will need to sign in and where the visitor sticker in a visible manner.

Visitors/parents are welcome at St. Charles Parish School. For safety and security reasons, it is important that office personnel are aware of who is in the building. Visitors/parents sign in using a sign-in sheet and given a visitor badge to visibly wear. Visitors/parents are asked not to go to the classrooms during the school day without prior permission. All school doors are locked at 8:25 A.M.

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## VOLUNTEERS

St. Charles School appreciates the time and care given by parents to assist with school programs. Anyone wishing to assist in school programs or daily needs are invited to call the school office for more information. Volunteers are always needed. We welcome your assistance. The Home and School Association coordinates major volunteer and fund raising efforts. **All volunteers (this includes all staff, teachers, and parish personnel) are required to participate and complete the one-time training program of "Safeguarding All of God's Families", as well as complete a background check and signature/acknowledgement of the Code of Ethics.** A background check and signature/acknowledgement of the Code of Ethics must be completed every five years to stay in compliance with the requirements of the Archdiocese of Milwaukee and St. Charles Parish and School.

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## WEBSITE INFORMATION

Our school has a website. Information on the website includes: monthly lunch menus, school calendar, student work, sports, fundraisers, school supplies by grade and much more. Our website address is <http://stcharlesschoolhartland.com/>

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## 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.

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## 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.

## **Guidelines for After School Care**

1. Statement of Purpose: The After School Care Program is an extension of St. Charles Parish School and is designed to provide supervision for students enrolled at St. Charles Parish School in grades 3K-6th after regular school hours.
2. Description
  - The After School Care program will be operated out of the Parish Hall. Weather permitting, the Tot Lot Playground area will be available for use.
  - The After School Care program will be held on all full school days only from 3:25pm-5:30pm.
  - An after-school snack will be provided. Students will need to bring their own water bottle.
  - Students will have a mixture of play, quiet activities, and opportunities to work on school work.
3. Staffing
  - After School Care Coordinator
  - After School Care Assistant
    - 10:1 student-to-staff ratio
4. Billing
  - Payments can be made by cash or check and made payable to St. Charles Parish and School
  - Payments are due every two weeks.
  - A \$15 late fee will be assessed for any late payments.
  - A \$15 fee will be assessed for any returned checks.

- Billing cycle is based on set weekly schedule
5. Pick-up
    - Parents and authorized representatives must sign their child(ren) out when picking up each day of attendance.
    - Location of pick-up depends on the time you pick up your child(ren) - Parish Hall or outside play area
  6. Registration
    - A \$25 registration fee (per family) must accompany the completed [registration form](#) (non-refundable).
  7. Enrollment
    - Currently-enrolled students in 3K-6th Grade are eligible for the after school care program.
    - Enrollment is capped at 20 students per day.
    - Enrollment is based on a first come - first served basis.
  8. Schedule/Attendance
    - After School Care is offered on regular days of school only from 3:25pm-5:30pm
    - Weekly schedules are set via the [registration form](#)
    - Any changes to your child(ren)'s schedule must be submitted in writing/email two weeks in advance
    - No drop-in service available
  9. Behavior
    - As an extension of the school, behavior expectations are the same as the school
    - We Choose Christ is our motto and will be used to redirect students, as well as when discussing behavioral situations with students
    - Continued behavior issues will be addressed and discussed with parents by the After School Care Coordinator
  10. Communication
    - Email - [afterschoolcare@stcharleshartland.org](mailto:afterschoolcare@stcharleshartland.org)
    - Phone #: 262-328-4998
  11. Emergency Calls
    - Please call the After School Care number (262-328-4998) if you are running late for your scheduled pick-up time and/or if someone other than one of the authorized person(s) is picking up your child.

## St. Charles Bullying Discipline Rubric Appendix A

Behavior	First Incident	Second Incident	Third Incident	More than Three Times
<b>Non-Physical</b>	<ul style="list-style-type: none"> <li>-One inside recess</li> <li>-Written warning</li> <li>-Student calls parent</li> <li>-Student meeting with Counselor</li> <li>-Parents of victim are informed</li> </ul>	<ul style="list-style-type: none"> <li>-One day in-school suspension</li> <li>-Student calls parent</li> <li>-Parent(s) and student meet with principal</li> <li>-Student meeting with Counselor</li> <li>-Parents of victim are informed</li> </ul>	<ul style="list-style-type: none"> <li>-Out-of-school suspension until parent(s), school staff (including teacher), principal and pastor all meet to develop an individual plan/contract</li> <li>-Parents of victim are informed</li> </ul>	<ul style="list-style-type: none"> <li>-Expulsion if individual plan/contract is not upheld by the student</li> <li>-Explore other options</li> </ul>
<b>Cyber-bullying</b>	<ul style="list-style-type: none"> <li>-One inside recess</li> <li>-Student calls parent</li> <li>-Parent(s) and student meet with principal</li> <li>-Parents of victim are informed</li> <li>-Counseling and cyber-bullying education</li> </ul>	<ul style="list-style-type: none"> <li>-One day in-school suspension</li> <li>-Student calls parent</li> <li>-Parent(s) and student meet with principal</li> <li>-Parents of victim are informed</li> <li>-Counseling and cyber-bullying education</li> </ul>	<ul style="list-style-type: none"> <li>-Out-of-school suspension until parent(s), school staff (including teacher), principal and pastor all meet to develop an individual plan/contract</li> <li>-Parents of victim are informed</li> <li>-Counseling and cyber-bullying education</li> </ul>	<ul style="list-style-type: none"> <li>-Expulsion if individual plan/contract is not upheld by the student</li> <li>-Explore other options</li> </ul>
<b>Physical</b>	<ul style="list-style-type: none"> <li>-One day in-school suspension</li> <li>-Student calls parent</li> <li>-Parent(s) and student meet with principal and student's teacher.</li> <li>-Parents of victim are informed</li> <li>-Student meeting with Counselor</li> </ul>	<ul style="list-style-type: none"> <li>-Two day in-school suspension</li> <li>-Parent(s) and student meet with principal and school staff (including teacher)</li> <li>-Parents of victim are informed</li> <li>-Student meeting with Counselor</li> </ul>	<ul style="list-style-type: none"> <li>-Out-of-school suspension until parent(s), school staff (including teacher), principal and pastor all meet to develop an individual plan/contract</li> <li>-Parents of victim are informed</li> <li>-Student meeting with Counselor</li> </ul>	<ul style="list-style-type: none"> <li>-Expulsion if individual plan/contract is not upheld by the student</li> <li>-Explore other options</li> </ul>

*\*Consequences may differ based on actual behavior and is at the discretion of the principal and pastor.\**

**Inside Recess:** While peers are at recess, student engages in quiet, solitary school work under staff supervision. Time may include reflection activity (written or reading) to be reviewed with parent.

**In-School Suspension:** Student attends school but does not mingle with peers, has inside recess, has lunch in the school office, does not attend specials and cannot participate in any extra-curricular activities. Student is responsible for making up any work missed during the day. This work is considered late and graded as such. Student will fill out Reflection Form in the School Office.