

# **STUDENT AND PARENT HANDBOOK**

**2009-2010**



**St. Charles Borromeo School**  
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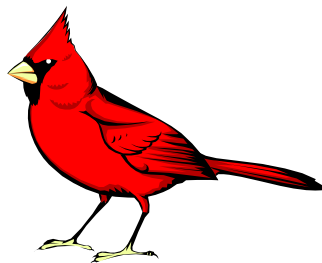
ACCREDITED BY NORTH CENTRAL ASSOCIATION AND  
STATE OF NEW MEXICO DEPARTMENT OF EDUCATION

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**Go Cardinals!!**

## FROM OUR PASTOR

St. Charles Elementary (K-8) is one of, if not the “best” Catholic schools in Albuquerque. Every child that graduates from St. Charles School receives an excellent education and will certainly succeed in high school and beyond. Catholic values are imbued in every course and we have incredible teachers. You will be impressed with the quality of education your child receives. It is definitely worth the price. Join us in preparing the Catholic leaders of tomorrow.

Fr. Jerry (Father Jerome D. Mueller)

## FROM OUR PRINCIPAL

During the 2009-2010 school year, we will celebrate a new theme, J.O.Y.F.U.L. I chose this for a few reasons. First, I needed a six letter word in order to set our class schedules. Secondly, I am joyfully anticipating the return of our students. Finally, I want us to enjoy every moment and look at each new day with joy and happiness in our hearts.

This handbook is filled with useful information referencing school policies and procedures, academics, athletics and other programs. If you are new to our St. Charles community, please read this document carefully. If returning, catch up on what is different this year (changes are in blue). Please join administration, faculty and staff by making this a joyful year and welcoming our new pastor Father Mueller.

Principal BJ

## MISSION

St. Charles Borromeo School provides a challenging academic curriculum fostered by Catholic values in a safe, diverse, family-oriented community. Our aim is for everyone to model respect, service and compassion for others, and to exercise self-discipline in order to reach their full potential.

**The Golden Rule** is the catalyst behind the atmosphere at St. Charles Borromeo School. A day doesn't go by where you do not see it in action. Each morning the entire school participates in school wide prayer. It sets the tone for the entire day. St. Charles [posts on line](#) a weekly newsletter every Tuesday (The Cardinal Flyer) with a message

from the Principal teaching, encouraging and motivating all to become the people they are destined to become.

## **SERVICE**

The theme and focus for the past few years has been Service. Abraham Lincoln taught, "To ease another's burdens is to forget one's own." We know that when we are in the service of our fellow beings we are only in the service of our God. Through service to others, we develop a Christ-like love and we experience joy. Service teaches us patience and long-suffering as well as gentleness, goodness, and faith. A simple fact about service is that it drives out selfishness. The students at St. Charles recognize that the true meaning and measure of life, lies not in material possessions but in giving and sharing.

The students of St. Charles believe that the members of their school make up one big happy family. They feel happy and secure and reach out in many areas of social concern because they want to include the community in their circle.

## **J.O.Y.F.U.L.**

The theme for school year 2009-10 is Joyful. We have daily mottos for each letter. Morning announcements revolve around these catch phrases so students can verbalize and explain what they mean. By saying, hearing and trying to live these mottos on a daily basis, students at St. Charles truly do become better people.

The principles that we choose to incorporate into our daily lives will determine the spirit that we contribute in our relationships with others. Clearly, it is what we do and what we think about that determine what we are and what we will become.

## **HISTORY**

St. Charles Borromeo School was dedicated on February 24, 1952 and continues to provide a strong commitment to our Catholic faith, values, customs and traditions. St. Pius X High School started in what is currently our middle school, followed by [CNM](#).

St. Charles was originally led by the Sisters of the Presentation followed in 1969 by the Ursuline Sisters, one of which continues the tradition of excellence in education into the 21<sup>st</sup> century.

The past nine years have brought challenges as well as facility improvements to include playground upgrades for K-8, a cooling system, bathroom renovations, new boiler, new roof and a myriad of

smaller projects. These improvements to the physical plant help to insure the survival of St. Charles for the next 50 years.

All teachers are highly qualified and our school is fully accredited by the State of New Mexico and the North Central Association.

Today, the school continues a religious tradition with a strong commitment to Catholic culture, values, and traditions. In its true sense, Catholic education is not confined to the classroom but should evolve in every life experience of our students. Instruction in Christian values is an integral part of the program, not only during the time set-aside to the teaching of religion, but in all classes and extra-curricular activities.

## **STUDENT AND PARENT RESPONSIBILITIES**

At St. Charles, we support, respect, and trust one another. All students are valued and respected as individuals to help them fulfill their unique role. We strive to provide a solid foundation for further educational studies, self-realization, and critical thinking skills; yet our highest priority is to provide a Christ-centered atmosphere where values are developed through the understanding of the basic teachings of the Catholic Church. The development of respect for self and others, self-discipline, and responsibility are values vital to our students' spiritual development. St. Charles School regulations are to be observed on school grounds, after school hours, as well as at all social and/or sport events sponsored by the school, whether at home or away.

St. Charles Borromeo School reserves the right to impose consequences for inappropriate behavior (**electronic bullying and gossip**) that takes place off campus and outside school hours and via technology (Internet, chat rooms, student blogs, **texting, sexting, twittering** etc.). Inappropriate behavior may include but is not limited to: harassment, use of school name, disparaging remarks directed to or about teachers, offensive communications or safety threat in any form, particularly via technology.

By registering at St. Charles Borromeo School, students and their parent(s) and guardian(s) indicate their intention to accept the school's philosophy and to observe all school regulations and policies. Acceptance and continued enrollment is contingent upon adherence to these policies and regulations.

The St. Charles School Handbook is intended to provide students and parents with an understanding of school philosophy, mission, policies, regulations, and responsibilities. ***It is within the discretion of the principal and/or pastor to change or amend this handbook at any time during the school year.***

## **ADMISSION POLICIES & PROCEDURES**

Admission of any child into St. Charles Borromeo School is at the sole discretion of the principal. She may decline to accept a student for admission and/or readmission based on the best interest of our school, parish, and community. St. Charles School does not discriminate in the administration of its policies and programs, or in decisions for admission based on gender, race, or national and ethnic origin. Transfer students are additionally required to have an interview with the principal and must present report cards of past progress and promotion as well as national standardized test results. The principal of St. Charles reserves the right to admit or deny enrollment to any student.

**Children entering Kindergarten must be five (5) years of age by September 1.**

No student or family has the automatic expectation of enrollment for the next school year without the approval of the principal. The pastor and/or principal may decline to accept a student for admission or re-admission based on the interest of the parish/school. The Principal is provided the authority to determine if the currently enrolled student, regardless of enrolled siblings, has the potential to benefit from continued enrollment in the school. Reasons may include, but are not limited to: student's academic performance and/or conduct; support and conduct of family members, including the extended family; late or non payment of tuition or fundraising money, and any other legally permissible judgment by the administration. Admission to the school is not automatic for siblings of already enrolled students -They are subject to the approval process as well.

\*\*\*Once a child is accepted, ALL FEES (to include, registration and other fees) ARE NON-REFUNDABLE, should a child withdraw or be asked to leave the school. (This includes tuition paid during the summer).

### **Tuition**

The importance of tuition payments to St. Charles cannot be over emphasized. Your tuition goes directly to salaries and day-to-day school operations. The school is entirely self-sufficient, and receives

NO financial support from the superintendent's office, the Archdiocese, or other outside groups. The fiscal soundness of the school is dependent upon the collection of tuition, registration, subsidy fees, mandatory raffle and additional fundraising.

The school's fiscal year is July 1 through June 30 of the following year. Tuition is determined for the applicable fiscal (school) year to ensure that the school can meet its financial obligations. Since the school is nonprofit, tuition is not set to make a profit. Families will have two (2) options available for tuition payments.

**Option I** - Full payment of tuition to St. Charles.

Full payment of tuition during registration in January. This payment should be made directly to the St. Charles School finance office.

**Option II** - Tuition paid to FACTS (tuition management program)

Automatic monthly payments through FACTS will be made over a ten (10) or twelve (12) month period. Payments will be drawn from your account on either the 5th or the 20th of the month, according to your choice. A \$25.00 facts missed payment fee will be automatically deducted from your facts account for each payment attempt that is missed.

**Option III** – Two payments per year – half on day of registration and half in May. (If registration occurs after May, half can be paid at registration and balance put on F.A.C.T.S. until 2<sup>nd</sup> half is paid.)

### **Finance Office**

Hours for conducting finance matters are from 8:00 a.m. to 3:30 p.m., Monday through Friday. Please call 243-5788 and ask for Nancy if you have any questions regarding your account. **Note: No money will be accepted at the school – all payments must be made to the Finance Office.**

### **Before and After Care**

Families who do not pay Before and After Care Bills may not use the program. Parents who leave their students in the program will receive a notice when they pick their child up to keep children at home until bills are up to date. The bill must be paid by the 15<sup>th</sup> of the month. For example, January after care bill is due by February 15<sup>th</sup> – no exceptions.

### **Return Check Charges**

A \$25.00 charge will be added to your bill for each returned (bounced) check. This charge along with original amount of check must be paid by cash, a

cashier's check or a money order within 10 business days. Failure to do so will result in the student being disenrolled from the school until required payment is made.

### **Delinquent Accounts**

Families who are delinquent on their Account for MORE THAN 45 DAYS WILL BE CHARGED 10% INTEREST ON DELIQUENT BALANCE. THOSE WHO ARE DELINQUENT FOR 60 DAYS OR MORE WILL RECEIVE A NOTICE OF DISENROLLMENT UNLESS PAID IN FULL BY THE PROVIDED DATE. Families who are delinquent at registration time will not be allowed to apply for the next school year until payment is made in full. Families who are current at the time of application, but then become delinquent will have acceptance withdrawn.

### **Mandatory Fundraising Policy**

Tuition and registration fees are sufficient to cover daily operation costs but are not sufficient to cover special projects, extraordinary physical improvement, or large dollar projects, program additions and improvements. Additional monies earned through the fundraisers fund these items. It has been determined by the School Advisory Board that the school will conduct one major fundraiser per school year to help finance operating expenses. PARTICIPATION IN THE MAJOR SCHOOL FUNDRAISER IS MANDATORY AND EACH FAMILY IS REQUIRED TO SUBMIT \$300.00 **at orientation before your student can attend classes.** Families who fail to submit \$300.00 at this time will be assessed a \$25.00 late fee **and students may not attend school until \$325.00 is paid.** This process has been adopted to ensure that each family participates in fundraising ON TIME.

## **PARENT'S ROLE IN EDUCATION**

We, St. Charles Borromeo Catholic School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. Charles Borromeo Catholic School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at St. Charles Borromeo School, we trust you will be loyal to this commitment. During these formative years (Pre-K to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

## **Parents as Partners**

As partners in the educational process at St. Charles Borromeo School, we ask parents:

To set rules, times, and limits so that your child:

- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code;
- Completes assignments on time; and
- Has lunch money or nutritional sack lunch every day.

To actively participate in school activities such as Parent-Teacher-Student Conferences;

To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;

To notify the school with a written note when the student has been absent;

To notify the school office of any changes of address or important phone numbers;

To meet all financial obligations to the school on time;

To inform the school of any special situation regarding the student's well-being, safety, and health;

To complete and return to school any requested information promptly;

To read school notes and newsletters and to show interest in the student's total education;

To support the religious and educational goals of the school;

To support and cooperate with the discipline policy of the school;

To treat teachers with respect and courtesy in discussing student problems.

# **ATTENDANCE REGULATIONS & PROCEDURES**

## **School Hours**

St. Charles School hours are from 7:45 a.m. to 3:00 p.m. on FULL DAYS **with all students dismissed at 3:00 p.m. This does not mean students will be outside to be picked up at 3:00.** EARLY DISMISSAL DAYS are from 7:45 a.m. to 12:30 p.m. with **all students dismissed at 12:30 p.m.** Students are not allowed in the building prior to the 7:40 a.m. bell. They are not allowed on the playground until 7:30 a.m. For the safety of all, students enter the south schoolyard through the east gate and MUST enter the building at the basement level if they arrive before 7:30 a.m. and check into Before Care. At 7:40, teachers will escort the students into the building. Students arriving after first bell (7:40 a.m.) will enter the building through the main (north) door and proceed directly to their classroom. Students who are not seated by 7:45 are tardy. Students who are tardy must be signed in by a parent and obtain a tardy slip to be admitted to class.

## **SCHOOL ATTENDANCE**

New Mexico law dictates that students between the ages of five (5) and eighteen (18) years of age are mandated to attend public school, **private school**, home school or a state institution.

## **ATTENDANCE POLICY**

- On time, daily attendance is mandatory for students to derive maximum benefit from any instructional program.
- The St. Charles Borromeo School goal is 95% attendance for all students in each grading period. **This means no more than 3 unexcused absences per student, per trimester, is acceptable.**
- If a student is leaving early for the day, a note should be written and given to the homeroom teacher the morning of in order for the teacher to have the student ready to go.
- **If a student is to be absent because of illness, the parent/guardian must contact the school office (243-5788) by 9:00 a.m. and send a note when the student returns signed by parents explaining the absence. Please do not call for homework missed by students. Homework**

**can be picked up by ALL students upon their return. Each student will assume responsibility for meeting with each teacher to arrange for make-up work.**

- Students who are absent for more than 2 hours in one day **may not** attend or participate in any school-sponsored event that same evening, such as sports events, practices, or dances.
- Absences may be excused for the following reasons, with appropriate documentation:
  1. Doctor's appointment
  2. Death in the family
  3. Religious commitment
  4. Illness
  5. Family emergency
  6. Diagnostic testing
  7. High School Visit
- The principal has discretion to make allowances for students with serious injury or chronic illness.
- **\*\*Classroom projects are a vital part of our curriculum. If a student is absent on the due date of any project or report, it **must still be turned in on due date.** It will receive a zero if turned in late.**

Because students are limited to three absences per trimester, it is expected that parents will limit student vacations to periods of time when school is not in session. **Absenteeism due to business trips or vacation during the academic year is strongly discouraged. Trips or vacations should be scheduled to coincide with various breaks throughout the year. Please see the school calendar. Work missed may result in a lower grade. Work missed due to trips will not be provided in advance. It must be made up on return. Thank you for your cooperation in this matter.**

## **MAKE UP WORK K-8<sup>th</sup>**

- Students may make up work for ALL absences.
- It is the student's responsibility to request make-up assignments on their return and follow through until they are completely made up.
- A student has two days for every day they were absent. The count starts on the day that they return. For example if a student is gone 4 days, they have 8 days to turn in missed work.  
**\*\*If a student does not have a specific class the day they return – they still need to go find the work and get it made up within**

two days per day they were absent. For example, if you have art on Monday and you are absent, when you show up for Art on Thursday, you need to be prepared because you went to the Art teacher on Tuesday when you got back to get the work.

## **EXCESSIVE ABSENCES**

- Absences are excessive if a student is absent more than 3 days per trimester (9 days in one year).
- If a student is absent for more than 3 days within a trimester, grades will be withheld until all work is completed. As a result, a lower grade may be expected.
- If a student is to be absent because of illness, the parent/guardian **must** contact the school office (243-5788) by 9:00 a.m. and send a note when the student returns signed by parents explaining the absence. Please do not call for homework missed by students. Homework can be picked up by ALL students upon their return. Each student will assume responsibility for meeting with each teacher to arrange for make-up work.
- If a student's attendance rate drops below acceptable standards, the student and his/her guardian will be referred to the Children's Court Liaison, and the student is excluded from extracurricular activities for the remainder of the grading period (trimester).
- Middle school students who exceed the prescribed number of allowable absences may lose credit for the class in which the absences occurred.
- **State law requires a school to disenroll a student after ten (10) consecutive days of absenteeism without a doctor's excuse.**

## **TARDY**

Students need to arrive at school between 7:30 a.m. and 7:40 a.m. unless enrolled in Before Care. Teachers will escort students into the building at 7:40 a.m. If a student is not in class and ready to begin the day when the bell rings at 7:45 a.m., the student is marked **tardy**. All tardies are unexcused and recorded on the attendance record. Each student has three "freebies" per trimester to account for traffic etc.

- Students who are tardy for class receive the following consequences:
  - A student who receives a fourth tardy in one trimester will be sent to administration. A letter indicating the student has

- reached maximum tardies for the trimester will be sent home for parent signature. The 5<sup>th</sup> tardy will result in an administrative conference with student. Each tardy after that will be considered excessive and parents will be asked to meet with principal to come up with a plan to be on time. \*\*\*Remember, taking out students early without documentation receives the same consequence as a tardy and will count in total number.
- Students who have excessive tardies will be referred to the Children's Court Liaison if parent cannot resolve it.
  - Students who are signed out of school before the end of the instructional day (3:00 p.m.) must have written documentation (see excused absences), or be subject to consequences of a tardy.

When students are tardy or leave early, they miss valuable class instruction, discussion, and cause disruption to the class. **Punctuality is a responsibility! A student who arrives after 7:45 a.m. must be signed in by the parent in order to be admitted to class.**

## **STUDENT DROP OFF AND PICK-UP**

- Parents may not leave their children on school campus before 7:30 a.m. unless students sign into Before Care. All students must be picked up by 3:15 p.m. or they will be escorted and signed into After Care.
- School grounds are not supervised except during the school day and in Before/and After Care.
- If extenuating circumstances prevent a family from picking a student up on time, the school must be notified by 2:40 p.m.
- Students may not wait for parents in front of our gym. Homeroom teachers will not release students until they see parents. Please do not ask your child to wait anywhere else other than the front of the school. We cannot be responsible if your child wanders off. This is a safety issue.
- If you do not pick up your child by 3:15, your child will be escorted to After Care by his or her homeroom teacher. Please park and proceed to west basement doors and ring the doorbell to pick up your child. You may be asked for identification – please be prepared.

## **Truancy**

Truancy is absenteeism without just cause, illness, or permission. Truancy applies to all or part of a school day. Truancy is a violation of the New Mexico Education Code and will not be permitted. No truant student will be readmitted until a conference has been held with the

student, parent/guardian, and administrator. Truancy may cause a student to be disenrolled.

### **Early Departure and/or Late Arrival**

St. Charles **is not an open campus**. Once a student arrives, he/she may not leave the campus until the designated dismissal time. When it is necessary to have a student out for part of the day due to appointments, the student must be checked in or out by the parent/guardian. If someone other than the parent or guardian requests to take a student from our campus, the following procedure will be observed:

- 1) The individual will fully identify him/herself to the school office.
- 2) The individual will state the reason for his/her presence.
- 3) PICTURE identification will be examined.
- 4) Student will not be released unless the individual is on the information card that was filled out and turned in by parent.
- 5) A parent/guardian will be called to assure approval.
- 6) The student will be released only after all above criteria have been met.

In the event that law enforcement officers request release of a student, the following procedure is observed:

- 1) The administration and/or pastor will be notified immediately.
- 2) The law enforcement officers will identify themselves and provide the proper identification.
- 3) The law enforcement officers' home office and/or supervisor will be contacted in order to assure the legitimacy of the authorities' presence and purpose.
- 4) The parent/guardian will be contacted and requested to come to the school to assume full responsibility and assure parental permission is duly given.

### **EMERGENCY CLOSING OF SCHOOL & SEVERE WEATHER PROCEDURES**

St. Charles will follow the APS Severe Weather Procedure as aired over local radio and television stations whether cancelled or abbreviated.

The abbreviated schedule is as follows:

9:00 a.m. Before Care

9:30 a.m. Faculty and staff report to school

9:45 a.m. Students report to school. Mid-school students report to homeroom.

\*\*\*Each student must have an accurate up-to-date Emergency Information Card on file in the school office. ***Please keep all phone numbers updated.***

## **BEFORE & AFTER SCHOOL PROCEDURES**

Upon arrival, prior to 7:30, students are to enter the schoolyard through the east gate only and proceed to Before Care, which is located in the cafeteria. They will be dismissed at 7:30. Students are to proceed to their designated class line. Teachers will escort students into the building at 7:40 a.m. **NO STUDENT SHOULD BE ON THE PLAYGROUND WITHOUT STAFF SUPERVISION. SUPERVISION IS NOT PROVIDED UNTIL 7:30 a.m.**

**Parents can drop off child or park and walk child to the gate. Parents are not allowed on the playground before or after school. \*\*\* There is no loitering allowed at the top of the stairs and in Kindergarten pick up areas.**

All students are dismissed at 3 p.m. After Care students proceed directly to the cafeteria and check in with the coordinator. All other students are escorted by their teacher to the back yard to be picked up. No parent is allowed in the backyard unless they are in their car for pick up. This is not a time for socialization – the purpose is to safely put children in the cars. **This is not recess.** All students remaining on campus at **3:15 p.m. (12:45 p.m. on early days)** will be escorted to the After Care coordinator and checked in.

### **Before/After Care Program**

Students checked into Before/After Care are billed at the hourly rate of \$4.00 per student not to exceed **\$132.00** per month. **In order to participate in the Before/After Care Program, all payments must be current. If you get behind in your bill, you will no longer be able to use Before/After Care.**

Before Care begins at 7:00 a.m. Please proceed down the stairs and around to the playground to enter the building at the lower level on the south side of the building. Please make sure your children are in before you drive off. Do not for any reason leave student by the gate if you are early. This is a safety issue.

On Early Dismissal Days and at extra cost, pizza is provided for only those students who are checked into After Care.

\*\*\*\* Before/After Care is provided as a convenience to both parents and students. Any student who does not follow the instructions of Before/After Care personnel will be disenrolled from the program. The first hour of After Care will be a mandatory study hall for all students.

If a student does not have homework, they will be expected to read, with the exception of Kindergarten through 2nd grades, which will be provided with quiet activities to do.

## **CURRICULUM**

The course of study at St. Charles complies with the curriculum competencies adopted by the Archdiocese of Santa Fe and the New Mexico State Department of Education.

### **Primary Level Curriculum**

The Primary Level includes Kindergarten through 2nd grades and follows the traditional teaching model of self-contained classrooms. Students have one teacher for all the basic/core subjects. Within each Primary and Elementary classroom, Math and Reading groups may be formed to best fit the individual student's needs. In addition to the basic core curriculum, students also receive instruction in Art, Physical Education, Music and Spanish.

### **Elementary Level Curriculum**

The Elementary Level includes 3rd through 5th grades. These grades also follow the traditional teaching model of self-contained classes. Some classes may be taught across subject and/or grade levels.

Within each Primary and Elementary classroom, Math and Reading groups may be formed to best fit the individual student's needs. In addition to the basic core curriculum, students also receive instruction in Art, Physical Education, Music and Spanish. 4<sup>th</sup> and 5<sup>th</sup> grade receives instruction in Computer Keyboarding to prepare them for integration of technology in mid-school classes.

**\*\*\*All K-5 classes have a Religion, Literacy and Math Block Schedule in the morning. All classes start with Religion, move to a 2 –2 1/2 Hr. Literacy Block and finish with at least an hour of Math before Lunch.**

### **Mid-School Level Curriculum**

The Mid-School Level includes 6th through 8th grades. The mid-school provides instruction in Theology, Science, Math, English, Social Studies, Spanish, Reading, Writing, Physical Education, Fine Arts (Music and Art), Leadership with Technology being integrated with core classes. St. Charles offers After School activities that enhance and enrich the core curriculum program after school to include yearbook.

How to take the St. Pius Exam will be offered to 8<sup>th</sup> graders starting in November at an additional cost.

The mid-school will continue to utilize block scheduling this year to allow for intense individualized instruction. It will also alleviate workload, as students will only have core classes three times a week.

### **Resource/Reading Center**

Reading is and will continue to be an integral part of St. Charles. Every student in 3<sup>rd</sup> through 8<sup>th</sup> grade must have a fiction or nonfiction chapter book that they are continuously reading. They must have such a book with them every day. St. Charles has a "reading center" that will be utilized by teachers for the purpose of checking out reading material for their students. Each teacher will teach library skills and research.

### **Class Size**

The State Department of Education mandates the total number of students allowed within each class. When necessary, teacher aides are utilized in accordance with these regulations.

## **ACADEMIC INFORMATION**

In our search for excellence, St. Charles students are given every opportunity to develop their talents fully. We believe in educating the whole person. The core school curriculum has been specifically designed to challenge students. In any given class, the curriculum may be at a higher grade level than that which is normally expected, thus better preparing students for advancement.

### **Parent/Teacher Conferences & Progress Reports**

Two (2) **mandatory** parent/teacher conferences are scheduled during the school year. All parents/guardians must attend Parent Teacher Conferences. **Please mark your calendars for October 9<sup>th</sup> and January 15<sup>th</sup>.** Conferences are scheduled midway through the 1<sup>st</sup> and 2<sup>nd</sup> Trimester. Parent/teacher conferences provide an opportunity for teachers and students to identify areas in which students may be deficient or struggling and communicate current achievements. Mid-trimester assessment and conferences help teachers, students and parents devise plans for the rest of the year. Parents must insure they leave these conferences with a firm understanding of the cause(s) of any deficiency and the recommendation(s) presented.

## **Developmental Reading Assessment (DRA)**

Two (2) mandatory assessments are scheduled for **October 23<sup>rd</sup> or Oct 26<sup>th</sup> and April 23<sup>rd</sup> or April 26<sup>th</sup>**. Each student must come to their pre-assigned scheduled appointment. The purpose of DRA is to assess the level of comprehension and fluency *skills in reading*. *The information gathers guides teachers as they chose their instruction so every student can be successful and understand new concepts at their comprehension. These dates are set and sent out in June and it is expected parents make arrangements to have children here for the assessment.*

## **Scheduling Appointments & Visits**

The hours between 7:30 a.m. and 3:00 p.m. are not to be used for discussion of individual student situations unless a conference/appointment has been scheduled. When necessary, the school secretary will deliver telephone messages to the teachers and teachers will return phone calls to schedule their own appointments.

**Classes may not be interrupted/disturbed while in session.**

Parents are always welcome and are encouraged to visit during the school day. Please call the school office at least one day in advance of your visit. Upon arrival, all visitors **must check** in with the school office to receive a Visitor's Pass.

***\*\*\*Please do not conference before or after school without scheduling an appointment. Teachers have duties and meetings that must be attended to and will be unable to give you their full attention.***

## **Homework**

Homework is viewed as an opportunity to practice/review skills taught in class and should be expected. Homework is assigned in all grades. Frequency of assignments and the level of difficulty are determined by each individual teacher. All 1<sup>st</sup> and 2<sup>nd</sup> graders keep track of their daily homework and should be reviewed and signed by a parent each evening. The 3<sup>rd</sup> – 8<sup>th</sup> graders are required to keep a homework planner, which should be purchased at school.

Homework comes before extracurricular activities and is an integral part of the student's development. Providing a comfortable quiet work area specifically for homework is recommended and usually results in better grades. Should you have homework concerns, please contact the teacher to arrange for a conference.

Late work will receive a grade of 50% or lower if turned in within 24 hours of when it is collected. Work is late if it is not turned in at the time the teacher collects it.

\*\*\*Long term projects and reports must be turned in by the due date even if student is absent on that day.

**All work assigned to students must be completed and turned in whether or not a zero is received.**

## **Assessments**

***Teachers do not give grades...students earn them.*** Several different forms of assessment/grading take place within individual classrooms. Averages may be a result of cumulative grades of written work, tests, individual and group projects, class participation, classroom work, homework, and reports. Individual teachers weigh assignments and assessments. Please address questions and concerns directly to teachers. The administration will be available to sit in on conferences as scheduling permits.

## **Grading**

The 4-point system is used at St. Charles at all levels. Only grades earned during the 6<sup>th</sup>-8<sup>th</sup> grades are weighed in the student's G.P.A. Each grade is given a point value. Values are added up and divided by the number of grades given to determine G.P.A.

### **Grade Scale with Corresponding Point Values**

A+	98-100	4.3
A	94-97	4.0
A-	90-93	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	63-66	1.0
D-	60-62	.7
F	Below 60	No Credit

All grades 1<sup>st</sup> – 8<sup>th</sup> record letter grades in all subject areas.

## **Quality Work**

As a priority, St. Charles strives to provide an environment of expectations where students work continuously toward improving behaviors of self-discipline that will benefit them for a lifetime. Appreciation of one's own quality of work and regard for one's accomplishments are achieved through our consistent standards throughout all grades and from all teachers. All work turned in must meet the following standards:

- ✓ Proper St. Charles heading.
- ✓ Neatness! No torn, crumpled, smudged, or messy papers are accepted.
- ✓ Quality penmanship is mandatory and papers must be readable.
- ✓ Our primary grades through second trimester of 3rd grade use manuscript writing. All other grades use cursive writing.
- ✓ Correct writing, especially in regard to spelling, punctuation, and capitalization are expected.
- ✓ All work (except Math) for Middle School Level must be done in black or blue ink, all work for the Elementary and Primary Levels must be done in pencil.
- ✓ Final papers and assignments FOR ALL CLASSES, IN ALL SUBJECTS, AT ALL TIMES should always look "polished."

\*\*\*If assignments do not meet these criteria, it will be left to the teacher's discretion to lower the grade and expect that it be redone.

## **Academic Recognition for Middle School**

To recognize and encourage academic excellence, 4.0 Summa cum Laude Awards and 3.9-3.5 Magna cum Laude Awards are presented at the end of each trimester. **Recipients may not have any Ts, Ws or Ys in all Conduct areas.** All grades must be above 76%. Academic Letters (Pins, if received more than one year) are awarded to students who earn a cumulative GPA of 4.0 or above for the entire school year.

## **National Junior Honor Society**

To be chosen as a member of the National Junior Honor Society (NJHS), a student must demonstrate leadership ability, perform service to the school community, and consistently exemplify desirable qualities of behavior {honesty, reliability, courtesy, concern and respect for others}. They must maintain a 3.5 Cumulative Grade Point Average (6<sup>th</sup> – 8<sup>th</sup> grades). Faculty members nominate students and nominees' GPAs are then confirmed by Administration. (Below "S" in Conduct and/or excessive tardies - more than three per trimester - may jeopardize a student's nomination.) Candidates' names are presented before the five-member Faculty Council. A majority vote of

“yes” by the Faculty Council is mandatory in order for a student to be admitted to NJHS.

The St. Charles Borromeo Chapter of NJHS is chartered by and conforms to the national guidelines set forth by the National Association of Secondary School Principals. The selection process is applied fairly and consistently to all candidates. Students in 8<sup>th</sup> and 7<sup>th</sup> grades and third trimester 6<sup>th</sup> graders are eligible. Students may be re-nominated throughout their tenure at St. Charles.

### **Graduation, Valedictorian & Salutatorian**

A student’s culminating achievement is graduation. Participation in commencement exercises is a privilege based upon the successful completion of all required academic requirements, fulfillment of all financial obligations, and student’s overall satisfactory behavior.

The honor of class Valedictorian and Salutatorian are given to the two students with the highest and second highest GPA, respectively, during their middle school years. The honoree must have been a full time student at St. Charles for at least two of the three middle school years. Additionally, the honoree must be a positive role model and demonstrate true leadership ability. Both honorees will address the assembly during the Graduation Mass.

### **Academic Grade Checks**



There will be 6 official grade checks for middle school students. All parents need to continually communicate with their child to monitor progress. If you notice several papers or test grades that are below your expectation, your child should be your first avenue for fixing the situation. If necessary, you may contact your child’s teacher to get more information. MIDDLE SCHOOL IS THE TIME FOR YOUR CHILD TO TAKE OWNERSHIP OF THEIR ACADEMIC PERFORMANCE AND DEVELOP THE RESPONSIBILITY TO CONVEY THEIR FAILURES AND SUCCESSES TO YOU, THE PARENTS. *Again, St. Charles will not be sending home weekly grade checks. We provide 6-week progress reports and a report card every 12 weeks. Thank you for your cooperation in this matter.*

### **Academic Probation / Conduct Probation (See Discipline Policy)**

Students will receive 6 official grade reports during the school year. If at any time a student receives 2 Ds or 1 **U**, **for elementary 2 twos**

**or 1 one in behavior, for mid-school 2 Ts, 2Ws or 1Y in citizenship**, that student will automatically be placed on probation and is not allowed to participate in extra-curricular activities until the next reporting period. For example, if a student is on the basketball team and they receive their report card or progress report during the season and it is unacceptable, that student will be removed from the team immediately. Also, if a student wants to try out for a team and his/her last progress report or report card was unacceptable, he/she will be ineligible to tryout.

### **Promotion and Retention**

At St. Charles, students are accountable for their academic performance and must demonstrate mastery of present grade-level concepts in order to be promoted. If a student demonstrates deficiency in progress, a conference will be held between the parent, teachers, and administration to discuss intervention and/or possible retention.

**Social promotion is not an option for students of St. Charles. Students must prove proficiency, maturity and readiness, especially in Reading, in order to be promoted.**

Promotion to the next grade is at the discretion of the principal. Any student who receives a U for two or more trimesters in any subject must enroll in a summer program for that subject. Any student who receives a U for two or more trimesters for more than one subject will need to repeat the entire grade. All students in the middle school must have an Final Average Grade above a U in all subjects but one to be promoted to the next grade. Promotion for students with one U as a final grade will be promoted conditional on successful completion of summer school in that one subject.

### **Assessments**

The Iowa Tests of Basic Skills is administered to the 8<sup>th</sup> grade students in both the spring and the fall and all students in 3<sup>rd</sup> – 8<sup>th</sup> are tested in the spring. These achievement tests are mandated by the Archdiocese and the State of New Mexico. All students must be in attendance to take this assessment. Upon receipt, results of these assessments are shared with parents/guardians.

Bi-annually, each student will be assessed in regards to their reading level. Strengths and weaknesses will be determined to better focus instruction in all grades. Each child will be assigned an appointment time for assessment in October and April.

The NWREL Writing Assessment is given each year to 4<sup>th</sup> and 5<sup>th</sup> grade. The ACRE Religion test is given to 5<sup>th</sup> and 8<sup>th</sup> grades. Both of these assessments are given in April.

## **HONOR, COURTESY & DISCIPLINE**

### **Citizenship Criteria**

*"Love and serve the Lord with all our mind, heart, soul and strength and treat our neighbors as ourselves." - Matthew 22:37-39*

As a Catholic school, positive attitudes and values should be evident in all actions and words. These values include:

- **ACCEPTANCE OF RESPONSIBILITY AND CONSEQUENCES FOR BEHAVIOR**
- **CHARITY,**
- **FORGIVENESS**
- **KINDNESS, TOLERANCE**
- **HUMILITY**
- **SELF-CONTROL AND**
- **RESPECT.**

In order to promote a positive environment where all students feel safe, secure and respected, a specific code of conduct governing behavior must be evident and is expected **of all students at all times.** St. Charles Borromeo students will:

1. Conduct themselves in such a way as to bring credit to their school, their family and themselves.
2. Be obedient and respectful to authority.
3. Be polite and courteous to all adults working in or visiting our school.
4. Use appropriate titles, "sir" or "ma'am" when addressing all adults.
5. Stand and greet adults when they enter the room.
6. Take initiative and offer assistance.
7. Avoid boisterous behavior in class, in hallways, or at school functions.
8. Show respect and concern for school property, and the property of others.
9. Refrain from using or carrying alcoholic beverages, tobacco or other drugs.
10. Not possess any lethal weapon that could endanger the life or safety of others.
11. Respect and consider the feelings and needs of others at all times in both words and deeds.

12. Excuse self when necessary, always passing behind another person.
13. Compliment, express gratitude, and use appropriate language.
14. Be fair in play and never exclusive in attitude or actions.
15. Never use abusive language, slander, lie, cheat or steal.

## **Discipline Policy**

In grades K-5, one or more of the following may address misbehavior:

Detention during recess  
Parental call  
Parent/teacher conference  
Conference with administration

Excessive misbehavior may result in suspension or expulsion.

**For middle school students (and fifth graders) less serious infractions will be dealt primarily and directly by the teacher.**

**These infractions may include:**

1. Gum chewing anywhere on St. Charles campus at any time
2. Uniform violation (see specific guidelines)
3. Loitering on campus or in the building before or after hours
4. Tardiness to classes
5. Interfering with others' ability to concentrate in class (any disruptive behavior)
6. Uncovered books
7. Inappropriate behavior in Mass, in class, in cafeteria, on school grounds, or during school events such as sports events, dances or parties

Repeated infractions (more than 2) and willful disobedience regarding school rules will result in an immediate administrative conference.

Assignments and/or tests missed while a student is in a disciplinary administrative conference will be unexcused and may not be "made up."

### **First Administrative Conference**

Conference report is written, signed by student, sent home for parent signature, and filed for reference.

### **Second Administrative Conference**

Conference report is written, signed by student, sent home for parent signature, and filed for reference. **The student will be banned from sports or social activities for one week beginning that day.**

\*\*Student may not go to practice or attend games.

### **Third Administrative Conference**

Conference report is written, signed by student, sent home for parent signature, and filed for reference. The student spends the rest of the day in In-School Suspension (unless infraction occurs too late in the day – it will be served the next day). All missed assignments and tests are unexcused. **The student will be banned from sports or social activities for two weeks beginning that day unless already banned. In that case, the two weeks will start when the first week of probation is completed.** \*\*Student may not go to practice or attend games.

### **Fourth Administrative Conference**

Conference report is written, signed by student, sent home for parent signature, and filed for reference. The student will be required to perform an After School Service Assignment, which will be served during the time scheduled by Administration. Service- Work Assignments are not negotiable.

**Infractions that are more serious may result in immediate disciplinary action, suspension or expulsion, subject to the discretion of Administration. A student who participates in any of the following behaviors will automatically receive the consequences as outlined under the THIRD ADMINISTRATIVE CONFERENCE unless student is expelled or out of school suspension is deemed necessary. These infractions may include:**

1. Fighting with, threatening, or harassing other students
2. Throwing objects
3. Disrespect, profanity and obscenity (verbal and gestures)
4. Public display of affection (PDA)
5. Cheating or stealing
6. **Forging signatures**
7. Plagiarism (copying others' work or allowing work to be copied by others)
8. Lying
9. Disruptive behavior, deliberate and open defiance of authority
10. Possession of potentially dangerous objects or weapons
11. Vandalism and defacing property and theft
12. Unauthorized leaving of school grounds
13. Possession of pornographic literature

**If a student receives three (3) Disciplinary Service-Work Assignments, he/she will be placed on probation. The next**

**administrative conference, for any reason, will result in immediate expulsion.**

### **Zero Tolerance**

Some offenses are so detrimental to the safety of all that St. Charles will exercise ZERO TOLERANCE. Any student, who deliberately hits, takes down or assaults another student is subject to immediate expulsion. Any student found to be in possession of illegal drugs, alcohol, or firearms will be immediately expelled and the police contacted.

**\*\* This handbook contains general guidelines of rules for acceptable and non-acceptable behavior. It is impossible to outline every situation that may occur and require disciplinary measures. All situations merit a close look by administration and will be handled individually with the good of the school and student in mind. The enforcement of general school regulations as well as classroom rules is within the authority and responsibility of all staff members. Assigning detentions and/or other corrective measures for misbehavior is at the discretion of all school personnel.**

### **Dismissal Policy**

St. Charles recognizes that every pupil has a right to learn. Any act by any student that interferes with that right will not be tolerated. In order to promote a positive atmosphere for learning, St. Charles reserves the right to dismiss and to deny admission or re-registration to any student whose past school performance clearly demonstrates the following:

1. Need for education programs outside the normal scope of our curriculum
2. Notable discipline problems or disruptive behavior that have been documented
3. Any other characteristics that could seriously jeopardize an atmosphere of Catholic respect or interfere with the other students' opportunity to learn
4. Parental harassment of clergy, administration, faculty and staff
5. Consistent non-cooperation regarding school policies and procedures by either students, parent/guardian, or family members
6. Non-payment of tuition and other fees

## **HEALTH AND SAFETY**

St. Charles has a full time registered nurse on staff to oversee all health and safety issues. Students are encouraged to remain at home when they are feeling ill. If a student becomes ill or has an accident while at school, the school nurse will administer assistance. The school will contact the parents if it is determined the child needs to be sent home due to illness or injury.

### **Medication**

According to state requirements, the following guidelines will be used regarding medication:

- 1) The physician must submit in writing his/her recommendations. [This doctor's order and medication container](#) must include the following information: name of student, name of drug, dosage of drug and precise schedule of administration, side effects of the drug and the period of time during the administration of the drug is indicated.
- 2) The parents should provide written consent for the administration of the drug by school nurse. In addition, the parents must provide telephone numbers through which either parent may be reached in case of an adverse reaction to the drug.
- 3) The child must be instructed by the parent or the physician on how to take his/her medication. Young children should be taught according to their level of capability. The child should know why he/she is taking the medication and the schedule to be followed.
- 4) **The school nurse MUST be notified of all students taking medications at school.** Medications, including inhalers and cough drops must be kept in the nurse's office. Non-Prescription medications, such as Tylenol, antacids or cold tablets, may not be administered without written consent of parents.
- 5) **COUGH DROPS will not be provided by the school.** *You may send them in with a note to our nurse.*
- 6) [If your child is taking medication at school, you agree to furnish over the counter and prescription medications to school to dispense to student. Also if there are any changes in medication or your physician discontinues use of medication, you agree to notify the nurse.](#)

### **Immunizations**

State law requires that parents/guardians provide immunization records to the school. These are required at registration time. **Your child will not be able to proceed through orientation without**

**proper documentation of vaccinations.** Students will be denied admission if they have not been immunized. Medical exemption, verified by the child's physician, is the only acceptable exemption for non-immunization. Verification of medical exemption must be renewed on a yearly basis.

### **General Safety-Parking Lot**

For the safety of all the school children, please use the parking spaces in the center parking isle between the school and the church or on the Far East side of the gymnasium. **Do not park anywhere along the yellow curb on the north side of the school.** All children and adults must cross at the crosswalk on the Far East side of the parking lot. Unless your child is in Before and After Care, the school ***DOES NOT*** accept liability for students on the school or church premises before 7:30 a.m. or after 3:15 p.m. No supervision of students is provided before or after these times. **FOR THE SAFETY OF ALL - DO NOT DRIVE IN THE PARKING LOT WHILE TALKING ON A CELL PHONE.**

### **Crisis Management**

St. Charles has identified a management team as a precaution to protect our school community and respond proactively in the event of a crisis. While a crisis may occur at any time, a crisis plan has been designed by the Archdiocese of Santa Fe Catholic Schools office to be an intervention measure to limit the severity of the incident and mitigate the physical, emotional and spiritual consequences.

State law requires that we practice evacuation and safety drills. We have procedures for fire, other natural disasters and lock downs.

## **GENERAL POLICIES AND PROCEDURES**

### **Appearance and Attire**

All students will maintain a neat and clean appearance. Clothing should be clean and in good repair. All teachers will enforce the dress code. Any student in inappropriate attire will be sent to the office where the parent/guardian will be called. Students will not be allowed to return to the classroom without proper attire and they will not receive credit for class work that is missed. Repeated uniform violations warrant an administrative conference.

## **Boy's Uniform**

**Slacks** - Navy blue, classic "Dockers" style pant with proper fit at waist and length – no pockets, patches or loops on legs; **No tight fitting pants**

**Shirts** - Red Polo, Red turtleneck or Red mock neck (Must be tucked in at all times) **No tight fitting shirts**

**Shorts** - Navy blue, classic cut (no denim) – Must touch kneecaps

**Socks** - Plain red, white or navy blue crew or ankle socks must be worn at all times – NO KNEE SOCKS FOR BOYS

**Shoes** - Basic, solid, neutral sneaker – NO LIGHTS OR SOUNDS; No sandals. No oversized shoes with the big tongue are permitted.

**Students may not wear healties, skater shoes or skater tennis shoes.**

\*\* All shoes must be tied in the traditional way and fit snugly.

**Belts** - Proper fitting solid color belts required (5<sup>th</sup> -8<sup>th</sup> grades only) **K-4 should not wear belts for safety reasons.**

**Outerwear** - Only the **St. Charles RED** sweatshirt may be worn in the building.

**Undershirts may not be worn unless they are the same color red as the red polo being worn.**

\*\*\*No long sleeve undershirts may be worn.

## **Girl's Uniform**

**K-5 Jumpers** - Regulation St. Charles plaid (must touch kneecap) MAY BE worn with white cotton, "Peter Pan" collar blouse, red or white turtleneck, or red polo. Shorts must be worn underneath jumpers.

**K-8 Skirts** - Regulation plaid skirt (must touch kneecap) Shorts must be worn underneath skirts.

**K-8 Shirts** - Red Polo, Red turtleneck or Red mock neck (Must be tucked in at all times) **No tight fitting shirts, no capped sleeves, long enough to tuck in**

**K-8 Skorts** - St. Charles red plaid (must touch kneecap) \*\*may be worn all year

**K-8 Shorts**- Navy blue (no denim/jeans) classic "Dockers" cut (must touch kneecap)

**K-8 Pants** – Navy blue, no pockets, patches or loops on leg; must be at waist, no bell-bottoms, hip huggers or "dickies", **No tight fitting pants**

**K-8 – Capris** – Solid navy blue, no side pockets, or strings on legs (See Dennis Uniforms)

**Socks** – Plain red, white, or navy blue crew or ankle socks, leotards or knee-hi socks

**Shoes** – Basic, solid neutral sneakers only (**no** sandals, open-toe shoes, clogs, sling pumps, or platforms) NO LIGHTS OR SOUNDS. No

oversized shoes with the big tongue are permitted. **Students may not wear heales, skater shoes or skater tennis shoes.**

\*\* All shoes must be tied in the traditional way and fit snugly.

**Outerwear** - Only St. Charles sweatshirt may be worn in the building.

\*\* **All jumpers, skirts, and skorts must touch the kneecaps.**

**Undershirts may not be worn unless they are the same color red as the red polo being worn.**

\*\*\*No long sleeve undershirts may be worn.

### **Miscellaneous for Boys and Girls**

**Hairstyles** - hair must be clean and combed/brushed neatly. Only natural hair color is permitted and conservative hairstyles are required. **Boys' hair** may not extend below the collar and must be combed and neatly maintained. **Boys** may not have noticeable facial hair. Sideburns may not go below ear level. No Mohawk hair cuts.

**Jewelry** is easily lost, broken, or misplaced and therefore will be kept to a minimum. Boys may only wear wristwatches. Girls may only wear wristwatches and one earring per lobe (boys may NOT WEAR earrings). K-5 may not wear hoop earrings. Small hoop earrings are allowed in 6-8.

NO rings, necklaces, bracelets of any kind are permitted. (This is a safety issue).

\*\*\***Nothing can be worn around wrists to include rubber bands, hair ties, colored bands etc.**

**Make-up – Absolutely no** make-up: no eyeliner, no eye shadow, lipstick or lip-gloss that sparkles, adds color etc. No colored nail polish or artificial nails. CLEAR POLISH ONLY.

### **Misc.**

No hair bands worn on arms, wrist

No hats inside

No visible tattoos or body piercing

No cologne, perfume or shaving lotion

No professional sports apparel

**No hairspray or breath sprays allowed on campus**

**All students** – hair should be neat with bangs above the eyebrows. Boy's hair should be above and not touch the shirt collar and trimmed around the ears. Scrunchies, hair clips, rubber bands, etc. must be in the hair, not worn on wrists. Extreme hair coloring and bleaching is not permitted. **No** beads or scarves should be worn in the hair.

No cosmetics, lip gloss, colored chap stick, nail polish, or artificial nails may be worn. No visible tattoos of any kind. No Hologram contact lenses.

No body piercing except pierced ears. Girls may wear **one pair of earrings not larger than a dime**. Boys may not wear earrings of any type. **Jewelry** should be limited to one watch and simple crosses or holy medals on a narrow silver or gold chain

Students may not wear colored bands on their wrist or ankles.

### **PE Days**

All students K-8 must wear **athletic** shoes. They must be tied on the outside of the tongue. No oversized shoes with the big tongue are permitted. **Students may not wear healies, skater shoes, vans or skater tennis shoes.** Velcro shoes are allowed if they fit snugly. Students wearing improper shoes for PE will be asked to sit out and will receive a zero for the day. This is for the safety of your child and other children. **Girls must tie their hair back for P.E.**

### **Spirit Day**

Every Friday is SPIRIT DAY! Students may wear any St. Charles spirit shirt with uniform pants, shorts, skirt or skort.

**\*\*\*Students are expected to dress appropriately at all St. Charles academic, social, and athletic events. When you represent St. Charles, dress modestly and appropriately for the occasion. The administration has ultimate authority for all issues pertaining to a student's appearance.**

**Every Monday is GREEN DAY! Recycle Awareness – In the spirit of our second year of recycling, all students may wear the St. Charles kelly green recycling spirit shirt. They will be available for sale at the beginning of each year. NO other green shirt may be worn. It must be the St. Charles shirt and purchased from the school.**

### **Jean Day**

The last Friday of every month is Jean Day. Students may wear any St. Charles spirit shirt with solid blue jeans. No designs, pockets on legs, holes and cuts are permitted.

### **Lockers**

The granting of locker space to the students in the middle school is a privilege that will be rescinded if abused in any manner. Lockers are to

be kept neat and orderly and are subject to inspection by school administration and faculty. Students are not to go into another student's locker at any time. **The school assumes no responsibility for missing items. St. Charles makes known its legal authority and intent to search lockers at any time as needed.**

**\*\*All middle school students must have backpacks that fit into lockers. Small suitcases travel cases, or backpacks with wheels are not allowed.**

### **Lunch Program**

St. Charles is a closed campus and requires all students to eat lunch at school. APS provides our hot lunch program and lunches may be purchased by the day, week, or month. All checks are made payable to APS. Bag lunches may be brought from home. Milk and juice purchases may be made at school.

Due to limited space, **parents may not** join their children for lunch. Students should not be signed out to go to lunch.

**It has also become necessary to mandate that burgers, sandwiches, pizza etc. may not be dropped off for students or brought into the cafeteria. Occasionally, a child may forget their lunch. If that happens, the child will be able to charge a lunch through APS.**

On Early Dismissal Days and at extra cost, pizza is provided for only those students who are checked into After Care.

### **Lost and Found**

Any items found should be turned in to the Lost and Found, which is located in the lunchroom near the south exits. Valuables found will be held in the office. Parents are asked to tag their children's belongings. St. Charles is not responsible for the loss of personal items or any unclaimed items. Items not claimed after a reasonable time will be distributed to the needy through the St. Vincent de Paul Society.

### **Telephone**

The school telephone is a business telephone and not for student use unless there is a change in schedule. The office staff will notify parents in case of illness or injury.

**Students will not be allowed to telephone home for projects, homework, or lunches that have been forgotten.**

No cell phones, ipods, mp3players, or any other electronic or communication devices are allowed on St. Charles property. **These personal items will be confiscated by faculty and/or administration and returned to parents only at the end of the year.**

### **Textbooks**

State-funded books are loaned to the students for their use. The school is responsible for purchasing other textbooks not provided by the state. Any damage to these books will be the responsibility of the person to whom the book was assigned. Students are expected to return all books in the condition in which they were issued minus "fair wear & tear." Loss or excessive damage to a book will result in the students paying the replacement cost of the book. **All textbooks are required to be covered at all times.**

### **Students' Personal Belongings**

Students are not allowed to bring personal belongings to school including Before/After Care. This includes all toys, CDs, CD players, game boys, blackberries, I-pods, cameras, cell phones and pagers, any other electronic or communication devices, laser light pens and key holders. **These personal items will be confiscated by faculty and/or administration and returned to parents only at the end of the year.**

**No student may be in possession of aerosol sprays, perfume sprays and other products that emit spraying or other liquids and air.**

### **Birthday Parties**

**Birthday parties and birthday lunches of any type are NOT ALLOWED.** Other types of birthday recognition are left to the teacher's discretion. Invitations to parties outside of school should be mailed to students **and are not to be distributed** anywhere on campus. **Balloon bouquets or flowers etc. may not be sent to the school at any time.**

For students in K-2, birthday party invitations can be sent home in the student folder if every child or every child of the birthday child's sex is invited.

# **EXTRACURRICULAR ACTIVITIES**

## **Builders Club**

The Builder's Club consists of students in the 6th-8th grades that coordinate school-wide activities with a focus on service. Parental permission is required before a student may register as a member of the club. [The Builder's Club is sponsored by Principal B.J. a Kiwanian.](#)

## **Girl Scouts, Brownies and Daisies**

Weekly meetings are held in the School. Call the school office for more information. Scouts may wear their uniform on scout day.

## **Music**

**Choir** - Students in grades 3-5 are eligible to try-out for the St. Charles Choir if they meet all extra-curricular minimum requirements for academics and conduct. Students in the choir will regularly perform at masses and participate in the community through various venues. Choir will be held on Mondays and Wednesdays from [2:30](#) p.m. – 3:30 p.m.

## **Sports Program**

St. Charles is a member of the Parochial and Independent Athletic League, which includes citywide Catholic and non-public schools. Opportunities are provided for students' physical, mental and spiritual development through their participation in our athletic program. Students' participation in our sports program is strongly encouraged, but all students must understand and accept participation as an honor and privilege that mandates academic responsibility and appropriate behavior. Students in grades 5 through 8 are eligible.

## **Player Eligibility**

Eligibility for students to participate in the Cardinal sports program is based on the following criteria:

1. Student must turn in signed permission slip and physical examination form before they can participate in tryouts.
2. Student must maintain acceptable grades in every class (see Academic Probation).
3. Student must maintain a satisfactory conduct grade in each subject (see Conduct Probation).
4. Student must pay a \$75.00 fee for each sport in which he/she participates. This fee is due upon registration and is required in

- order for the student to play. (The fee is nonrefundable if student is suspended, placed on probation, or quits the team).
5. **Each student is required to follow all St, Charles policies regarding dress (to include jewelry, make-up etc.), ipods, cell phones etc., and behavior at practice, games (both home and away), during school and After Care.**
  6. **Each student must contribute to the community of St. Charles by cleaning up after each game in which he/she participates.**

**Failure to comply with these criteria will eliminate you from eligibility immediately.**

**PROBATION - Administration claims the right to place any student on probation or remove any student from the team due to grades and/or behavior at any time if warranted (see Probation under Academics).**

## **Player Responsibilities**

There is a Code of Conduct and Honor that each student athlete must observe while representing St. Charles. AT ALL TIMES student athletes must:

1. Observe the rules of the games as explained by coaches and officials
2. Treat everyone with courtesy and respect on and off the playing field
3. Demonstrate excellent sportsmanship
4. Be responsible and reliable at practice; use all equipment in an appropriate and safe manner
5. Take care of assigned uniform (Student must pay \$100.00 fee for any uniform that is lost or returned in a condition that warrants replacement – beyond fair wear and tear)
6. Student must contribute to the community of St. Charles by cleaning up after each game in which he/she participates

**\*\*A student who chooses to play for St. Charles must decide to make that team a priority. Other sports commitments are not acceptable absences. It is the student's responsibility to inform the coach if a practice will be missed for any reason.**

## **PARENT of Player Responsibilities**

There is a Code of Conduct and Honor that each adult and parent must observe while representing St. Charles. AT ALL TIMES parents and adults must:

1. Observe the rules of the games as explained by coaches and officials
2. Treat everyone with courtesy and respect on and off the playing field
3. Demonstrate excellent sportsmanship
4. All parents must set a good example and represent St. Charles in a manner beyond reproach.
5. All parents must work assigned duties at home games or get a substitute. \*\*\*Games will be forfeited if no parent is available or willing to run the door, scoreboard and snack bar.

**\*\*If any adult/parent violates St. Charles Code of Conduct at home or away games, administration claims the right to ban such parent from any or all games.**

### **Athletic Recognition**

All students participating in athletics shall receive a letter and/or pin if meeting the listed requirements below. A letter received at St. Charles Borromeo School represents not only the ability of the student but also the dedication of the individual. It signifies the individual's commitment to the school and indicates an honorable degree of school spirit. The following are requirements that must be met in order for the student to receive a letter or a pin:

1. Athlete must participate in 80% of all games.
2. Athlete must attend 100% of the practices. (Sickness does not count as an absence.)
3. Athlete must have paid participation fee and returned or replaced all uniforms etc, by the time set by coaches and athletic director.
4. Athlete must clean gym/field after every home game by picking up trash and sweeping gym floor.
5. Athlete must represent the school in a manner that reflects well on the school and all they come in contact with.

\*\*The first sport in which the student athlete fulfills all the requirements will result in him/her receiving a letter with a pin (e.g. If the sport is basketball – then the pin should be a basketball pin.) After that, if a student fulfills the requirements of any additional sports throughout their tenure, they will receive a pin referencing that sport to place on their letter.

### **Athletes of the Year**

An 8<sup>th</sup> grader, male and female, athlete who has taken part in at least five sports (during junior high years 6-8) and attended St. Charles

School for at least two years may be awarded the Athlete of the Year. This award is given to the student who most exemplifies the highest standards of dedication, courtesy, fair play, good sportsmanship, and respect of coaches and is an outstanding representative of St. Charles School. The coaches, Athletic Director and Principal select the individuals worthy of the award.

## **PARENT ORGANIZATIONS**

### **St. Charles School Advisory Council**

This is a representative body of the school community consisting of eight elected members. The purpose of the board is to work closely with the pastor and principal. The Advisory Board provides parents' input regarding school matters, however, as the name implies, its role is strictly advisory in nature. All final decisions regarding policies, procedures, and financial matters are the province of the pastor and the principal.

Meetings are held as needed and dates are noted in the Cardinal Flyer. In order to stay informed and voice concerns, parents are encouraged and welcomed to attend. This is the avenue in which parents may participate and support St. Charles projects and activities, thus, providing a strong link between home and school.

### **Parent Forums**

Parent Forums began in the School Year 2006-07 as a way of building community among parents. The purpose of these forums is to provide parents the opportunity to help each other with ideas and strategies for parenting. Knowing that you are not in this alone and other parents are going through the same thing helps you focus on helping your child develop as they should in this ever changing world.

## **AMENDED FAMILY EDUCATION RIGHTS & PRIVACY ACT**

As required by the Amended Family Education Rights and Privacy Act of 1974, the Archdiocesan School System gives public notice to all parents/guardians of students under the age of 18 and to students 18 or older. The Archdiocesan School System maintains the following educational records directly related to students:

1. Academic
2. Personal Information
3. Disciplinary
4. Attendance
5. Health/Immunization

6. Assessment
7. Standardized Testing

Access to education records is limited to:

- Parent/guardian of student under 18
- Parent/guardian of student over 18 if such student is a dependent as such is defined in the Internal Revenue Code
- Principal and Pastor
- Superintendent of the Archdiocesan School System
- New Mexico State and local officials
- Recognized testing organizations
- Accrediting organizations
- Appropriate persons in connection with an emergency
- Subpoena or court order
- Persons with the notarized written consent of the parent/guardian of student under 18 or the student over 18
- School or schools in which a student seeks admission or intends to enroll

## **Grievance Procedure**

Should a student or parent have any difficulty with schoolwork, peers, classroom procedures, school policy, or any other situation, the following procedure should be followed:

1. Contact the child's teacher or the teacher who is most familiar with the student and the situation.
2. If the problem cannot be resolved at this level, the teacher, student, and/or parent should ask the assistant principal for assistance.
3. If the problem is not resolved at this level, it is brought to the attention of the principal.

**It is mandatory that the proper procedure be followed in order to effectively mediate concerns. Conferences with administration will be scheduled only AFTER the situation has been discussed with the student's teacher. The parish pastor is the final arbiter in these matters and is to be contacted only AFTER the situation has failed to be resolved at the school level.**

Any recourse to legal professionals or indications of legal action necessitates the suspension of the aforementioned procedures. The Archdiocese legal counsel will be the sole responsible agent on behalf of the parish and the school in such situations.

## **HARASSMENT POLICY**

The Archdiocese of Santa Fe School System prohibits harassment of employees by other employees, supervisors, students or parents. Harassment is unacceptable conduct and will not be tolerated. All supervisors, employees, students and parents should exercise due care to see that the school is free from all forms of harassment. Harassment is prohibited by law.

**Harassment** consists of knowingly pursuing a pattern of conduct that is intended to annoy, seriously alarm or terrorize another person and that serves no lawful purpose. The conduct must be such that it would cause a reasonable person to suffer substantial emotional distress.

(NMSA 30-3A-2) Harassment may constitute a form of employment discrimination when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or status as a student, or submission to or rejection of such conduct by an individual is used as the basis for a decision affecting the individual's employment or status as a student, or such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or a student's school performance, or such conduct has the purpose or effect of creating an intimidating, hostile or offensive work or school environment.

### **School Safety/Harassment or Bullying**

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

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face suspension and/or expulsion.

Engagement in online blogs such as, but not limited to, MySpace.com®, Xanga®, Friendster®, etc. may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students or the parish.

**Sexual harassment** includes, but is not limited to:

- Threatening adverse actions if sexual favors are not granted
- Promising preferential treatment in return for sexual favors
- Unwanted and unnecessary physical contact
- A pattern of offensive remarks, including unwelcome comments about appearance
- Obscene jokes and/or inappropriate use of sexually explicit or offensive language
- The display of sexually suggestive objects or pictures

**Parental/Guardian harassment** will not be tolerated. Under normal circumstances, a student is not to be deprived of a Catholic education on grounds relating to the attitude of parents/guardians; nevertheless, it is recognized that a situation could arise in which the uncooperative or disruptive attitude of parents/guardians might so diminish the effectiveness of the school in acting in “Loco Parentis” (in place of parents) that continuation of the student’s enrollment could be morally impossible. Such situations include, but are not limited to:

- Any parent/guardian or other person, who upbraids, insults, character assassins, or abuses any clergy, teacher, administrator or coach of the school in the presence or hearing of students.
- Harassment will not be tolerated on school premises or any other place school personnel are required to be in connection with assigned school activities.
- Harassment may also include verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, national origin, age, or disability
- Has the purpose or effect of creating an intimidating, hostile, or offensive work environment
- Has the purpose or effect of unreasonably interfering with an individual’s work/study performance
- Otherwise adversely affects an individual’s employment opportunities

## **Right to Amend**

St. Charles Borromeo School reserves the right to amend this Handbook at any time before, after or during the school year.