



**"Jesus walks on this
campus!!**



**2022-2023
Parent-Student
Handbook**

www.saintcharlesschool.com

*929 18th Street
San Diego, CA 92154
(619) 423-3701*

Parent - Student Handbook

2022-2023

Mission Statement

St. Charles Catholic School strives to educate and develop every student in an environment that focuses on faith and virtue, sacramental life, service to others, and academic excellence.

*Grades Kindergarten - Eight
Accredited by
The Western Catholic Education Association*

2022-2023 School Personnel

Pastor
Associate Pastor

Fr. Emilio Magaña
Fr. Burt Boudoin

Principal
Assistant-Principal

Mrs. Sylvia D. Benning
Mr. David Blair

Office Staff

Office Manager/Bookkeeper
Secretary/Registrar
Recruitment/ PM Office staff

Mrs. Norma Villalobos
Mrs. Olga Pulido
Mrs. Liz Enriquez

Homeroom Teachers

Kindergarten
First Grade
Second Grade
Third Grade
Fourth Grade
Fifth Grade
Sixth Grade
Seventh Grade
Eighth Grade

Mrs. Angela Granberg
Mrs. Stephanie Garcia-Hayes
Ms. Paige Boxberger
Ms. Maura Abalos
Mrs. Debbie Hudson
Mrs. Ellen Lopez
Mr. Noel Bishop
Ms. Theresa Roh
Mr. David Blair

Additional Faculty

Physical Education
Music

AthLEADAdvantage
Mr. Carlos Peralta

Support Staff

Computer Maintenance/IT
Extended Day Care
Hot Lunch Coordinator
School Aide
School Aide
Custodian

Mr. Glenn Garrovillas
Ms. Diana Feichtinger
Mrs. Jennifer Villagomez
Mrs. Claudia Garcia
Mrs. Jennifer Villagomez
Mr. Ignacio Tapia

Advisory Council Members

Mrs. Cece Antonetti- President
Mr. Noel Bishop - Development
Mrs. Catalina Flores - Parish Rep/Secretary
Mrs. Lizeth Cacho
Ms. Iliana Molina- PTG President
Fr. Emilio A. Magaña - Pastor
Mrs. Sylvia D. Benning - Principal

PTG Board

Dr. Iliana Molina - President
Mrs. Lizette Cacho- Vice President
Ms. Cinthya Manguy- Treasurer
Mr. Juan Lorenzo Lopez- Secretary
Mrs. Tessa Graff- Member at Large
Mrs. Cece Antonetti- Member at Large
Mrs. Angela Granberg- Faculty representative
Ms. Glenda Bernal- Room Parent Coordinator
Mr. Enrique Enriquez- Fall Festival Coordinator

Table of Contents

<u>Philosophy</u>	9
<u>School-wide Learning Expectations</u>	9
<u>Historical and Sociological Data</u>	11
<u>Admission Policies</u>	11
Non-Discrimination Clause	11
Age of Admission	11
Priority of Admission	11
Admission Test	11
<u>Finances</u>	12
Tuition and Fees	12
Tuition Assistance	12
Contributed Service Points	12
Fundraising Policy	13
<u>Health and Safety Information and Policies</u>	13
Student Emergency Information in Gradelink	13
Immunizations and Health Screening	13
Head Injury	13
Illness and Injury	13
Medications	13
Medical Appointments	14
Health Record	14
Student Accident Insurance	14
Asbestos Statement	14
Disaster Plan	15
School Volunteers	15
Volunteer Dress Code	16
<u>Academic Information and Instructional Policies</u>	16
Class Schedules	16
Computer Education	17
Library	17
Physical Education	17
Music	17
Extra-Curricular Activities	17
Non-Athletics	17
Athletics and Cheerleading	17

Field Trips	18
Extended Day Care Program	18
Student Success Team	19
Testing Referrals	19
Family Life Education	19
Homework	19
Grading Standards	20
Honor Roll	20
Homework Certificate	20
Christian Caring Award	20
Personal Achievement Award	21
School-wide Learning Expectation (SLE) Award	21
Promotion	21
Retention	21
<u>Disciplinary Standards</u>	22
Discipline Code	22
Support of School Policies	22
Approved Measures of Discipline	22
Disapproved Measures of Discipline	22
Detention	23
Classroom Discipline Plan	23
Student to Student Harassment	23
Probation, Suspension, Expulsion	23
Playground Rules	24
Child Abuse Reporting Obligations	24
Vandalism	24
<u>Attendance Procedures</u>	24
Absences	24
Extended Absences	25
Truancy	25
Release of Pupils	25
Family Presence at Weekly Mass	25
Arrival, Dismissal and Supervision	26
<u>Communications</u>	26
Parent Newsletter	26
Parent Teacher Conferences	26
Gradelink	27
Report Cards	27
Access to Student Records	27
Use of School Name	27

Visitors on Campus	27
<u>Student Information</u>	28
Bicycles and Skateboards	28
Toys	28
Gum	28
Forgotten Lunches, Books, Homework, etc.	28
Telephone Use	28
Acceptable use of Electronic Equipment and Communication Devices	28
Dress Code	30
Lunch Program	31
School Property	31
Lost and Found	31
 <u>Appendix</u>	 33
Discipline Plan	34
Diocese of San Diego, Office for School Student Threats Policy and Procedures	35
Calendar	37
Traffic Pattern Map	38
Traffic Pattern Report	39
Uniform Code	40
Medication Release Form	42
Field Trip Permission Form	43
Guidelines for Use of Computers and Internet Permission Form	45
Classroom Supply List	47
Tuition and Policy Agreement	52
Faculty/Staff E-mail Addresses	57
Parent/Student Handbook Agreement Form	59

Philosophy




Inspiring the development of a deep faith, caring heart, and innovative mind, students grow in a safe and respectful environment to form a service oriented community. Together, we come “to know God, to love God, and to serve God.”

1720 -Catechism of the Catholic Church, Glossary, H, under Happiness




School-wide Learning Expectations

A St. Charles Catholic School graduate is someone who...




Faith

-  is prayerful
-  loves Christ
-  serves others




Hope

-  works for peace
-  promotes justice
-  trusts in God’s plan

Love

-  respects others
-  is kind and compassionate
-  forgives others

Knowledge

-  thinks creatively & critically
-  takes ownership of learning
-  communicates ideas

Historical and Sociological Data

St. Charles Catholic School is a parochial elementary school located in South San Diego. It serves students in grades K-8. The present enrollment is approximately 180 students. St. Charles students come from a rich variety of cultures providing each other with the opportunity for interacting and learning from many different traditions. The staff, parents and students are committed to living Catholic values in an atmosphere that promotes each child’s spiritual, intellectual, social, psychological and physical growth.

St. Charles Catholic School opened in 1948 under the direction of the Sisters of Mercy. By 1952 the school included all eight grades and in the early sixties, classrooms were added to accommodate double grades. In 1975 a Kindergarten was added to the eight grades. Applications to St. Charles continue to provide a stable student population.

In September of 1989 an Extended Care Program was added to care for children needing before or after school care. This program continues to grow, as more and more families experience the need for outside care due to single parent families or both parents working.

In July of 1998 one of the older school buildings was demolished to make room for a new school building. Construction of the new building began in December of 1998. Construction was completed in the summer of 1999. A dedication of the building, named Mercy Hall in honor of the school's founding order, took place on September 5, 1999. The new building opened its doors at the beginning of the 1999-2000 school year. The building has three junior high classrooms, one of which is a science lab. It also has the Joan Kroc Technology Center which is utilized by students in grade Kindergarten through eighth.

In summer of 2015 all windows were replaced with new, double paned windows. In addition, 13 air conditioning units were installed. Through the remodeling of our Tech Lab, a STEM Lab was established with all teachers having access to its use on a daily basis. All work was accomplished through a grant from Shea Family Charitable Foundation.

The following summer, 2016, Shea Family Charitable Foundation assisted us in upgrading our technology infrastructure. They installed fiber optic wiring, access points throughout campus, white boards, projectors and Apple TVs in each classroom. They also supplied the school with 2 class sets of Chromebooks and each teacher with a new laptop. These upgrades prepared us for teaching in a virtual world, never imagining how vital the upgrades would be during the pandemic.

This summer Shea Family Charities once again blessed our school for a million-dollar renovation project. The office building was painted. Pavers were installed alongside the K-5 classrooms and long the back of the building. All student bathrooms were remodeled. The Mercy Hall roof was patched. New landscaping and signage was installed. We are so grateful for the charity's continued support of our school.

St. Charles Catholic School is staffed by lay personnel who work to share their rich faith life with the children. In addition to nine classroom teachers, the staff includes a PE and Music teacher, classroom aides, custodian and an Extended Care Director.

The Parent Teacher Group provides active support for all facets of the school program. Parent volunteers initiate and carry out a full calendar of fund-raising activities and community building events.

The Advisory Council is another body of parents which assists the administration in policy-making efforts. This group meets every other month to do long-range financial, plant maintenance and policy planning.

The St. Charles Faculty works hard to evaluate and revise curricular areas on a regular basis. A variety of up-to-date instructional techniques are employed to keep students personally involved in daily learning. As a result, our graduates have no difficulty gaining acceptance at local Catholic high schools.

In addition to Extended Care Services, the school provides a variety of other services to the children. Extra-curricular sports teams are open to kindergarten through eighth graders. An active Student Council plans year-long activities. P.E., music and art instruction are offered to all students. Eighth graders participate in an overnight retreat. Sixth graders also participate in a yearly outdoor education program. Fifth grade participates in an overnight field trip on the Star of India. St. Charles Catholic School continues to evaluate its programs and services, talking with parents, students and community members so that the educational experience provided by the school grows as the students do.

Admission Policies

Non-Discrimination Clause

St. Charles Catholic School in the Diocese of San Diego, mindful of their mission to be witnesses to the love of Christ for all, admit students of any race, color, and national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the schools. St. Charles Catholic School in the Diocese of San Diego does not discriminate on the basis of race, color, and national and/or ethnic origin, age, sex or disability in the administration of educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

Age of Admission

A child who is five years old by September 1, and who is developmentally ready may be admitted into Kindergarten. A child who is six years of age by September 1, and who is developmentally ready may be admitted into the first grade. Developmental readiness is determined by the school, using the Gesell Developmental Assessment.

Priority of Admission

Admission of students is determined based on the following priorities:

- St. Charles parishioners who live within the parish boundaries, are registered with the parish and contribute regularly using parish envelopes
- Non-supporting parishioners of St. Charles Parish
- Catholics
- Non Catholics

Catholic students who have siblings already enrolled will be given additional consideration.

Families with outstanding balances at other Diocesan schools will not be admitted until all accounts are settled.

An **Admission Test** is administered to all prospective students to determine whether St. Charles Catholic School can serve that student's needs. Report card grades from the previous school are considered in the admission process.

No person will be admitted as a student unless that person and his/her parents or guardians support the school's philosophy and agree to abide by the educational policies and regulations of the school and Diocese.

The administrator and Pastor make the final determination regarding acceptance.

Finances

Tuition and Fees/Late Payment Charges

(Please see Appendix for current year Tuition and Policy Agreement)

All requirements for payments and services will be followed.

Tuition Assistance

The purpose of tuition assistance is to provide temporary assistance to families that have had an uncontrollable, sudden and unexpected financial crisis, or those who would not otherwise be able to afford a Catholic education for their child. Tuition Assistance is available to registered and regularly contributing members of St. Charles Parish. Members of other parishes should request help from their home parish. In order to be considered for Tuition Assistance, an application must be filled out through FACTS with all their requirements fulfilled and meet their deadline. Families must be up to date on their service points and financial obligations in order to apply for Tuition Assistance.

Contributed Service Points

Active involvement in the life of the school is expected of all parents. Parent Teacher meetings are an essential part of this involvement. Time will be logged and recorded. Attendance at each of the PTG General meetings is recorded as 1 point of service. Each family is asked to donate a minimum of 30 points (15 points for single parent families) of contributed service to the school. It is the parent's responsibility to contact the volunteer coordinator (school office) to arrange for contributed service. Two (2) points will be earned for each hour of work completed on fundraising events (i.e. Parish Bazaar, Fall Festival, Book Fair, Dinner/Dance, etc.). One (1) point will be earned for each hour worked on other activities (i.e. field trip chaperone, classroom volunteer, milk room attendant, etc.). Points will also be awarded for attendance at PTG/School activities, sales of World's Finest Chocolates, donations of items to be used for fundraising events, etc. (amount of points earned in these situations will be determined by PTG Board and/or school). Sale of Parish Bazaar Raffle Tickets does not earn points as they are an additional part of your tuition agreement. Donations and work contributed to the fundraiser for Sixth Grade Camp Fund will not earn points as families receive the benefit of this event through a reduction in the cost of Sixth Grade Camp.

Parents are expected to hand in completed Contributed Point Record Sheets to the school office each time service is done. These sheets need to be signed by the chairperson of the activity. **The school cannot recognize contributed points unless these slips have been received.**

Each family will receive a statement showing the number of points earned in January and at the beginning of May. It is expected that 15 points (8 for single parent families) are completed by the end of January and that all points are complete by May 15. **Families that fail to be up to date by the end of January will not qualify for re-registration for the next school year. If Contributed Service Points are not completed by May 15, the family will not be allowed to complete a tuition agreement for the upcoming school year. In both of these cases student space(s) will not be held and will be made available to new applicants.** If the space has not been filled by July 1 the family can then submit a new application (and pay the application fee) for the upcoming year. **Students in Grade 8 whose parents have not met their Contributed Service Points will not be able to participate in their Graduation Ceremony.**

Single parent families are defined as families where one parent is deceased or where a parent has sole physical and financial custody of the child(ren) and this is backed by a court document.

Fundraising Policy

The only organizations that are allowed to fundraise on the St. Charles Catholic School Campus are those organizations directly related to St. Charles Parish, St. Charles Catholic School. **Fundraising for all other organizations on school premises is prohibited.**

Health and Safety Information and Policies

Student Emergency Information

Parents must fill out all medical conditions and other student information in Gradelink prior to the first day of school. Students whose information has not been completed in Gradelink will not be admitted to class.

Immunizations and Health Screening

No child may be admitted as a student unless he/she has complied with California immunization and health screening requirements. Kindergartners are required to have their doctor complete a Health Check Up form as part of their registration packet. Students entering the seventh grade must have completed three doses of Hepatitis B vaccine, 1 dose of DTap and a 2nd dose of MMR prior to beginning school in the fall. All students must submit their immunization record prior to admittance.

Head Injury

For any head injury or other injuries that do not require emergency care, but which are considered noteworthy, parents are notified by phone or in writing.

Illness and Injury

All students that are ill should be kept home until they are healthy so that others are not exposed. If a child is ill and has a fever, we ask that the child not return until they have been without fever for 24 hours.

The school reserves the right, if a child becomes sick at school, to contact parents and request of them to make arrangements to have their child picked up immediately. If a student has symptoms such as fever, diarrhea, and/or vomiting, or if we believe the student might have pink eye, head lice or other communicable diseases the parents will be contacted and requested to make arrangements to have their child picked up immediately. If the parent cannot be reached, only adults listed as emergency contacts in Gradelink will be allowed to pick up the student.

Medications

Medications shall not be furnished to students by the school. No medication of any kind can be administered by school personnel without completion of required school forms from the parent/guardian stating the student's name, name of medication and dosage.

If a pupil must have medication during the school day, the following procedure is to be followed:

- release from the doctor or parent stating the nature of the medication
- the day's dosage must be sealed, labeled and have the pupil's name attached and is to be kept in the school office
- the pupil is to come to the office for medication
- a pupil's medication is to be self-administered

(See Appendix)

Medical Appointments

A student who has a medical or dental appointment should bring a note to the classroom teacher indicating the date and time of the appointment. When the parent comes to the office to pick up the student for the appointment, the child will be called from the classroom. A release is signed by the parent. If the child returns to school that same day, his/her parent or guardian needs to have the child readmitted through the school office. A student whose appointment is early in the morning, needs to check in at the office upon returning, with a parent or guardian and a note explaining the reason for arriving late. Medical appointments are not counted as an absence if the parent or guardian provides documentation of the appointment. Parents are urged to keep such requests to a minimum and are encouraged to make appointments during vacation periods or after school hours.

Health Record

A Health Record consisting of shot records, scoliosis screening, vision and hearing screening and other health information provided by parents is kept on file for each student. Significant health conditions and listing of student medications should also be listed on the child's Emergency Information when the parents complete them in Gradelink each year. Teachers compile a list of allergies/medications for each student. The school list is kept in the office and is accessible to all teachers.

Student Accident Insurance

If a student is injured on the school grounds or during a school sponsored activity an insurance form is completed by the principal. This is given to the parent who mails it directly to the insurance company. Faculty/staff who are on yard duty or are moderators of activities supply the office with written details of any accident which occurs under their supervision.

Asbestos Statement

State law requires that we notify parents and employees of the results of any asbestos inspections and/or work each year. The linoleum floors are presumed to contain asbestos because of the time at which the school was built. They do not pose a hazard to the students when properly maintained. Our custodians have been trained in and use the correct cleaning procedures. The carpets in the classrooms are an additional protection against damage to the floors. A school building was demolished during the summer of 1998 that was known to contain asbestos. The asbestos was removed and disposed of in accordance with all laws, rules and regulations pertaining to the removal of asbestos. The flooring in the current Kindergarten classroom was removed during the summer of 1999 and the flooring in the current Extended Care room was removed during the summer of 2000. This flooring was known to contain asbestos. In the Summer of 2004, the flooring and ceiling material was removed from the First and Second Grade classrooms and in the Summer of 2005, the flooring was removed from the Third, Fourth and Fifth Grade Classrooms. This flooring (Grades 1-5) and ceiling material (Grades 1 & 2) was known to contain asbestos. The restrooms walls and ceilings in the main school building also contained asbestos. These walls and ceiling were removed in the summer of 2006. The asbestos in these areas was removed and disposed of in accordance with all laws, rules and regulations pertaining to the removal of asbestos. In the summer of 2015 the ceiling and floor tiles were removed from the main office. Those tiles were known to contain asbestos and were disposed in accordance with the laws pertaining to the removal of asbestos.

Disaster Plan

Because most disasters strike without warning, it is important that as many preparations as possible be made ahead of time. The purpose of these preparations is to ensure the safety and well-being of each student and staff member. The students will:

- memorize school emergency procedures;
 - know and use the safest and most direct route to and from school;
 - know emergency procedures if an earthquake occurs on the way to or from the school;
 - stay in the open;
 - move away from buildings, trees, wires. DROP.
 - after the quake, if you are on your way home, continue home;
- know the persons your parents have listed on your emergency card and who will take care of you if your parents are not home;
- be able to answer these two questions about the persons you are being released to:
- Do you know who this is?**
- Would your parents want you to go home with them if they couldn't pick you up?**

The parents are asked to:

- Be certain that the STUDENT EMERGENCY INFORMATION are accurately and completely filled in GRADELINK. Any changes that are made during the school year (phone number, address, etc.) must be updated in GRADELINK immediately.
- Make sure your child(ren) understands and uses the safest and most direct route to and from school.
- Make certain your child(ren) understands where to go when an emergency arises in route to or from school.
- Be aware of, support and reinforce the emergency procedures and information your child(ren) receives at school.

School Volunteers

All adults that volunteer to assist in activities sponsored by St. Charles Catholic School where students will be present must complete a background check and training through CMG Connect.com and be fully vaccinated with the Covid 19 vaccine. By completing these, each adult will be checked by the F.B.I. (Federal Bureau of Investigation) and the D.O.J. (Department of Justice) which notifies the Diocese of San Diego, Office for Schools of any past as well as future criminal activities. If the Office for Schools feels these activities will put our students at risk, the school will be notified and the adult will not be allowed to volunteer in these activities. Completed awareness/acknowledgement forms must be on file in the office.

In order for families to receive Contributed Service Points for time volunteered, each adult must complete Contributed Service Report forms and submit all completed forms to the office before May 15th of each school year.

St. Charles Catholic School Volunteer Dress Code

Volunteers at Saint Charles Catholic School enhance educational opportunities for all the students. As a community we are able to provide more meaningful experiences with the help of our generous volunteers.

St. Charles Catholic School volunteers (adult and student) are expected to consider how they dress in context of living in a Christian community. All volunteers should dress neatly and professionally. Volunteers are expected to project a professional image that sets positive dress and grooming examples for students and shall adhere to standards of dress and appearance that are compatible with

an effective learning environment. Modesty and professionalism are always important. **All volunteers much be fully vaccinated.**

Denim is acceptable clothing while working in the school or during school activities however is must be clean, modest and in good repair (no holes, frayed jeans or tight jeans allowed).

Academic Information and Instructional Policies

Class Schedule Information *(Please cut this out and post it in a visible place in your home to avoid having to call the office.)*

Traffic Pattern Gate opens at 7:45am

Grades K – 8 Daily Schedule (Monday, Tuesday, Thursday)

8:00 a.m.	School Begins
-----------	---------------

Dismissal Times

Grades K-2	2:45 p.m.
------------	-----------

Grades 3-5	3:00 p.m.
------------	-----------

Grades 6-8	3:00 p.m.
------------	-----------

Grades K – 8 Minimum Day Schedule (All Fridays as well as others indicated on calendar)

8:00 a.m.	School Begins
-----------	---------------

Dismissal Times

Grades K-2	11:45 a.m.
------------	------------

Grades 3-5	12:00 p.m.
------------	------------

Grades 6-8	12:00 p.m.
------------	------------

Computer Education

Grades 3-4 have a class set of Chromebooks for student use. A mobile cart with thirty iPads is available for use in grades K-2. Kindergarten through sixth grades are equipped with four iPads for use in the classroom. Students in Grades 5-8 must bring their own laptop or tablet to school each day.

Library

Books borrowed from the library may be taken home. Students are responsible for lost or damaged books. The rate for overdue books is five cents per day per book. The library is open for student use during the day. Students in grades K through 6 are scheduled to visit the library once a week.

Physical Education

All students participate in a physical education program. Students in Kindergarten through eighth grade participate twice each week. A PE uniform is required for students in grades K - 8. See Appendix for Uniform Guidelines.

Music

All students receive music instruction once each week.

Extra-Curricular Activities

Non-Athletics

Students must maintain good academic and behavioral standings in order to participate. Students who have a grade(s), including conduct below C- are suspended from extra-curricular activities for two weeks. They may not attend activities during this two-week time period of suspension. During this time, they should be putting extra effort into their studies in order to bring up their grade(s). If at the

end of the two-week suspension any of their grades, including conduct are below C-, they may not participate until the beginning of the next semester. Any privileges for a given activity are revoked during the period of suspension.

Athletics and Cheerleading

Academic Eligibility Standards for Athletics:

Students will follow the CIF policy and must maintain a GPA of at least 2.0. In addition:

- Parents reserve the right to remove their child(ren) from a sport for academic or behavioral reasons at any time.
- Principal and/or teachers can declare a student athletically ineligible due to inappropriate behavior, failure to complete class assignments and/or lack of effort in the classroom.
- Students displaying inappropriate behavior, showing lack of effort in study hall/tutoring sessions, and /or missing three study halls will be declared athletically ineligible.

Athletic Ineligibility Policy:

Students who are athletically ineligible cannot participate in sports until they meet with the Principal and Athletic Director to discuss a contract possibly to reinstate their eligibility. The Principal and Athletic Director will conduct a needs assessment with the student, teacher and parents to decide what the contract will entail.

Fee:

Sports fees will be \$75.00 (varsity), \$65.00 (J.V.) and \$50.00 (Pee Wee: K – 4th) per sport to cover the cost of league and referee fees. Use of the school jersey will be included in this fee.

Students wishing to participate in sports and/or cheerleading are required to present the school with a Medical Release/Authorization which has been signed by a medical doctor. The Medical Release/Authorization has to indicate the specific activity(ies) the students may participate in and is good for only one school year. No student will be allowed to participate until the school receives this Medical Release/Authorization.

Games schedules and practice information are distributed at the beginning of each season. Volunteer parents are needed to coach. Those interested should contact the Athletic Director.

Field Trips- we will await the Covid guidelines to determine whether field trips can occur in the 21.22 school year.

Field Trips are privileges afforded to students, not absolute rights. A student can be denied participation if they fail to meet academic or behavioral requirements.

Every field trip must have specific educational goals clearly related to the curriculum and must be planned. No student shall go on a field trip unless a signed parent permission slip has been returned to the school. A separate permission slip must be obtained for every trip. The permission slip is required as a protection to assure that parents understand the type of activity in which their children will be involved and the care to be exercised in connection with it. (See Appendix)

Field trips are an educational experience meant to support the curriculum. Students that do not attend the field trip are required to complete work in lieu of the field trip and attendance at school is strongly suggested.

The student's parents or guardians pay for most field trips. Fees will be accepted for field trips only if the family tuition account is up to date. Field trip fees collected on delinquent accounts will be applied toward the tuition account.

Extended Day Care Program

St. Charles Catholic School Extended Care Program supports working parents by providing planned, safe and caring supervision beyond regular school hours. The Extended Care Program, as an extension of the school, follows the St. Charles Catholic School Philosophy. The cost per hour is \$6.00.

Any child who is enrolled in St. Charles Catholic School is eligible to enroll in the Extended Care Program, which operates from 6:30 a.m. until 7:55 a.m. and 3:00/2:30 p.m. until 6:00 p.m. on all school days, including minimum days. (12:00-6:00 p.m.) Parents who pick up their child(ren) after closing time (6:00 p.m.) will be charged \$1.00 per minute.

Student Success Team (SST)

St. Charles Catholic School has a SST. The SST meets to discuss students that are experiencing academic, behavioral and/or emotional difficulties. These students are referred to by the team, by a faculty/staff member or parent. The team is comprised of the principal, faculty members, and student's homeroom teacher. An initial meeting is scheduled after a referral is made. At the meeting, concerns are discussed and an action plan is established. Parents and student (grades 4 on up) may be requested to attend a second meeting if the team feels this is necessary.

Testing Referrals

At the request of the principal and/or the SST, parents may be required to have their child assessed if they are experiencing continued academic, behavioral or emotional difficulties. This assessment must be completed in order for the child to continue at St. Charles Catholic School. This assessment provides the parent and the school with results and recommendations for the child. After these results and recommendations are provided the principal will inform the parents of what recommendations the school is capable and/or incapable of providing. Those recommendations that cannot be addressed by the school must be addressed by the parents in order for the student to continue at St. Charles Catholic School. Students who are U.S. citizens are entitled to be tested by the public schools. The parent must request this testing, in writing, from the South Bay Union School District, Student Services. Students who are not U.S. Citizens are not entitled to these services through the public schools and must have this assessment done privately.

Family Life Education

St. Charles Catholic School teaches the Family Life Education. The subject matter of the Family Life curriculum is integrated into the study of Religion, Social Studies and Science when appropriate. All parents have the opportunity to preview the Family Life texts. They are encouraged to take time at home to discuss Family Life topics. All Family Life lessons follow Catholic Church teachings. Parents have the right to request that their child be removed from the biological component of Family Life in order to present this to their child themselves. This should be indicated on the permission slip which is sent home yearly. Prior to making this decision, parents are encouraged to discuss this option with the principal/classroom teacher. It is recommended that the child receive this education both at home and at school, so that the child views his/her sexuality as a gift from God, which is discussed with respect in both places.

Homework

Homework is planned to meet the needs of students as an essential part in the educational program. Homework should not exceed the following time limits:

Kindergarten	15 minutes
Grades 1 - 2	30 minutes
Grade 3	45 minutes
Grades 4 - 5	60 minutes
Grade 6	90 minutes
Grades 7 - 8	120 minutes

Please contact the classroom teacher if your child regularly spends more than the listed time.

Grading Standards

Grades K-3		Grades 4-8	
O	93-100	A	93-100
VG	90-92	A-	90-92
G+	87-89	B+	87-89
G	83-86	B	83-86
G-	80-82	B-	80-82
S+	77-79	C+	77-79
S	73-76	C	73-76
S-	70-72	C-	70-72
NI	60-69	D+	67-69
U	59 and below	D	63-66
NE	Not Evaluated	D-	60-62
		F	59 and below
		NE	Not Evaluated

Quarterly Awards

Honor Roll

Grades 4-8

An “A” or “B” is required in each subject (Handwriting is averaged into Language Arts), including Responsible Behavior and General Study Skills.

Please note that this is not an A or B average, but an A or B in each subject.

Students who meet these requirements will earn the A-B Honor Roll Certificate.

Homework Certificate

Students must turn in all required homework on time. Students may make up homework if they are sick. Students who meet this requirement will earn a Homework Certificate.

Christian Caring Award

This award will be given quarterly to students in each class that meet the following criteria:

1. The student puts Catholic values into practice on a daily basis.
2. The student is respectful during classroom and school prayers and liturgies.
3. The student is helpful in the classroom, both to the teacher and to other students.
4. The student exhibits a positive attitude about participating in all school activities.
5. The student gets along well with his/her peers.
6. The student puts forth a sincere academic effort.

Personal Achievement Award

This award will be given quarterly to students who increase their Grade Point Average by .5. Students that receive Honor Roll are not eligible for this award.

School-wide Learning Expectation (SLE) Award

This award will be given monthly. The criteria for this award will be set each month by the homeroom teacher. The 2 students that receive this award must exemplify the SLE of that month.

Promotion

Only those students who satisfactorily complete the work of a particular grade in the basic skill areas shall be promoted to the next grade.

Ordinarily, pupils who satisfactorily complete the prescribed courses are promoted to the next higher grade at the end of the school year. Exceptions are made at the discretion of the principal. (Diocesan Policy 522)

Retention

In case of slow progress, each student should be considered individually. Any decision concerning non-promotion must be made after considering all facts related to the student's development (emotional, physical, social, as well as intellectual and academic), documented throughout the year. The final determination regarding retention remains the right of the parent who must assume responsibility for this decision in writing. However, it is at the discretion of the principal whether the school can continue to meet the educational needs of the individual student. The following are minimum procedures for retention for academic reasons:

- There is consultation between teachers and principal as early as possible in the first semester.
- A conference is held with the parents no later than the beginning of the second semester to advise them of the possibility of retention and to discuss possible remedial actions.
- Follow-up conferences with the parents must indicate failure to achieve minimum objectives in at least two basic subjects.

No student shall be retained more than two years at any given grade or level. Ordinarily, a student should not be retained more than once while in elementary school. (Diocesan Policy 535.2)

Disciplinary Standards

Discipline Code

Discipline in the Catholic school is to be considered an aspect of moral guidance and not a form of punishment. St. Charles Catholic School uses the Assertive Discipline Program by Lee Cantor. The purpose of discipline is:

- to provide a classroom situation conducive to learning.
- to educate students to an appreciation of the importance of developing responsibility and self-control.
- to help build a sense of community.

Discipline is maintained in a classroom or school when pupils work cooperatively with the principal, the teachers, and their companions towards the attainment of the class and school objectives. However, it should be noted that the legitimate interest of the school extends beyond the school day and beyond school hours.

Support of School Policies

The Advisory Council developed a method for handling cases where families refuse to support school disciplinary procedures for handling school infractions (such as tardiness, uniform code violations or actions resulting in a detention) and recommended the following:

The Administration will make efforts to elicit support for school procedures through explanation of the procedure and discussion of the issues involved. If in the estimation of the Administration, no review of the procedure is needed and no agreement has been reached, a record will be kept of the matter. The recommended punishment will not be excused. After three recorded incidents of non-support, parents will be required to meet with the Discipline Review Board to explain why they are not adhering to their pledge on the Tuition Agreement to support school policies and procedures. The purpose of this meeting is to gain parental support. In cases where this support is still not forthcoming, parents will be asked to withdraw their child(ren) from the school.

Approved Measures of Discipline

The following disciplinary measures are approved by the Diocese:

- conference with student
- conference with parents
- assignment of special tasks
- denial of privileges
- detention
- probation
- suspension
- expulsion

Disapproved Measures of Discipline

The following actions are explicitly forbidden:

- corporal punishment
- personal indignities or public humiliation
- sending a student outside of the classroom if he/she will not be supervised
- indiscriminate punishment of all students in a class for the disruptive conduct of one
- sending the students home without the knowledge of the parents or guardians
- fines when there has been no destruction of property
- lower academic grades because of conduct
- suspension or expulsion which does not strictly adhere to diocesan procedures

Detention

School detentions are held on Thursdays during lunch. Classroom teachers on a rotating basis supervise them. Classroom teachers of students serving the detention at which time students help clean the lunch area.

Classroom Discipline Plan

Each teacher writes a Classroom Discipline Plan at the beginning of each school year. This is sent home on the first day and signed by the parents. It covers the rules particular to each grade. The classroom rules are posted in each room all year so that students may see them daily.

Student to Student Harassment

The Diocese of San Diego affirms the Christian dignity of every student. It is the policy of the school to provide an educational environment in which all students are treated with respect. Harassment is unacceptable conduct. This policy addresses harassment occurring in a school environment when an individual is subjected to treatment which is hostile, offensive or intimidating because of the individual's race, creed, color, national origin, physical ability, gender, or personal characteristic.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, acts of harassment will result in disciplinary action up to, and including expulsion. Students found to have filed knowingly false or frivolous charges will also be subject to disciplinary actions up to, and including expulsion. Depending on the nature and extent of the charge, if reasonable suspicion of misconduct is determined, the parents of the alleged harasser will be called to take the student home pending conclusion of the investigation by the school.

Disciplinary action for Harassment will follow the Approved Measures of Discipline listed on last page.

Also see Diocese of San Diego, Office for Schools **STUDENT THREATS POLICY AND PROCEDURES** (in appendix)

Probation, Suspension, Expulsion

The Administrator is the only person who has the authority to suspend, or place a student on probation. The Administrator, after consultation with the Pastor, is the only person who has the authority to expel a student. The principal reserves the right to make exceptions in cases in which there is mitigating circumstances.

Examples of this type of behavior include but are not limited to: (Diocesan Policy 547)

- Actions gravely detrimental to the moral and spiritual welfare of other students
- Incurable or disruptive behavior which impedes the progress of the rest of the class
- Damage to, or theft of school or private property
- Infliction of, or threatened physical injury to another person
- Possession or sale of weapons
- Possession or sale of drugs, including controlled substances
- Possession or sale of intoxicants
- Possession or use of tobacco
- Commission of obscene act(s) or engagement in habitual profanity or vulgarity
- Disruption of school activities
- Defiance of school authorities
- Habitual truancy

- Hazing
- Other inappropriate behavior or conduct unbecoming a Christian student

Playground Rules

- Students must show respect for each other and for yard supervisors. (No kicking, hitting, pushing, name-calling, teasing, rudeness)
- Students may not play or loiter in the restrooms.
- Students must walk in the lunch area, from the lunch area to the play area and from the play area to the classroom.
- Students must stay in their assigned areas.
- Students who need to go to the office must have permission from the yard supervisor.
- Jump ropes are used only for jumping.
- Rules for the playground area are posted there.
- If a student breaks a rule or does something that is potentially dangerous he/she will be stopped and a playground report will be given to the respective teacher at the end of the recess/lunch period.

Child Abuse Reporting Obligations

In accordance with California law, school staff is obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation.

In this very serious and legally narrow area, the school will not contact the parents in advance of making a report to legal authorities which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse is made. School staff will make such reports in the best interests of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

Vandalism

Students and their parents shall be liable for all damages caused by the student(s) to equipment or school property.

Attendance Procedures

Absences

A student who has been absent or tardy is required to present a written excuse signed by the parent or guardian, stating the reason for the absence. This must be given to the classroom teacher on the day the child returns. These excuses are kept on file until the end of the school year.

Students accumulating 15 or more absences during one quarter, will not receive grades for that quarter unless the work has been completed prior to the teacher's required date for submitting grades.

Extended Absences

Your child(ren)'s education is highly valued. Presence in school correlates with success. Even though it is strongly discouraged, if for family reasons, parents wish to take their children out of school temporarily, must meet first with the teacher and then with the principal to discuss with the parents the possible effects of such an absence. A Request for Extended Absence form needs to be filled out and can be requested from the school office. Parents of students that will miss over two consecutive school days are required to meet with teacher and principal and to complete and submit a Request for Extended Absence form. This form must be completed and submitted at least three (3) school days prior to the first day of absence. If the parent fails to complete this form, all absences will be considered "unexcused" and all missed work will result in "0's". Parents are highly encouraged to plan family travel at a time when it will not interfere with the child's education.

Truancy

If a student is absent without excuse or if the school has reason to suspect the validity of the excuse, the principal will investigate and take appropriate action. Any student who is absent from school without a valid excuse for more than three days or who is tardy in excess of 30 minutes each of four days or more in one school year, is truant and can be reported to the attendance office of the local public school district. Parents who do not work with the school to assure timely attendance, will be asked to withdraw their child.

Release of Pupils

Students are released to parents or legal guardians only. This is done through the school office rather than from a classroom. In the event a parent cannot be reached, students are released to adults listed by the parent on the Student Emergency Information or Disaster Release Form. Parents may authorize the release of their child to another adult or an older brother or sister by sending a written request to the school office.

Family Presence at Weekly Mass

As a Catholic school, we recognize that there is no greater opportunity for parent directed religious education than their presence at Saturday evening/Sunday Mass. As a Parish School, it is understood that weekly Mass attendance provides tremendous opportunity for community-building in a Christ-centered environment. It is therefore essential to our mission as Catholic educators, in partnership with parents for the Catholic education of children, that families attend Mass on a regular basis. As the primary religious educators of their children, parents are encouraged to consistently follow through on this most serious obligation.

Arrival/Dismissal/Supervision

Arrival- gate opens at 7:45. The gate closes at 8:00am.

Dismissal will be at 2:45 M-Th, for grades K-2 and at 11:45 on Fridays. For grades 3-8 dismissal is at 3:00 M-Th and at 12:00 on Fridays. Grades K-2 will dismiss by the flag pole. 3-5 will dismiss by office building like morning traffic pattern. Grades 6-8 will dismiss in the church parking lot by room 13. Families with multiple students will pick up at the time and location of the youngest child. Older siblings will be dismissed to meet younger siblings. We ask that parents please remain in their cars and wait patiently for their children. All students must wear their face mask at dismissal.

For morning Extended Care children who are dropped off from 6:30 a.m. - 7:45 a.m. and children who are picked up after 3 p.m., parents may sign in these children in/out by entering the 18th St. gate into

the lunch area. All students must be signed in by an adult. See Appendix for a map of the Traffic Pattern.

Students who walk to school/home will be able to enter/leave the school grounds from the gate by the school office. Parents must request, in writing, and principal must approve for the school year, that the student will be walking to school and/or home again. In the morning, parents must accompany their child to school in order to be present at the health screening. Access to campus will be granted only after traffic pattern has ended.

Students should not be arriving on campus any earlier than 7:45 a.m., unless they are going to Extended Care. Any student who is found on the campus prior to 7:45 a.m. or any student still on campus at the end of the supervised Traffic Pattern will be signed into Extended Care.

Students must be supervised at all times on campus or during a school sponsored activity. Students may not leave supervised areas without a teacher or coach's permission. Any student found leaving the Traffic Pattern area unsupervised, will be reported to the office. A second offense may result in suspension.

Communications

Parent Newsletter

The principal writes a weekly parent newsletter which is emailed weekly to the parents via Gradelink. On occasion, printed materials are sent home with the oldest child in the family.

Parent Teacher Conferences

Parent Teacher Conferences are held at the end of the first quarter for all students. Report cards are given to parents at this time. All parents and students are required to attend this conference in order to establish a good pattern of communication. Parents or teachers may request a conference as needed either before or after school. If parents cannot come during either of these times, due to work schedules, a mutually agreed upon time is arranged.

Gradelink

Teachers post individual student grades on Gradelink. Parents may access their child(ren)'s grades 24 hours a day, seven days a week at www.gradelink.com. Teachers are required to update students' grades weekly. Parents will receive login information and password(s) each year when they complete their tuition contract. The login information and password(s) does remain the same from year to year. If you forget your login information and/or password, you must contact the office to obtain a copy. **If you get a lockout message when trying to access student grades, please contact the school office immediately.**

Report Cards

Parents can access reports cards on Gradelink at the end of each quarter for grades K - 8. An email will be sent to parents letting them know when they can access the report cards.

Access to Student Records

Access to student records is granted only by the principal and only to parents/legal guardians or others allowed by law (listed on the back of the Record of Access to Student Records Form).

The school voluntarily complies with the provisions of the Buckley Amendment. Non-custodial parents will be given access to unofficial copies of student records and staff will be available to discuss the student's records, unless a court order providing otherwise is filed with the school. Divorced parents are required to file a notarized copy of the custody section of the divorce decree with the school. This is to protect the rights of everyone in the family.

Use of School Name

No use of the school name may be made without written permission of the principal. Additionally, no one may speak for the school to any public media without the written permission of the principal.

Visitors on Campus

(Based on CDC recommendations, no visitors will be allowed on campus without a scheduled appointment. All visitors must be fully vaccinated.)

Definitions:

- Non-visitors – any employee of St. Charles Catholic School or any student enrolled in St. Charles Catholic School.
- Visitors – any person that is not considered non-visitor by the above definition, this includes but is not limited to parents, grandparents, siblings, other family members and their children and/or employees

Due to Covid, SCCS will continue to be closed to visitors unless their assistance is deemed essential by the principal. In which case, the visitor must be fully vaccinated.

The school grounds are private property. Permission from the principal is required of all visitors to the classrooms or other facilities during school hours. All visitors should first report to the office to obtain permission. Visitors will sign in and receive a "Visitors" badge. Visitors are allowed to move throughout the campus with the appropriate badge. When the visitor leaves, they must sign-out and turn in their badge. The school encourages visitors to be on campus for business purposes only. The school also encourages volunteers to assist in the classrooms and/or office when arranged prior to the date of assistance. Parents and/or family may bring their child onto the school campus in the morning without checking in the office, but must report to the office or leave the campus immediately at 8:00 a.m.

Following current COVID guidelines, lunches cannot be delivered to our school. If your child forgets their lunch, we will provide an Emergency Hot Lunch to them and debit your FACTS account. We will attempt to contact you prior.

Student Information

Bicycles, Skateboards and Roller blades

Students who ride bikes, skateboards or roller blades to school must walk them upon reaching school property. Skateboards and roller blades are kept in the classroom's student closets. The school is not responsible for damage or theft of bikes, skateboards, or roller blades. Students who misuse bikes, skateboards or roller blades will not be allowed to continue bringing them to school.

Toys

Students **may not** bring toys to school unless approved by teacher. Sports equipment is provided for play time. The school is not responsible for lost or stolen articles brought to school.

Gum

Students are not allowed to chew gum on the school grounds or during school-sponsored activities.

Forgotten Lunches, Books, Homework, etc.

Due to Covid restrictions please do not bring forgotten items unless absolutely necessary. Please call the office first to receive permission.

To minimize classroom interruptions, any forgotten article brought to school during class time must be deposited at the office, not the classroom. The children may then come to the office at recess or lunch to collect anything left for them. No parent may visit a classroom during school hours unless provision has been made for this through the principal.

Telephone Use

Telephone use by students should be limited to emergency calls only.

Acceptable use of Electronic Equipment and Communication Devices

Students may not bring items which provide for assisted or extended communication within or beyond the school (for instance: phones, smart watches, fitness trackers, etc. which allow for electronic communication within or beyond the classroom) unless requested by the teacher. If a student needs to bring such a device, they must follow teacher's procedures for handing them in first thing in the morning and retrieve them at the end of the day. The first time a student fails to follow this policy the device will be confiscated and returned to the parent after meeting with the principal. Thereafter the device will be confiscated and not returned. **This also applies to using a computer to message others.**

The safety and security of St. Charles Catholic School's computers, network and Internet services is a high priority. As a result, the following expectations apply:

- Laptops and electronic devices must be used as an educational tool and for purposes specifically authorized by the school staff.
- Students and their families are responsible for the proper care of laptops at all times, whether on or off school property, including the costs associated with repairing or replacing the laptop.
- Violation of policies or rules governing the use of computers, or any careless use of a laptop, may result in it being confiscated or only being used under the direct supervision of the school staff.
- A student may not use another student's laptop or allow others to use his/her laptop.
- St. Charles Catholic School will not be responsible for damage, harm, or theft to devices, files, data or hardware.

The following guidelines established apply to all electronic equipment and communication devices of any kind including but not limited to, land-line telephones, cellular telephones, computers, video equipment, digital devices, wireless devices, and networks.

Guidelines for use of School Computers and other Technology:

- All school technology systems and all information stored on them and all work performed on them, are governed by the school policies and are subject to school supervision and inspection.
- The school reserves the right to monitor, access, retrieve, read, and disclose all messages, information, files, pictures, images, music, video and other documents to law enforcement officials and others without prior notice.
- Students using school computers and other technology may NOT:
 - ✓ Violate any school conduct or educational rules;
 - ✓ Threaten the safety or reputation of the school, its staff, or its students;
 - ✓ Post personal information about self or others (including fellow students, alumni, faculty, or staff of St. Charles Catholic School) including contact information, descriptions, identifying statements, or pictures of any kind;
 - ✓ Use obscene, defamatory, disruptive, immoral, or threatening language, pictures, images, photos, or other material to harass, insult, or attack others;
 - ✓ Upload or otherwise transmit copyrighted, trademarked, patented, or indecent material, trade secrets or other confidential, private, or proprietary information;
 - ✓ Damage, alter, disrupt, or gain unauthorized access to the school's computer system or other systems or allow unauthorized persons to gain entry;
 - ✓ Intentionally introduce a virus, attempt to breach system security, or tamper with the school's computer system.

Guidelines for Student use of Personal, Non-School Computers, Technology, Other Electronic or Communication Devices:

- A student of St. Charles Catholic School may not in the use of any electronic device on or off campus:
 - ✓ Violate any of the guidelines for the use of school computers and other technology;
 - ✓ Use the name, initials, logo, descriptions, identifying statements, or pictures of St. Charles Catholic school staff, students, alumni, the school, or any school activities in any form or type of electronic communication including posting on the internet or website.
 - ✓ Post on the internet or on a website, including that done on personal time with a personal device, must be done with the prior, expressed permission of the person involved or that person's parent or guardian. Deliberate postings of these items on the internet or anywhere else may result in serious disciplinary action including but not limited to suspension and/or expulsion from the school;
 - ✓ Post information, text, video, pictures, or information of any kind that would identify St. Charles Catholic School, its faculty/staff, or students in any way;
 - ✓ Harass, insult, blame, defame, bully, attack, or invade the privacy of any school personnel, school teachers, students or alumni;
 - ✓ Send comments, voice mail, text, or images to school personnel, teachers, students, or alumni that would be considered offensive, harassing, harmful, threatening, immoral or insulting.
- It is the expectation of the administration that all families, parents and students agree to and follow all user agreements involving any technology and with any internet and websites such as the age requirements for YouTube and social media sites.
- Students and parents/families agree that they will promptly inform the student's teacher or school administration of any message, information, image, or other document which is inappropriate given the overall mission and purpose of St. Charles Catholic School.

- Parents, families, and students must understand that they become responsible for the contents and for removing, changing or deleting any items posted or otherwise distributed through a technology device by their student.

Limited Examples

A few examples, but not a complete list, of inappropriate actions include:

- ✓ Postings of pictures, video, sound or text on any internet or website of people, events, symbols, or signs involving St. Charles Catholic School
- ✓ Sending any insulting, harassing emails, text messages, picture messages, instant messages, voicemails to or about fellow students, alumni, faculty, or school personnel

Dress Code

Uniform: See Appendix for a listing of the School and P.E. uniform.

On all Mass days, or days designated as a dress uniform day, students must wear their school sweater or track jacket. Girls must wear skirts (5th – 8th) or jumpers (K- 4th) and uniform blouses. Girls must wear white knee high socks. Boys must wear uniform long pants and dress shirts. No shorts and/or polo shirts may be worn. a detention.

Students are expected to be in complete P.E. uniform on all P.E. days, (t-shirt & shorts) track jacket and track pants are optional and may be worn on cold days.

On Jean Days, students may wear their PE shirt or polo shirt and long jeans.

Jewelry: Girls may wear small earrings (one per ear), which do not hang below the earlobe, contain loops, or present a danger of being caught by hands or fingers at PE, recess or lunch. Boys may not wear earrings. No other jewelry may be worn, with the exception of a watch and a simple medal or cross on a chain.

Hair: The school considers this to be a matter of parental responsibility and urges all parents to keep their children's hair well groomed. Extreme haircuts will not be acceptable at school. This shall include, but not be limited to, shaved designs or words on parts of the scalp or hair; hair which is tinted or dyed; hair which is layered in such a way that one section is left significantly longer than the rest of the hair (step haircuts are acceptable). Boy's hair may be no longer than the collar, off the ears and should be conservatively styled. Boys may spike it up or out (no more than 1") above the forehead only. They may not spike any other part of their hair. Girl's hair should be conservatively styled. The Principal reserves the right to interpret what is and is not conservative.

Make Up: Students may not wear make-up or nail polish to school.

Jackets: Students may wear a school sweater, track jacket, blue jacket and black fleece jacket (on non-Mass uniform days) on the campus. Students are not allowed to wear any other type of jacket, sweater and/or sweatshirt on campus. Students may be allowed to wear special sweatshirts and jackets (school team, club, class) when approved in advance by the principal.

Shoes: For safety reasons, no student may wear shoes with soles and/or heels over 1 inch in thickness.

The principal reserves the right to determine whether or not a child is in compliance with the dress code. The principal may inform the student or the parent that the student's dress is inappropriate in

keeping with the philosophical belief that students are not to express themselves through dress at St. Charles Catholic School.

Lunch Program

Students may bring their lunch to school, or order hot lunch.

Ice Cream (\$1) may be purchased in the lunch area when available.

Hot Lunch is available onsite. The order form is sent out every month via Gradelink. The cost of meals is \$6.00 for grades K-3 and \$6.75 for grades 4-8. Order form must be sent to the office by the deadline posted on the menu. Payment will be deducted from your FACTS account on the date posted on the menu.

Students are assigned to tables by grade level. Students must remain seated during the eating time, even if they are finished eating. Students are dismissed by class from the lunch area only by the supervisor on duty and after the entire class has cleaned their assigned area.

School Property

Desks, cupboards and cabinets are school property. The principal reserves the right to search school property at any time.

Lost and Found

Any unclaimed items found on the campus are kept at Extended Care. These lost items will be held for a short time before being disposed of. Any unclaimed uniform items will be held for the Used Uniform Sale. Students should check at Extended Care for any missing items. Parents are urged to label all articles of clothing.

APPENDIX

ST. CHARLES CATHOLIC SCHOOL DISCIPLINE PLAN GOALS

Students will:

- progress toward self-discipline
- take personal responsibility for their actions
- know and meet behavioral expectations
- show respect for all of God's creation
- exhibit behavior which is conducive to learning

SCHOOL RULES:

1. Students will show respect for all people and property.
2. Students may not leave school grounds at any time without permission.
3. Students may not chew gum on campus.
4. Students must be in a supervised area at all times while on campus.
5. Students must walk bikes/skateboards on campus.
6. Students must follow the dress code.

OFFICE RULES:

1. Students must take the classroom office pass.

PLAYGROUND RULES:

1. Students must use the assigned play areas and restrooms.
2. Play stops when the bell rings.

LUNCH AREA RULES:

1. Each student is responsible to clean up his/her area.
2. Each class assigns two students to check the class area.
3. All students sit in the lunch area until dismissed.

CLASSROOM RULES:

See individual teacher's CLASSROOM DISCIPLINE PLAN.

TRAFFIC PATTERN RULES:

1. Students must wait for parents in designated area.

CONSEQUENCES: (Given for disobeying any of the above rules depending on the seriousness and frequency.)

- Detention
- Conduct Referral
- Suspension from extra-curricular activities
- Suspension from school
- Conference with teacher
- Conference with teacher and principal
- Conference with teacher, principal, and parent
- Expulsion

Diocese of San Diego, Office for Schools

STUDENT THREATS POLICY AND PROCEDURES

1. Any and all student threats of harm to self or others will be taken seriously.
2. Whoever hears the threat will report it to the principal immediately.
3. Police will be notified immediately.
4. The parent or guardian of the student who has made the threat will be notified immediately.
5. The student will be kept in the principal's office under supervision until the police/parents arrive.
6. The parent or guardian of any student who has been mentioned as a potential victim, as well as any adult who has been mentioned, either verbally or in writing, will be notified immediately.
7. The student will work from home and will not be considered for readmission to the classroom unless and until the following steps have been completed:
 - a. The principal must receive a report from the police, either written or verbal. That report should include notification of whether the child will be charged with any crime as well as an assessment of the child's access to weapons.
 - b. A comprehensive mental health evaluation and risk assessment must be conducted by an independent psychiatrist or psychologist. If a psychiatrist performs the primary evaluation, he or she will determine whether it is necessary to utilize a psychologist for psychological consultation or testing. If a psychologist performs the primary evaluation, he or she will determine the need for psychiatric consultation.
 - c. The principal will, after obtaining the permission of the parents, provide the mental health care professional with all the relevant facts, including but not limited to aggressive behavior, details of the threat as known to the principal, copies of any drawings or writings, disciplinary history of the student, behavioral concerns, and the names of any known victims or potential victims.
 - d. The principal will receive a written comprehensive, detailed evaluation and report and documented treatment plan from the mental health care professional stating the basis (factual and risk factors and testing results) upon which it has been determined that the student does or does not pose a danger to self or others. The report must also address the concerns raised by the principal to the mental health care professional. The evaluation and report must be delivered to the principal. The principal will share them with legal or mental health care consultants, as well as any members of the school or parish administration who will assist the principal in the decision regarding readmission of the student to the school.
8. If the psychiatrist or psychologist recommends re-admittance, and if the principal is satisfied with the report given, the principal will, after due consideration, including a conference with

the parents, decide whether to re-admit the child. The outcome of the investigation, including police and mental health reports will be considered as determining factors in the decision whether to re-admit. This decision will not be finalized until after an initial meeting with the parents. The decision will not be made or announced at that meeting. Any decisions on whether to re-admit will require consultation with the pastor.

9. Disciplinary action including suspension/expulsion will be administered as appropriate.
10. If the student is re-admitted to the school, the mental health care professional must at the principal or pastor's request provide a follow-up assessment of the student within 30 days. The principal must be provided with a copy of the follow-up assessment and evaluation and with any recommendation for therapy, counseling, or other treatment. Cooperation with recommendations for continuing care will be a condition of re-admittance and continued enrollment.
11. Counseling will be made available to children who are victims of the threatening behavior, or who observed the threatening behavior, if it is determined that such counseling is needed and parental permission is granted.
12. Documentation from the mental health care professional concerning the student is to be placed in a separate, confidential file and will not be a part of the student's academic or disciplinary file. Only the principal and/or pastor will have access to these files. This documentation will be kept for a period of one year beyond the time when the child leaves the school as a result of expulsion, withdrawal by parent/guardian, or graduation, before being destroyed.

This policy must be communicated clearly to all faculty, staff, volunteers, parents/guardians and students.

This policy will be reviewed periodically or as needed to accommodate changes, as mental health professionals are continually addressing the area of risk assessment for violent or potentially violent behavior.

Option 1



St. Charles Catholic School
2022-2023 School Year

Religion Convocation 8-9

	M	T	W	T	H	F	M	T	W	T	H	F	M	T	W	T	H	F	M	T	W	T	H	F
August	1	2	3	4	5		8	9	10	11	12	✓	✓	✓	17	18	✓	✓	22	23	24	25	✓	✓
September				1	✓		5	6	7	8	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
October	3	4	5	6	✓		10	11	12	13	✓	*	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
November	1	2	3	✓		7	8	9	10	11	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
December				1	✓		5	6	7	8	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
January	✓	3	4	5	✓		9	10	11	12	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
February		1	2	✓		6	7	8	9	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
March				1	2	✓	6	7	8	9	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
April	✓	4	5	6	7		10	11	12	13	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
May	1	2	3	4	✓		8	9	10	11	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
June				1	✓		5	6	7	8	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

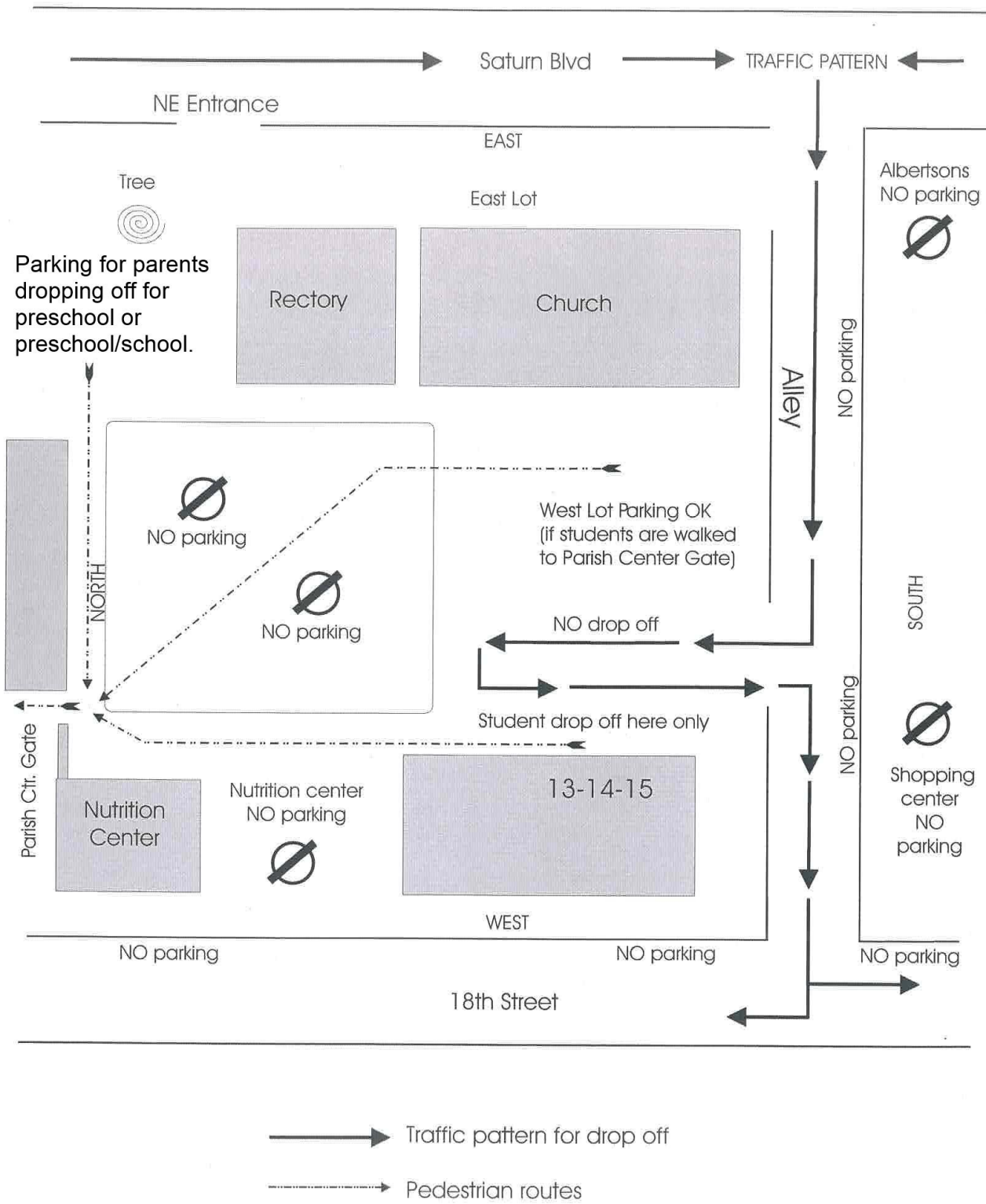
9/5 Labor day
9/30 Accreditation work-day
10/21 Diocesan Teacher PD
11/11 Veterans' Day
11/21-25 Thanksgiving Break
12/19-1/2 Christmas Break
1/13 Diocesan Teacher PD
1/16 MLK Day
2/17-20 Presidents' Day Weekend
3/10 Diocesan Teacher PD
4/3-14 Easter Break
5/29 Memorial Day
6/2 Pastor's Holiday

First Class Day: 8/15/2022
Final Class Day: 6/9/2023
Holidays: List below, with dates. Indicate on calendar above, using code below right.

Star Testing Dates: 9/12-30, 1/9-27, 4/24-5/12
Parent Conference days: 10/18-20
End of Quarter 1: 10/14 End of Quarter 2: 12/16 End of Quarter 3: 3/3 End of Quarter 4: 6/9

LEGAL HOLIDAY ○ LOCAL HOLIDAYS □
MINIMUM DAYS / STUDENT HOLIDAY △
(Faculty meetings, WCEA meetings, etc.) VACATION []

Traffic Pattern Map



ST. CHARLES CATHOLIC SCHOOL
929 18TH STREET
SAN DIEGO, CA 92154
(619) 423-3701

TRAFFIC PATTERN REPORT

Date _____

Dear _____

Your child _____

_____ did not report to traffic pattern to be picked up today

_____ left traffic pattern without school permission today

The school takes responsibility for supervising your child very seriously. In order to protect your child and to prevent liability in the part of school employees we are notifying you of this incident. If it occurs a second time, you will be informed and your child will be suspended from school.

Please discuss this incident with your child, sign the bottom of this letter and return it to me tomorrow.

If you have any questions, please feel free to call me

Sincerely,

Mrs. Sylvia Durazo Benning
Principal

Supervising Staff Member

I am aware that my child left or did not report to Traffic Pattern to be picked up today have discussed it with him/her and understand that he/she will be suspended if this occurs again.

Parent signature _____ Date _____

St. Charles Catholic School

Uniform Code

Monogrammed names must be done ONLY in gold thread only

Shorts and pants must be monogrammed and purchased through Educational Outfitters

Girls Grades K – 4th

Required Mass/Dress Uniform

Regulation plaid jumper, drop waist 4-pleat

(length must be 1 inch above the knee or longer)

Royal Blue Cardigan sweater with embroidered logo or Track Jacket

White Peter Pan collar blouse short sleeve with logo

White Knee Hi socks (*optional: White tights may be worn on Mass Days under Knee High socks*)

Optional Daily Attire

Regulation plaid Skort

Royal Blue pique polo, short sleeve, with embroidered logo

White turtleneck, plain, worn under blouse for cold days (*optional*)

Navy blue twill pants, elastic back (belt required)

Navy blue twill shorts, elastic back (belt required)

Black or navy blue Web belt

Black or navy blue stretch belt

Black braided leather belt

Black leggings only (no designs/decorations) (optional)

Navy blue, black or white socks

White turtleneck, plain, worn under blouse for cold days (*optional*)

Girls Grades 5th

Required Mass/Dress Uniform

Regulation plaid pleat skirt

(Length must be 1 inch above the knee or longer)

Royal Blue V-neck pullover sweater with embroidered logo or

Royal Blue sweater vest with embroidered logo or track jacket

White Oxford blouse, short sleeve, with Fiberlok logo or

White Knee Hi socks (*optional: White tights/leggings may be worn on Mass Days under Knee High socks*)

White turtleneck, plain, worn under blouse for cold days (*optional*)

Navy blue twill pants, elastic back (belt required)

Navy blue twill shorts, elastic back (belt required)

Black or navy blue Web belt

Black or navy blue stretch belt

Black braided leather belt

Black leggings (no designs/decorations) (optional)

Navy blue, black or white socks

Optional Daily Attire

Royal Blue fitted cut pique polo shirt, short sleeve, with embroidered logo

Girls Grade 6th-8th

Required Mass/Dress Uniform

Regulation plaid pleat skirt (**Length 1 inch above knee or longer**)

Royal Blue V-neck pullover sweater with embroidered logo or

Royal Blue sweater vest with embroidered logo or track jacket

White Oxford blouse, short sleeve, with Fiberlok logo

White Knee Hi socks (*optional: White tights may be worn on Mass Days under Knee High socks*)

Optional Daily Attire

Heather grey pique polo shirt, short sleeve, with embroidered logo (**6th, 7th & 8th grade only**)

Navy blue shorts, flat front mid-rise (belt required)

White turtleneck, plain, worn under blouse for cold days (*optional*)

Navy blue pants, flat front mid-rise (belt required)

Black leggings (no designs/decorations)
Black or navy blue Web belt Black or navy blue stretch belt
Black braided leather belt

Boys Grades K – 8th

Required Mass/Dress Uniform

Navy blue twill pants, elastic back (K-2 no belt required) or
Navy blue brushed cotton pleated pants (belt required) or
Navy blue cotton blend pants, flat front (belt required) with SCCS on back pocket applied at store
Royal blue V-Neck Pullover sweater, with embroidered logo (**Grades 5th through 8th only**) **OR**
Royal blue sweater vest, with embroidered logo (**Grades 5th through 8th only**) or track jacket
Black or navy blue Web belt
Black or navy blue stretch belt
Black braided leather belt
Royal blue cardigan sweater with embroidered logo (**Grades K through 4th only**)
White Oxford shirt, short sleeve, with Fiberlok logo or
White Oxford shirt, long sleeve, with Fiberlok logo
White socks

Optional Daily Attire

Navy blue twill shorts, full elastic (**K-2**)
Navy blue twill shorts, elastic back (belt required)
Navy blue cotton shorts, straight back (belt required)
Royal Blue pique polo shirt, short sleeve, with embroidered logo (**Grades K-5**)
Heather Grey pique polo shirt, short sleeve, with embroidered logo (**Grades 6th, 7th & 8th only**)
Navy blue socks
White turtleneck, plain, worn under shirt for cold days (optional)

P.E. Uniform for Students Grades K – 8th

Required

Royal blue and white short with printed logo (may **not** wear leggings underneath)
Gray T-shirt with printed logo

Optional

Royal Blue Track Jacket with printed logo (**Can be worn all days including Mass days**)
Royal Blue track pants with printed logo (**Can be worn all day on P.E. days**)
Black Fleece Jacket with printed logo (**Can be worn all days except Mass days**)

All Students Grades K – 8th

Optional Daily Attire

Royal blue jacket, fleece lined hooded with embroidered logo (Available by order only)
Black Jacket, fleece lined with embroidered logo (Available by order only)

Shoes

All white, all black or combination black and white, school shoe or tennis shoe (**no design (plaid, check), trim, laces, in any other colors**) Logos are okay as long as they are black, white, or any combination of these colors.

No over the ankles boots

High top tennis shoes are discouraged, however, if you choose them, the shoes must be laced and tied at all times.

For safety reasons, shoes may not have heels and/or soles greater than 1 inch thick.

*****All items written in italics may be purchased anywhere. All other items MUST be purchased at:***

**The Uniform Store - 8160 La Mesa Blvd
La Mesa, CA 91942
619-461-5437**

www.myschoolsuniform.com

customerservice@eosandiego.com

St. Charles Catholic School
929 18th Street
San Diego, CA 92154
(619) 423-3701

Medication Release Form

I request that my child be administered the prescription (or non-prescription) listed below to the designated guidelines:

Name of child_____

Name of medication_____

Dosage_____

Times to be taken_____

Duration_____

Possible side effects_____

1. A properly completed physician's statement must accompany this permit for prescribed medication.
2. The prescribed medication must be in the original container and have the affixed label including the student's name. Non-prescription medication must also be in the original container.
3. This record will be kept in the student's file.
4. A new permit needs to be signed for each new prescription.
5. At the discretion of the principal, the school may require that school personnel keep medication until the student needs to use it.

This releases and holds school personnel harmless from any and all liability for damages or injury resulting directly or indirectly from the presence of the medication on the school or its use by my child.

Signed (Parent/Guardian)_____

Date_____

ST. CHARLES CATHOLIC SCHOOL

929 18TH STREET
SAN DIEGO CA 92154
(619) 423-3701

FIELD TRIP PERMISSION FORM

PARENTAL / GUARDIAN CONSENT FORM AND LIABILITY WAIVER

Student Name _____ Grade _____

Date of Birth _____ Male ____ Female ____

Parent / Guardian Name _____

Home Address _____

Contact Phone _____

I, _____, grant permission for my child, _____
Name of parent or guardian Child's name

to participate in this school event. This activity will take place under the guidance and direction of school employees and / or volunteers from **St. Charles Catholic School.**

A brief description of the activity follows:

Type of event/Curriculum Goal: _____
Date of event: _____
Destination of event: _____
Supervisor in charge: _____
Estimated time of departure and return: _____
Mode of transportation to and from event: _____
Student cost _____

As parent and/or legal guardian, I remain legally responsible for any personal actions taken by the above named minor ("student").

I agree on behalf of myself, my child named herein, or our heirs, successors, and assigns, to hold harmless and defend St. Charles Catholic School, its officers, directors, employees and agents, and the Diocese of San Diego, its employees and agents, chaperones or representatives associated with the event, from any claim arising from or in connection with any illness or injury (including death) or cost of medical treatment in connection therewith, and I agree to compensate the school, its officers, directors and agents, and the Diocese of San Diego, its employees and agents and chaperones or representative associated with the event for reasonable attorney's fees and expenses which may incur in any action brought against them as a result of such injury or damage, unless such claim arises from the negligence of the school/diocese.

Signature _____

Date: _____

MEDICAL MATTERS: I hereby warrant that to the best of my knowledge, my child is in good health, and I assume all responsibility for the health of my child.

Emergency Medical Treatment: In the event of an emergency, I hereby give permission to transport my child to a hospital for emergency medical or surgical treatment. I wish to be advised prior to any further treatment by the hospital or doctor. In the event of an emergency, if you are unable to reach me at the above numbers, contact:

Name & relationship:

Phone: _____ Cellular _____

Name & relationship:

Phone: _____ Cellular _____

Medications: Is your child currently taking any medication(s)? Yes ____ No ____

If "yes," please list medication(s) and reason for taking medication(s).

Is your child allergic to any medication(s)? Yes ____ No ____

If "yes," please list medication(s).

Does your child have any special medical condition(s); (i.e., allergies, physical limitations, anxiety, fainting, or any condition you would like us to be aware of? Yes ____ No ____

If "yes," please explain.

Signature of parent or guardian _____

_____ Date

ST. CHARLES CATHOLIC SCHOOL

GUIDELINES FOR USE OF COMPUTERS AND THE INTERNET PERMISSION FORM

St. Charles Catholic School offers the students access to a computer network on the Internet for research purposes. A filter has been installed to block Internet opportunities deemed inappropriate for our students. To gain access students must obtain parental permission as verified by signatures on this form. Should a parent prefer that a student not have Internet access, use of the computers is still possible for purposes such as word processing.

WHAT IS POSSIBLE?

Access to the Internet will enable students to explore thousands of libraries, museums, databases and other source of information. Families should be aware that some material accessible on the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purpose of the school is to use Internet resources for constructive educational goals, students may find ways to access other material. We believe that the benefits to students from access to the Internet in the form of information resources exceed the disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we support and respect each family's right to decide whether or not agree to Internet access.

WHAT IS EXPECTED?

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on the school campus. Communications on the network are often public in nature. General school rules for behavior and communication apply. It is expected that students will comply with school standards and the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked if abused. A student is personally responsible for his/her actions in accessing and utilizing the school's computer resources. Students are advised never to access, keep, or send anything that they would not want their parents or teachers to see.

WHAT ARE THE RULES?

Network storage areas will be checked at regular intervals. Network administrators may review communications to maintain system integrity to insure that students are using the system responsible. Chat rooms of any kind may not be accessed by students. Students may not transmit personal information such as name, address, phone numbers, etc.

Illegal copying - Students should never download or install any commercial software, shareware, or freeware onto network drives or disks, unless they have written permission from a network administrator. Students may not copy other people's work or intrude into other people's files.

Inappropriate materials or language - No profane, abusive or impolite languages should be used to communicate nor should materials be accessed which are not in line with the rules of school behavior. A good rule to follow is never view, send, or access materials that you would not want your parents or teachers to see. Should students encounter such material by accident, they should report it to the network administrator immediately.

Rules for Appropriate Use of the Computer and the Internet by Students

These are the guidelines to follow to prevent the loss of network privileges at school:

1. Do not use a computer to harm other people or their work.
2. Do not damage the computer or the network in any way.
3. Do not interfere with the operation of the network by installing illegal software, shareware, or freeware.
4. Do not violate copyright laws.
5. Do not view, send, or display offensive messages or pictures.
6. Do not waste limited resources such as disk space or printing capacity.
7. Do not trespass other student's folders, work, or files.
8. Do not access any chat rooms.
9. Notify the network administrator immediately if, by accident, you encounter materials which violate the standards of appropriate use.
10. Be prepared to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use are violated.

PARENT PERMISSION FORM AND STUDENTS AGREEMENT

As parent/guardian of a student at St. Charles Catholic School, I have read the school guidelines regarding the appropriate use of computers at school. I understand that this signed agreement will be kept on file at the school.

☐ My child(ren) may use the Internet.

☐ My child(ren) may not use the Internet.

Parent name (Please print): _____

Parent signature: _____ Date _____

As user of the St. Charles Catholic School Network and the Internet, I agree to comply with the school's rules and to use the Internet in a constructive manner.

Student signature: _____ Date _____

Student signature: _____ Date _____

Student signature: _____ Date _____

Student signature: _____ Date _____

Student signature: _____ Date _____

St. Charles Catholic School
Classroom Supply List
2022-2023

Students need to have the supplies listed below on the first day of school

KINDERGARTEN

NO ROLLING BACKPACKS PLEASE

Please label these items:

- ☐ 1 backpack (no larger than 17" X 13" x 6", without wheels, needs to fit 1/2-inch binder)
- ☐ 1 MARKERS, Crayola 8 CT., washable, thin tip, classic colors
- ☐ 1 MARKERS, Crayola 8 CT., washable, broad tip, classic colors
- ☐ 1 box Crayola 12 ct. colored pencil
- ☐ 1 pencil box (plastic, 8 $\frac{5}{8}$ " L X 5 $\frac{3}{4}$ " W X 2 $\frac{1}{2}$ " H)
- ☐ 1 set of headphones in a gallon Ziploc bag (no earbuds)
- ☐ 4 Crayola CRAYONS boxes of 24 ct.
- ☐ 1 child's pair of durable scissors
- ☐ 1 Coloring/Activity Book

Do not label these items:

- ☐ 2 large boxes of facial tissue
- ☐ 8 Expo Markers, fine point, black only
- ☐ 12 #2 pencils, sharpened (yellow only, Ticonderoga brand)
- ☐ 4 GLUE STICK, .70oz. - large
- ☐ Please bring all supplies in a bag (name on bag)
- ☐ 1 pack Baby Wipes
- ☐ **\$50 fees debited through your FACTS account on Sept. 1st** to cover student supplies; Disinfecting supplies, Hand Sanitizer, 1/2-inch binder and pocket dividers, pencil pouch & 3 reams of paper

GRADE ONE

NO ROLLING BACKPACKS PLEASE

Please label these items:

- ☐ 1 notebook, composition, Primary ruling
- ☐ 24 #2 pencils, sharpened, yellow only, Ticonderoga brand. (5 at a time in pencil box)
- ☐ 1 box of MARKERS, CRAYOLA 8 ct. washable, thin tip, classic colors
- ☐ 2 CRAYONS, Crayola 24 ct.
- ☐ 2 MARKERS, Crayola 8 ct. washable, broad tip, classic colors
- ☐ 1 MARKER, Sharpie, black, fine pt.
- ☐ 2 packs of EXPO markers, dry erase – 4 pack black Fine Tip
- ☐ 1 yellow highlighter
- ☐ 2 pink erasers
- ☐ GLUE, Elmer's 4 oz. washable school glue
- ☐ 4 GLUE STICKS, .70 oz. – large
- ☐ 1 pair of scissors
- ☐ 1 PAINTS, Crayola 8 ct., semi-moist w/brush, washable watercolor
- ☐ 1 pencil box
- ☐ 1 clipboard, letter size
- ☐ Index Cards, 3x5 ruled, 100 ct.
- ☐ 1 set of headphones (labelled, no earbuds)

Do not label these items:

- ☐ 2 boxes of sandwich bags Ziploc or Glad
- ☐ 1 box of gallon size Ziploc or Glad
- ☐ 2 boxes of facial tissue
- ☐ 2 BABY WIPES, soft pack w/pop-up lid, 72 count
- ☐ 1 box adhesive bandages (Band-Aids, no character/colors)
- ☐ **\$50 fees debited through your FACTS account on Sept. 1st** to cover student supplies; Disinfecting supplies, Hand Sanitizer, 1/2-inch binder and pocket dividers, pencil pouch & 3 reams of paper

GRADE TWO

NO ROLLING BACKPACKS PLEASE

Please label these items:

- ☐ 1 ruler, 12"/30 cm., wood
- ☐ 1 highlighter, yellow
- ☐ 2 (4 pk.) EXPO markers chisel tip (One packet for each half of the year)
- ☐ 1 pair of scissors
- ☐ 2 ERASERS, pink, large
- ☐ 1 Elmer's 4 oz. washable school glue
- ☐ Index Cards, 3x5 ruled, 100 count
- ☐ 1 pencil pouch/ box
- ☐ Paper, 150 ct. Wide Ruled
- ☐ 1 box of Crayons, Crayola 24 count
- ☐ 36 #2 pencils, sharpened (yellow only, Ticonderoga brand) wide grip preferred
- ☐ 1 set of headphones
- ☐ 1 GLUE STICK, .70 oz. – large
- ☐ 1 pack pencil cap erasers, 12 count
- ☐ 1 box markers 8 ct. broad line - washable
- ☐ Colored pencils, 12 ct. colored, sharpened

Do not label these items:

- ☐ 2 LARGE boxes of facial tissue
- ☐ **\$50 fees debited through your FACTS account on Sept. 1st** to cover student supplies; Disinfecting supplies, Hand Sanitizer, 1/2-inch binder and pocket dividers, pencil pouch & 3 reams of paper

GRADE THREE

NO ROLLING BACKPACKS PLEASE

Please label these items:

- ☐ 1 ruler, 12"/30 cm.
- ☐ 5 #2 pencils, sharpened (yellow only, Ticonderoga brand)
- ☐ EXPO markers, 4 pk., chisel tip + eraser
- ☐ Scissors
- ☐ 1 large pink eraser
- ☐ 1 spiral notebook
- ☐ 4 highlighters, assorted colors
- ☐ 2 boxes of facial tissue
- ☐ 1 pencil box/bag
- ☐ 1 Crayons, Crayola 24 ct.
- ☐ 3 each: blue/black/red erasable pens
- ☐ 1 large glue sticks
- ☐ 1 washable liquid school glue
- ☐ Colored pencils
- ☐ Markers, broad line – washable
- ☐ 1 set of headphones
- ☐ Water Bottle
- ☐ **\$50 fees debited through your FACTS account on Sept. 1st** to cover student supplies; Disinfecting supplies, Hand Sanitizer, 1/ count 2-inch binder and pocket dividers, pencil pouch & 3 reams of paper

GRADE FOUR

No Rolling Backpacks please

Please label these items:

- ☐ clip board any color standard size
- ☐ plastic two pocket folder 3 holes
- ☐ 2 PENS, blue, red, purple, green **erasable**
- ☐ 12 #2 pencils, **sharpened** (yellow/black **Ticonderoga** brand) **and mechanical** #2
- ☐ 2 highlighters asst. colors/**not yellow**
- ☐ EXPO markers, 4 pk., chisel tip, asst. colors
- ☐ dry eraser
- ☐ 1 EAR BUDS or headphones (please label)
- ☐ 2 correction tape
- ☐ 2 stretch-fabric book covers, JUMBO
- ☐ 1 pencil sharpener, 2 holes
- ☐ 1 pair of scissors 5"
- ☐ Crayola 8 ct. water colors including brush
- ☐ 1 ERASER, pink/green large
- ☐ 1 GLUE, Elmer's 4 oz. school glue
- ☐ 2 GLUE STICK, 70 oz. – large
- ☐ 1 pack color index cards, 3 x 5 ruled, 100 ct.
- ☐ 1 box Ziploc brand bags, quart 35+ct
- ☐ 1 box Ziploc brand bags, gallon 35+ct
- ☐ 1 pencil box small 8.5" x 2.5" no larger
- ☐ 1 box 8 ct. markers broad tip, classic colors
- ☐ CRAYONS, Crayola, 24 ct.
- ☐ Post it notes various colors/sizes
- ☐ 1 protractor
- ☐ 1 ruler inches and cm

Do not label these items:

- ☐ 2 boxes of facial tissue
- ☐ **\$85 fees debited through your FACTS account on Sept. 1st** to cover student supplies; Disinfecting supplies, hand sanitizer, and Bible (\$35) which student will keep and use through 8th grade.

GRADE FIVE

NO ROLLING BACKPACKS PLEASE

Please label these items:

- ☐ 1 3-ring binder, 1-inch clear view front
- ☐ 1 ruler, 12"/30 cm., wood
- ☐ 1 pencil box
- ☐ 1-12 packs of #2 pencils, **sharpened** (yellow only, **Ticonderoga** brand)
- ☐ 1 highlighter
- ☐ 2 packs black or blue pens-erasable
- ☐ 2 colored pens for correcting
- ☐ Prang water colors
- ☐ 2 pink, medium erasers
- ☐ 1 pair of scissors
- ☐ 1 pack glue sticks
- ☐ 1 bottle Elmer's glue
- ☐ 1 box colored pencils, 12 ct., sharpened
- ☐ 1 box markers, 8 ct., broad line, washable
- ☐ 1 box crayons- Crayola 24 ct.
- ☐ 1 pack of thin, black Sharpies
- ☐ EAR BUDS/Headphones
- ☐ 2 boxes of facial tissue
- ☐ Personal laptop computer
- ☐ The One and Only Ivan by Katherine Applegate
- ☐ 1 White board eraser

**Several items will need to be replenished during the year.*

- ☐ **\$50 fees debited through your FACTS account on Sept. 1st** to cover student supplies; Disinfecting supplies, Hand Sanitizer & 3 reams of paper
New Students Only: Additional \$35 for purchase of Bible, which you will use through 8th grade and keep

GRADE SIX

NO ROLLING BACKPACKS PLEASE

Please label these items:

- ☐ 2 packs of Index cards
- ☐ 1 ruler, 12"/30 cm., wood
- ☐ 1 package college-ruled paper 150 ct.
- ☐ 3 Highlighters – asst. colors
- ☐ 1 pair of scissors
- ☐ 1 pkg. DIVIDERS, 5 slot, colored tabs
- ☐ 1 3-ring binder 1"
- ☐ 2 packages sticky notes, 3" x 3" assorted colors
- ☐ 1 box Crayola markers, 12 ct., broad tip, classic colors
- ☐ 1 box Crayola crayons, 12 ct. classic color
- ☐ 1 box of watercolors
- ☐ 12 colored pencils, sharpened
- ☐ 12 #2 pencils, sharpened
- ☐ 3 small glue sticks, .28 oz.
- ☐ 1 pack of red pens
- ☐ 1 pack of blue or black pens
- ☐ Personal laptop computer

Do not label these items:

- ☐ 2 large boxes of facial tissue
- ☐ **\$50 fees debited through your FACTS account on Sept. 1** to cover student supplies: Disinfecting wipes, hand sanitizer & 3 reams of paper
- New Students Only:** Additional \$35 for purchase of Bible, which you will use through 8th grade and keep

GRADE SEVEN

NO ROLLING BACKPACKS PLEASE

- ☐ 3 black pens (with extras at home to bring as needed throughout the school year)
- ☐ 2 red pens (with extras at home to bring as needed throughout the school year)
- ☐ 4 pencils **sharpened**, (with extras at home to bring as needed throughout the school year)
- ☐ 4 black "Expo" dry erase markers (with extras at home to bring as needed throughout the school year)
- ☐ 1 eraser for "Expo" markers or rag
- ☐ Colored pencils-**sharpened**
- ☐ Watercolors
- ☐ Small set acrylic paint with brushes
- ☐ Markers
- ☐ Crayons
- ☐ 1 pair of scissors
- ☐ 4 glue sticks
- ☐ 1 pack white card stock (8.5x11)
- ☐ 1 pack assorted colors card stock (8.5x11)
- ☐ 2 packs 3X5 index cards
- ☐ 1 three ring binder
- ☐ 1 package insertable subject dividers
- ☐ 1 12" ruler with inches and centimeters
- ☐ 1 calculator
- ☐ 1-quart size Ziploc bags (boys only)
- ☐ 1-gallon size Ziploc bags (girls only)
- ☐ 1 backpack (no rolling backpacks permitted)
- ☐ 2 large boxes of facial tissue
- ☐ Personal laptop computer
- ☐ **\$50 fees debited through your FACTS account on Sept. 1st** to cover student supplies; Disinfecting supplies, Hand Sanitizer & 3 reams of paper
- New Students Only:** Additional \$35 for purchase of Bible, which you will use through 8th grade and keep

GRADE EIGHT

No rolling backpacks please

Please label these items:

- ☐ 1 ruler, 12"/30 cm.
- ☐ 2 3-ring binders, 1"
- ☐ 1 eraser, white
- ☐ 1 pack graph paper
- ☐ 3 packages sticky notes, 3" x 3"
- ☐ 1 roll of scotch tape
- ☐ 12 EXPO markers
- ☐ 1 pair of scissors
- ☐ 2 Index Cards, 3"x5", ruled, 100 ct.
- ☐ 1 ream cardstock paper, white
- ☐ 1 calculator, TI-30Xa or comparable
- ☐ Crayons
- ☐ 12 black pens
- ☐ 12 #2 pencils- sharpened
- ☐ 3 glue sticks, small
- ☐ 1 small pack of sheet protectors
- ☐ 1 tray of watercolor paint and brush
- ☐ 12 colored pencils, sharpened
- ☐ Markers
- ☐ Personal laptop computer

Do not label these items:

- ☐ 2 boxes of facial tissue, 2 ply
- ☐ **\$50 fees debited through your FACTS account on Sept. 1**
to cover student supplies; disinfecting products, Hand Sanitizer
& 3 reams of paper

New students only: Additional \$35 to purchase a Bible which you will keep

This area for Administrative Use Only

Ent'd Fam File _____

Ext. Care Owed: _____ Hot Lunch Owed: _____ Serv. Points Owed: _____ Other: _____

Ent'd QB _____ Ent'd FACTS _____

City of Residency: «City1» «Zip1»

St. Charles Catholic School
929 18th Street, San Diego, CA 92154

2022-2023 Tuition and Policy Agreement

Family Name

Student Name(s) & Grade(s)

Account #

Parishioner Status:

I (We) the undersigned, do hereby agree to comply with the educational policies and regulations of the Diocese of San Diego and of St. Charles Catholic School.

I. Christian Values

I (We) as parents recognize our responsibility as primary educators of our children. I (We) acknowledge the importance of teaching Christian values by word and example.

I (We) pledge:

- A. To maintain a Christian atmosphere in our home by regular family prayer and Sunday worship. We acknowledge our commitment to the Catholic faith and promise to live it out to the best of our ability.
- B. To be involved in and support the sacramental program at St. Charles Catholic School by assisting in the preparation of our child(ren) and by attending all First Eucharist and First Reconciliation parent meetings scheduled for the parents of children receiving the Sacraments.

II. Supportive Policy

I (We) pledge to cooperate with and support the administration, faculty, staff and general policies set forth by the Diocese of San Diego and St. Charles Catholic School. I (We) recognize that positive and open communication between home and school is in the best interest of the school community, and is vital in creating a healthy climate conducive to good education.

I (We) agree that the Principal has the right to dismiss a student in the best interests of the student and school.

III. Tuition Agreement

I (We) agree to pay tuition and fees for the 2022-2023 school year at the status assigned below:

Number of Children	Non-Parishioner	Supporting Parishioner
One	\$7,682.00	\$6,339.96
Two	\$15,364.00	\$11,412.00
Three	\$23,046.00	\$16,167.00

- **Non-refundable Registration fee** is \$300.00 per returning student or \$325.00 new student (includes Application fee).
- **Non-Refundable Draw Down Raffle** is \$200.00 per family (due now).
- **Diocesan Student fee** is \$25 per student (due now).
- **Parish Raffle Tickets** (due now).
- **Consumables and Digital Licensing fee** (due now or paid in installments).

Parishioner Status is determined by residence within parish boundaries, by being registered with St. Charles Parish and by regularly contributing in parish numbered envelopes for a minimal period of one year, be current in all fees and tuition and complete all required service points by May 15. Names of families will be sent to the parish in August and December to review contributions. Families that have not been contributing weekly will be changed to Non-Parishioner rates.

Non-Parishioner Status applies to those living outside St. Charles Parish boundaries, or those living within the parish who do not regularly use parish numbered envelopes.

I (We) agree that if additional children are accepted a new agreement will be required.

I (We) further agree to the following stipulations: **(PLEASE READ CAREFULLY AS EACH STIPULATION WILL BE ACCOUNTED FOR AND ENFORCED)**

- A. Registration fees are **NOT** refundable.
- B. Payments of tuition are made as follows:
 - Payment in full paid **FACTS Tuition Management*** (due on or before June 30th, 2022)
 - 2 semi-annual installments paid through **FACTS Tuition Management*** (July 2022 and December 2022)
 - 10 monthly installments paid through **FACTS Tuition Management**** will be deducted from your bank account on (July– April)
 - 11 monthly installments paid through **FACTS Tuition Management**** will be deducted from your bank account on (July– May)

* FACTS Tuition Management will charge a yearly set-up fee of \$20. This will be deducted from your bank account within the next two weeks.

**FACTS Tuition Management will charge a yearly set-up fee of \$50. This will be deducted from your bank account within the next two weeks.

The option of making monthly payments is for the convenience of families and is not to be interpreted as payment for a particular month.

- C. A \$25.00 fee will be charged by the school on late tuition payments. FACTS Tuition Management will also assess a \$30 fee for accounts with non-sufficient funds. These fees might be waived if a meeting with the principal is scheduled and occurs at least 5 business days before payment is due.
- D. Extended Care, Hot Lunch, and other incidentals payments will be deducted from your account through FACTS.
- E. Graduation payments will be deducted from your FACTS account in 4 payments. Dates to be given by teacher.
- E. A fee of \$25.00 will be charged for non-sufficient funds or returned checks on payments made directly to the school.
- F. Names of all newly registered families will be sent to the Church to confirm parish status.
- G. Once a tuition and/or fee payment has been received it is **non-refundable** if the child(ren) is/are withdrawn from the school before the end of the school year. Initials

IV. Parent-Teacher Group Involvement

Active involvement in the life of the school is expected of all parents. Parent Teacher meetings are an essential part of this involvement. Time will be logged and recorded. Attendance at each of the PTG General meetings is recorded as 1 point of service for each parent in attendance. Each family is asked to donate a minimum of 30 points (15 points for single parent families) of contributed service to the school. It is the parent's responsibility to contact the volunteer coordinator (school office) to arrange for contributed service. Two (2) points will be earned for each hour of work completed on fundraising events (i.e. Parish Bazaar, Fall Festival, Book Fair, Dinner/Dance, etc.). One (1) point will be earned for each hour worked on other activities (i.e. field trip chaperone, classroom volunteer, milk room attendant, etc.). Points will also be awarded for attendance at PTG activities, sales of fundraising merchandise, donations of items to be used for fundraising events, etc. (amount of points earned in these situations will be determined by PTG Board and/or administration). Sale of Parish Bazaar Raffle Tickets does not earn points as they are an additional part of your tuition agreement. Donations and work contributed to the fundraisers for Sixth Grade Camp Fund and 5th grade overnight boat trip will not earn points as families receive the benefit of this event through a reduction in the cost of those activities.

Parents are expected to hand in completed Contributed Service Point Record Sheets to the school office each time service is done. These sheets need to be signed by the chairperson of the activity. **The school cannot recognize contributed points unless these slips have been received.**

Each family will receive a statement showing the number of points earned in January and at the beginning of May. It is expected that 15 points (8 for single parent families) are completed by the end of January and that all points are complete by May 15. **Families that fail to be up to date by the end of January will not qualify for re-registration for the next school year. If Contributed Service Points are not completed by May 15, the family will not be allowed to complete a tuition agreement for the upcoming school year. In both of these cases student space(s) will not be held and will be made available to new applicants.** If the space has not been filled by July 1 the family can then submit a new application (and pay the application fee) for the upcoming year. **Students in Grade 8 whose parents have not met their Contributed Service Points will not be able to participate in their Graduation Ceremony.**

Single parent families are defined as families where one parent is deceased or where a parent has sole physical and financial custody of the child(ren) and this is backed by a court document.

All parents are asked to assist as a Parish Bazaar worker. These are vital activities, which aid the school both in fundraising and community building. Parish Bazaar work done in June will be counted toward the following school year's Contributed Service points, as it comes too close to the end of the year to process for the current year.

V. Draw Down Raffle

All families are required to purchase/sell **\$200 worth of** tickets for the 2022-2023 Draw Down Raffle. The cost of these tickets needs to be paid immediately. You will receive your tickets prior to the event. Additional tickets may be purchased. Drawn Down tickets are non-refundable. If a family withdraws from the school prior to the raffle event, they will continue to be entered into the raffle.

VI. Parish Bazaar Commitment

All families are required to purchase/sell three books (\$10 each) of 2023 Parish Bazaar Raffle Tickets. The cost of these tickets may be paid immediately or added to your tuition payments for the 2022-2023 school year. You will receive these tickets in April of 2023. You can put your name on the stubs and return them, or sell them and keep the cash since you will have already paid for them.

VII. Chocolate Sales

All families receiving financial assistance will be required to sell 4 boxes of World's Finest Chocolates. These families will not earn service points since this is part of the obligation for receiving financial assistance. Families wishing to voluntarily sell chocolates may do so. They will receive 6 service points for every 2 boxes of chocolates they sell. If you wish to participate please indicate at the end of this contract.

(Optional) Tuition Assistance Fund Donation

I (We) will commit the following tax-deductible donation to the St. Charles Tuition Assistance Fund: \$ _____

Tuition Payment

I (We) agree to pay tuition according to the following schedule:

_____ 10 monthly installments (July - April)

_____ 11 monthly installment (July – May)

_____ 2 semi-annual installments (July & December)

_____ 1 annual installment (By June 30th - 3% Discount)

_____ We will pay for the 2022-2023 **Consumables and Digital Licensing fee** and **Parish Raffle Tickets** immediately

This area for Administrative Use Only

10 monthly installments:

\$ _____ - Mil/PODisc _____ - DTA \$ _____ - TA \$ _____ + TAD \$ _____ + C&L \$ _____ = \$ _____ / 10 = \$ _____

11 monthly installments:

\$ _____ - Mil/PODisc = \$ _____ - DTA \$ _____ - TA \$ _____ + TAD \$ _____ + C&L \$ _____ = \$ _____ / 11 = _____

2 semi-annual installments:

\$ _____ - Mil/PODisc = \$ _____ - DTA \$ _____ - TA \$ _____ + TAD + \$ _____ + C&L \$ _____ = \$ _____ / 2 = \$ _____ July & Dec.

Annual installment:

\$ _____ - Mil/PODisc \$ _____ - DAT \$ _____ - TA \$ _____ - 3% Disc. PIF \$ _____ + TAD \$ _____ = \$ _____ Pmnt

Amt due by June 30th paid through FACTS

M/POD: Military/Peace Officer Discount **DTA:** Diocesan Tuition Assistance **TA:** Tuition Assistance
TAD: Tuition Assist Donation **C&L:** Consumables & Licensing fee

Payment Amount:

\$ _____

☐ Monthly ☐ Semi-annual ☐ Annual

Amount Paid Today: (cash check credit card)

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

Total Paid

I volunteer to sell _____ boxes of chocolates for 6 service points per 2 boxes.

Signature

Families receiving Tuition Assistance must sell 4 boxes of chocolates _____

Signature

I (We) have read this agreement thoroughly, have filled it in completely, and agree to comply with the expectations set forth.

Parent/Legal Guardian Signature

Date

Parent/Legal Guardian Signature

Date

School Representative Signature

Date

**St. Charles Catholic School
Family Master File Form**

Parent (Account) Last Name _____

Mother's first Name _____ Father's first Name _____

Mailing Address _____

Address City, State Zip

Home Address _____

Address City, State Zip

Please check off the phone number and/or email where you would like to receive school notifications (Must be USA number):

☐ Home telephone _____

☐ Yes, I would like to receive school notifications via text.

☐ No, I don't want to receive text notifications via text.

☐ Mother's Employer _____ ☐ Wk Phone _____

☐ E-mail address _____ ☐ Cell Phone _____

☐ Father's Employer _____ ☐ Wk Phone _____

☐ E-mail address _____ ☐ Cell Phone _____

<i>Student(s) Last Name, First Name</i>	<i>Grade</i>	<i>Date of Birth</i>	<i>Place of Birth</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Language spoken at home _____

If your child were to attend public school which school would he/she attend? Name of school _____

Does your family receive AFDC (Welfare)? () Yes () No

Ethnic Origin:

- | | |
|--|--|
| <input type="checkbox"/> 1. Hispanic | <input type="checkbox"/> 4. Caucasian |
| <input type="checkbox"/> 2. Asian/Pacific Islander | <input type="checkbox"/> 5. African American |
| <input type="checkbox"/> 3. American Indian | <input type="checkbox"/> 6. Multiracial |
| <input type="checkbox"/> 7. Other: _____ | |

Home Condition:

- | | |
|---|--|
| <input type="checkbox"/> 1. Mother and Father present at home | <input type="checkbox"/> 5. Father Deceased |
| <input type="checkbox"/> 2. Single Parent | <input type="checkbox"/> 6. Father Remarried |
| <input type="checkbox"/> 3. Parents Divorced | <input type="checkbox"/> 7. Mother Remarried |
| <input type="checkbox"/> 4. Mother Deceased | <input type="checkbox"/> 8. Other _____ |

Who does child(ren) reside with?

- | | |
|--|--|
| <input type="checkbox"/> Mother and Father | <input type="checkbox"/> Mother |
| <input type="checkbox"/> Father | <input type="checkbox"/> Mother and Stepfather |
| <input type="checkbox"/> Father and Stepmother | <input type="checkbox"/> Other _____ |

Religion: Catholic ___ Non Catholic ___ If Catholic, name of parish in which you are registered: _____

Name of parish in the area where you live _____

Faculty/Staff E-mail Addresses

<u>Faculty/Staff Member</u>	<u>e-mail address</u>
Mrs. Sylvia D. Benning	principal@saintcharlesschool.com
Mrs. Norma Villalobos	nvillalobos@saintcharlesschool.com
Mrs. Olga Pulido	opulido@saintcharlesschool.com
Mrs. Liz Enriquez	eenriquez@saintcharlesschool.com
Mrs. Angela Granberg	agranberg@saintcharlesschool.com
Mrs. Stephanie Garcia-Hayes	sgarciahayes@saintcharlesschool.com
Ms. Paige Boxberger	pboxberger@saintcharlesschool.com
Mrs. Maura Abalos	mabalos@saintcharlesschool.com
Mrs. Debbie Hudson	dhudson@saintcharlesschool.com
Mrs. Ellen Lopez	elopez@saintcharlesschool.com
Mr. Noel Bishop	nbishop@saintcharlesschool.com
Ms. Theresa Roh	troh@saintcharlesschool.com
Mr. David Blair	dblair@saintcharlesschool.com
Mr. Glenn Garrovillas	technology@saintcharlesschool.com
Mrs. Diana Feichtinger	extendedcare@saintcharlesschool.com
Mrs. Claudia Garcia	cgarcia@saintcharlesschool.com
Mrs. Jennifer Villagomez	jvillagomez@saintcharlesschool.com
Mr. Carlos Peralta	cperalta@saintcharlesschool.com
Mrs. Maureen Stephenson	mstephenson@saintcharlesschool.com

**PARENT STUDENT HANDBOOK
AGREEMENT FORM**

The Principal reserves the right to amend this handbook. Parents will be promptly notified via the Parent Newsletter if changes are made.

I/We have read and agree to be governed by this Parent/Student Handbook.

Parent Signature

Date

Parent Signature

Date

Student Name/Signature

Grade

Date

Student Name/Signature

Grade

Date

Student Name/Signature

Grade

Date

This signed agreement form must be returned to the school office by the fourth day of class. Students who have not returned this form by the fourth day will not be admitted to school.

There will be a \$5.00 replacement fee charged for additional handbook

St. Charles Catholic School