



Saint Charles Borromeo
Burlington, Wisconsin

2017-2018

Student Handbook

449 Conkey St
Burlington, WI 53105
262-763-2848 or 262-763-2637
www.mystcharles.org

Father James T. Volkert, Pastor

Father Carlos Zapata, Associate Pastor

Mrs. Mary MacDonald, Principal

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INTRODUCTION

This Parent and Student Handbook should serve as a resource for you to know and understand better the policies, guidelines and informational items relating to Saint Charles School. The following policies and procedures were instituted to provide the students of Saint Charles School with a safe and comfortable Catholic environment in which to receive a quality education. These policies and procedures are in accordance with the policies of the Milwaukee Archdiocese. As with all policies and procedures, the administration of Saint Charles School reserves the right to make the final judgment in any situation. All decisions will be made with the best interest of everyone involved.

Please keep this Handbook in a convenient location so you will be able to use it as a reference throughout this school year.

Parents please read this handbook with your child/children and sign the "Handbook Contract" which is included in the registration packet. Return the signed contract to the school office by September 8, 2017.

If you have any questions, please contact the Saint Charles School Principal at 763-2848.

THANK YOU FOR YOUR COOPERATION AND PROMPTNESS

FACULTY & STAFF

FOR THE 2017 - 2018 SCHOOL YEAR

PROFESSIONAL STAFF

PASTOR	Father James T. Volkert
ASSISTANT PASTOR	Father Carlos Zapata
PRINCIPAL	Mrs. Mary MacDonald
K3 & K4	Mrs. Judith Bartlett
KINDERGARTEN	Mrs. Kathy Pinter
FIRST GRADE	Mrs. Rachel Delgado
SECOND GRADE	Ms. Mary Beth Benz
THIRD GRADE	Mrs. Carolyn Kasper
FOURTH GRADE	Mrs. Laura Bisher
FIFTH GRADE	Mrs. Barbara Davis-Witt
SIXTH GRADE	Mr. Peter Pappa
SEVENTH GRADE	Mr. Scott Schlesner
EIGHTH GRADE	Ms. Jenny Oehldrich
PHYSICAL ED.	Mr. Dave Lindow
MUSIC	Ms. Bea Jacobson
BAND	Mr. Luke Moyta
7th & 8th MUSIC/MIDDLE SCHOOL CHOIR	Mrs. Abby Galstad
ART	Mrs. Beth Falk
SPANISH	Mrs. Ginny Hegeman
LIBRARIAN/ COMPUTER	Mrs. Terri Lancour
TEACHER AIDE	Mrs. Robin Monteith
TEACHER AIDE	Mrs Debra Manthei
K3 & K4 AIDE	Mrs. Christina Reynolds
CHAPTER ONE READING	Mrs. Michelle Jessup

SUPPORT STAFF

SECRETARY	Ms. Kathy Dunn
CUSTODIAN	IEM Company
HOT LUNCH MANAGER	Mrs. Barbara Richter
HOT LUNCH COOKS	Mrs. Donna Albrecht
	Mrs. Chris Ehlen
	Mrs. Carol Fabian



PARENT CALENDAR 2017-2018

St Charles School Calendar has the capability of synchronizing to your device. See monthly Google calendar on the school website.

JULY 2017						
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JUNE 2018						
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Aug. 23 Back-to-School Info Night
 Aug. 30 1st Day Students
 Aug. 30-Sept 1 Parent Transport:PT

Sept. 4 Holiday:Labor Day
 Sept. 27-29 Eighth Grade trip to Washington, D.C.

Oct. 12-13 NS Teacher In-service
 Oct. 26 Parent Transport, full day
 Oct. 27 Teacher In-service

Nov. 2 End of 1st Quarter
 Nov. 8 Conference After School
 Nov. 9 Early Release: Conf. Day
 Fundraiser Pickup, Parent transport pm only

Nov. 10 No School
 Nov. 16 Parent transport pm only
 Nov. 22-26 Thanksgiving Break

Dec. 12 Christmas Concert 6:30pm
 Dec. 23 Christmas Break begins;

Jan. 2 School resumes
 Jan. 18 End of 2nd Quarter
 Jan. 24 NS Teacher In-service

Feb. 16 NS Teacher In-service
 Feb. 19 No School

Mar. 26-30 Spring Break/Holy Week

April 1 Easter Sunday
 April 2 School Resumes
 April 5 End of 3rd Quarter
 April 23 Early Release

May 17 Early Release
 May 28 Holiday/Memorial Day

June 4 8th Grade Graduation
 June 8 End of 4th Quarter
 June 8 Early Release
 June 8 Last Day for Students

<u>LEGEND</u>	
()	End of Quarter
ER	Early Release
H	Holiday /No School
C	Conferences
PT	Parent Transport Day
IN	Teacher In-service/No School for Students
NS	No School

**SAINT CHARLES SCHOOL COMMITTEES
FOR THE 2017 - 2018 SCHOOL YEAR**

SAINT CHARLES SCHOOL ADVISORY COMMITTEE

Saint Charles School Advisory Committee has as its primary concern the spiritual, academic, intellectual, and physical development of all students who attend Saint Charles School. Saint Charles School Advisory Committee works in close collaboration with the Principal and Pastor in developing policies that will enable the school to reach its goals and deal with the recognized needs of the parent community.

All meetings are open to attending school families unless deemed closed due to confidentiality. To be added to the agenda, please contact chairperson the week prior to the meeting date. Meetings dates will be listed on the monthly school calendar. Please contact the following member with any questions.

Chairperson Mario Denoto 262-878-1093

HOME & SCHOOL ASSOCIATION

The Saint Charles Home & School Association exists to coordinate the spiritual and educational forces of the home and the school. This association provides a vehicle for active participation by parents in their child's education, as well as, sponsoring various events, which supply the students with materials and programs. The Home and School sponsors several major fundraisers to supplement the school budget and book fees.

All meetings are open to school families. Committee meets on the third Monday of every month at 6:00 pm. Please contact the following member with any questions.

Chairperson Jen Reesman 262-767-9232

BURLINGTON CATHOLIC ATHLETIC ASSOCIATION

Burlington Catholic Athletic Association exists to provide the students of St. Charles Borromeo and St Mary School the opportunity of participating in various extra-curricular athletic programs. The association operates on money of its own, consisting of athletic fees and fund-raisers.

Burlington Catholic Athletic Association meets on the second Monday of every month at 6:00 pm during the school year. Officers of the Athletic Committee meet in executive session when needed. All athletic meetings are open to school families. Please contact the following member with any questions.

Co-directors Andrea Clapp & Scott Stevens Email: AD@burlingtoncatholic.org

TECHNOLOGY COMMITTEE

The Saint Charles Technology Committee exists to provide the students with quality computer hardware and software and with a quality technology education.

The Saint Charles Technology Committee meets every other month (day to be determined).

All meetings are open to school families. Please contact any of the following members with questions.

Technology Members Terri Lancour, Nick Melchi, Mike Pinter, Greg Gotcher

Saint Charles Parish School

MISSION

Saint Charles Parish School is an educational extension of a parish community committed to *Academic Excellence, Christian Message, Service, and Worship.*

ACADEMIC EXCELLENCE

We hold ourselves to high academic standards with a focus on each individual student's progress and achievement.

MESSAGE

We teach and model that the Christian message is not just a concept to be learned, but a reality to be lived. We instill *Gospel* values that develop moral conscience.

SERVICE

We foster an attitude of service to promote living the *Gospel*. We amplify the *Gospel* message of service through the support and participation of local, state, national, and global outreach projects.

WORSHIP

We provide opportunities for students to participate in traditional Catholic devotions. We offer meaningful Eucharistic liturgies, prayer services, and sacramental celebrations to develop a life-long relationship with *God*.

Saint Charles Parish School

Philosophy

We believe in Jesus Christ and His message. As a Christ-centered community, we will teach and model Catholic doctrine, tradition, and values.

Academics

We believe in a structured learning environment that emphasizes high expectations and the acquisition of basic skills. As an educational community we will introduce, develop, and promote responsibility and accountability for life beyond Saint Charles School.

Discipline

We believe that learning requires a safe, disciplined environment. As a structured community, we will provide respectful, positive, and instructive discipline that foster character development.

Communication

We believe that the education of a child must be a cooperative effort involving the entire Saint Charles family. As a collaborative community, we will foster open communication among the school, home, parish, and greater community.

ACCEPTABLE USE POLICY FOR COMPUTERS & TELECOMMUNICATIONS

Computing, data storage, and information retrieval systems are designed to serve the students, faculty, staff, and volunteers of the school. Network and internet access is provided to further the legitimate educational goals of this institution. The school provides computing and network resources for the use of the students, employees, and others affiliated with the school. The equipment, software, and network capacities provided through school computer services are and remain the property of the school. All users are expected to conduct their online activities in an ethical and legal fashion. **The use of these resources is a privilege, not a right.** Misuse of these resources will result in the suspension or loss of these privileges, as well as disciplinary, legal, and/or monetary consequences. **All** students will be required to have on file an "Agreement for the Use of Computers and Telecommunications Parental Consent Form" before they will be allowed any computer access.

ACCIDENTS & ILLNESSES

If your child becomes ill or injured at school, we will make every effort to notify parents/guardian immediately. The school needs to know how to reach parents quickly in order to handle the emergency situations. **We ask that all parents have current and up to date emergency information for each child on file at school.** This information is included in each families registration packet. This is kept on file so that you can be contacted immediately. You will be asked to take your child home or to a doctor for medical attention if needed. **See the Wellness Policy for further information.** If emergency treatment is required, your written permission on the Student Medical Information Form will enable us to call a doctor and/or ambulance should we need to act quickly. The expense of the doctor or ambulance is the responsibility of the parent. Please update the emergency information form as needed throughout the school year. We need current information at all times.

ACTIVITY CENTER

- All groups using the Activity Center must schedule their event through the School Office.
- Tape should not be used on any surface in the Activity Center. Gym tape is available at the School Office.
- Food is only allowed inside the gymnasium if it has been purchased at the Activity Center Concession.
- Water is the only drink allowed inside the gymnasium.
- Do not climb on bleachers in the closed position.
- Do not chew gum when using the gymnasium.
- If you are the last (or only) group using the gymnasium in a day, wood floor should be dry mopped (Use large mops located in the supply closet across from the lobby lavatories).
- Lobby tables and chairs should be wiped and put back in original places.
- Lobby floor should be dry mopped (small mop on cart) and garbage cans emptied if they contain food. Locker rooms must be clean and in good order. Food is never allowed in locker rooms.

ADMISSIONS TO SCHOOL

- 1) Registration for all grades takes place at a designated time during the third quarter, usually during Catholic Schools Week. Parents will be given a registration contract to sign. This contract must be signed and returned to the school office. In the admission of students to St. Charles School, consideration shall be given to these criteria:
 - a) Catholic children of all families with students currently attending St. Charles (outstanding tuition, lunch and book fees must be paid). Registration must be completed by March 1st.
 - b) Children of Parishioners (consideration factors will be contribution of time, talent, and treasure given to the Parish).
 - c) Children from other Catholic Parishes without a school.
 - d) Children from other Catholic Parishes.
 - e) Non-Catholic children with children already enrolled.
 - f) Non-Catholic children.
- 2) In the admission of students to St. Charles School for classes at capacity: Only individuals with completed registration forms shall be considered. Children of all families with students currently attending St. Charles will be given priority. Time, Talent, and Treasure shall determine admission of students if an opening occurs.
- 3) To enter kindergarten, a child must be five years old by September 1st. Archdiocesan rules will be followed.
- 4) Children entering St. Charles School for the first time must have a physical examination. Forms for the physical are available in the school office.
- 5) Children entering St. Charles School for the first time must take an entrance exam to determine appropriate grade placement.
- 6) Children entering St. Charles School for the first time must submit all records from previous school to be reviewed by the administrator before admission is allowed.
- 7) Children transferring from any school, public or private, are admitted at the discretion of the principal pending a review of students' academic records, behavioral profile, and intended classroom size. Failure to meet set criteria in any of the above areas is grounds for refusal. Parish membership is not an exemption from above criteria.

ASBESTOS

St. Charles School has an Asbestos Management Plan in place, which is required by the Environmental Protection Agency. The management plan is available for your inspection from the custodial staff.

ATHLETIC PROGRAM

Philosophy

- St. Charles recognizes the broader focus of sports. We believe:
- That our primary purpose is to offer instruction in basic knowledge.
- That religious education has a prime instructional role.
- That a program of extracurricular activities supplements the education process.
- That such extracurricular activities further develop skills being taught in the classroom.
- That athletics must develop sportsmanship, leadership, and team play.
- That athletics is an activity of enjoyment.

Initial Eligibility

- 1) Students must be enrolled full time at St. Charles School or a registered tri-parish family.
- 2) Athletic programs are offered for students in grades 5, 6, 7, & 8.
 - All students in grades 5 - 8 may participate in basketball. (11/8 - 3/31)
 - Boys and Girls in grades 5 - 8 may participate in volleyball. (8/15 - 11/7)
 - A season ends when a grade has completed play and uniforms returned to coach.
- 3) A physical examination is required for fifth and seventh graders and for new players going out for any sport listed above. The medical forms are to be renewed every two years.
- 4) Students must be willing to adhere to the policies, rules, and regulations of their School, Athletic Association, the Parkview League, and the Archdiocese of Milwaukee.

Academic Eligibility

- 1) All interested students may start each sporting season in the attempt to ensure consistency in team formation.
- 2) Students must maintain a 2.0 grade point average based on a 4.0 scale or receive a Satisfactory or better in all Effort Grades. Any student carrying a U in a subject will be treated in the same manner as a student who carries a below C average. Grades will be evaluated at report card and progress report time.
- 3) Students, parents, and coaches will be notified in writing when a student becomes ineligible. Parents must sign and return written notification.
- 4) Eligibility will be verified by the Principal.
- 5) Re-evaluation to determine eligibility will be every two weeks.
- 6) A student will not be able to participate in a game or practice if he/she has been absent from school on that day (Full day of attendance required).
- 7) Eligibility guidelines pertain to all Athletic Association sponsored events and are enforced for the entire Archdiocesan scheduled season.

Conduct Policy

The Burlington Catholic Athletics Association believes that participation in extracurricular activities is a privilege, not a right for our students. In keeping with these beliefs, we have set forth the following policies regarding disciplinary action:

- 1) Negative behavior in the classroom and during the school day will affect participation in our athletic programs.
- 2) Any student receiving a detention will not be allowed to play during his/her next scheduled game after the date the detention is served. Coaches will receive written notification of the student serving detention. Any game canceled due to gym cancellation or bad weather will not count toward the missed game penalty. Again, we emphasize that the student is responsible for his/her own actions and as such, he/she should be the one to notify the coach. Failure to notify coach and choosing to play will result in extra penalty.
- 3) Any student receiving a suspension will be immediately suspended from athletics for the period of one week. This will include all practices and games during that time. Should the suspension occur immediately before a school break, such as Christmas Vacation, the athletic penalty would occur during the first full week after the break. If the suspension occurs during tournament time, ALL games during that week would be included in the suspension.
- 4) Any behavior that is a negative reflection of St. Charles at any home or away game will be referred to the principal. The principal and the Athletic Association will determine the corrective action to be taken.

ATHLETES MUST ALWAYS REMEMBER THAT THEY ARE A REPRESENTATIVE OF ST. CHARLES SCHOOL.

We encourage all parents to take pride in our school and emphasize to our students the importance of sportsmanship and courtesy to their own teammates, coaches, referees and opponents.

Special Guidelines - All Players:

- Must be a registered member from one of the Tri-Parish Churches.
- Must be eligible to play based on both academic and behavioral standards.
- Must have a physical exam by a licensed physician every 2 years.
- Must be insured for both travel and participation.
- Must wear team uniforms without adaptations unless approved by the athletic board.

5th and 6th Grade Teams:

- Maximum of 2 nights practice per week.
- Practice times may not be longer than 1½ hrs.
- We recommend only one game per weekend except during tournaments.
- Number of tournaments allowed is three (including Spring Classic).
- Every student that has practiced that week will play in the game. Actual playing time is left to the discretion of the coach. When using discretion, the coach takes into account the following:
 - a) Regular attendance at practices
 - b) Academic status
 - c) Respectful attitude toward coaches, teammates, and other teams
 - d) Enthusiastic and involved at practices and at games
 - e) General attitude
- Every 5th and 6th grade coach will emphasize fundamentals.
- Winning at this level, while always a goal, is secondary.

7th and 8th Grade:

- Maximum of 2 practices a week for no more than 2 hrs in length.
- Maximum of 14 games and 4 tournaments (Not including Padre Serra)
- Every student that has practiced that week will play in the game. The amount of time played is left to the discretion of the coach. When using discretion, the coach takes into account the following:
 - a) Regular attendance at practices
 - b) Academic status
 - c) Respectful attitude toward coaches, teammates, and other teams
 - d) Enthusiastic and involved at practices and at games
 - e) General attitude
- The Padre Serra tournament will come before all other tournaments.

Coaches must:

- Meet with parents of athletes prior to the beginning of the season and mid-season
- Cooperate with the school's educational program.
- Foster the development of athletic skills.
- Serve as role models of Christian living
- Be certified as required by the Archdiocese.
- Be trained in the specific sport.
- Never leave players unattended.
- Be responsible for the behavior of students.
- Be responsible for the care of gyms and equipment.
- Report (to the principal) players who are causing problems.
- Lead players in warm-up and stretching exercises.

ATTENDANCE

1) PRE-PLANNED ABSENCES:

- Teachers and the office should be notified in advance of a pre-planned absence.
 - **It will not be possible to send all homework home before a pre-planned absence. An attempt will be made to provide some work for students to bring with them.**
- 2) Make-up work must be completed within a time frame acceptable to the teacher.
 - 3) Sickness excuses a pupil from attendance at school. The principal or teacher will dismiss from school any pupil showing symptoms of illness or a communicable disease. Because it is necessary to contact parents in case of an emergency, we ask that you fill out and immediately return the emergency forms that are sent home at the beginning of the school year. We also ask that you update the information as needed during the school year.
 - 4) State law requires that parents notify the school office of a child's absence no later than 9:00 A.M. on the day he/she is absent. Notification may be given in person, by telephone, or in writing. If a child is not accounted for, the home will be notified.
 - 5) Students will be responsible for any tests and make-up work and may be required to stay after school to complete this work. The time frame will be determined by the teacher.
 - 6) In the event that a child has to be excused early, a written note from the parents is required. If possible, all appointments should be made after school hours.

- 7) A student will be considered tardy if he/she enters the classroom after the 8:15 A.M. bell.
- 8) If a student is out of school for more than 4 hours he/she is considered absent for the entire day. If a student is out of school for more than 1 hour, but less than 4 hours, he/she will be considered absent for half a day.
- 9) Parents will be notified before dismissal if a student is to remain after school.
- 10) Students are not permitted to stay in at recess time. If a student is well enough to come to school, he/she is well enough to participate in recess.
- 11) No student shall leave school property during school hours unless written permission is obtained in advance from the parent.
- 12) The school must be notified if a child is not going home in the usual manner.

BICYCLES

- 1) Bicycles must be walked on and off the playground at all times.
- 2) Students are expected to know and observe all state and local regulations for bicyclists.
- 3) St. Charles School will not be responsible for damaged, lost or stolen bicycles or other bicycle property.

BOOKS

- 1) Textbooks must be covered at all times. No stretch cloth covers permitted. Brown paper bags are suggested.
- 2) Children will be required to pay for damaged or lost books, including library books.

BUS REGULATIONS

- 1) Eligibility to ride a school bus is determined by the Burlington Public School System and Thomas Bus Company. Questions about bus assignments should be directed to Thomas Bus Company.
- 2) Students must ride their assigned bus unless a note from the parent is given to the principal in advance. (Non-bus rider cost is \$0.50)
- 3) Students are expected to follow all rules of the bus company and bus driver. Any behavior resulting in a "bus misconduct slip" will earn them a detention.

CHANGE OF ADDRESS AND TELEPHONE NUMBERS

Parents must keep the office informed concerning changes in marital status, address, phone number, employer and emergency contacts. Address change form available online on the school website "Resources" page. Those agreeing to be listed as emergency numbers should also agree to pick up the child if need be. Please keep the school office updated on all important information.

CHILD ABUSE LAWS

Wisconsin State Statute requires certain persons to report suspected cases of child abuse or neglect. Compliance with the reporting procedures is mandated for nurses, school teachers, social workers, and administrators. These people are subject to fines or legal action for failure to report any suspected cases.

CHILD CUSTODY

When school authorities learn that a student is the subject of a court decree, which restricts the placement or contact of either parent with the child, a request shall be given to the parent who maintains primary physical placement of the child to submit a copy of this court decree.

Alternately, a letter from an officer or the court stating the requirements of the court in this matter will suffice. If a court has issued an order affecting the physical placement of a child pursuant to Wis. Stat. 767.24 (or a comparable statute of another state), all information regarding the student shall be available to both parents in conformity with Wis. Stat. 118.125(2). Unless one parent has been denied periods of physical placement with the child by the court under Wis. Stat. 767.24, in which case, no student information will be provided to the parent who has been denied periods of physical placement, in conformity with Wis. Stat. 118.125 (2) (m).

CODE OF ETHICS

St. Charles School adheres to ethical practices. All St. Charles students will be instructed on the dangers of cheating and plagiarism as well as ways to avoid such practices when obtaining information for reports. Any student found cheating will receive a zero for that assignment.

COMMUNICATIONS WITH PARENTS

- 1) All school events and activities are listed in the Monthly Newsletter. Included in the Newsletter is a calendar of events and the school menu. Other items of interest are also included in the Newsletter.
- 2) All important papers and school communications are sent home with the students, sent through direct mail or email. School information can also be obtained through our website: www.mystcharles.org. Student progress information, available through Power School. Parents may also contact teachers for this information.

CONCERTS

The general music classes in grades K - 8, Chorus groups in grades 4 - 8, and Band in grades 5 - 8 will participate in School Concerts.

CONFERENCES

Parents are required to attend the Fall Parent-Teacher Conference. Spring conferences will be held by invitation of the teacher or request of the parent. The conference schedule will be published at the beginning of the school year. If a problem occurs, parents may be required to attend additional conferences.

CURRICULUM

The course of study at St. Charles School has been developed with guidance from the Milwaukee Archdiocesan Office for Schools and in accordance with the requirements of the state of Wisconsin. The secular subjects and textbooks are similar to those used in the public schools. All students receive regular instruction in Religion, Language Arts, Reading, Math, Science, Social Studies, Music, and Physical Education. Students in grades K - 8 will receive instruction in Spanish.

DAILY SCHEDULE

Student Drop Off:

Students should be dropped off in the church parking lot and enter the cafeteria by the church entrance. Students will sit quietly with their class until the entrance bell rings.

8:00	Teachers available by appointment
8:00	Students are supervised in the cafeteria
8:10	Entrance Bell...Students move to classrooms
8:15	Tardy Bell ... All students should be in class and ready to start.
11:15	Pre-kindergarten dismissal
11:15-12:10	K3 - 3 lunch & recess
11:55-12:45	4 - 8 lunch & recess
3:02	Bell - Get ready to go home
3:05	Bell - Bus dismissal
3:07	Bell - Walker/rider dismissal
3:12	Bell - Safety patrol comes in
3:30	Teacher dismissal and classrooms locked

Admission to the classrooms after 4:00 is prohibited.

DISCIPLINE SYSTEM

St. Charles School believes that a simple and self-explanatory system is the most successful for our students. All students are expected to follow the rules and be on their best behavior at all times. If disciplinary problems arise, the following steps may be taken:

- 1) **Detentions** may be given out by school personnel for the following reasons:
 - a) Misbehavior during liturgies.
 - b) Failure to return communication sent home requiring a parent signature
 - c) Being disrespectful
 - d) Disruptive behavior
 - e) Use of vulgar or profane language
 - f) Fighting
 - g) Endangering the safety of others
 - h) Failure to listen to safety patrols on duty
 - i) Vandalism of school property
 - j) Gum chewing
 - k) Repeated violations of:
 - Dress code
 - Missing book covers
 - Unexcused tardies
 - Violation of playground rules
- 2) The teacher/principal must inform the student receiving the detention at the time of the incident.

- 3) Parents will be notified about the detention in writing. They must sign and return the detention form.
- 4) If a student accumulates three (3) detentions, he/she will be placed on **in school suspension**. Parents will be notified in writing if this occurs. Parents will also be required to attend a staffing before the student will be readmitted to classes.
- 5) If a student accumulates four (4) detentions, he/she will receive either an in-school or out-of-school suspension and will be placed on **probation** for the remainder of that school year.
- 6) **Expulsion** procedures may begin after the fifth detention.
- 7) The principal will keep an updated file on all students receiving detentions.

Whenever a student's behavior in school or at a school function deviates too far from the limits of acceptability, or his/her conduct is such that it endangers the property, health, or safety of others, action may be taken to restrict his/her privileges and rights of school attendance and or other activities.

Examples of such behavior include threatening or violent behavior, truancy, excessive tardiness, harassing/bullying classmates or school personnel, vandalism, lack of respect or cooperation, possession or use of illegal substances and the possession or use of weapons.

The following actions may be taken:

- 1) **Probation**-a conditional enrollment during a trial.
A student may be placed on probation for a trial period by the school Principal. After conferences are held with the student's parents or guardian and relevant school personnel, the Principal sets conditions for release from probation. The Principal's decisions are final.
- 2) **Suspension**-a temporary termination of enrollment until stipulated conditions are met.
 1. Suspension is justified only in unusual circumstances and is normally an in-school suspension.
 2. Prior to any suspension, the student must be advised of the reason for the proposed suspension. The parent or guardian of a suspended student is given prompt notice of the suspension and the reasons for the action.
 3. In-school suspension can be directed for varying lengths of time as decided by the Principal, but shall not exceed five days. In-school suspension conditions are to be determined by the building Principal. In-school suspension students remain the responsibility of the school.
 4. Out-of-school suspension is considered a rarity and is the responsibility of the Principal. A maximum of five days can be imposed unless a written notice of an expulsion hearing is scheduled. Such notice shall allow not more than a total of fifteen consecutive school days to be served in suspension until the expulsion hearing is held. Out-of-school suspension may be given by the Principal immediately following a serious disciplinary offense. Such a suspension is for investigative purposes. Missed assignments must be completed and turned in by the school day following the suspension.
- 3) **Expulsion**
As a definition, expulsion is considered a termination of enrollment, permanently or for an extended period of time. Expulsion shall be considered as a rarity and used only as a very last measure.
Expulsion results from repeated refusal to obey school rules or from conduct which

endangers property, health, or safety of others, and is deemed to be in the best interest of the school. An extremely serious single offense may also be cause for expulsion.

Students asked not to return the following year for behavior reasons are considered to be expelled. Students not allowed to return due to failure to meet required academic standards are not considered to be expelled. These academic requirements are well articulated in the student handbook.

The Archdiocesan Superintendent of Schools is to be informed before any action leading to expulsion is taken.

Expulsion Procedures

1. The actions and procedures for probations, suspension or expulsion are published in the school handbook.
2. Action taken to suspend or expel students shall be preceded by internal school procedures and supported by defensible records.
3. Expulsion can take place only after an expulsion hearing has been held. Parents/legal guardians shall be notified in writing at least five days before the hearing is to take place; this notification period can be waived by mutual consent of the parents and the school if an expedited hearing date is advisable. The hearing committee is appointed by the Pastor and is drawn from a pool of candidates who possess qualifications that would allow them to impartially discern the issues at hand.
4. The hearing committee makes a recommendation to the elementary school pastor. The recommendation will be to:
 - expel
 - suggest other disciplinary actions in lieu of expulsion
 - exonerate the student of any wrongdoing
5. Before the hearing is held the parents and student are informed that the student may be voluntarily withdrawn up until the time that the final disciplinary action that is approved takes place.
6. If the decision to expel the student is made, parents are notified, in writing, of the action. The right to appeal is made known to the parents.

Appeal

The student, or his/her parent or guardian, may within five school days following notification of the expulsion, appeal to the Superintendent of Schools in writing with rationale for appeal. The Superintendent will investigate that correct procedures were followed as defined by Archdiocesan policy. If they were not followed, the Superintendent will refer the issue back to the parish school with a recommendation about at which step of the procedure needs to be further processed.

DRESS CODE

The dress code for St. Charles School requires that all attire be modest and respectful for a Catholic elementary school. Clothes must be neat and clean, and promote the attitude of learning.

We ask that parents monitor what their children are wearing, while keeping in mind the modest, Catholic values that our school promotes.

The following items are considered appropriate and are included in the dress code: PANTS, SHORTS, CAPRIS, SKIRTS and DRESSES:

- Any color pants (slacks) or jeans
- Flat front, pleated, cargos or corduroys
- Tights, leggings, or shorts must be worn under skirts, dresses and long shirts.
- **LONG SHIRTS** (covering the "backside") **MUST BE WORN WITH LEGGINGS.**
- Shorts and capris may be worn from April 15 through October 31.
- Skirts must be no more than (4) inches above the knee

SHIRTS, SWEATERS, FLEECE, SWEATSHIRTS:

- Collared, crew neck, or turtlenecks
- Any solid color, stripe or pattern
- Collared, crew neck, or turtleneck shirts under sweaters, etc.

The following items are not considered modest or appropriate for our children, and therefore, are not allowed:

- No low-rise, holes, baggy, frayed or modified clothing
- No camouflage, yoga pants, athletic pants, or athletic shorts

SHIRTS - Keep it Simple!

- No graphics or words. A small logo (the size of a fifty cent coin) is allowed.
- No necklines below collarbone
- No tank tops
- No hooded sweatshirts in the classroom
- No midriff or undergarments showing, including on shoulders

SHOES:

- Shoes without backs are not allowed.
- Socks must be worn.

CHURCH DAY ATTIRE:

- Pants, skirts, dresses and collared shirts are allowed. Dressy clothing without a collar is allowed.
- **NO** jeans, shorts, capris, crew neck shirts or spirit wear are allowed

GYM CLASS ATTIRE:

- A pair of **no mark** tennis shoes just for gym class is required for all.
- **NO BLACK SOLED SHOES WILL BE ALLOWED ON GYM FLOOR.**

Gym Attire for Grades 5 - 8

Gym attire consists of gym shorts and a short-sleeved spirit wear shirt. Shorts may be students' own shorts or old basketball uniform shorts. All shorts must meet the "fingertip test" for length. Gym attire is to be kept in school with the expectation that they go home each week for washing.

HAIR AND MAKEUP:

- Must be appropriate for our learning environment; simple and not disruptive
- Makeup is permitted in Junior High (Grades 6-8)
- Hair must be a natural color.

Pierced Jewelry/ Tattoos:

- No visible pierced jewelry (including tongue) other than ears
- No visible tattoos

WINTER WEAR:

Grades K - 4:

Required to dress properly for cold and snow, including:

- Jackets, snow pants, boots, mittens, hats, or headbands.

Grades 5 - 8:

Recommended to wear hats, headbands, earmuffs, and gloves

- Required to have boots or a second pair of shoes for outdoors.

HATS:

Hats, headscarves, headbands, and all other such headwear should NOT be worn in the school or church buildings.

CONSEQUENCES FOR DRESS CODE VIOLATIONS:

- First Offense: Child will be issued a verbal warning.
- Second Offense: Child will be issued a written warning.
- Third Offense: Parent will be notified by a note to be signed and returned to school the next day
- Fourth Offense: Child will be issued a detention.
- Subsequent Offenses: Child will receive further detentions, parent contact

FINAL DETERMINATION ON ALL DRESS CODE ISSUES WILL BE AT THE DISCRETION OF THE PRINCIPAL.

ELECTRONIC DEVICES

Cell phones, iPods, MP3 players, Smart watches and other electronic devices are not allowed for use during school hours. They are **not allowed** in locker rooms **at any time**. They must be turned off and kept in backpacks. **Any student violating this rule will surrender the electronic device to the principal and serve a detention.** The student's parent will have to claim the device from the principal. Appropriate permission form must be signed by parent and student.

EMERGENCY INFORMATION FORM

At the beginning of each school year we ask that each family have an information form which contains data needed in an emergency situation. The form should be completed by a parent and returned to the school office immediately. Please inform us of any changes that occur during the school year.

EMERGENCY CLOSING

If it becomes necessary to close the school due to severe weather conditions or some other unforeseen circumstance, the following stations will broadcast the information.

Radio: WTMJ AM 620 or FM 94 **Television:** TMJ Channel 4

St. Charles School will follow the Burlington Area School District Policy whenever possible. In the event that the building needs to be evacuated we will follow our cooperative plan with Cooper Elementary School.

ENROLLMENT

Enrollment will be limited to 28 students per grade. Administrative discretion can be used to alter the enrollment. An aide will serve rooms as needed. There will be one room per grade level as available classroom space allows.

EXTRA CURRICULAR ELIGIBILITY

- 1) To participate in the athletic program, students must be St. Charles School students or from registered St. Charles Parish member families.
- 2) Students must maintain a 2.0 grade point average based on a 4.0 scale or receive a Satisfactory or better in all Effort Grades. Any student carrying a U in a subject will be treated in the same manner as a student who carries a below C average. Grades will be evaluated at report card and progress report time.
- 3) Students and parents will be notified in writing when a student becomes ineligible. Parents must sign and return written notification.
- 4) Eligibility will be verified by the Principal.
- 5) Re-evaluation to determine eligibility will be every two weeks.
- 6) A student will not be able to participate if he/she has been absent from school on that day (Full day of attendance required).
- 7) Negative behavior in the classroom and during the school day will affect participation.
- 8) A student receiving a detention will not be allowed to participate in the next scheduled event.
- 9) Any student receiving a suspension will not be allowed to participate in any event for one week.
- 10) Academic eligibility will be determined at mid-quarter and at the end of each quarter. (see calendar)

EXTRA CURRICULAR OPPORTUNITIES

- Battle of the Books
- Drama
- Geography Bee
- Knowledge Quest

- Spelling Bee
- Burlington Catholic Athletics (Volleyball, Basketball & Track)
- Student Ambassadors
- TOWeR Club (Treat Others with Respect)
- WSMA Solo/Ensemble, Choir, Band

FAMILY LIFE PROGRAM

The program is designed to enable students to practice strategies that will help them to be safe and healthy in mind and spirit and develop strong Christian morals. Each student has a separate book and is taught as a unit in Religion class in grade five. A local doctor and nurse speak to the students as well. We usually join Saint Mary's School for this aspect.

FIELD TRIPS

Field trips are considered part of the curriculum of the school. They are offered on a school-wide or individual class basis. Students will be representing our school and are expected to follow the same rules and regulations as in the classroom. Permission slips are always required and no student will go on a field trip without a parent signed permission slip. Siblings may not accompany parents who chaperone field trips. Parents must complete the "safeguarding all of God's family" training before being eligible to chaperone a field trip.

FIRE, TORNADO, and LOCKDOWN DRILLS

Fire drill and tornado drill procedures have been written and posted in all classrooms. Fire drills are held every month to ensure smooth evacuation in an actual fire. Tornado drills are held in the fall and spring of each school year to prepare the students in the event of a tornado. Lockdown drills, with the purpose of protecting students in the event of an intruder or extruder, will be held in the fall and spring.

FUNDRAISING

St. Charles School engages in various fundraisers throughout the school year. These fundraisers are held to gain more revenue for various school functions, materials and activities. **Each family is expected to participate in the fundraising effort** to help support the school. With the rising cost of all aspects of a quality education, the money raised during the fundraisers will help offset the actual cost of your child's education.

GRADING SYSTEM

Parents may obtain their child's progress by accessing PowerSchool on the Internet. Parents will be able to create an account with PowerSchool before the end of the first quarter.

Below is the grading system used for all students of St. Charles School:

Grades K-2	S = Secure: demonstrates a complete understanding and application
	P = Progressing: demonstrates a general understanding
	N = Needs improvement: demonstrates an inconsistent understanding
Grades 3-8	A (93-100%): Excellent/Exceptional/Advanced Quality
	B (85-92%): Very Good, Proficient and Meets Quality Expectations
	C (77-84%): Satisfactory and Meets Basic Expectations
	D (70-76%): Needs to improve/Inconsistent/Minimal Performance
	U (Unsatisfactory)

If a student has been found to have special needs, a modified curriculum may be used and will be noted accordingly on the report card.

GRADUATION REQUIREMENTS

St. Charles School requires that each student in the 8th grade must meet the following requirements in order to be eligible for graduation:

- 1) Successful completion of grades 1-7 according to the standards of each school attended.
- 2) Completion of assigned work in all subject areas - **NO INCOMPLETES.**
- 3) Compliance with the law of compulsory attendance - regular attendance habits.
- 4) Payment of all educational fees (tuition, library fines, and lunch fees).
- 5) Minimum grade percentage of 68% in each subject area averaged over the 4 quarters. In the event that a student's average falls below 68% in a particular subject, that student can be considered a candidate for the following remedial actions:
 - a) **Summer school:** then placement with successful completion of required work.
 - b) **Private tutor over the summer:** parental responsibility of 20 hours of work.
 - c) **Retention:** will repeat previous grade.

Note: When a teacher and/or principal suspects that a student may have Exceptional Educational Needs, the staff will make every effort to identify and remediate those needs before any consideration is given to retention/non-graduation. If the student requires more help than our school can provide, a referral will be made upon parental permission to the local public school for help or intervention.

GRIEVANCE PROCEDURES FOR PARENTS

In the Archdiocese of Milwaukee, a parental grievance occurs when there is a disagreement between the parents of an enrolled student and an employee of the Parish/School. Before any formal grievance can be initiated, the parent must meet with the employee with whom there is an issue to see if reconciliation can occur. If resolution occurs, there is no need to proceed. Any grievance not raised in a timely manner, not to exceed 10 days, shall be considered waived.

STEP 1

If there is no resolution, the parent can initiate the formal grievance process by providing a letter to the employee's supervisor no later than 10 working days after the informal meeting noted above. The letter must contain the following:

- The date/time/place of the informal meeting
- The name and position of the employee with whom the disagreement exists
- Factual information and background regarding the disagreement
- Specific recommendations for resolution of the issue

After receipt of the letter, the supervisor will provide the employee 5 working days to respond and then schedule a meeting of all parties within 10 days to work through conciliation toward resolution. Should resolution occur, the process is concluded.

STEP 2

If resolution does not occur in the informal meeting, the parent will provide the pastor with a copy of the letter noted in STEP 1 within 5 working days of the completion of STEP 1. The pastor will immediately call on the employee for his/her response and attempt to resolve the situation in one of the following manners:

1. The pastor will convene the parties in an attempt to reach mutual agreement. (Disputes in which the pastor is the immediate supervisor begin here).
2. The pastor may contact the Archdiocesan Office for Schools, Child, and Youth Ministry for assistance in resolving the matter. If agreement is reached, the process is concluded.
3. The pastor may direct the local grievance committee to proceed with a review of all details and submit a recommendation to him. See STEP 3.

STEP 3

If there is no resolution through STEP 2, issues of concern will be heard by the local grievance committee. The local committee of three to five members will hear all sides of the dispute no later than 30 days after the parent forwards a copy of the letter noted in STEP 1 to the committee.

The committee, appointed by the pastor (principal) and drawn from a pool of candidates who possess qualifications that would allow them to discern impartially the issues at hand, will render a decision to all parties. If there is consensus of all parties, the process is concluded. If resolution does not occur, STEP 4 is initiated.

STEP 4

Should resolution not occur through STEPS 1, 2, and 3, the parent can request within 10 working days, a written appeal to the Archdiocese. Should an appeal not occur within the time period, the issue is considered closed.

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

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

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

HALLWAY BEHAVIOR

For reasons of safety and order, students must observe the following rules when in the halls.

- 1) Do not run.
- 2) Do not play, fight, horseplay, etc.
- 3) Do not talk or yell.
- 4) Do not litter.

HARASSMENT/BULLYING POLICY

At St. Charles School we recognize the importance of school relationships and their impact on our students. We strive to strengthen healthy relationships and encourage empathy for all by learning the virtues of our Catholic faith and by partnering among our students, families and staff to facilitate the best possible learning environment. Respect for the dignity of each person is essential to our Catholic tradition.

Harassment, bullying, or intimidation of any kind will not be tolerated.

Harassment encompasses a broad range of physical or verbal behavior, which can include but is not limited to, the following:

Threatening behavior, racial insults, derogatory ethnic slurs, unwelcome sexual advances or touching, sexual comments or gestures, and physical or mental abuse.

Situations of harassment will be taken seriously and dealt with according to the St. Charles School Discipline Program.

Bullying is **ongoing** behavior that is directed toward another with the intent to harm in some way (physically or emotionally).

What types of behaviors are considered bullying behaviors?

Level 1 Bullying defined:

- Verbal bullying: ongoing name calling, teasing, gossip, spreading rumors
- Purposeful Exclusion bullying: ongoing prevention of someone from joining a group
- Being an Active Bystander: assisting or reinforcing bullying of an individual or group.

CONSEQUENCES FOR LEVEL 1 BULLYING*:

1st offense: Minimum action - verbal reprimand, maximum action - detention

2nd offense: Minimum action - Parent contact, verbal reprimand, maximum action - suspension

3rd offense: Minimum action - detention, maximum action - Suspension or Expulsion

Level 2 Bullying defined:

- Cyber-bullying: ongoing use of technology to harass or damage the reputation of another
 - includes emailing, texting, posting, or sending messages/photos
- Physical bullying: ongoing hitting, tripping, shoving, kicking, throwing items at someone, threatening or angry body language, destructive behavior with or toward objects, etc.
- Severe Harassment: including continuing verbal harassment, discriminatory actions

CONSEQUENCES FOR LEVEL 2 BULLYING*:

For each offense in Level 2, the **minimum action** taken will be a detention and the **maximum action** taken will be suspension or expulsion based on the severity of the offense. Citations or legal charges may be issued.

*The severity of an incident may result in mandatory coaching by counselors, parent meetings, or other behavior modification plans. Disciplinary actions listed above are

guidelines and school personnel reserve the right to modify penalties based on the severity of an incident.

The St. Charles counseling curriculum and general curriculum include peer relations, problem-solving, self-advocacy and Catholic virtues. Our TOWeR Club activities promote respect of classmates and a positive school environment. St. Charles School Policy on Bullying and a sample Bullying Report Form will be provided to families at the beginning of every school year.

In the event of bullying behavior, a Bullying Report Form needs to be submitted by students/parents involved. This form can be found electronically on our school website or on paper in the school office.

HOMEWORK

- 1) Homework is assigned at the discretion of the teacher. Please keep in mind that if the student does not use the assigned classroom time wisely, he/she may be experiencing more homework than necessary.
- 2) In the event of an absence, the student is responsible to make up all missed work within a timeframe acceptable to the teacher. Homework will be available for pick up at the end of the school day.

HONOR ROLL

Students in grades 5-8 are eligible to be placed on the St. Charles School Honor Roll every quarter. The subjects that are averaged into the grade percentage are: English, Reading/Literature, Math, Religion, Science, Social Studies, Spelling, Music, Physical Education, and Spanish.

The 3 Honor Rolls are:	4.0 Honor Roll	All A's
	High Honors	3.81-3.99
	Honors	3.0-3.8

HOT LUNCH PROGRAM

All students who attend St. Charles are expected to purchase hot lunch unless medical reasons prohibit participation or if a parent completes and signs a waiver which is available in the school office. Principal will approve or deny the waiver.

The Hot Lunch program consists of many volunteers that deserve the attention and respect of all students. Students must:

- 1) Enter the cafeteria in an orderly manner. They must remain in line until they are served. They must then walk to a table.
- 2) Talk quietly, no screaming or yelling across the room.
- 3) Refrain from touching other's food or throwing food.
- 4) Scrape food into garbage cans and place utensils in buckets.
- 5) Remain seated until dismissed by supervisor.

The St. Charles School Hot Lunch Program operates according to the government guidelines. The program begins on the first day of school and serves a nutritious lunch every day.

Through the use of The **Power Lunch Program**, each student has an account in which they deposit money. For example, if you have two children attending St. Charles School and they

take a hot lunch, they will each have an account that you can deposit money in. When your children take a lunch, the money will be deducted from their account.

In order to minimize the use of paper **all** parents must register in Power School. Once a parent has registered in Power School and the child's account has fallen below the threshold of \$10.00, parents will receive notice requesting a deposit into your child's account.

If a negative balance continues beyond two months, we will follow the new policy of adding the balance to the family's FACTs Tuition Account. An initial deposit of \$50 per child should be deposited into the account by **September 8, 2017**. (checks to: St. Charles Lunch Program)

The Hot Lunch cost per day for the 2017 - 2018 school year is:

Grades PreK - 8 = \$2.75

Annual Milk Fee: K3 = \$35, K4 = \$50, K5 = \$75

IMMUNIZATION

The state law requires that children have proof of immunity from Rubella, Diphtheria, Tetanus, Pertussis, Polio, Measles, Mumps, and Hepatitis B. Parents are requested to take care of this through their family doctor. A current medical history of vaccinations must be on file in the school office.

INSURANCE

Parents are required to carry insurance to cover any injury obtained at school or at a school function.

INVITATION DISTRIBUTION

Invitations to personal parties may not be distributed in school unless all classmates are invited. Example: all girls, all boys, or the entire class.

LEAVING THE SCHOOL BUILDING

Students must always have permission from the principal when leaving the building during the school day. Parents must send a written note explaining the reason for the student to be leaving. All students must sign out in the office before leaving.

The school office should also be informed in writing if a student is taking a different form of transportation home or if they are going to a different location other than their normal one.

LIBRARY

The St. Charles School Library is staffed by volunteers/aides on a weekly basis. All classes are provided one library period each week. The librarian and the classroom teacher arrange days and times at the beginning of the school year.

- 1) Students are expected to treat all library materials with respect. Students will be responsible for fines on damaged or lost library materials.
- 2) Report cards will not be issued if library materials have not been returned or fines have not been paid.
- 3) A \$0.10 per school day fine will be assessed for all overdue books (not to exceed the value of the book). Fines must be paid prior to checking out another book.

LITURGICAL CELEBRATIONS

All students in grades K-8 will participate in one liturgical celebration per week. Because Mass is attended during the school hours, students are required to be at Mass. Please refer to Dress Code for proper church attire.

Usual class attendance schedule (schedule is subject to change):

Wednesday All Grades

Other Special Religious Activities celebrated during the school year:

First Reconciliation and First Eucharist:

Reconciliation, All School Rosary, All School Stations of the Cross,

All School Advent Vespers/ Prayer Services

LOCKER ROOMS

Locker rooms must be kept clean at all times. Lockers must be kept locked at all times.

Cell Phones, food and drink are **not allowed** in locker rooms.

LOST AND FOUND

Lost articles which have been found at St. Charles School or at a school function are placed in the "Lost and Found" box located near the school office. A student who loses an article should check the lost and found box before school, during lunch, or after school.

Parents please feel free to check for lost articles as needed. All remaining unclaimed items at the end of the year will be donated to Love, Inc.

MANDATORY ASSISTANCE AFTER-SCHOOL HOURS arrangements will be made by individual classroom teachers.

MEDICATION

Any and all medications whether prescription or not, must come directly from home in a sealed original container with the student's name on it.

Administration of Medication to Students:

1. No medication will be administered by school personnel without the Medication Consent Form and the Physician Order for Medication Administration Form being filled out and returned to the individual(s) administering the medication.

a. Medication Consent Form must be filled out by the parent/legal guardian and addressed and returned to the individual(s) administering the medication.

b. Physician Order for Medication Administration Form must be filled out by the prescribing physician and addressed and returned to the individual(s) administering the medication.

c. The school secretary or the principal shall maintain an accurate medication file which includes all of these necessary forms on each student receiving medication.

2. Medication to be given in the school must have the following information printed on the container:

- a. Child's full name
- b. Name of the drug and dosage
- c. Time to be given
- d. Physician's name

3. Medication will be taken by the child at the designated time administered by the individual who has been identified to do so. It is the responsibility of the student, if appropriate, not school personnel, to get his/her medication at the designated time.

Schools recognize the importance and necessity of students being allowed to carry certain emergency prescription medications, such as asthma inhalers, glucagon, and EpiPens. Students in grades K - 8 may self-administer these emergency prescription medications while at school only under the supervision of school staff. An elementary student who carries an emergency medication on his/her person will need to have an Archdiocese of Milwaukee release form completed and signed by the student's physician, parent/legal guardian, principal, and homeroom teacher (obtain Form 5140.2c at school office). The form states that the student has been instructed in and understands the purpose, appropriate method and frequency of use of his/her inhaler. The school is absolved from any responsibility in safeguarding the student's emergency prescription medication.

The parent must provide to the school a copy of a health plan (obtain Form 5140.2d at school office) for a student who requires an emergency prescription medication.

4. Only limited quantities of any medication are to be kept at school.
5. All medication administered at the school will be kept in a safe, locked drawer, or office.
6. Cough Drops must have parent's permission and be given to the teacher to dispense.

Administration of Over-the Counter Medication to Students:

Due to a change in Wisconsin law, we will no longer be able to dispense over-the-counter medications such as Tylenol, Advil, or even cough drops from a common supply.

MOVIES

St. Charles School will show rated "G" movies or non-rated movies such as National Geographic or Disney if there is an educational value to the movie as deemed necessary. In the event that a movie rated "PG" or "PG13" may be shown, a parent permission slip will go home.

MUSIC PROGRAMS

General Music:

All students participate in weekly music classes with a certified music teacher. General music students, grades K-8 will be required to participate in one or two concerts during the school year.

Band:

Students in grades 5-8 have the opportunity to participate in the band program directed by a certified teacher. An annual fee of \$25 is required.

Chorus:

Students in grades 4-8 have the opportunity to participate in the chorus program. There is no charge.

Drama:

Students in grades 5-8 have the opportunity to participate in the Drama Club.

Piano Lessons:

Students in grades 2-8 have the opportunity to take private piano lessons during or after the school day. A weekly fee is required and will be determined by the teacher.

NON-DISCRIMINATORY POLICY

St. Charles School admits students of any race, religion, color, national and ethnic origin to all rights, privileges, programs and activities according or made available to students at this school. It does not discriminate on the basis of age, sex, handicap, race, color, national or ethnic origin in administration of its educational policies, admission policies, scholarships, and athletic and school administered programs.

It furthermore does not discriminate on the basis of age, sex disability, race, color, national or ethnic origin, ancestry or marital status in its employment policies and practices, except where it is exempt from compliance by religious tenets.

PICTURES

Pictures of every student will be taken early in the fall of the school year. The pictures will be used in the annual school Yearbook. School pictures are considered a service offered to the families. Parents are not required to purchase the school pictures. School pictures are taken and used throughout the year for marketing purposes with parental permission that is requested at the beginning of the year.

PINK SLIP POLICY

Pink Slips were started as a way to inform parents immediately that their child was not completing classroom assignments or homework. Since homework is the practice of concepts taught in class, test grades also suffer from not doing assignments, lowering the grades further.

Students in grades 4-8 may be issued a Pink Slip at the time of a missing or incomplete assignment. The Pink Slip must be signed by the parent, be attached to the completed assignment and turned in the next day. The student will receive a zero for that assignment. Accumulation of Pink Slips will result in assigned assistance time with their teacher or academic probation.

PLAYGROUND RULES

In order to insure safety and order on the St. Charles School playground, the following rules must be followed:

- 1) Students must receive permission from supervising adult to leave the playground.
- 2) Students must play in properly designated area.
- 3) Students must line up in proper place when bell rings and wait for supervisor to escort them into the building.
- 4) Students must use playground equipment properly:
BALLS: Do not throw or kick towards windows or roof, ask permission to get ball in

street or over fence, may not use hard balls like baseballs, golf balls, or super balls on the playground.

5) Students may not do the following activities:

- Chew gum or eat food
- Throw snowballs or ice chunks
- Play near air conditioner
- Use iPods, MP3 players, electronic games, cell phones, or other electronic devices
- Use skateboards or rollerblades
- Rough house, play fight, tackle in any way
- Take toys or balls from other students

PRESENTATIONS & PERFORMANCES

Groups with an education or entertainment purpose will be allowed to perform in the school.

PROBATION

Any student entering St. Charles School is placed on a **one-year** probation. If for any reason, the student is unable to adapt to the academic or discipline requirements of the school, the administration in consultation with the teachers and parents, may ask that the child be removed from the rolls of the school.

REGISTRATION FEE

A \$25.00 non-refundable registration fee will be assessed each family. (Pre-School has a separate \$25.00 non-refundable registration fee.)

REPORT CARDS

Report cards are issued quarterly and are to serve as a guide to both students and parents in evaluating past work and character traits.

The first report card is given to the parent at conferences. This conference is mandatory.

All other report cards will be sent home with the students. The **report card envelope** must be signed by the parent and returned to the issuing teacher by the due date specified.

RETENTION

Retention of a student may be done judiciously as a final option after considering the many factors affecting retention. When retention seems likely, parents are contacted according to the guidelines in Archdiocesan policy 5123(a). There is no number of legal absences that constitutes automatic retention. Students shall not be retained for more than one school year during elementary school.

REWALD TUITION ASSISTANCE

St. Charles has been included in a tuition trust fund set up by A.B. and Jeannette Rewald. This fund was established to help parents send their children to a Parochial school who may have found it financially difficult to do so. Further information is sent to all families during the school year as to the availability of applications and the deadline dates. Deadline for 2018 is April 15th.

All applications are reviewed by a committee designated in the Rewald Will. All applications must be filled out completely and must include a copy of Federal income tax forms. All

information will be kept confidential. Any financial assistance you may receive will be paid directly to St. Charles Parish.

SAFETY PATROL

The Safety Patrol will consist of the current eighth grade students. Students from sixth and seventh grade may fill the positions if deemed necessary. Each member, along with his/her parent will sign an agreement to uphold the standards of the patrol. This signifies a commitment by student and parent to serve the school.

The Safety Patrol Duties include:

- 1) Assist students in crossing the street at various corners.
 - a) Safety Patrol members must not stand in the street or stop traffic at any time.
 - b) Safety Patrol members are at the corners from 8:00-8:15 A.M. and 3:00-3:10 P.M. daily.
- 2) Provide for safety before and after school at school doors, bus lines, parking lot, driveway, and other locations deemed necessary.
- 3) Collect A.M. attendance folders, place cones in parking lot, and raise and lower the flags.
- 4) Perform other duties deemed necessary.

The Safety Patrol Requirements are:

- 1) Practice good attendance habits.
- 2) Wear appropriate attire, including safety belt.
- 3) Assume Safety Patrol responsibilities.
- 4) Display respectful attitudes.

The Safety Patrol Eligibility:

Eligibility will be determined by the safety patrol advisor and Principal based on the following guidelines:

- 1) Conduct
- 2) Patrol Duties:
 - Attendance on patrol
 - Attire on patrol
 - Responsible conduct on patrol

Eligibility will be subject to the St. Charles handbook discipline system.

Further, any infraction of the stated patrol responsibilities/duties will result in:

- 1) First Offense: Verbal warning (documented and signed by student and staff supervisor)
- 2) Second Offense: Written Probationary Letter
- 3) Third Offense: Permanent release from Safety Patrol Team

The Safety Patrol reward is: Trip to Wisconsin Dells for all eligible members.

A Safety Patrol member may be released at any time if the principal feels the student is not meeting eligibility guidelines. A probationary letter will be issued prior to removal.

SCHOOL RECORDS

A cumulative record for each student is kept on file in the school office. These are permanent records, which include the following information:

Scholastic records form grades K - 8	Results of standardized tests
Results from any psychological tests	Attendance and tardiness records
Personality and social ratings	Health records
Promotions and retentions	Any other important information

Parents may review their child's records by appointment only.

SCHOOL SUPPLIES

All students are required to have various school supplies during the school year. A school supply list will be available in the spring of the year. There are always copies of the supply list located in the school office. The required items are essential to your child's education. Please make every attempt to purchase these items for the beginning of the school year and replace necessary items throughout the school year.

Search and Seizure

Student Lockers and desks:

The principal and staff members specifically delegated by the principal shall inspect the student lockers and desks and any items in the lockers and desks periodically.

The principal/designee shall have the right to access any content, including text messages, photos, or address books on cell phones confiscated from students.

If lockers are to be locked, students must use school furnished locks on the lockers. Any other locks will be confiscated by school authorities.

All contraband items such as alcoholic beverages, controlled substances, knives and weapons shall be deposited with the principal.

Officers of the law, appearing with duly processed search warrants, will be accorded the right to inspect as per the court's order. The school attorney should be informed as soon as possible and consulted in regard to any questions of legality.

SERVERS FOR MASS

Students in grades 5-8 interested in serving at Mass will be given instructions and preparation. When students are deemed ready, they will start serving at weekday morning Masses and progress to weekend Masses.

SERVICE HOURS

Students in grades 6, 7, and 8 are required to complete a minimum of ten (10) hours of service. Five are required to be for Saint Charles School or Parish per year (May 1st—April 30th). These hours may be earned by volunteering at any of the Parish fundraisers (Fall Festival in September, or Spaghetti Dinner in March), serving at mass (not during school hours) or singing with family choir on Saturdays, and helping with spring and fall cleanup around the church and school grounds. The second five may include projects and service in the greater community. Other projects need prior approval by the school principal.

Grade 6: To be eligible for 7th Grade socials, all service hours requirements must be met by May 30th of the 6th Grade year.

Grade 7: To be eligible for 8th Grade socials and/or the privilege of being on safety patrol in 8th Grade, all service hours requirements must be met by May 1st of the 7th Grade year.

Grade 8: To be eligible for the end of the year activities, all service hour requirements must be met by May 1st of the 8th Grade year.

Service Project Approval Forms are available in the school office and at the entrances of church. To get credit for hours worked, return completed forms to the school office. A report will be sent home quarterly with report cards detailing hours accumulated by each student.

SEVERE FOOD ALLERGIES

The school staff will do all that is reasonable to ensure the safety of the children with severe food allergies. The parent of the student with a severe food allergy must submit to the school a health care plan (obtain Form 5140.2d at school office). The health care plan will be kept on file in the health room/office and in the cafeteria. For a student whose severe food allergy may result in anaphylaxis, an EpiPen must be provided by the parent to the school.

The school does not guarantee elimination of any food products that may cause the student to have an allergic reaction.

The school will in good faith provide accommodations to provide an environment that is as free as possible from the allergy producing food products. The school will send a letter of notification to parents in those grade levels requesting the snacks, lunches, and treats that do not contain the allergen.

The school will provide an allergy controlled table for students with severe food allergies.

Consultation with the Office for Schools and Catholic Mutual should occur when making accommodation arrangements for the individual and their families.

SPECIAL SERVICES

Some students may have special needs. Parents are encouraged to discuss their concerns with the teachers. *Saint Charles School has established a Learning Assistance Team.* This team receives referrals from teachers with concerns regarding individual students. The team then develops a plan designed to address the student's specific needs.

If it is decided that St. Charles School cannot meet the educational or physical needs of the student, referral for testing through the Burlington Area School District may be done to determine the special needs of a student.

Chapter 1 services are offered to students that have needs in the areas of Reading, and Language Arts. Testing is done at the beginning of the school year. State requirements and money available determine the number of students in the program.

Speech services are offered to students in all grades that have a need in this area. The program is designed and implemented by staff from the Burlington Area School District. Testing is done on request. Parents may be required to provide transportation.

St. Charles School Counseling Program

The focus of the counseling program is to help students understand the world they live in and make good decisions that help them to succeed. The counseling program includes

individual, classroom and groups. Themselves, a teacher/administrator, or a parent may refer students. It is the policy of St. Charles School to obtain parent/guardian permission for counseling that extends beyond two sessions in a school year. If a parent/guardian does not want their child to have the option for individual contact with the school counselor, a written notice should be sent to the school office. Permission slips will be issued for any group outside of the classroom.

Background

The St. Charles Counselor is Mrs. Beth Falk. Mrs. Falk has a Masters degree in School Counseling from Concordia University and has presented at the Wisconsin School Counseling Conference. She has an undergraduate degree from Cardinal Stritch University. Mrs. Falk has taught in grades K-9 for 20 years and also has several years experience working with High School students.

Provision of Services

School counseling services are aimed at creating more effective education and socialization of students within the school community. These services are not intended as a substitute for psychological counseling, diagnosis, or medication, which are not the responsibility of the school. It is the responsibility of the parent/guardian to determine whether additional or different services are necessary.

Confidentiality

The school counselor will keep information confidential with some possible exceptions. The counselor is required by law to share information with parents or others in certain circumstances.

- Presenting a serious danger to self or another person
- Evidence of disclosure of abuse (physical or sexually) or neglect
- Threats to school security
- Criminal or delinquency proceedings are pending

The counselor will make the child aware of these limits to confidentiality and will inform the child when sharing with others.

Benefits

Counseling may improve a child's ability to relate with others, provide a clearer understanding of himself/herself, along with values, goals, and an ability to deal with everyday stress.

TARDINESS (refer to "Attendance" on page 15)

A student is tardy if he/she is not present in the classroom or is not ready to start class when the 8:15 bell rings. Promptness to class is a necessity!

If the school office receives a note from the parent stating a doctor's appointment, etc., the student will receive an excused tardy. Others will be considered unexcused. Three unexcused tardies will result in a detention.

TECHNOLOGY

All students attending St. Charles School will receive ongoing opportunities to utilize technology to enhance, support, expand and enrich their learning experience.

TELEPHONE USE

Student use of the office telephone is limited and only with the approval of the teacher and the school office. Students will be allowed to use the phone for any change of schedule or emergency. **Students are expected to have all necessary materials at the start of every day and should not have to call home for them.**

TESTING PROGRAM

The Iowa Test of Basic Skills will be given to students in grades 3, 5, & 7 on a yearly basis. Parents will receive a copy of the results in late May or early June. MAP testing (Measures of Academic Progress) will be administered two times a year if the Iowa test is given that year, three times if not.

TUITION

The following tuition rates have been established for the **2017 - 2018** school year:

Parish Members

One Child	\$3053
Two Children	\$5165
Three Children	\$6889
Four Children or more	\$7201

The tuition policy for the 2017 - 2018 school year is as follows:

All tuition fees with the exception of the Registration Fee will be paid through FACTS Tuition Management. Every family must register and select a payment plan via the FACTS link on the school website by August 1, 2017. Families can pay their tuition and fees in one of five ways:

1. Full payment of tuition using FACTS by August 1, 2017 FACTS fee waived.
2. Semester payments with FACTS in August & February. \$10 FACTS fee per family.
3. Quarterly payments with FACTS in August, November, February, & May. \$45 FACTS fee.
4. Eleven monthly payments beginning in July. \$45 FACTS fee per family, per year.
5. Ten monthly payments beginning in August. \$45 FACTS fee per family, per year.

The cost of successfully operating St. Charles School is high. The primary financial responsibility rests on St. Charles School families.

In the case of non-payment or delinquent payment, students will be refused admittance for the following school term unless arrangements have been made with the Pastor. Students will not receive their year-end Report Card or records for transfer to another school until payment is remitted. Eighth grade students will not participate in the graduation ceremony.

VACATIONS

Always consult the principal about extraordinary or prolonged absences from school. **Extended absences only disrupt the learning process for the student.** When an extended absence from school is due to vacation, **teachers will not be required to prepare a student's homework in advance.** Specific arrangements must be made with each individual teacher. Students will be given a reasonable length of time to complete assignments upon return to school.

VISITORS

All visitors to the schools shall report to the school office when entering and must receive authorization before visiting classrooms and other parts of the building. This requirement does not apply when visitors are attending an athletic event or other school program in areas typically used for large group assembly such as gymnasiums and auditoriums, or when parents are attending activities clearly for the purpose of parent involvement such as an open house or parent-teacher conferences.

Parents are welcome to observe classroom activities during the school day. Parents should contact the school office one day in advance of their planned visit. The classroom teacher will confirm the date and time. Upon arrival at the school **ALL VISITORS MUST CHECK IN AT THE OFFICE TO SIGN IN AND OUT.**

Visitor badges are required for all non-school personnel. Messages, articles dropped off for students, etc. are to be handled through the school office to help minimize disruptions. Parents are also asked to make appointments with teachers via telephone, email or in writing. Parents are not to stop by and talk with teachers during class time.

If parents wish to have a child visitor observe daily classes with their child, the parent should contact the school office at least two days in advance. Requests must include the date and time of the visit and a statement that the parent will assume full responsibility for the visitor. Such visits are approved at the principal's discretion. Students may not bring guests unless the student's parent/legal guardian and authorized school representative have granted permission to do so. All visitors are expected to obey all school rules.

A student is never to be permitted to leave the school with anyone who is not clearly identified as his/her parent or an adult authorized in writing by the parent for this purpose.

VOLUNTEERS

As with any parochial school, the volunteers are what make St. Charles School such a special place. Because funding is not always available, we depend on the volunteers to provide our students with the "extras" of education. Volunteers are valued members of our school community and we thank them for their gift of time, talent, or treasure. All volunteers are required to participate in the "Safeguarding God's Children" training. If you are interested in volunteering, please contact the school office.

WITHDRAWALS

If a family plans to leave St. Charles School for any reason, the parents are to notify the Principal as soon as the decision is made. Records can be prepared for transmission to the receiving school upon request if all financial obligations are satisfied or payment arrangements have been made. All records or copies of records are sent only at the request of the school the student will be attending.

SAINT CHARLES SCHOOL POLICY

WELLNESS POLICY

Nutrition influences a child's development, health, well-being, and potential for learning. To afford students the opportunity to fully participate in the educational process, students must attend school with minds and bodies ready to take advantage of their learning environment. This wellness policy encourages all members of the school community to create an environment that supports lifelong healthy habits. An annual review of the Wellness Policy will be conducted.

St. Charles School is concerned with and aware of the importance of addressing the physical, social, and emotional wellness of our students. St. Charles will continue to be proactive and preventative by educating and addressing positive social behaviors and reducing emotional stresses as they relate to the students' school experience.

The policy of St. Charles School is to:

Provide a positive environment and appropriate knowledge regarding food and physical activity.

Ensure that all students have access to healthy food choices during school and at school functions.

Provide a pleasant eating environment for students and staff.

Allow a minimum of 20 minutes for students to eat lunch in the designated cafeteria area.

Enable all students to acquire the knowledge and skills necessary to make healthy food and exercise choices for a lifetime.

Adhere to the wellness policy plan (school and community) whenever possible when using food as a part of a lesson, snack, or incentive program.

Provide student access to nutrient-dense foods.

Meet contractual obligations to the National School Lunch program while ensuring the integrity of the school lunch program by prohibiting food and beverage sales that are in direct conflict with the lunch program.

Encourage the practice of good nutrition by reducing the sale or distribution of foods of minimal nutritional value through a four-year plan that focuses on:

- Reducing access to non-nutritional foods.
- Educating students about healthy foods.
- Selective pricing that favors the sale of healthy foods.

Implement the physical education/health curriculum K-8.

Develop knowledge and skills to be physically active for life through the physical education/health curriculum that teaches children the importance of physical exercise and exposes students to a wide range of physical activities.

Instruct students in the five health-related components of fitness (cardiovascular endurance, muscular endurance, muscular strength, flexibility and body composition). Body composition instruction includes information about proper diet and healthy eating habits. The curriculum promotes lifelong physical activity and fitness, which includes healthy eating as its primary goal.

Provide a variety of programs to address social, physical, and emotional wellness.

(see SOCIAL, PHYSICAL, & EMOTIONAL STANDARD below)

SAINT CHARLES SCHOOL ADMINISTRATIVE PROCEDURE

NUTRITION STANDARDS

St. Charles School strongly encourages the sale or distribution of nutrient-dense foods for all school functions and activities. Nutrient-dense foods are those foods that provide students with calories rich in the nutrient content needed to be healthy. St. Charles School has adopted the following Nutrition Standards governing the sale and distribution of food, beverages, and candy on school grounds. School committees are encouraged to study these standards and develop practices using the following Nutrition Standards as minimal guidelines.

Food

The Food Service Program should limit fat intake according to the current USDA Dietary Guidelines for Americans over a course of a five-day menu.

Nuts and seeds will be exempt from these standards because they are nutrient dense and contain high levels of monounsaturated fat. Foods high in monounsaturated fat help lower LDL cholesterol and maintain HDL cholesterol.

It is recognized that there may be rare special occasions when the school principal may allow a school group to deviate from these guidelines.

Consumption of nutrient-dense foods (whole grains, fresh fruits, and vegetables) will be encouraged.

Sale or distribution of high-sugar food items will be discouraged. High-sugar foods are defined as foods that list sugar or its equivalents as the first or second ingredient.

Beverages

Vending sales of soda or artificially sweetened drinks will not be permitted during the times when school lunch program is operating.

Vending sales of soda will be discouraged.

The vending sale of beverages with less than 100 percent fruit juice will be discouraged.

Milk, water, fruit juices, and other non-carbonated drinks may be sold on school grounds and are encouraged for snacks and/or lunches brought to school.

Encourage increased consumption of water throughout the day.

SCHOOL NUTRITION IMPLEMENTATION SCHEDULE

School Year 2009-10 and beyond

HEALTHY CHOICES AND FOODS THAT MEET SCHOOL NUTRITION STANDARDS ARE SERVED IN SCHOOL, OUTSIDE SCHOOL, AND AT SPORTING EVENTS.

Adapted from the Burlington School District Wellness Policies

SOCIAL, PHYSICAL, & EMOTIONAL STANDARD

Physical

All students will be encouraged to be active during their daily recess.

Greater emphasis will be placed on fitness as it relates to Physical Education classes and everyday activity.

Recognition will be given to students who participate in activities not offered by the school such as swimming, wrestling, and dance.

Teachers will spend time discussing positive health habits.

Social

All Grades will participate in a variety of social lessons involving either teacher, buddies, or a counselor.

A bullying reporting procedure will be in effect to report and follow through on any incidents that occur at school.

Emotional

Independent, group, or class counseling will be provided by a teacher or counselor.

Counseling sessions could address but are not limited to communication, empathy, friendship, conflict management, listening, responsibility, problem solving, self image, or self awareness.

Students will have access to school counseling at their request or the request of a parent or teacher.

Attention to Good Health

Students with a fever should be fever-free for 24 hours before returning to school. A child who is experiencing vomiting or diarrhea should be symptom-free for 24 hours before returning to school.

According to the American Academy of Pediatrics Council on School Health, children should stay home when they:

are too uncomfortable to participate in all activities and stay in the classroom

need more medical attention than the school can give

might spread harmful diseases to others.

THIS PROGRAM WILL BE REVISED ANNUALLY AND IS CONTINGENT UPON ONGOING FUNDING.

Dated: June 28, 2006

August 8, 2010 (reviewed)

August 23, 2011 (reviewed)

June 19, 2012 (revised)

June 11, 2013 (reviewed)

August 13, 2014 (revised)

August 10, 2015 (revised)

August 22, 2016 (reviewed)

August 17, 2017 (reviewed)

Committee Members:

Peter Pappa, Terri Lancour, David Lindow, Barb Richter, Beth Falk (counselor),
Mrs. Mary MacDonald (principal)

Saint Charles School Wellness Policy



Annual Letter of Availability of Asbestos Management Plan

August, 2017

*To: Staff, Students, and their Parents,
Subject: Annual Letter of Availability of Asbestos Management Plan*

St. Charles School has had its building inspected for asbestos. Our management plan has been submitted to the State of Wisconsin and approved for compliance with the Asbestos Hazard Emergency Response Act. (AHERD) 40 CFR Part 763 effective October, 1987.

The management plan shall be available for inspection during normal business hours in the school's administrative office. There will be no restriction as to who will be allowed to review the plan, and there will be no cost involved. The extreme size and complexity of this document may require assistance of a staff person familiar with the plan during your examination of the document in our office.

Copies of the plan or parts of the plan may be requested in writing and will be made available within thirty days. A fee for labor and duplication cost will be charged and is to be paid in advance.

Response actions have been safely and successfully completed back in 1989. Mandatory six month periodic surveillances will regularly insure that building materials remain undisturbed and in good condition. Our building (s) will be inspected by state certified asbestos personnel every three years.

These activities do not mean that there is an asbestos problem in our school. Asbestos related activities and public notification of these activities are mandatory as stated by the EPA Federal Register, Vol 52, N210, Sec. 763.93.

Sincerely,

*Mrs. Mary MacDonald, Principal
St. Charles School*

*Mr. Greg Wilker
Asbestos Designated Person
IEM – Interior Environmental Management*