



## **THE HAWK BOOK 2016-2017**

**ST. CHARLES BORROMEIO CATHOLIC SCHOOL**  
2224 East Third Street • Bloomington, IN 47401  
P: 812.336.5853 • F: 812.349.0300  
[www.stcharlesbloomington.org/school](http://www.stcharlesbloomington.org/school)

**OFFICE HOURS**  
Monday-Friday 8am-3:30pm

**ADMINISTRATIVE STAFF**  
Father Thomas Kovatch  
Madonna Paskash, Principal  
Amy Terry, Assistant Principal

Property of: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

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**Dear St. Charles School Families,**

Welcome to another school year! I am so happy that you have chosen St. Charles School for your child and I look forward to partnering with you in your child's education.

I am excited to share with you the newly updated St. Charles Hawk Book. Please take the time to read through as there are many improvements. It will help you more successfully navigate your way through the school year, provide timely information and answer many of the questions you might have about our school.

I would like to thank Erin Leake, Martha Michelson, Mimi Murphy, Terry & Patrick Cortese and Carrie Lentz for all of their efforts in making this Hawk Book possible.

I would also like to thank the many businesses and friends of St. Charles who purchased advertising in this year's directory. I invite you to support them as a tangible sign of your appreciation. Our school would not have been able to produce such a professional directory without their financial support.

Thank you for choosing St. Charles School for your child. I wish you a wonderful and successful 2016-2017 school year!

God Bless!

Mrs. Madonna Paskash

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## **WHO WAS ST. CHARLES BORROMEIO?**

St. Charles, of the noble family Borromeo, was born on October 2, 1538, in the castle of Arona at Lake Maggiore in Italy. He received the clerical tonsure at 12, as soon as his age would allow. He studied in Milan and later at the University of Pavia, where he received his doctorate in civil and canon law in 1559.

In the same year, his uncle, the Cardinal de Medici, was elected Pope under the title of Pius IV. In 1560, Pope Pius IV appointed St. Charles cardinal and archbishop of Milan.

Later, as papal secretary of state, St. Charles was instrumental in reassembling the Council of Trent in 1562. He led the reformation of the Church and was active in composing the Roman Catechism, containing the teaching of the Council.

Among his many contributions, he encouraged the proper training of priests by founding several seminaries and colleges. He also supported the religious instruction of children, and his relief measures in Milan saved many lives during the plague of 1576-78.

St. Charles died on November 3, 1585, in Milan and was canonized in 1610. His feast day is November 4.

## **THE HISTORY OF ST. CHARLES BORROMEIO CHURCH AND SCHOOL**

The first time a Catholic mass was conducted in a church in Bloomington, IN, was in 1864. At the time, John and Ann (Bonecum) Waldron were prominent members of the Bloomington community and were also devout Catholics. The priests would come and stay with the Waldron's for years until a rectory was built in 1880. The Waldron's donated half of the funds to build a church. The parishioners came up with the other half.

In 1920, IU President Bryan met with Mother Mary Cleophas Foley of the Sisters of Providence and invited nuns to IU to work on their advanced degrees. The Sisters informed Fr. Joseph Lannert of St. Charles Church that they would need a convent built as a place to stay while pursuing their advanced degrees. During a weekend mass, Fr. Joseph Lannert announced the Sisters would be moving from Saint Mary-of-the-Woods to Bloomington to open a Catholic School. Because President Bryan thought the Sisters would cause such stir being in full habit and being Catholic during a volatile time of the KKK, President Bryan took it upon himself to escort the sisters to their classes on the first day to let the student body and community know they were invited by him to IU for their education. The Sisters moved to Bloomington a year before the school started. They tutored and gave music lessons while they went to IU. The Sisters were then informed they would be opening up a school the next year. This information is well documented from President Bryan's letters and the diary of one of the Sisters.

The Sisters of Providence led the opening of St. Charles Borromeo School on September 11, 1922, with an enrollment of 80 students. The building was a multi-functional one and served as a church for mass and as a four-room school for students during the day. The students were very aware and respectful of the Blessed Sacraments in the building. As enrollment increased, a new school was built at the 3rd and Dunn location. Enrollment was very steady.

In 1952, a new church was dedicated, and in 1956, a new school serving 1st–8th grade was dedicated. In 1996, a new addition was completed which included nine classrooms, a multipurpose room used as a gym and cafeteria, and administrative offices.

After 90+ years, St. Charles Borromeo School enrolls 450-500 students Pre-K–8th grade. St. Charles School is recognized as one of the top schools in the state for high test scores and academic excellence. It was the first school in the area to be honored with the US Department of Education Blue Ribbon of Excellence award.

## **SCHOOL SONG**

**Words by Linda Brown**

**Music by Ruth Boshkoff**

Beneath the cross of Christ we stand,

One with those who say,

“Let’s enter in and learn of God,  
the Truth, the Light, the Way.”

Exploring God’s great mysteries  
of earth and wind and sea.

Knowledge, Respect and Courage  
all live and grow in me.

Then into the world we soar prepared,

Singing the glorious song;

Rise up like hawks upon the wing,  
God’s pow’r will make us strong.

Beneath the cross of Christ we stand,

One with those who say.

“Let’s enter in and learn of God,  
the Truth, the light, the Way.”

## **SCHOOL PLEDGE**

Today I promise to keep Jesus

In my mind

On my lips

And in my heart

I promise to always do my best  
and to treat everyone with respect  
and kindness.

I promise to take good care  
of everything God has given me and  
to have the courage to always do  
what Jesus wants me to do.

Today I promise to live what  
St. Charles School teaches.

## **SCHOOL COLORS**

Red, White, Black

## **SCHOOL MASCOT**

St. Charles Hawks

# **“DRESS FOR SUCCESS” UNIFORM DRESS CODE GRADES K-8**

Order school clothing from these companies unless otherwise specified in the guidelines.

**Land’s End**            <http://landsend.com/school> 1-800-469-2222  
Our Preferred School number is 9000-4929-7

**Schoolbelles**        <http://www.schoolbelles.com> 1-800-637-3037  
Our school code is 2082

## **GENERAL GUIDELINES**

The administration, faculty, and staff have the authority to make decisions based on the appropriateness of dress as it conforms to the dress code. Violations will be handled as needed. Consequences for violations range from asking parents to bring a change of clothes, to the loss of dress down days. Other consequences to be decided by the administration, faculty, or staff. The administration may grant exceptions from the dress code for a given group, class, or the entire school because of special days, events, and field trips. Clothing should be neat, clean and comfortable—NO OVERSIZING/UNDERSIZING.

Hair should be neat and clean, worn in traditional styles. A small amount of natural-looking, subtle hi-lighting is acceptable. A hairstyle should not obstruct a student’s vision.

A small amount of natural looking makeup is acceptable. NO body paint, glitter, stickers, decals, or tattoos. Makeup and/or nail color should not be excessive or distracting.

Necklaces, bracelets, “stud” earrings, and sport approved earrings are acceptable. Earrings must be limited to one per earlobe and may not hang below the earlobes. Jewelry should not be excessive or distracting.

**Parents: Please make sure any piece of clothing that a student might remove during the course of the day is labeled.**

**SHIRTS** Colors: White, Red, Black

All shirts must be tucked in at all times. Shirts may be oxfords, polo shirts, and turtle-necks. Oxfords and polo shirts may have long or short sleeves. Solid color white, red, or black undershirts may be worn under uniform shirts. (Logos are available through Lands’ End and Schoolbelles, but they are not necessary.)

**SWEATERS** Colors: White, Red, Black

Schoolbelles and Lands’ End crew neck pullovers, cardigan sweaters, and a V-neck vests. All sweaters are to be worn over a uniform shirt.

**SWEATSHIRTS** Colors: White, Red, Black

Plain crew neck sweatshirts, <sup>3</sup>/<sub>4</sub> zips, hoodies and fleece jackets are to be worn over a uniform shirt. (School logos are optional through Lands’ End and Schoolbelles.)

**SLACKS** Colors: Khaki, Black

Slacks may be flat front or pleated pants. No Denim. Crop or capri pants may be worn.

**JUMPERS** (Girls K - 3 only)

Colors: Khaki (Lands' End twill jumper),

White/Red/Black plaid (Schoolbelles V-neck pleated jumper),

or Red (Lands' End cotton polo dress).

Jumpers must be no shorter than 4" above the knee in length, but no longer than the bottom of the knee.

**SKIRTS** (Girls 4 - 8 only) Colors: White/Red/Black plaid (Schoolbelles pleated skirt).

Skirts must be no shorter than 4" above the knee in length, but no longer than the bottom of the knee.

**SKORTS** (Girls K-8) Colors: Khaki, Black

Skorts must be no shorter than 4" above the knee in length, but no longer than the bottom of the knee.

**SHORTS** Colors: Khaki, Black

Shorts must be no shorter than 4" above the knee in length but no longer than the bottom of the knee. MS detail: PE dress code determined by PE teachers.

**BELTS** (Grades 1-8) Color: (Solid) Khaki, Brown, Black

Students must wear belts in the belt loops of pants and shorts.

**SOCKS** Colors: (Solid) White, Red, Black, Khaki

Socks (trouser, ankle, knee-highs, and/or tights/leggings) must be worn at all times.

**SHOES** Athletic shoes, low heeled dress shoes, and boots are acceptable. No sole may be higher than 1" on any shoe. Shoes must be closed toe. Athletic shoes must be worn to P.E. class.

## **SPIRIT DAY AND N.U.T. DAY**

Please keep in mind that all Spirit and N.U.T. Days are a privilege. The administration may revoke Spirit and N.U.T. Days if the guidelines below are not being followed by all.

**SPIRIT DAY (HAWKWEAR)** St. Charles Hawkwear or a completely plain white, red, or black shirt, sweater, or sweatshirt may be worn. Jeans or plain white, red, or black athletic pants or shorts may be worn. If you are not participating, you must be in uniform. Purchase official Hawkwear online at <http://stores.inksoft.com/StCharlesHawks>.

**N.U.T. (No Uniform Today)** No sleeveless shirts, no midriff, no bare stomachs, no running shorts, no tights/leggings worn as pants and no inappropriate or suggestive language or images. Shoes must be closed toe. Clothing should not be excessive or distracting. If you are not participating, you must be in uniform.

# **PICK UP PROCEDURES & TRAFFIC PATTERN**

The Pick Up Procedure is divided into three parts: walkers, parking, and drive up. The majority of the students will be waiting next to the center island with their teachers between the two parking lots. Some information to know:

1. The bell will ring at 3:05pm. The K-5 teachers will walk their students to their designated place under the trees.
2. At the 3:05pm bell, the middle school students will be released to their lockers.
3. At 3:15pm, another bell will ring and middle school students will be escorted to their designated place under the trees.
4. If you are picking up middle school students, please do not pull into the pickup line before 3:15pm.

## **INCLEMENT WEATHER PICK-UP**

On days when the weather does not allow for outside dismissal, the bell will ring at 3:05pm. Middle school students will be released to their classrooms to start the packing up process and get to the gym as quickly as possible. Elementary students will proceed to the gym. Once the students are in the gym, their parents will be allowed into the gym. The pattern for the inclement pick up is as follows. Parents will enter through the main office doors. They will then enter the gym and exit out the gym/playground door. Preschool parents ONLY will proceed to the classroom per their regular pick-up plan.

## **WALKERS**

At the 3:05pm bell, teachers may release walkers to the west stairway exit, by the daycare. All walkers will walk out this set of doors. A staff member will be outside assisting walkers and making sure they are headed in the right direction.

## **BUS STUDENTS**

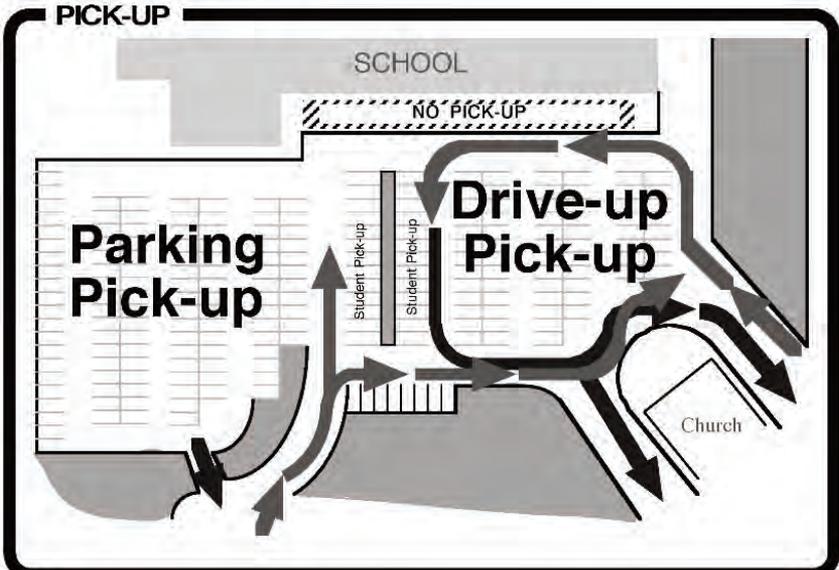
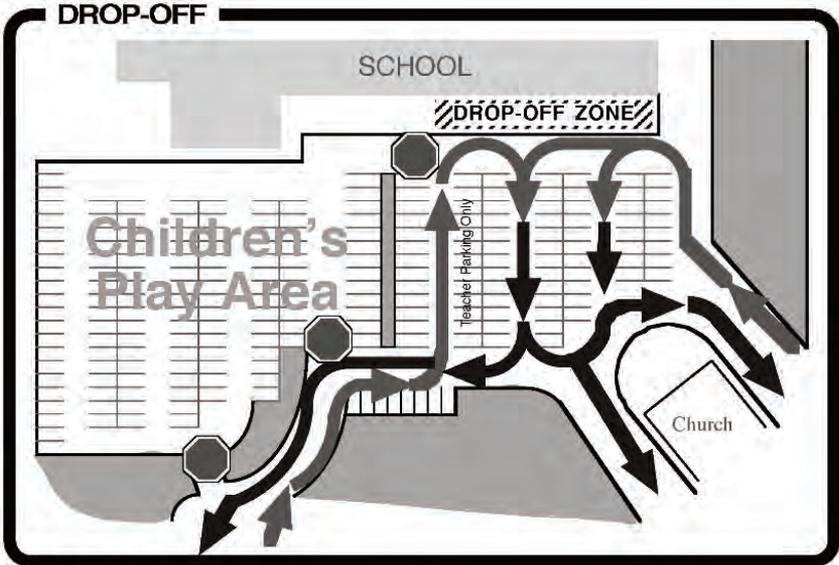
At the dismissal bell, students who ride the bus will be released to extended care. Because MCCSC schools release their students later, St. Charles students who ride the bus will be allowed to stay in extended care until 3:45pm at no charge. At 3:45pm, an employee will escort students across the street to Binford-Rogers School where they will get on the bus.

## **PARKING AND PICKING UP**

For those parents wishing to park their car and pick up their children, they will park on the playground side of the parking lot. This lot will not open until 2:45pm. At that time, parents may park in the lot facing east towards the field. The first row of parking, closest to the trees, will be blocked off as a student waiting area. Students will not be allowed to leave the area without an adult. Students are never allowed to be sent to cars or the playground unattended. All students, regardless of grade, are required to be accompanied by an adult while walking through the parking lot.

## DRIVING AND PICKING UP

Students will be waiting by the center island of trees. Parents will enter the line and make a big circle around the parking lot. This works much like the morning drop off, except the other direction. When entering the pickup zone, please pull forward as far as possible. Your child will be brought to you. If your children have not yet exited the school building, you can either drive around and get in line again, or park in the East parking lot and walk to pick up.





## **STUDENT HANDBOOK 2016-2017**

### **NON-DISCRIMINATORY POLICY**

St. Charles Borromeo Catholic School admits students of any race, color and national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, national and ethnic origin in the administration of our educational policies, admission policies, scholarships and athletic or other school-administered programs

# **FLIGHT**

**FAITH, LEADERSHIP, INTELLECT, GRATITUDE, HONOR, TRADITION**

## **PURPOSE AND FOCUS**

### **VISION STATEMENT**

Serving as the face and hands of Jesus Christ, we will prepare a diverse community of learners, spiritually and intellectually, to meet new challenges, realize their individual potentials, and contribute just solutions in the broader world.

### **MISSION STATEMENT**

With Jesus Christ as our guide, we teach our children by enriching the mind, body and spirit. Through our esteemed academic, arts and athletic programs, our students achieve their personal best in a safe, supportive, respectful and family-oriented environment.

### **PHILOSOPHY OF EDUCATION**

Since its founding by the Sisters of Providence in 1922, St. Charles Borromeo School, a ministry of St. Charles Borromeo Parish, has provided an education of the highest academic and moral quality to children of Bloomington, Indiana and surrounding counties, inclusive of religious, social, or economic backgrounds. St. Charles also welcomes families from beyond the Catholic community who value a curriculum centered on Christian values, academic achievement, and personal discipline.

At St. Charles Borromeo School each child is someone special. We are committed to meeting the unique individual needs of each student: spiritual, intellectual, physical, emotional, and social. Rich in tradition, St. Charles Borromeo School has educated thousands of children, instilling within them, through diverse curricular and extracurricular programs and experiences, a sense of justice, charity, self-worth, and individual dignity.

A partnership between parents, school, and parish promotes a sense of family within our community and creates a special climate for worship and learning that paves the way for spiritual growth and academic success.

From daycare through eighth grade, St. Charles Borromeo School is committed to helping parents raise their children to be members of the world family, promoting the development of world citizens who understand the diversity of God's people, and accept the stewardship of His planet Earth.

Students who complete the St. Charles Borromeo program are expected to continue to aim towards reaching their full potential and to be knowledgeable, compassionate, and faithful adult followers of Christ, prepared to pass on our Catholic traditions and heritage to future generations and to live the Gospel message by sharing their God-given talents in service to Church and community.

# ADMISSIONS

## CRITERIA

It is the policy of St. Charles School that we welcome any student who wishes to apply for admission regardless of creed, race, sex, or national origin. Although first priority is given to St. Charles Borromeo parishioners and Catholic students, others who wish to participate in the program will continue to be admitted as long as there is adequate room following the school's Class-Size Policy, and it has been determined that St. Charles School can meet the child's specific needs. Admission will be based on the following ordered priorities:

1. Catholic and non-Catholic families presently enrolled in St. Charles School (K-8).
2. Catholic and non-Catholic families with siblings presently enrolled in St. Charles School (K-8).
3. Families who deferred enrollment the previous year based on developmental assessment results.
4. Registered parishioners of St. Charles Borromeo who have participated in the daycare or preschool programs, based on length of participation.
5. Registered parishioners of St. Charles Borromeo who have not participated in the daycare or preschool programs.
6. Registered parishioners of other area Catholic parishes who have participated in the daycare or preschool programs, based on date of pre-registration.
7. Registered parishioners of other area Catholic parishes who have not participated in the daycare or preschool programs, based on date of pre-registration.
8. Non-Catholic families who have participated in the daycare or preschool programs, based on length of participation.
9. New non-Catholic families, based on date of pre-registration.

The principal will make the final decision for accepting students to St. Charles School.

## REGISTRATION

Registration for the upcoming academic year begins at the close of the first semester of the current academic year (January) for presently enrolled families and in February for new families. Those families with children currently enrolled in the school automatically receive an invite via email from Mrs. Paskash. Current families should register prior to March 31st. There is a \$80 non-refundable registration fee for each child. It will be assumed that current families who have not registration on line by the due date are not returning, and their spots will be available for new family placement.

In the event that the number of applications exceeds available openings at a particular class level, the family will be notified that their child is on a waiting list and will be contacted when a space becomes available. Failure to register on line by the due date may result in a child's spot being filled by someone on the waiting list.

## WAITING LISTS

Waiting lists are established when registration or enrollment requests exceed openings restricted by the school's Class-Size Policy. Waiting lists are prioritized according to the school's Admissions Policy and the order in which applications were received.

## **GRANT & AID**

Families applying for aid and vouchers should apply prior to May 1st via FACTS.

## **REGISTRATION CHECKLIST FOR NEW STUDENTS**

- Online Registration via FACTS (<https://online.factsmgt.com/signin/3Y6JR>)
- Copy of child's baptismal certificate for Catholic students (not necessary if child was baptized at St. Charles Borromeo Church)
- Copy of birth certificate (non-Catholic students only)
- All applicants, Preschool through Grade 8 – A copy of immunization record.
- Applicants for Grades K through 8 – A copy of the most recent report card.
- Applicants for Grades 2 through 8 – Copies of standardized test scores

## **AGE REQUIREMENTS**

### **Preschool**

All students entering a preschool class, must be the age of said class, by August 1st of the enrolling year and potty trained.

### **Kindergarten**

All students must be 5 years old by August 1st of enrolling year and potty trained.

All children entering St. Charles School at the kindergarten level must complete a Gesell observation given by licensed St. Charles staff member.

### **Grades 1-8**

All students must be of appropriate age by August 1st of enrolling year. (see chart below)

<b>GRADE</b>	<b>ENROLLMENT AGE</b>
K	5
1	6
2	7
3	8
4	9
5	10
6	11
7	12
8	13

## **NEW STUDENT PROBATION**

The principal has the right to put any newly enrolled student on a probation period of up to and no more than 6 weeks. At any time, within the six-week period, the principal has the right to determine a student's permanent placement.

## **WITHDRAWAL/TRANSFER**

The following applies to students who transfer from St. Charles School:

1. The principal should be notified in advance if parents are aware that their child(ren) will be withdrawing or transferring.
2. Official school records are sent directly to the new school.
3. There will be no refund of student fees for withdrawal.
4. If tuition has been paid in advance, a pro-rated per diem refund will be given.
5. If tuition or fees are overdue, records will not be transferred until all accounts are paid in full.
6. Families will be asked to complete an exit interview with the principal and/or teachers prior to withdrawal.

## **SPECIAL NEEDS**

Any family wishing to enroll a child with special needs will meet with an admission team. The admissions team consists of a parent, a resource teacher, a grade level teacher, a special needs teacher from Monroe County Community School Corporation, and the principal. Upon review, the team will discuss if St. Charles can adequately meet the needs of each student. Parents will be informed after the meeting of the decision of the team. It is our hope to meet the needs of as many special needs students as possible.

## **ATTENDANCE/TARDY POLICY**

Enrolling a child at St. Charles indicates a family's strong commitment to the education of that child. Foremost in the educational process is the child's presence in class from the beginning to the end of the school day. St. Charles School follows the requirements of the State of Indiana regarding school attendance. This state requires that a school year consist of 180 days. To maintain our state accreditation, expected attendance requirements set by the Indiana Department of Education for our school must also be met. The following attendance policies have been adopted to ensure that St. Charles will meet the requirements of the Department of Education and, most importantly, provide a structured, uninterrupted learning environment that supports a curriculum where lessons are interrelated and build on each other from day to day.

### **TARDY POLICY**

Punctuality is an important habit to cultivate. Students should be in the classroom and in their seats when class is ready to begin. A student is considered tardy if he/she arrives more than five (5) minutes after the bell rings. The bell rings at 8:15am for middle school students and 8:30am for elementary students. Upon any late arrival at school, the adult accompanying the student must sign the student in at the office.

### **ATTENDANCE POLICY**

Students must be present in order to learn. Some absences are unavoidable and, therefore, will be considered "excused" absences. Parents are asked to follow these procedures whenever their child is absent.

- Call the school office (812-336-5853) by 8:15am on each day of your child's absence stating the reason for the absence. Arrangements may be made at that time to pick up your child's work in the classroom at the end of the day.
- An absence of 3 consecutive days or more requires a note from the child's doctor.
- If a student is absent more than a total of eight (8) days during the course of the year, a doctor's excuse is needed for each additional absence.
- If an extended absence due to illness is anticipated, the parents should notify the principal.

### **Excused Absences**

Routine doctor and dentist appointments should be made outside of school hours whenever possible. If a child must be excused during school hours, a note or email must be written to the teacher prior to the beginning of the day. The child must be signed out in the school office at the time of departure and signed in at the time of return.

Absences are considered "excused" for the following circumstances:

- Personal illness or injury
- Death of an immediate family member

All other absences including vacations/family trips are considered "unexcused" absences. Trips of this nature are strongly discouraged outside of school breaks. In the event of a planned absence, a Prearranged Absence Form (available in the office) must be submitted to the principal at least two weeks prior to the anticipated absence. In some cases, parents may be required to meet personally with the principal to discuss absences.

### **MAKE-UP WORK POLICY**

**Excused Absence:** Whenever possible make-up work will be provided for academic credit upon the student's departure. The student will be given up to the same number of days he/she was absent to make up assignments, tests or quizzes for credit. In middle school it is the student's responsibility to meet with individual teachers on the day of his/her return regarding missed assignments, tests and quizzes.

**Unexcused Absence:** All unexcused absences will be monitored and documented by the student's teacher and the principal.

In most cases, make-up work will be available upon the student's return. Completing the make-up work will be the responsibility of the student and the parents. Any make-up work not completed in the number of days equal to the number of days absent will not be counted and result in the grade of zero (0). It is understood that some work cannot be made available upon the student's return.

**Suspension:** An out-of-school suspension will be considered an unexcused absence. The rules for unexcused absences apply.

## **SPORTS ATTENDANCE**

### **School Attendance**

A student must be in attendance for at least four (4) classes during the day of a contest to be eligible to compete that day. Special considerations will be given for doctor appointments or funerals.

### **Practice Attendance**

Participation on teams at St. Charles requires that the student attend practice. Unexcused absences from practice may lead to loss or reduction of playing time or dismissal from the team as determined by the coach. Participation on a club team which results in failure to attend a practice or competition may be deemed an unexcused absence. Each athlete/student is responsible for communicating with the coach regarding attendance at a practice or competition.

**For a more specific understanding of Athletic Policies and Procedures, please see the Athletic Handbook.**

## **INCLEMENT WEATHER POLICY**

In the event of inclement weather, the principal will decide if there is a need for a school closing or delay. All delay and closing decisions will be made by 6am. Notification will be made by an all school email, text message, a website posting and limited use of radio and TV station announcements (listed below).

To receive messages via text, text @mrspaskash to 81010.

St. Charles radio 104.1 FM	WTRH 13
Spirit 95	WCLS 97.7
WISH 8	B97 96.7
WTIU	WRTV 6

## **BUS POLICY AND PROCEDURES**

### **Bus Transportation**

Any student who lives in the Binford/Rogers district of the Monroe County Community School Corporation is entitled to bus service from Monroe County. Due to the different start times, Monroe County will only take students home. If you elect to use this service, students will be sent to the St. Charles extended care program until 3:45pm then they will be escorted by an extended care employee to their bus.

### **Inclement Weather**

If at anytime the principal decides the safety of children is at risk due to inclement weather, bus service will be cancelled and parents will be required to pick the child(ren) up from school. Snowy, icy roads, heavy thunderstorms, lightning, flooded field and any other safety issues are all cause to terminate bus service for the day. The principal will make this decision and inform parents by email as soon as possible.

# COMMUNICATION

## SCHOOL TO PARENTS

St. Charles works diligently to ensure that information will be communicated in the following ways:

- **Weekly Emails** - The principal will send a weekly email to inform parents of upcoming events and general school information.
- **Teacher Emails** - The teachers will send emails that pertain to their class to inform parents of classroom events, homework, field trips and general classroom information.
- **Behavior Communication** - When necessary and appropriate, teachers will send home behavior notices. These notices will be the first step to communicating about your child's in-school behavior and any disciplinary actions taken. We desire to work with you and your child for the success of the child. It may be necessary to forgo this process if it is deemed necessary to get the principal involved.

## PARENTS TO SCHOOL

Parents are always welcome to call or visit the school. The number is listed in the front of this document. Teachers do not usually answer the phone while teaching, but you are free to leave a message. Email is usually the best way to communicate with the teacher.

**If you have an emergency message, please contact the front office and it will be delivered to your child's classroom immediately.**

The staff at St. Charles is available to speak with any parent or child. Please contact the teacher by email, voice mail or written note to make an appointment.

# DISCIPLINE

## BULLYING POLICY

**Bullying usually has four features:**

1. It is deliberate, hurtful behavior.
2. It is repeated.
3. It is difficult for those being bullied to defend themselves.
4. It is direct or indirect.

**There are four main types of bullying:**

1. Physical: punching, poking, biting, hair-pulling, hitting, kicking, taking belongings.
2. Verbal or written: name-calling, teasing, insulting, racial remarks, gossip
3. Emotional: spreading nasty stories, excluding from groups, humiliating, manipulating friendships
4. Sexual Harassment: physical, verbal, or emotional

**General Guidelines:**

The following guidelines were considered in adopting this bullying policy:

1. All members of the school have a responsibility to recognize bullying and to take action when they are aware of it happening.
2. Anti-bullying lessons will be incorporated into the curriculum in grades Pre-K thru 8. This will be supported by school-wide messages on this issue or a parent information evening.
3. All teacher/staff should treat any report of bullying seriously and take action. A faculty/staff meeting will be held annually to discuss the issue and review strategies and remedial approaches.

**Specific Steps in Handling an Incident:**

1. Teachers/staff should first listen discreetly to the student or students, and make such inquiries as may be necessary to clarify what has been happening. An incident report form must be completed by the teacher involved and a copy given to the homeroom teacher and the principal.
2. The student(s) being bullied should be assured that they have acted correctly in reporting the bullying.
3. The teacher should fill out an infraction notice and send to the parents of the bully to sign and return.
4. The student who is the bully will fill out a "Choices Report" or "Think Sheet" and return to the teacher. The emphasis must be on changing the behavior of the bullying student(s), while providing support for the victim(s). Counseling may be appropriate and recommended.
5. In some instances, teachers will schedule conferences with all students involved and possibly their parents.
6. The teacher should give advice to the victim(s) on how to deal with any repeat incidents that may happen while working on a solution.
7. It is important that the teacher checks with all involved students within five school days to see if the situation has improved. At the elementary level, the classroom teacher is responsible for follow-up. At the middle school level, the teacher involved is responsible for follow-up. Parents of all involved students should also be contacted as follow up.

If problems continue to occur, refer to the elementary and/or middle school steps for discipline on the following pages.

At St. Charles we value diversity. Harassment in any form regarding a person's gender, national origin, religious beliefs, academic abilities, physical abilities, appearance, etc. between members of the St. Charles community (students, staff members, parents, volunteers, visitors to the school) will not be tolerated. Notice of a grievance should be filed with the principal for investigation in a timely and confidential manner.

## **RESPECT FOR PROPERTY**

We expect students to maintain the physical integrity of the school buildings and grounds and to honor the property rights of others.

### **Lack of respect for property includes:**

- Theft or destroying school property
- Defacing school property
- Leaving classrooms and common areas cluttered with personal belongings
- Littering
- Chewing gum on school property

### **Consequences for lack of respect for property:**

- Theft requires restoration or replacement
- Anyone damaging or destroying school property will be held responsible for replacing, fixing, paying for the item(s). The student will be subject to suspension.
- Wanton destruction or theft of property may result in the notification of civil authorities.

### **Following are examples of infractions which are regarded as being extremely serious in that they contravene the laws of the State of Indiana.**

1. Endangering the welfare of another person.
2. Possessing a firearm, an object or substance used as a weapon or an object, or substance intended for use as a weapon.
3. Possessing, distributing, or using any controlled or illegal substance (i.e. alcohol, drugs, or tobacco) or anything represented to be a controlled or illegal substance.
4. Stealing: taking something from someone without his/her permission.
5. Vandalizing: willfully or maliciously destroying property.

In the case of an infraction such as these, administrators, parents, or legal guardians and appropriate law enforcement authorities will be notified immediately. The student will be placed in out-of-school suspension, if warranted, until an investigation is completed. Consequences will depend on the outcome of the investigation. Possible consequences include suspensions or expulsion.

**In some cases, the threat assessment team will convene and go through the Archdiocesan Threat Assessment Process to determine the best and most appropriate course of action.**

## **GUIDELINE ON RESPECTING PERSONS**

The good name, reputation and personal safety of each child, youth, adult volunteer and staff member is vitally important. In order to protect children/youth, employees, volunteers and the parish/ archdiocese itself, each young person is expected to treat the good name and reputation of other children, youth, volunteers and employees and the parish/archdiocese with dignity and respect and not engage in any activity or conduct, either on campus or off campus, that is in opposition to this guideline and/or inconsis-

tent with Catholic Christian principles, as determined by the parish in its discretion. Any derogatory, slanderous, hostile, or threatening remarks or actions directed toward any of the above by a young person will be seen as a violation of this guideline and will be viewed as an extremely serious matter, whether it is done physically, verbally, or electronically through the use of a home or parish computer, phone, IPAD or other electronic media or by remote access. Some examples include, but are not limited to, social media, text messages, blogging, images, pictures, etc. Any individual found to have made or participated with others in making any such remarks or actions will be subject to disciplinary action by the parish/archdiocese, up to and including expulsion/dismissal from the program. (This addition is required from the Office of Catholic Education)

### **SUBSTANCE ABUSE POLICY**

Use or possession of alcoholic beverages or illegal substances; or abuse of prescription drugs; whether on or off school property; will result in disciplinary action up to and including possible expulsion.

### **SUSPENSION POLICY**

The principal or designee has the authority to suspend students. Suspension shall mean temporary removal from classes and/or school. Suspensions shall be made solely after the principal or designee has made an investigation and determined that such suspension is necessary to help any student, to further school purposes, or to prevent interference with school operations. Initiation of suspension may begin immediately or at the discretion of the principal or designee. The length of the suspension shall also be at the discretion of the principal or designee.

If the suspension is to start immediately, the principal or designee will attempt to inform the parents by phone. The principal or designee will send a written statement to the student's parents, describing the student's conduct, misconduct or violation of any rule and the reasons for the suspension. The suspension process will include the opportunity for a meeting with the principal, student and parents.

### **EXPULSION/DISMISSAL POLICY**

If a student is to face disciplinary action that could result in expulsion (permanent removal from school), the following will occur:

1. Parents will be phoned and the student will be immediately removed from school.
2. Within 24 hours following such removal, the principal shall send a written statement to the student's parents, describing the student's conduct, misconduct, or violation of any rule and the reasons for the pending expulsion.
3. A meeting with the Discipline Board, parents and student will take place within five days after the student's removal from school. The Discipline Board will total at least five people and consist of the following: the pastor, principal, School Commission representative, and two additional faculty members appointed by the principal. The pastor may also appoint an additional representative from Parish Council. A representative from the Bloomington Police Department may be included if applicable.

4. After the meeting, parents and student will be notified in writing of the Discipline Board's decision and the terms for reentry or permanent expulsion.
5. If the student is permitted to return to St. Charles School, prior to his/her return, a conference with the principal, parents and student must occur to review and sign a statement agreeing to the terms of reentry.
6. In the event the Discipline Board is unable to come to consensus, the ultimate decision of re-entry rests with the pastor.

## **EXTENDED CARE PROGRAM**

Extended care is available for St. Charles School students both before and after school for an additional fee. The program operates only on school days. Early dismissal days are not included. In the event of a 2-hour morning delay, extended care will open at 8:45 am.

### **Time**

Mornings: 6:45-8:50am

Afternoon: 3:10-6:00pm

Parents arriving late will be charged a late fee of \$1.00 per late minute beginning at 6pm.

### **Location**

The main center will be the gym. The playground will be used weather permitting.

3:10-3:30pm Attendance and Snack

3:30-4:30pm Homework Center, Room 109

4:30-6:00pm Recess, table games, & quiet/homework time

### **Contact**

Families can reach Extended Care by calling the school office at 812-336-5853.

Calls received after hours will transfer to Extended Care by following the prompt.

### **Registration and Fees**

Parents must register students and pay a \$35 per family registration fee before they may participate in the program. Registration forms may be obtained online at [www.stcharlesbloomington.org](http://www.stcharlesbloomington.org) or at the school office. Extended care fee is \$4 per hour/per child. (billed by the minute)

### **Payment Information**

An invoice will be emailed on the first Monday of the month. Payment must be received 5 days after the invoice date. Parents should make a check payable to St. Charles Extended Care or have the exact amount due in cash. We must implement a denial of service when payment is not received within two months from billing date as the Extended Care Program is self-funded.

### **Termination of Services**

Failure to make payment in a timely manner may result in termination of services. Failure to abide by Extended Care rules and regulations may result in termination of services.

# **EXTRACURRICULAR ACTIVITIES POLICY**

## **PHILOSOPHY**

Participation and competition in extra-curricular activities, including athletics, at St. Charles provides an opportunity to teach the values of our Catholic faith in a Christ centered environment with the hope that these values will be transferred into the real world of responsible teenage and adult behavior. While our primary mission is academic and religious development, extra-curricular activities enhance the classroom experience by promoting unselfish play, trust, working as a group, commitment, respect and faith. Just as in the classroom, competition is acceptable within St. Charles' extracurricular activities. Competition fuels the desire to excel. It enables the athletic and the artistic students alike to live by the parable of the talents, where Jesus tells those that have been given talents not to bury them in the ground, but rather that God expects them to make the most of what they have been given [Matthew 25:14-30].

## **SUPERVISION OF EXTRACURRICULAR EVENTS**

After-school events such as musical performances, sporting events and dinners are an important part of the St. Charles School community. We encourage all students and families to attend as many events as possible. However, we want parents to have a clear understanding that the supervision available during school hours or as part of before care or after care programs is not available during such after-school events.

If children in the elementary grades (P-5) want to attend an after-school event, we ask that they be supervised by a parent or guardian at all times. This does not include practices or games in which 4th or 5th grade athletes are under the supervision of the coaches. If students are in middle school (6-8) they may attend events unsupervised. However, if a middle school student is found to have violated school policies or damaged school property, that privilege may be revoked.

Any student coming to an after-school event should remain in the area of that event. Students should not wander the school building or property. Parents are responsible for children when they are accompanying them to the event and responsible for appropriate pick-up and drop-off for middle school students. School dances have separate policies and will continue to follow parent sign-in/sign-out procedures.

## **NON-ATHLETIC ACTIVITIES**

St Charles provides a wide range of non-athletic, extra-curricular activities. These include, but are not limited to, Student Council, Academic Teams, Field Trips, Jazz Band, School Musicals, and Circle the State with Song.

## **ATHLETIC ACTIVITIES**

### **Fourth, Fifth, and Sixth Grade Team Sports**

Fourth, fifth, and sixth grade is a developmental time in a student's life and these students should be strongly encouraged to participate in sports. Therefore, all students who try out for the sports offered to fourth, fifth, and sixth graders shall be offered a position on the team, providing they are not otherwise ineligible.

## **Seventh and Eighth Grade Team Sports**

Sports at the seventh and eighth grade level shall be more competitive. Although all students will be offered a position on the team(s) they try out for, the students will be placed on teams based on their level of athletic talent in an effort to field at least one (1) competitive team. Playing time will also be determined by athletic talent, attitude and factors determined by the coach.

### **Participation**

Participation in extra-curricular activities at St. Charles is a privilege earned by its students and not a right. This privilege carries with it honor, responsibility, and sacrifice. Students who choose to participate in extra-curricular activities are ambassadors of our school. It is the student's duty to conduct himself or herself, both on and off the field, court, or stage, in an exemplary manner. All student actions should reflect positively on themselves, the team, the school and the community.

### **School Attendance**

A student must be in attendance for at least four (4) classes during the day of a contest to be eligible to compete that day. Special considerations will be given for doctor appointments or funerals.

### **Practice Attendance**

Participation on teams at St. Charles requires that the student attend practice. Unexcused absences from practice may lead to loss or reduction of playing time or dismissal from the team as determined by the coach. Participation on a club team which results in failure to attend a practice or competition may be deemed an unexcused absence. All athletes/students are responsible for communicating with their coach regarding their attendance at a practice or competition.

### **Suspension or Dismissal**

The decision to dismiss or suspend a student from a team and the reasons for the decision shall be provided in writing to the student and the student's parents. Any decision made by a coach or school administrator/athletic director, may be appealed with school administrator only.

### **First Appeal**

A student's parents have the right to appeal a ruling of ineligibility or probation by notifying the Athletic Director (athletic activity) or the Principal (non-athletic activity) in writing, within five (5) school days after receipt of written notification of a coach's decision or teacher's academic report. If written notification of appeal is not received by the Athletic Director or Principal within five (5) school days, the right to first and final appeal is forfeited. Upon receipt of appeal by the Athletic Director or Principal, the Athletic Director or Principal shall meet with the student's parents as soon as possible. After this meeting and a conference with the appropriate coach and/or teacher, the Athletic Director or Principal shall determine whether or not the decision should be upheld. This decision by the Athletic Director or the Principal shall be issued in writing no later than three (3) days after the meeting with the student's parents.

## **Final Appeal**

If the student's parents disagree with the decision of the Athletic Director or Principal, a final appeal may be made to the Extra-Curricular Activity Appeal Board, hereinafter referred to as the "ECAAB". The ECAAB shall be a standing committee consisting of one (1) member of the administration, one (1) teacher from grades Kindergarten through Three, one (1) teacher from grades Four through Six and one (1) teacher from grades Seven and Eight and one (1) representative of the School Commission. An alternate teacher shall also serve in the event that one of the regular member teachers of the ECAAB is personally involved with the decision being appealed. The Principal shall appoint the members of the ECAAB, whose members shall commit to serve a term of at least one (1) year. The current members of the ECAAB and how to contact them can be found on the school website or by calling the school office. Any notice of appeal of the Athletic Director's or Principal's decisions must be made in writing and submitted to the ECAAB within five (5) days of receipt of that decision. The ECAAB shall then follow a procedure similar to that followed by the Athletic Director or Principal during the First Appeal. If written notification of appeal is not received within five (5) school days of the First Appeal decision, the right to final appeal is forfeited.

## **FIELD TRIP POLICY**

Permission slips will be sent home to parents a minimum of one week prior to the field trip. Times, activities and other details about the trip will be included on the field trip form. The mode of transportation will also be noted and parents' signature denotes acceptance of the field trip details.

Buses, school administrators, and parent drivers constitute the means of transportation for field trips. Private volunteer drivers (transportation other than buses) and vehicles must meet the following requirements:

- The driver must be 21 years of age or older.
- The driver must be trained in Safe and Sacred/Protecting Children in the 21<sup>st</sup> Century.
- The driver must have a valid, non-probationary driver's license with no physical disability which would impair the ability to drive safely.
- The vehicle must have a valid registration.
- The vehicle must be insured for minimum limits of \$100,000 per person and \$300,000 per occurrence.
- All children must be individually buckled into a child restraint age appropriate device during transport.
- No child shall sit directly in front of an air bag.
- The driver shall not partake in any activity that would jeopardize the safety of the children (E.G., TALKING ON A CELL PHONE WHILE DRIVING).
- Permission must be given by the teacher for siblings to accompany parents acting as chaperones.
- Chaperones will remain with the whole group on the field trip for the duration of the event. They will leave together, not make unnecessary stops in-between time of arriving at the destination and return together with the group to

St. Charles Borromeo School, unless other arrangements are explicitly stated and agreed to by the teacher and drivers.

- All rules that apply at school for adults and children apply during the field trip (e.g. no smoking). All volunteer drivers must sign the Volunteer Driver Agreement agreeing to meet the above requirements in order to transport students on class field trips. The Agreement will be kept on file in the school office and remain in effect throughout the current school year. If more than one parent/guardian or other family member intend to drive on field trips, each must sign the Agreement.

The ratio of children to chaperones should be stated. The general rule is that the younger the children, the greater the standard of care. For trips other than interscholastic athletics, supervision of one (1) adult per ten (10) students is recommended. This ratio should be lower for very young children.

All permission forms should be sent to the sponsoring teacher where they will be checked for authenticity. A student who does not have a permission slip on file will not be allowed to go on the trip.

**A phone call from a parent will not be accepted in place of the signed form.**

In summary, Indiana law states that children are required to ride properly restrained in a child restraint, which can include a belt positioning booster seat (not shoulder belt positioners) until they reach their eighth birthday. Children from at least 8 years old until their 16th birthday are required to ride properly restrained in a child system or seat belt in a seated position in all vehicles. Exemptions to this law are: school buses, taxicabs, ambulances, public passenger buses, motorcycles, and antique automobiles.

This law affects field trip transportation for children in grades three and below. The majority of school field trips are transported by parent volunteers. Teachers must make arrangements with parents and volunteer drivers in advance to ensure each child being transported has the proper child restraint.

Teachers will ensure that the school office has a contact number to reach the class on a field trip in case of emergency. For field trips at locations where first aid supplies would not be readily available, such as a park, a small first aid kit will be available in the office to take on the field trip. In the event of an emergency and a child needs to be transported back to school or to a hospital for care, the school office will be contacted immediately to notify the parent or guardian and make appropriate arrangements.

## **FUNDRAISING**

Fundraising is a fact of life in Catholic schools and a special way of building community. Throughout the course of the year other projects may be undertaken by the school as a whole or by individual classes to meet specific needs. Families are asked to assume an active role in fundraisers. Your support is always greatly appreciated.

## SCHOOL FUNDRAISERS

### St. Charles School Annual Fund

Let's celebrate St. Charles Borromeo School! The Annual Fund of Excellence is the first and foremost fundraising effort of the school and pays for 5% to 7% of the school's operating budget. A strong Annual Fund helps to attract and retain the finest, most caring faculty and ensures students benefit from small classes. Please prayerfully consider giving to our wonderful school. We thank you for your consideration.

**Campbell's Labels:** Labels from a variety of Campbell's products add up to provide brand new educational equipment for our school. You may send them in with your children or drop them off in the school office.

**Pictures with Santa:** This activity benefits the 5th Grade Bradford Woods trip.

**Fish Fry:** Held on a Friday during Lent. It is a wonderful opportunity to get together as a community and share a meal. There are two sittings, 5:30pm and 7:00pm and advanced tickets are on sale a week or two before the event in the school office and parish office. Come join us for a wonderful evening of great food, entertainment and conversation.

**Spring Gala:** This event includes a Silent and Live auction and dinner. It is a major fundraiser for the school.

**Pizza Lunch:** Once a month pizza slices are offered for sale to students in conjunction with a school Spirit Wear Day.

## MEDIA CENTER FUNDRAISERS

**Box Tops for Education:** General Mills and Betty Crocker boxtops with the label 'Boxtops for Education' serve as a fundraiser for our Media Center and Computer Lab. Boxtops can be sent in with your child or dropped off in the Media Center or school office.

**Book Fairs:** Two Scholastic Book Fairs are held each year, one in October and the second in April. Books are reasonably priced and all proceeds benefit the Media Center.

## PTO FUNDRAISERS

**Gently Used Uniform Sale:** Several times a year, the PTO holds a used uniform sale. Shop for great bargains or donate your gently-used uniforms.

**Grandparents Day Pictures:** This "picture-perfect" event is held in conjunction with our Grandparents and Special Friends Day.

**HAWKtober:** Held in October, HAWKtober is a fun filled event for the whole family with food, drinks, and games.

**Chili Supper:** The Chili supper is a time for families to gather and catch up from the long winter. Families donate Chili, snacks, drinks, and more for the cause. There are games and fun for all ages.

## 8TH GRADE DC TRIP FUNDRAISERS

Our eighth graders take an active role in the planning and financing of the annual 8th Grade DC Trip. Fundraisers for this trip include: Cookie Dough Sales, Middle School Dances, Holiday Cookie Walk, Student/Teacher Volleyball Game, and Garage Sale. In addition, the sales from one of the monthly Pizza Lunches go to the financing of this trip.

# SCHOOL FUNDRAISING CALENDAR

## **AUGUST**

PTO Gently-Used Uniform Sale  
Pizza Lunch

## **SEPTEMBER**

Cookie Dough 8th grade DC Trip  
Pizza Lunch

## **OCTOBER**

Grandparents Day Pictures  
Book Fair  
HAWKtober  
Pizza Lunch

## **NOVEMBER**

Middle School Dance  
Pizza Lunch

## **DECEMBER**

8th grade DC Cookie Walk  
Teacher Wish List  
Pictures with Santa Claus  
(Bradford Woods Fundraiser)  
Pizza Lunch

## **JANUARY**

Chili Supper PTO  
PTO Gently-Used Uniform Sale  
Pizza Lunch

## **FEBRUARY**

Fish Fry  
Middle School Dance  
Pizza Lunch

## **MARCH**

Middle School Dance  
Student/Teacher V-ball game  
PTO Gently-Used Uniform Sale  
Pizza Lunch

## **APRIL**

Pizza Lunch  
8th grade DC Trip Garage Sale  
Book Fair

## **MAY**

Pizza Lunch

## **HOMEWORK POLICY**

Homework helps students make the most of their experience in school. Homework reinforces what has been learned in class, prepares students for future lessons, extends and generalizes concepts, teaches responsibility, and helps students develop positive study habits.

Homework can be assigned any day of the week, in grades one through eight. These assignments should take primary students (grades 1-3) no longer than 30 minutes and students in intermediate grades (grades 4-5) about one hour to complete. Some week-end homework is given in grades six through eight. Extra time may occasionally be needed to study for test or to complete long-range projects in such areas as Science, Social Studies and Language Arts.

Students are expected to work on their own, asking for help only after they have done their very best to complete the work unaided. All work is checked in school. A signed note from a parent explaining any legitimate reason that the work is unfinished is necessary. The child's grade can be affected by incomplete work.

Parents are highly encouraged to make homework a top priority at home; providing the necessary supplies, a quiet environment, and consistent time frames.

# HOURS OF OPERATION

## ST. CHARLES BORROMEIO SCHOOL HOURS OF OPERATION

**Elementary School:** 8:30am-3:05pm

**Middle School:** 8:15am-3:15pm

**Monday-Friday extended day (morning):** 6:45am-8am

**Monday-Friday extended day (evening):** 3:05pm-6pm

Students not participating in before care may arrive at or after 8am

## PRESCHOOL HOURS OF OPERATION

**AM only classes:** 9am-11:30am; **PM only classes:** 12:30pm-3pm

**All day classes:** 9am-3pm

# LUNCH PROGRAM

Students are required to bring their lunch every day. They have the option to buy milk, but it is not required. Please note that students are not allowed to bring soft drinks.

Milk cost is \$0.45 per carton and should be paid monthly to the office.

## CAFETERIA RULES

### Elementary Lunch Rules

1. Get everything you need before sitting down at your table.
2. Walk to a seat in your assigned row.
3. Use an inside voice to talk only to the persons at your table.
4. Raise your hand for permission to leave the table.
5. Clean your table and surrounding area.
6. Wait to be dismissed by an adult on duty.
7. Leave the cafeteria quietly.
8. Playthings should not be brought to the lunch tables.

### Middle School Lunch Rules

1. Students must sit at their assigned table.
2. No more than 12 students per table.
3. All students must remain in their seats.
4. Teacher on duty will be responsible for the mealtime prayer.
5. No table will be dismissed until the table and surrounding floor have been cleaned.
6. Student may not leave the lunch area without written permission.
7. Each class will take turns at returning the gym to its appropriate status for class.

## FOOD ALLERGIES

If a child has a life threatening food allergy, parents MUST directly inform the principal, office staff, AND their child's teacher before the first day of school. Please make sure the office staff and homeroom teacher have the appropriate emergency supplies, such as an Epi Pen. Parents are required to fill out the appropriate Action Plan form for each child and his/her allergy.

# MASS

All students attending St. Charles Borromeo Catholic School will attend a school Mass once a week. Middle School students will attend Mass on Wednesdays and Elementary students will attend mass on Fridays. On the first Wednesday of the month, all students will attend an all school Mass. They will also attend any Mass on Holy Days of Obligation and any Mass per priest request. All School mass and Holy Day masses will replace the regularly scheduled masses for that week. Students will be asked to participate in the Mass when it is their homeroom's turn. Mass participation is part of the Religion Grade.

## SCHOOL MASS SCHEDULE IS AS FOLLOWS:

**Wednesdays:** 8:30am-Middle School Mass (Not during the week of a Holy Day of Obligation)

**Fridays:** 8:30am-Elementary School Mass (Not on the Friday after an All School Mass or after a Holy Day of Obligation that falls during the school week)

**First Wednesday of the Month:** 8:30am-All School Mass

**Holy Days of Obligation:** 8:30am

# MEDICAL POLICY

## IMMUNIZATION RECORDS

The Indiana State Health Department has made it mandatory that each child has adequate certification of immunizations on file in our school records. Please keep your shot record up-to-date and notify the school of any changes. **Unless children are immunized properly, they are to be excluded from school.** Before children enter sixth grade a second MMR (Measles, Mumps and Rubella) shot is required. All incoming Kindergarten and first grade students must have been vaccinated against Chicken Pox (Varicella).

## ILLNESS/SICK CHILDREN

Students with a temperature of 100 degrees or over with any of the following symptoms of illness are to remain at home. Please inform a Physician if you observe any of the following:

1. Inflammatory eye conditions
2. Any cough associated with a temperature above 99.6 degrees
3. Sore throat associated with a temperature above 99.6 degrees
4. Discharge of any kind from the ears
5. Pediculosis (Head Lice)
6. Recurrent or persistent skin infections
7. Generalized rash

Any child running a temperature will be sent home immediately. The parents will be called if their child becomes ill during the school day. If the school is unable to reach the parents or child's legal guardian, the emergency contact listed in the child's file will be called. **Children must be fever free for 24 hours, without any medication, before returning to school.**

## **MEDICATION POLICY**

Indiana law requires that school personnel observe certain safeguards in administering prescription medication to children. The prescribing physician must provide a written order stating the amount of medication, the hours for administration, and the period of time medication is to continue.

Non-prescription medication may be administered by office personnel only **and in compliance with the written permission of the parents**. At no time will St. Charles leave non-prescription medication in the office for students to take at random periods throughout the year.

Any Child that needs medication during the course of the day may receive the medication only if the following guidelines are followed by the parent or guardian.

1. We must have a written request from the parent or guardian
2. The prescribing physician must provide a written order stating the amount of medication, the hours for administration and the period of time medication is to continue. This information is contained on the prescription bottle and must be given to the office in said bottle.
3. Medication that is brought to school must be checked in at the office by the parent or legal guardian. It must be kept in the original pharmacy container including medication that needs to be refrigerated.
4. Continuing long term medication (i.e. for diabetes, asthma, hyperactivity, etc.) must be re-verified at the beginning of each school year.

We cannot assume responsibility for medication unless the above provisions are followed. Non-prescription medication will not be given to any student, unless provided by a parent in its original container and with written, specific instructions on file.

## **INJURED CHILDREN**

It is common for children to fall down and get injured. This could happen in the gymnasium, at recess or anywhere on school property. If children are injured here at school, they will be sent to the office. The office staff will assess the situation and complete minor medical attention (i.e. bandaids, ice packs). If any injury is severe, parents will be contacted along with appropriate emergency services if necessary.

## **PARENTING TOGETHER/PTO**

The PTO organizes many activities that benefit the school and students. ALL parents, preschool through grade eight, Catholic and Non-Catholic, are members of the PTO. No dues are charged.

The primary purpose of the PTO is to support the ongoing mission of St. Charles School. Through the PTO, parents and teachers strive to build community, strengthen communications, and provide resources necessary to support the school and the programs it offers. The PTO is also a forum for exchanging thoughts, expressing ideas, and sharing experiences.

The PTO has regular meetings each year and some great fundraisers. It is in charge of the Gently-Used Uniform Sales, HAWKtober, Chili Supper and others. It also is in charge of the Kroger Cares cards. Please find time to attend a meeting and participate in some of the wonderful things PTO does for the children and staff of the St. Charles School Family.

## **RECESS**

We have outdoor recess, weather permitting, throughout the school year. In extremely cold weather (Feels like 20 degrees or below) or during rain or snow, recesses will be conducted indoors. Children are expected to participate in outdoor recesses. A student with a doctor's note is allowed to stay inside. At all other times the children are to have outdoor recess. Some special needs students may have exceptions to this policy.

## **SCHOOL CALENDAR**

It is the policy of St. Charles Borromeo School to follow the MCCSC school calendar. Exceptions can be made with the approval of the School Commission. The Archbishop of Indianapolis reserves the right to cancel school at any time. If this occurs, the day will be made up at the end of the year. The current school calendar is located on the website, [www.stcharlesbloomington.org](http://www.stcharlesbloomington.org).

## **STANDARDIZED TESTING**

Because St. Charles Borromeo is accredited by the Indiana Department of Education, Indiana Statewide Testing for Educational Progress-Plus (ISTEP+) will be administered each spring to students in grades 3-8. Third grade students will also take the required IREAD 3 test. Any student not passing the IREAD 3 test could face possible retention, per the State of IN guidelines.

Depending on the course work taken in 8th grade, it is possible that 8th graders will take an End of Course Assessment. (ECA) The ECA will be offered to those who take Algebra 1 and Geometry.

## **STUDENT PRIVACY POLICY**

To maintain a safe and healthy educational environment, St. Charles Borromeo staff reserves the right to inspect and search a student's person and personal effects, including but not limited to, book bags/gym bags, purses, desks and lockers. The use of technology at St. Charles Borromeo does not confer to any student the right of privacy. This includes, but is not limited to the use of the Internet and other technologies, including email, web usage, social networks and instant messaging.

If materials violating school policies and/or procedures are found on a student's person or personal effects, consequences will be determined at the sole discretion of the St. Charles Borromeo administration.

# TECHNOLOGY

All St. Charles Students, and their parents, in grades 2-8 sign an **Acceptable Use Policy**. This policy states that students will follow the school's guidelines for appropriate behavior in using the Internet. Students understand that the use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of that privilege.

The following rules are posted in the Media Center:

- The use of a St. Charles Computer is a privilege-not a right!
- They are to be used under the following guidelines:
  - a. They are for academic use only. This includes the Internet.
  - b. Students may not use them to access e-mail unless it is for the purpose of a class project, and then, only with the permission of the person in charge
  - c. Students may not access social media sites such as Facebook.
  - d. Students may not change desktop images or any other computer setting

Failure to abide by these rules is a violation of the Acceptable Use Policy. Students will be given a warning. A second warning will result in the loss of computer privileges for a period of one (1) month. A third warning will result in loss of privileges for the year. The teacher or administrator reserves the right to skip any of these steps, depending on severity of action.

The following are topics discussed with students in accordance with grade level and suitability of content:

- Guidelines of netiquette
- Cyber bullying
- Identity Theft
- Cell Phone Safety
- Copyright and Fair Use
- Internet Safety
  - a. Online Privacy (this includes social networking sites such as Facebook)
  - b. Digital Data and Data Mining

Students in grade two through five only use bookmarked sites. They can only do a direct search under the supervision of a teacher or another adult. Middle school students can do direct searches but they are supervised. Sites such as Facebook, Youtube, etc. are blocked and can only be unlocked by the media specialist or the technical specialist.

## **CELL PHONE & ELECTRONIC DEVICE POLICY**

Cell phones may only be used at student discretion prior to 8:15am and after 3:15pm. The use of any electronic device during school hours, including but not limited to cellphones, an iPad, laptop, DS, is solely at the discretion of the supervising teacher. Any student wanting to use such a device must get teacher permission first. The student is responsible for the safety of such a device.

## **UNAPPROVED USE OF ELECTRONIC DEVICES DURING SCHOOL HOURS**

**1st offense** - Electronic device will be confiscated and a parent must pick it up.

**2nd offense** - Electronics will be confiscated for a period of one week.

**3rd offense** - Electronics will be confiscated for a period of one week and one day of Out of school suspension will be assigned.

**\*Failure to hand over a cell phone to a staff member will result in consequences for defiance.**

Sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic device will be subject to disciplinary action and notification of law enforcement.

## **Important Notice to Students and Parents Regarding Cell Phone Content & Display**

Because student cell phones have been found in a number of Indiana school districts to have contained evidence of "sexual conduct," it is important for parents and students to be aware of the legal consequences should this occur in our school. It is St. Charles Borromeo's policy to turn over any evidence from a cell phone to the proper authorities. The principal holds the right to suspend or expel any student deemed to have inappropriate material on a cell phone.

## **TUITION**

### **ANNUAL TUITION**

The operating budget for St. Charles School now exceeds \$2,000,000 annually. Our school relies on tuition, fees, parish support, charitable giving, and fund-raising to provide the income necessary to meet the budget needs and allow us to continue to offer a high quality Catholic education at an affordable rate.

Based on active parish membership and funding available from all sources, each spring the St. Charles Parish Council sets tuition rates for the upcoming academic year. Families who are not active Catholics or are not registered members of St. Charles Borromeo, St. John the Apostle or St. Paul's Catholic Center pay the per pupil cost for the first child with discounts given for additional children enrolled from the same family. Visit the St. Charles Borromeo website for updated tuition rates: [www.stcbloomington.org](http://www.stcbloomington.org).

### **REGISTRATION FEES**

An annual non-refundable registration fee for each child is due at the time of pre-registration. The registration fee is currently set at \$80 and is subject to change.

## **FINANCIAL ASSISTANCE**

Catholic families registered at St. Charles Borromeo Parish who would like to apply for need-based scholarship assistance should apply online at Facts Tuition Aid ([www.factstuitionaid.com](http://www.factstuitionaid.com)). Scholarship assistance is available only to families who are registered members of St. Charles Borromeo Parish. Applications for scholarship must be renewed each year by the close of the school year. Families will be notified of the scholarship assistance available to them by the end of June or after. Scholarship assistance is not available for preschool students.

## **VOLUNTEER REQUIREMENTS**

In August 2013, the Archdiocese of Indianapolis instituted a program called "Safe and Sacred" (SAS). SAS is a 45-minute, online program and can be done from any computer at any time.

If you plan to volunteer in the classroom, chaperone a field trip, coach a team, or work around children at St. Charles in any capacity, go to [www.safeandsacred-archindy.org](http://www.safeandsacred-archindy.org), create a log-in and take the course. Once the course is completed, you will receive an email with a certificate saying you have completed the course. Print this certificate and give it to the School Office, or simply forward the email to the office staff with the certificate attached.



## **ATHLETIC HANDBOOK 2016-2017**

This handbook contains policies, rules, and information of the St. Charles Borromeo Catholic School Athletic Program. The Handbook is updated annually and provided to each family prior to the start of the sports season.

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### **MESSAGE FROM THE ATHLETIC DIRECTOR**

Dear Parents,

Welcome to the athletic program at St. Charles Borromeo Catholic School.

The Athletic Committee is happy that you and your child have chosen to take advantage of the athletic program at St. Charles. We know it can be an enjoyable and meaningful experience for your child and yourself. The athletic program is dependent on adult volunteers, so it is our desire that YOU will be supportive and dedicated to our program's continued growth. Cooperation between all those involved is so very important to its success. We look forward to another exciting and rewarding year of your family's athletic involvement at St. Charles.

Special thanks to the members of the Athletic Committee who devote their time and energy to make the athletic program possible.

Michael Robbenolt  
St. Charles Athletic Director 812.336.5853, Ext. 305  
mrobbenolt@stcharlesbloomington.org

## MISSION

The purpose of the St. Charles athletic program is to provide supervised athletic recreation for St. Charles students; thereby, enhancing their spiritual, physical and social development. The athletic program promotes leadership, teamwork, attitude, discipline, academic achievement, and commitment in a Christian environment.

## ATHLETIC COMMITTEE

The St. Charles Athletic Committee consists of the Athletic Director (AD), at least one member of the School Commission, parents, teachers, and coaches from St. Charles parish who are responsible for administering the program. The Athletic Committee reports to the Principal and to the School Commission. The AD and the Principal provide leadership and direction. Athletic committee members generally volunteer for at least three (3) years to provide consistency from year to year. The Athletic Committee meets at least once per semester, but can meet more often as is deemed necessary. Any person desiring to serve on the Athletic Committee should contact the AD or Principal.

## ATHLETIC COMMITTEE RESPONSIBILITIES

The duties of the Athletic Committee are to be available to assist the AD in the following areas as needed:

- Defining and administering athletic program policies and rules
- Coordinating student-athlete registration
- Selecting and assigning coaches
- Scheduling practices and games/meets
- Coordinating concessions for all home games/meets
- Communicating athletic program news and game/meet results
- Managing athletic program finances.

## ATHLETIC COMMITTEE MEMBERS:

<b>Name</b>	<b>Phone</b>
Mary Claire Bauman	336-2715
Jenny Kincaid	822-1514
Michael Robbennolt, Athletic Director	336-5853, Ext. 305
Alex Tanford	332-4924
Jennifer Urbanski	369-4529
Jason Vencel	320-0883
Holli Vencel	320-1151

# ST. CHARLES ATHLETIC PROGRAM

The following sports programs are provided for St. Charles students depending on availability of coaches and facilities. Other sports may be added if there is enough interest.

BOYS	4th	5th	6th	7th	8th
Instructional Basketball	•	•			
Competitive Basketball			•	•	•
Cross Country		•	•	•	•
Football			•	•	•
Swimming & Diving		•	•	•	•
Track & Field	•	•	•	•	•

GIRLS	4th	5th	6th	7th	8th
Instructional Basketball	•	•			
Competitive Basketball			•	•	•
Instructional Volleyball	•	•			
Competitive Volleyball			•	•	•
Cross Country		•	•	•	•
Swimming & Diving		•	•	•	•
Track & Field	•	•	•	•	•

## REGISTRATION & PHYSICALS

Parents of 4th, 5th, 6th and 7th grade students are required to register their children prior to the beginning of the sport season. Athletic program fees will be collected at registration. Current physicals are REQUIRED before a student can start a sport. Physical examinations must be conducted after May 1st of the calendar year to be considered valid for the upcoming school year.

## LATE REGISTRATION

Students that are new to the school or current students who decide to participate after the spring athletics registration period will be allowed to participate in the athletic program provided all fees are paid. However, students will not be allowed to join a team already in progress after the first game has been played or after teams have been established without the permission of the coach and the Athletic Director. These students will be expected to pay the athletic registration fee, the participation fee, and to file the appropriate forms with the school, including but not limited to, the physical examination form before participating in practices and games/events.

## CALENDAR OF EVENTS

The calendar below shows the season time frame for all the major activities sponsored by the athletic program.

JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
CROSS COUNTRY											
7 <sup>TH</sup> /8 <sup>TH</sup> FOOTBALL											
	7 <sup>TH</sup> /8 <sup>TH</sup> GIRLS VOLLEYBALL			7 <sup>TH</sup> /8 <sup>TH</sup> GIRLS BASKETBALL							
	4 <sup>TH</sup> /5 <sup>TH</sup> /6 <sup>TH</sup> GIRLS BASKETBALL										
			BOYS BASKETBALL								
						SWIMMING & DIVING					
						4 <sup>TH</sup> /5 <sup>TH</sup> /6 <sup>TH</sup> GIRLS VOLLEYBALL					
								TRACK & FIELD			

## PRACTICES

Practices for all sports are usually held in the St. Charles school field or St. Charles multi-purpose room. However, we also use the St Johns gym, South and North High School track and field facilities, North High School football field, and local high school and middle school swimming pools as necessary. The running programs may also run off school grounds and meet at local parks for long-distance training. Practice days and times will vary with each team, but will last no later than 9:00 pm. Our coaches are volunteers, and out of respect for their time, they should not be required to stay later than five minutes after the end of a practice to wait for a child to be picked up. As such, it is essential that parents drop-off and pick-up or arrange for the same of their child(ren) in a timely manner.

## GAMES

Games and events are played during the week (after 4:15pm) and on weekends.

## CONFLICTS IN EXTRACURRICULAR ACTIVITIES

Participation on a team is a commitment to the school and to classmates. Students are expected to come to practices, games and meets. Parents are expected to be mindful of this commitment and support their son or daughter in meeting this commitment. An individual student who attempts to participate in several extracurricular activities at the same time will, undoubtedly, be in a position of a conflict of obligations. The Athletic Committee recognizes that each student should have the opportunity for a broad range of extracurricular experiences, and to this end, will attempt to schedule events in a manner to minimize conflicts between St. Charles sponsored activities. Students are to be mindful of their commitment to St. Charles teams when involved in non-St. Charles activities. Students choosing to attend non-school related sports practices and games,

such as soccer, baseball and AAU basketball instead of attending a game or event for their St. Charles team can be devastating when the pool of individuals St. Charles has to choose from is limited. Students have a responsibility to do everything they can to avoid continuous conflicts. This includes being cautious about participating in too many activities where conflicts are bound to happen and notifying coaches immediately when a conflict does arise.

### **PARENTS MEETINGS**

Coaches will hold a meeting for the parents of all student-athletes prior to the start of the season or at the first practice to communicate the coach's expectations and other important information about the athletic program. Coaches are responsible for informing the parents about the date and time of the meeting. The parents meeting will cover: introduction of coaches, Athletic Handbook including parents' responsibilities, coaches' policies and expectations, team rosters, practice and game schedules, and uniform laundering instructions, if applicable. Coaches should pass out instructions and the schedule for parents to work admissions, concessions, score clock, and score book for all home games/events.

### **CANCELLATIONS DUE TO INCLEMENT WEATHER**

All athletic games and practices will be cancelled anytime that St. Charles School is closed (or dismissed early) due to inclement weather. Parents should contact the coach if they are unsure of the status of a game or practice.

When there is inclement weather during school breaks and weekends, the AD will work with the opposing school to determine whether or not to cancel games. Coaches should not cancel any games without first coordinating with the AD. Coaches may cancel practices without approval of the AD.

### **ATHLETIC AWARDS BANQUETS**

Athletic awards banquets will be scheduled each year to recognize all student-athletes who participated in the St. Charles athletic program.

### **Mary Powell "Most Inspirational" and Michael Sullivan "I Love This Game" Awards**

St. Charles presents awards to two student-athletes on each team.

The Mary Powell "Most Inspirational" award goes to the athlete on the team that displays the best attitude, spirit, sportsmanship, and commitment to playing to the best of his or her abilities that exemplified former St. Charles teacher, Mary Powell.

The Michael Sullivan "I Love This Game" award goes to the outstanding athlete on each team who demonstrates leadership, athletic ability, and dedication to the team and the game that best reflects the Christian attitude and dedication to excellence that exemplified the leadership of former student, Michael Sullivan.

# **STUDENT-ATHLETE OPPORTUNITIES & ELIGIBILITY**

## **GENERAL**

All 4th, 5th, 6th, 7th and 8th grade students of St. Charles Catholic School are eligible to participate in the athletic program. In addition, should it be determined by a coach of a particular sport that there will not be enough student-athletes to field a team, the coach may seek additional players as follows: (1) from the registered members of St. Charles Parish, (2) from other parishes within our archdiocese. The following academic, behavior and absenteeism eligibility rules apply to the St. Charles School athletic program.

## **FOURTH, FIFTH AND SIXTH GRADE TEAM SPORTS**

Fourth and Fifth grade is a developmental time in a student's life and these students should be encouraged to participate in team sports. At this level, team sports will focus more on instruction, skill development and learning how to work as a team. All students who have a desire to participate in a sport shall be offered a position on the team, provided he or she is not otherwise ineligible. We adhere to the CYO guidelines on full participation whether we are playing CYO or non-CYO teams. Academic Eligibility standards must also be met. Please refer to the "Student-Athlete Academic Eligibility Standards" below.

## **SEVENTH AND EIGHTH GRADE TEAM SPORTS**

Team sports at the sixth, seventh, and eighth grade level shall be more competitive. Although all students will be offered a position on the team(s) for the sports they are interested in playing, students will be placed on teams based on their level of athletic talent. This is done in the effort of furthering the student's skill while also providing our students and teams with comparable competition levels. Playing time will also be determined by athletic skill, prior and/or other outside experience in that particular sport, sportsmanship, attitude and other factors as determined by the coach. One of the goals of 6th, 7th, and 8th grade athletics is to prepare students for the competitive and rigorous atmosphere of high school sports and to make sure they have the skills and training needed to move to the next level. Academic Eligibility standards must also be met. Please refer to the "Student- Athlete Academic Eligibility Standards" below.

## **STUDENT-ATHLETE ACADEMIC ELIGIBILITY STANDARDS**

If a student-athlete falls below an accumulative 'C' average (75%) on a midterm progress report or report card and/or receives an 'F' in any subject on a midterm progress report or report card, that student-athlete becomes ineligible and will be suspended from practice and games until the next progress report or report card is issued. Suspension and reinstatement begin on the day of grade distribution. Reinstatement will occur if the above grade requirements are met at the next distribution of grades. The Principal or AD will contact coaches and parents of those who are ineligible at the time of grade distribution and when reinstatement occurs.

Student-athletes, who have been determined by the teachers to be working to the best of their ability, but fall below an accumulative 'C' average (75%) and/or receive an 'F' in any subject on a midterm progress report or report card, may still be eligible to play based on a conference with administrators, teachers, and parents.

A student on academic probation may register for athletics in anticipation of being reinstated, and may be a spectator at games, but may not participate in practices or games until reinstated.

Athletes with specific emotional, mental, or physical limitations shall be allowed to participate with approval from the Coach, AD, and Principal.

### **ABSENTEEISM**

Any student-athlete with an unexcused absence from school is ineligible to participate in practices or games that day. Any student-athlete with an excused absence may participate in practices or games that day, unless the student-athlete is ill.

### **BEHAVIOR**

School Administration, teachers, and the Athletic Committee feel strongly that high standards of Christian behavior and citizenship are necessary to the success of the athletic program. Participation in athletics is a privilege earned by the students and not a right. The privilege carries with it honor, responsibility and sacrifice. Just as the student-athletes, as ambassadors of St. Charles, are expected to conduct themselves in an exemplary manner on and off the court, so too are the coaches, parents and fans. The actions of all student-athletes, parents, coaches and fans should reflect positively on themselves, the team, the school and the community.

### **SUSPENSIONS**

Coaches and/or the AD have the right to suspend a student-athlete from participation if rules are violated or conduct unbecoming a Christian is displayed and will notify parents of the suspension.

The Principal has the right to suspend a student-athlete from participation for violations such as unexcused absences, destroying/defacing school property, serious or repeated behavior infractions and the like; and will notify coaches and parents of the suspension. Any student-athlete engaging in conduct/behavior described above will be subject to the following:

**First Offense** - appropriate short suspension of at least one (1) day or a slightly longer period as determined in the discretion of the coach.

**Second Offense** -one week suspension from practices and games.

**Further Offenses** - a longer or permanent suspension as decided by the Principal and AD.

## **SUSPENSIONS (cont.)**

Any student-athlete serving an in-school suspension on the day of a practice or game will automatically be ineligible to participate on that day. A student-athlete serving out of school suspension will be ineligible to participate in games or practices for the duration of the suspension. The Principal will inform the coach and the student-athlete when the student-athlete may resume participation.

Any coach, parent or fan engaging in un-Christian like and/or unsportsmanlike conduct/behavior at a practice or sporting event, shall be asked to leave the premises immediately. Should this unacceptable behavior continue thereafter, the coach, parent or fan may be barred permanently from attending future sporting events and/or practices.

## **GRIEVANCE PROCEDURE**

Any grievance with the St Charles Athletic Program policies, or how they are administered, must be provided in writing to the AD prior to consideration by the Athletic Committee. If you have any problem with a coach and his/her policies, the Athletic Committee asks that you first talk with the coach in a Christian way to express your concerns.

# **RESPONSIBILITIES & EXPECTATIONS**

## **STUDENT-ATHLETES**

### **Student athletes will:**

- Display Christian behavior at all times during school hours, practices, games and events sponsored by St. Charles.
- Treat their teammates, coaches, opposing team, and officials with respect. For example, student-athletes should say thank you when officials hand them the ball, shake hands with competitors in the next lane, wait until all competitors have finished before leaving the pool or track, etc.
- Take good care of gyms, locker rooms, and other facilities used for practices and games and stay out of classrooms (and other areas) not associated with the athletic event.
- Commit to their team by attending all practices and games, (unless an excused absence is previously arranged with their coach). Whether or not an absence is excused or not is at the sole discretion of the coach.
- Dress presentably and in good taste at all times to present a positive image for your team and school. Hairstyles shall be consistent with school policy.
- Take good care of uniforms and equipment. Uniforms are not to be worn to non-St. Charles events. Uniforms are to be returned to the coach or AD immediately after the last game of the season.
- Abide by the policies and rules of the Athletic Handbook.

## **PARENTS**

### **Parents of student-athletes will:**

- Teach Christian values and sportsmanship through example at games and events. Inappropriate language and berating the officials will not be tolerated.
- Refrain from coaching your child(ren) from the stands. This parental "coaching" interferes with the instruction from the coach and results in confusion of the athletes.

- Treat all student-athletes, coaches, opposing teams, and officials with respect.
- Complete and sign a registration form for their student-athlete. Understand that a signature by either parent on the registration form gives permission to St. Charles to discuss their student- athlete's academic and behavioral issues with the AD and coach(es) of the sports the student- athlete participates in.
- Attend the mandatory coaches meeting held by the coach at the beginning of the season.
- Provide on-time transportation to and from practices and games. Parents are not to leave their children unattended at a sporting event or practice. For example, a parent may not drop- off their son/daughter at a practice or event unless there is a coach or other responsible adult present who agrees to accept the responsibility for the child. In addition, parents are required to pick-up their child from practice and events within five (5) minutes of the end of the game, event or practice. Should the parents of a student violate this policy more than three (3) times during a sport season the consequences could include either a temporary or permanent suspension of the student-athlete from that particular sport for the current school year.
- Work admissions, concessions, score clock and score book. Parents must find a replacement if they are unable to work when scheduled. Children are not allowed to handle admissions or concessions monies. They may not help with admissions or concessions unless supervised by at least one adult.
- Help set up the St. Charles gym for all home games and clean up after the last game of the day.
- Take good care of uniforms by following washing instructions. No alterations are to be made to the uniforms. Return uniforms to the coach after the season is over.
- Abide by the policies and rules of the Athletic Handbook.

## **COACHES**

### **Coaches will:**

- Teach Christian values and sportsmanship through example at practices, games and events. Inappropriate language and berating the officials will not be tolerated.
- Will complete the Safe and Sacred training and pass a background check prior to beginning their season.
- Include prayer at all games and practices.
- Teach the importance of being good sports and playing fair all the time.
- Treat all student-athletes, parents, opposing coaches and teams, and officials with respect.
- Provide a safe environment for all student-athletes at practices and games. This includes having a first aid kit available at all times.
- Follow the CYO rules for their sport.
- Be responsible for the actions of their student-athletes at all practices and games.
- Be allowed to suspend a student-athlete at his/her discretion from participation in games or practices due to excessive absence, discipline, or behavioral problems. Coaches must immediately notify the AD if they suspend a student.
- Attend a mandatory coaches meeting conducted by the AD at the beginning of the season and conduct a mandatory parents meeting by the first practice.
- Collect all outstanding registration forms, physicals, and fees for their team and turn into the AD.

- Help maintain the St. Charles gym by dry sweeping the gym floor after the last practice of the day and ensure upkeep of the classrooms used as locker rooms. The coach of the last practice of the day is also responsible to ensure that the gym is locked and the key returned.
- Be responsible for all equipment (e.g. balls) while in use. Maintain the “Cave” to ensure things are properly put away after the games and practices.
- Coaches will ensure all uniforms are clean prior to returning the uniforms and equipment to the AD after the last game of the season.
- Abide by the policies and rules of the Athletic Handbook.

## **COACH SELECTION**

Each team will have a designated head coach and assistant coach. St Charles’ parish bulletin and the St. Charles school newsletter may be used to solicit for new coaches. Parents may sign up for available coaching positions during registration. Should more than one individual be interested in being head coach for a particular team, then the candidates will be interviewed by at least one member of the Athletic Committee and make a recommendation to the AD. The AD will assign all coaches to teams. Candidates with previous St. Charles coaching experience, and in good standing with the Athletic Committee, will be given preference.

## **TEAM STRUCTURE**

In accordance with our philosophy of athletics and our desire to see as many student-athletes as possible participate in the athletic program while at St. Charles, the following guidelines are used to help the Athletic Committee decide how to structure the teams in the best interest of the student- athletes and the athletic program.

### **General**

- Teams will consist of student-athletes within the same grade when there is sufficient numbers of eligible players in each grade to form a team. No student-athlete will be asked to move down a grade.
- Basketball and volleyball teams are structured so that each team has a manageable number of players to facilitate practices and to increase individual playing time during games.
- If, in the opinion of the coach, there are insufficient numbers to field a team from St. Charles student-athletes, the coach may seek additional players as set forth above on page 7 under Student-Athlete Opportunities - General. Any decision to add additional players must be approved by the AD.
- The Athletic Committee places priority on filling the 8th grade and 6th grade teams first. This means that student-athletes from lower grades may be required to move up to fill out the 8th grade and 6th grade teams on a permanent basis. In general, the most skilled student-athletes that best complement the gaining team will be required to move up.
- Student athletes from lower grades may also be asked to “play up” on a temporary basis when a team’s roster is less than the minimum necessary to put a team on the floor/field for a given game due to injury, illness or family emergency. The coach may use these temporary players as he or she deems necessary for practice and/or games, if CYO rules allow.

## **UNIFORMS AND EQUIPMENT**

The St. Charles nickname is the **Hawks**. Uniform colors are red and white. The athletic program provides uniforms, balls, first aid kit, and other necessary equipment for each team, except swimming & diving where purchase of team swim suits are the responsibility of each student-athlete. Parents must provide personal items such as shoes, safety goggles, mouth guards, practice jerseys, etc.

### **Uniforms**

Uniforms are not to be worn to school unless approved by the Principal for school sponsored events such as pep rallies. Uniforms are to be returned to the coach immediately after the last game of the season. Students cannot wear their uniforms and present themselves as a St. Charles team outside of school sponsored contests. Parents will be charged for lost or damaged uniforms.

### **Uniform Laundering Instructions**

The following laundering instructions are to be used for uniforms so that they will look good for many years.

- Wash uniform separately on a delicate cycle in cold water with mild detergent.

#### **DO NOT USE FABRIC SOFTENER.**

- Do not machine wash items that have zippers or Velcro.
- Allow uniform to drip dry. Do not put uniform in the dryer.
- Do not iron the uniform as this will permanently damage it.
- No alterations are to be made to the uniforms.
- If you have a problem with your uniform, report the problem to the coach.  
Do not try to repair it yourself.

## **FORMS, PHYSICALS, AND FEES**

### **SCHOOL REGISTRATION**

Parents are required to read the St. Charles Athletic Handbook, sign the Athletic Program Registration Form, and pay all fees associated with athletics/individual sport before a student may participate on a sports team. The handbook and registration form will be included in the general school registration packet sent home each May for the following school year. Copies may also be obtained from the school office and are available on the school website.

### **CYO REGISTRATION -- ATHLETES**

Before any student may participate on a sports team, he or she must be registered online with the CYO office. Go to [www.cyoarchindy.org](http://www.cyoarchindy.org), and click on **“Register Child.”** One registration is valid for the entire school year no matter how many sports the student participates in.

### **CYO REGISTRATION -- COACHES**

Every coach and assistant coach must register with the CYO prior to the season. One registration is valid for the entire year. Go to [www.cyoarchindy.org](http://www.cyoarchindy.org), and click on **“Coach Registration.”**

## PHYSICALS

All participants in St. Charles athletics must have a physical examination. A completed and signed Athletic Physician Certificate must be on file with the school office before a student may participate in preconditioning, practices or games, including those held during the summer months. The form must be filed with the AD or the school office any time after May 1 for the following school year, and is valid for all sports the whole year. The form will normally be included in the school registration packet. The form may also be signed by your pediatrician. To download a form, go to [www.cyoarchindy.org](http://www.cyoarchindy.org), and click on "Athletics," and then click on "Athletic Physician Certificate."

## ATHLETIC PROGRAM FEES

**There are two (2) separate fees required by the Athletic Program: an annual registration fee and a per sport participation fee.** The fee for registration in the athletic program is a non-refundable per family fee. It must accompany the Athletic Registration Form when that form is given to the AD. This fee will be set by the Principal/Athletic Committee/AD at the end of each school year.

The fee for participation in any given sport is a non-refundable per student-athlete fee. It must be paid prior to the student-athlete receiving his/her uniform and before participating in preconditioning, practices or events for that particular sport, even if the sports preconditioning, practices or games/ events occur during the summer months when school is not in session. This fee will be set by the Principal/Athletic Committee/AD prior to the beginning of each school year. The participation fee will vary depending on the sport.

Checks should be made payable to St. Charles Athletics. Scholarships may be available to those families who cannot afford the fees. Parents should contact the Principal for information on scholarships.

PARTICIPATION FEES PER CHILD	FEE	DEADLINE FOR FEES
Running Club (3-4)	\$20	August 26
Volleyball (7-8)	\$30	August 8
Cross Country (5-8)	\$36	August 8
Girls Basketball (4-6)	\$65	August 12
Boys Basketball (4-8)	\$65	October 14
Girls Basketball (7-8)	\$65	November 18
Volleyball (4-6)	\$30	December 16
Swimming & Diving (5-8)	\$20	December 16
Track & Field (4-8)	\$36	March 10

## **GAME ADMISSIONS**

Admissions to St. Charles home games, meets, or events provide revenue to support the athletic program. Admissions include:

**Preschool and under Free**

**Adult \$3**

**Students \$1**

**Family \$5**

## **CONCESSIONS**

In addition to all of the other responsibilities, the AD and Coaches will share the responsibility of scheduling parents to work admissions, concessions, score clock and score book for each home game. In some cases, a Team Parent will be established and asked to assist in the duties of scheduling parents to work events.

## **EXPENSES AND INCOME**

The AD is responsible for collecting all income and delivering the income to the school financial officer for deposit in the school general account.

Athletic program expenses include, but are not limited to, officials, gym rental, equipment, uniforms, tournaments, and the athletic awards banquet. The AD must approve all purchases of any items in support of the athletic program. Athletic program income includes registration and participation fees, donations specifically earmarked for athletics, admissions, concession profits and the sale of Spirit Wear.