

# **Administrative Organization**

## **Archbishop**

The Archbishop of Philadelphia holds the primary authority and responsibility in all matters of religious education. In policy, he is advised by the Board of Education. The supervision of the schools is the responsibility of the Vicar of Catholic Education who is appointed by the Archbishop to represent him in school matters.

## **Archdiocesan Office of Catholic Education**

All policy and procedures for schools to follow come from the Office of Catholic Education. The school system is divided into counties and regional supervisors are appointed to visit schools on an annual basis. Once in three years the Regional Supervisor will conduct a formal supervision of the entire school plant and staff. Principals meet with the regional at six planned meetings during the school year.

## **Vicar for Catholic Education**

The Vicar for Catholic Education, as the delegate of the Archbishop, is the professional educational leader of the schools in the Archdiocese. He is responsible to the Archbishop for the supervision of these schools.

## **Pastor**

As pastor and teacher, the bishop of a diocese shares his ministry with those he has appointed as his shepherds in the parishes and dioceses. In the parish, the school is a very important aspect of that priestly ministry. The pastor then should be the spiritual leader of the school and a religious educator. His ministry and example bring the students to Christ and His church.

## **Principal**

The parish elementary school principal has the major responsibility for the effective administration of the entire school program. He/she provides professional leadership, particularly through supervision of instruction. The principal stimulates a professional attitude on the part of the faculty. The excellence of the school depends to a great extent upon the leadership of the principal. In some schools, a Vice-Principal is appointed to assist the principal.

## **Teachers**

Teachers in the parish elementary schools of the Archdiocese must be committed to the philosophy and principles of Catholic Education and manifest this commitment in the performance of their professional responsibilities and in their daily lives.

Cooperation, kindness, concern and courtesy should characterize relationships with the principal, faculty, parents and pupils. In the performance of professional responsibilities, the teacher works with the principal who is responsible for the entire educational program. However, responsibility for carrying out the educational programs and directives of the Office of the Vicar for Catholic Education, as well as locally initiated programs, goals and objectives, rests with each member of the faculty.

Since the teacher, more than any other person, comes into constant daily contact with the student, the influence of the teacher on the formation of the student is far-reaching and enduring. Therefore, the teacher is key in the teaching/learning process.

## **Parents**

Parents must weigh seriously their obligation to educate their children in an atmosphere of love and respect for God and man. The home is the first school of the social virtues essential to any ordered society. Children are blessed when parents and teachers work cooperatively with each other.

Cooperation of parents with the school is expressed by:

- ◆ sending the child to school physically fit, with sufficient sleep, clean, properly dressed and fed
- ◆ assisting the child in his/her academic and moral development through previewing the progress report/report card carefully, supervising home study and cooperating with the school in matters of activities, recreation and discipline
- ◆ being aware of the importance of promptness and presence on each instructional day
- ◆ sending a written explanation each time a child is absent from school as well as calling school to report absence
- ◆ taking an active role in the Home and School Association
- ◆ supporting the requirements for Parish Sacramental Programs
- ◆ assuming the obligation to pay tuition and school fees in a timely manner
- ◆ supporting the philosophy, goals, objectives, and regulations as outlined in the Parent-Student Handbook

## **Accreditation**

Saint Charles Borromeo School received certification of accreditation from the Middle States Association of Colleges and Schools on October 24, 1997. The requirements for a three year

update were completed and accepted in June, 2001. Re-accreditation from the Middle States Association of Colleges and Schools was received in March, 2008.

# **Archdiocesan School System**

The Parish elementary schools of the Archdiocese of Philadelphia serve the family, the Church, the parish, and the state by helping students fulfill their religious and educational potentials.

The school will share with the community, as much as possible, both the supernatural beliefs and the human values taught by witnessing and by extending their educational talents to those in need. The parish elementary school develops, offers, and evaluates educational programs to be used and adapted for optimal growth of all the students. In this way, the fundamental educational requirements of the Commonwealth of Pennsylvania are fulfilled, expanded, and extended where necessary.

## **Saint Charles Borromeo School Philosophy**

As ministers of the Word, our mission is to teach Christ Jesus as our way of life. We are committed to teaching the doctrine of the Catholic Church and to forming Christians who give witness to the Gospel message by their word and action. As Christian educators, we proclaim Christ as our model and source of all wisdom and knowledge.

We strive as a community of faith to be aware of and open to all peoples as well as to the concerns of society and the world. All those involved in a Catholic School - parents, teachers, administrators, and students - must earnestly desire to make it a community of Faith which is indeed living, conscious, and active.

Through our religious and academic offerings, we strive to prepare the student to develop an enlightened and informed conscience, which will choose a way of life consistent with the principles of Christianity.

We recognize the parents as the primary educators of their children in the teaching of both Christian and human values. The objectives of achieving educational excellence imparted to our youth are the responsibility of parents, as well as faculty. The faculty of Saint Charles Borromeo School shares in this sacred privilege with the parents and will assist them by providing training in:

- ◆ respect for God, self and neighbor
- ◆ respect for the rights of others
- ◆ respect for authority
- ◆ the formation of a right and just conscience
- ◆ self-discipline
- ◆ the basic skills of cognition and expression
- ◆ the development of the intellect

- ◆ the development of social values

# **Religious Education**

## **Liturgical Experiences**

The Bishops of the United States have called the schools to a ministry of message, community, service and worship. Since liturgy is one of the most powerful educational instruments at the disposal of the Church, it is expected that the parish and the school will make participation in the liturgy and the sacraments readily accessible to its students, developing personal sanctity and building a community of faith. Liturgical celebrations involving the whole school are celebrated monthly. Class masses are scheduled periodically throughout the year.

## **Curriculum**

The distribution of curricular themes designated by Archdiocesan Guidelines will be carried out by the teachers on the particular levels with the approval of the principal and the religion coordinator of the school.

## **Sacramental Preparation**

The reception of the sacraments is an important event in the life of the growing child. We attempt to prepare the child emotionally, psychologically, and spiritually to approach the sacraments with a spirit of love and devotion. Parents of children preparing for the sacraments must attend all sacramental meetings and provide good example by attending Mass every Sunday and Holyday. It is the Pastor, together with the Principal, Religion Coordinator, and teacher, who determine the age at which a child may be initiated into the sacramental program.

## **Liturgical Worship**

Saint Charles Borromeo Parish celebrates the Liturgy on Saturday evenings at 5:00 PM and on Sundays at 6:30, 8:30 and 10:00 AM, and 12:00 PM. All are encouraged to attend and welcome to join in our liturgical services.

# **Student Personnel**

In the Catholic School, there is no discrimination on the basis of race, sex, national origin, age (in accordance with the law) and handicapping condition (if, with reasonable accommodations on the part of the school, the handicapped person could be accommodated).

Saint Charles Borromeo School gives preference in admission to Catholic students living within the parish boundaries; secondly, to Catholics living outside the parish boundaries with the permission of their pastor. Non-Catholics will be considered if space and circumstance permit.

## **Admission**

A student who is six years old by August 31 is eligible for first grade. The age for admission to Kindergarten is one year less than that of first grade.

## **Registration**

Registration for students entering Saint Charles Borromeo for the first time will take place in the second trimester of the school year. The following information must be presented upon registration:

1. Birth Certificate
2. Baptismal Certificate
3. Proof of home address
4. Immunization records
5. Social Security Number
6. Registration Fee

New students for Grades 2 to 8 are admitted only if there are vacancies. In addition to the above requirements, the following information is necessary:

1. Copy of the latest report card/standardized scores
2. Transfer slip
3. Recommendation from previous Principal may be required
4. Acceptance of grade placement determined by testing

## **Change of Address/Phone Number**

Inform the classroom teacher and the main office if you have a change of address and/or phone number. The same applies to any emergency numbers. This should be done immediately.

## **Transfer Procedures**

Parents are requested to notify the principal and homeroom teachers in advance of the date of transfer. All tuition payments and fees must be paid in full up to date of transfer. No records may be released until all bills, etc. are current.

The following information must be given to the school:

1. Name, grade and room of child/children transferring
2. Reason for transferring
3. New address if applicable
4. Name, address, including zip code, of new school
5. Last date child/children will attend Saint Charles Borromeo School
6. All records will be sent upon receipt of written notification that the student has been registered in the new school
7. Yellow transfer form (EH25) will be issued to student and must be presented upon admission to the receiving school

## **Dissemination of Information**

All information regarding students and their families must be maintained with safeguards protecting the rights of the student against infringements of privacy, misrepresentation of data and inappropriate use. The principal or any school personnel may not divulge, in any form, to any person or agency, information contained in school records, except:

1. with the written consent from the student's parents specifying records to be released, and to whom
2. in compliance with judicial order, agencies with the power to subpoena (Parents should be notified of all such orders)

Requests for information contained in psychological tests or profiles may not be released by the local school. Requests for such information should be directed to the person or agency, which authorized the psychological report.

## **Tuition**

The Pastor sets tuition in the spring of the year; parents are obligated to meet the payment requirements. Parents of Pre-K and Kindergarten children are assigned a separate rate. Special rates are determined for students who are not members of Saint Charles Borromeo Parish. Report cards will be withheld if tuition is not current. All tuition and fees must be satisfied to participate in Closing Exercises for Grade 8.

## **Lateness**

A student is considered late if he/she is not in the classroom when the bell rings at 8:25 AM. Teachers will notify the office in the event of lateness. A written record of lateness is kept on file. Chronic lateness is subject to detention, issued by the homeroom teacher. Lateness is defined as chronic when it happens more than once a week without serious reason.

## Attendance

It is the duty of the principal to insist on regular attendance and punctuality. The loss of even one day can be detrimental to the student's progress. An absence note must be given to the homeroom teacher upon a student's return to class. Parents must call the school office by 9:00 AM on every day of absence. A doctor's note is required after three days of absence.

If a student has been absent for more than one half of the report card period, the teacher may not assign marks for that period. "Prolonged Absence" will be inserted instead of a grade.

All absences are recorded as either excused or unexcused; but all are considered as an absence.

Excused Absence:	illness of the pupil	Unexcused Absence:	parental neglect
	serious illness in the family		truancy
	death in immediate family		illegal employment
	severe weather conditions		

Please Note: Our school day is divided into two sessions. If a child leaves school during the morning session and returns to school during this same session, no absence will be noted. If a child arrives after 8:25 AM, he/she will be marked late for the morning session. If a child leaves school anytime before the afternoon session, the child will be marked absent for the afternoon session.

It is the responsibility of the student to make up schoolwork missed during absence. It is the student's responsibility to comply with each teacher's policy regarding missed assignments or tests.

Vacations should not be planned during the school year. If such planning is unavoidable, however, a note must be sent to the school at least one week in advance of absence. Also, the parent must fill out a form. This form can be obtained from the school office. When students return to school, they are responsible for work covered during this time of absence. **Work will not be issued in advance.**

In regard to "Take Your Child to Work Day", it is the policy of the Office of Catholic Education that the child may attend; however, the day is considered an absence. The absence is considered an excused absence and not truancy, etc.

## Perfect Attendance Certificates

The Principal shall determine whether or not Diocesan Perfect Attendance certificates are to be distributed at the end of the school year. If the certificates are used, they must conform to the following guidelines:

1. The student must be present and on time for each instructional day.
2. A student is excused for absence due to death in the immediate family (parents, siblings, relatives living in the home).

## Dress Code

A student's appearance, self-respect, and performance tend to complement one another. Hence, care and neatness in regard to dress and appearance are required of all students. Students will wear the uniform from the first day of school until the last day of school. If there is a change in the wearing of the uniform, a written message will be sent home.

### BOYS      GRADES 1-8 \*\*

- Trouser: Dark blue DRESS pants with black or blue belt - no cords or jean-like material
- Shirt: Light blue knit shirt (**tucked-in**) with monogram worn from the beginning of school until October 31 and from April 15 until the last day of school. A **tucked-in**, light blue, long or short sleeve, dress shirt with tie, light blue monogrammed turtleneck shirt, or light blue monogrammed long sleeve knit shirt (worn Nov. 1 to Apr.14)
- Tie: Dark blue
- Sweater: Navy blue vest - pull over type with monogram (worn Nov. 1 to Apr. 14)
- Shoes: Black tie oxford - light soles - no sneaker-like shoes
- Socks: Navy blue
- Hair: Short, well groomed, neatly cut. No exaggerated, distractible, fad-like hair styles. No dyed, color-treated, highlighted, or streaked hair – one single, natural color of hair. Hair should not be over collar, over the ears, below the eyebrows, or obstructing the face.
- Jewelry: No earrings, one watch, one ring, and one religious medal (No other necklaces, bracelets, or wrist ornaments of any kind.)
- Coat: Necessary, especially for cold weather.

### GIRLS      GRADES 1-8 \*\*

- Uniform: Navy blue A-line jumper **to the knee** (\*\*\*Please be mindful of the length of the jumper; no deviations will be tolerated, especially in the upper grades.)
- Blouse: Light blue peter pan collar blouse with long or short sleeves or light blue monogrammed turtleneck shirt
- Sweater: Navy blue monogrammed cardigan
- Shoes: Navy blue tie oxford - light soles - no sneaker-like shoes
- Socks: Navy blue knee socks or navy blue leotards
- Hair: Well groomed, neatly cut. No exaggerated, distractible, fad-like hair styles. No dyed, color-treated, highlighted, or streaked hair - one single, natural color of hair. Hair should not be obstructing the face.
- Jewelry: Post-type small earrings (1 pair, worn at earlobe), one ring, one watch, and one religious medal (No other necklaces and no bracelets of any kind).
- Makeup: **NONE.** Also, no nail polish, no fake or sculptured nails. No unusual hair adornments.
- Coat: Necessary, especially for cold weather

**\*\*FAILURE TO COMPLY WILL RESULT IN A CONDUCT REFERRAL AND/OR DETENTION.**

**PRE-K** Students will wear casual, appropriate clothing. Sneakers are suggested.

**KINDERGARTEN** Kindergarten students will wear their gym uniforms on a daily basis.

**OPTIONAL WARM-WEATHER UNIFORM FOR BOYS AND GIRLS GRADES 1-8**

The following uniform may be worn from the first day of school until October 31 and from April 15 until the final day of school:

1. Navy blue walking shorts (Flynn and O’Hara only - no substitutions)
2. Light blue knit shirt (tucked-in) with monogram
3. White crew socks (above ankle in length)
4. White “Ked”-like sneakers
5. Black or blue belt

**Gym Uniform**

All students are required to wear gym uniforms to school on their respective gym day. They will wear the uniform for the entire day. However, gym uniforms will be worn only during the length of the gym program (mid-September until the end of May).

The following garments comprise the required gym uniform:

1. Saint Charles T-shirt
2. Saint Charles gym shorts
3. Saint Charles sweatshirt and sweatpants (These are required from Nov. 1 through April 14)
4. Tied, **white** sneakers (To prevent injury, no fad-like sneakers are permitted)
5. **White** crew socks (above the ankle in length)

No jewelry may be worn on gym day. Students must be in full regulation uniforms to participate in gym class. If for reasons of health, parents wish a child to be excused from gym class, the student must present a doctor’s note to the office. Tampering with the gym uniform will result in serious consequences.

**Dress Down Days**

No offensive shirts or pajama bottoms may be worn. Walking shorts may be worn in September, October, May, and June only. No short shorts or inappropriate, tight tops will be allowed.

**Textbooks**

Students are responsible for the proper care of all books. Books are to be covered. Defacing books, loss of books, or any improper treatment will result in a student paying for the book.

All hardback texts and workbooks are purchased through government funding and are loaned to the students for their use throughout the school year. In accordance with State Law, every student must have a parental request form on file for the use of materials procured through Act 195 and Act 95.

## **Course of Study**

The Courses of Study followed by the students in the parish elementary schools of this Archdiocese are those developed by or approved by the Vicar through the department of Curriculum and Instruction. Curriculum Guidelines form the basis for teacher preparation. Curriculum guidelines are developed for each area of instruction. Teachers are responsible for the teaching of information within the diocesan guidelines.

## **Testing Program**

Final examinations are developed at the local level and/or by the Curriculum Committees of the Archdiocese and are used as one of the grades for the third trimester report card marking period.

During the year, the students in Grades 2 through 8 participate in the Terra Nova Testing Program. This is a standardized testing program which helps evaluate each student's progress and provides class and school norms.

## **Homework**

Since homework is reinforcement of concepts learned in class, it is essential that parents insist that their children do that which has been assigned. Parents are asked to help their children develop good study habits by providing an orderly and quiet atmosphere in which to do homework and to check and sign completed assignments every night.

Suggested time allotments:

Grades 1 and 2	30 minutes
Grades 3 and 4	60 minutes
Grades 5 and 6	90 minutes
Grades 7 and 8	120 minutes

Homework includes both written and study work. Parental signing of test papers is included in the homework assignments. Teachers may relieve students of written work on special occasions.

## **Reporting System**

Report Cards are issued three times a year in accordance with the schedule set by the Office of Catholic Education. The report is an estimate of the student's progress in school as far as the teacher can determine from daily classwork, class participation, homework, effort, ability and test results.

Parents receive warning that their child is failing through the test papers sent home to be signed. In addition, a progress report is sent midway through each marking period. These should be signed and returned to the classroom teacher.

## **Promotion/Retention Policy**

A student is promoted if he/she has achieved a proper balance of academic, social, physical, and emotional development. The ultimate decision in regard to non-promotion must be a joint one between principal and teacher after consultation with parents. Parents will be informed in writing of possible non-promotion in late January. Verification of retention will be made at the end of the second trimester report card marking period. A child who requires retention in a grade for more than one year will be recommended for testing and special placement in another setting. End of year failure in any major subject area requires attendance at a summer remediation program.

## **Daily Schedule**

Children will have supervision in school beginning at 8:10 AM. The school is not held responsible for children who arrive prior to 8:10 AM. Any child who arrives at school prior to this time must report directly to the cafeteria.

- 8:10 Teachers and students report to classrooms
- 8:25 Prayer
- 8:30 Morning session begins
- 12:25 Angelus
- 12:30 Lunch - Grades K-8
- 1:10 Afternoon session begins
- 2:55 Dismissal of walkers and car riders
- 3:00 Dismissal of bus riders (as buses arrive)

## **Parent/Teacher Conferences**

Back to School Night is held at the beginning of each year. Parents and guardians are expected to meet with their child's teacher/s, receive the Parent/Student handbook, and become familiar with the expectations of the new school year. This is a mandatory meeting and must be made-up if missed.

Report Card conferences will be held at the end of the first trimester for grades K-8. Students will have no classes on this day so that parents/guardians can come to school for the report cards. If a difficulty arises outside of conference time, you may make an appointment to meet with the teacher or principal. A note of request will be honored as soon as possible. Teachers will not be called to the telephone during school hours. Our teachers should not be called at home. It is very important to withhold judgment on what appears to be a grievance until you hear all of the facts. Please speak to the teacher before conferring with the principal in regard to matters that concern the classroom. The principal should be consulted only after the classroom teacher has been notified.

## **Yearly Calendar**

A yearly calendar is issued to each family upon payment of the TLC fee. Please post this calendar in a conspicuous place in your home. The calendar informs you of early dismissals,

holidays, conferences, meetings, programs, and various other activities. Please refer to calendar frequently.

### **School Telephone**

The students are not permitted to use the telephone unless an emergency arises. Only in cases of emergency will messages be delivered to pupils. Parents are urged to keep phone messages to the office at a minimum.

### **Early Dismissal**

A student who needs to be dismissed early for appointments or for any other legitimate reason, must have a written notification from his/her parent, legal guardian or someone authorized by the parent. Children should be picked up at the school office. The Principal or designee is responsible for ascertaining the identity of the person who picks up the student. "School Hours" include the lunch hour.

When a student is sent home for illness, the parent or guardian is contacted to come to school for the student and sign out the child. In the event that this is not possible, an authorized person is contacted by the parent.

The principal and teachers are never authorized to dismiss a child early without an adult to supervise the child on the route home.

### **Visitors to School**

Visitors to school must report to the school office where the purpose of the visit must be stated. This is an important safety measure for the school and parental cooperation is needed.

No parent may go directly to a classroom for any reason at any time. A parent/guardian may not present themselves to a teacher during school hours or at lunch time. If a parent needs to see or bring items to their child during school hours, they are to report to the school office. Please do not make a habit of dropping off your child's lunch at the beginning of the lunch period. This is very stressful to both students and teachers. If for any serious reason you must drop off your child's lunch, please label it with your child's name, grade, and room number and bring it to the office by 12:15 PM at the latest.

The school cannot become involved in adjudicating marital disputes or in assessing parental rights of visitation during school hours. Where the parents are separated, and one parent has been awarded custody by a court, evidence of this award must be presented to the school at the time of visitation. If the parents are separated but neither party has been awarded custody, both parents must understand and accept the school's regulation that the differences between the parents cannot interfere with the harmonious operation of the school or the educational development of the child, as a student of the school.

### **After School Activities**

Students participating in after school activities, tutoring or detention are expected to inform their parents that they will be home later than the usual time. Parents are responsible for providing transportation home. The school telephone should not be used by students for these matters.

### **Home and School Association**

The Home and School Association is an adult education program. The meetings are held at least three times a year and provide families with the opportunities to learn about what is happening at Saint Charles Borromeo School. Every family is expected to be a member of the Home and School Association and to participate in the activities scheduled for the year. Notification of meetings will be found on the yearly calendar.

### **Emergency Closings**

For weather related closings or late openings, please listen to KYW radio, channel 1060 AM. Information is also available on television on KYW-Channel 3 or ABC-Channel 6. They will post the school name at the bottom of the television screen. **Our school closing number is 797.** The decision to close school is a joint decision with the Bensalem Township School Bus Transportation Office.

In the event of an early closing, we will use the information listed on the student emergency card. Parents will be asked to indicate where they wish their child/children to go if this occurs.

### **PLEASE DO NOT CALL THE CONVENT, SCHOOL, OR RECTORY.**

### **Nurse**

Our students are provided with the same health services as the public schools in Bensalem Township. If your child has a specific medical problem, it should be known to the teacher, principal, and the nurse.

Students may not retain any medication on their person or in their desk, schoolbag, etc. No medicine of any kind may be administered to the students unless the proper signed form is on file in the nurse's office. Only minor and very basic first aid may be administered. In the case of a serious emergency, the Family Information Sheet with the signature of one parent is taken to the hospital. If time allows, the doctor will await the arrival of the parent. If not, the doctor will proceed with emergency treatment. The Family Information Sheet must be signed and returned to school on the second day of the school year. A parental signature is for emergency medical treatment only. **The school nurse cannot assume the responsibility of caring for injuries that did not occur in school.** Students will not be permitted to remain in school unless their immunization records are up to date. The health services of the nurse are as follows:

- Vision and hearing screening
- Height and weight examinations
- Physical examination
- Medical examination (Grade 1 and Grade 6)

- Dental examination

### **Lunch Supervision Program**

All children are expected to obey and cooperate with those adults supervising in the classroom, cafeteria, or outside in the yard. Failure to do so will result in serious consequences.

Students are never given permission to go to the store to purchase lunch. Students may not leave the school grounds at lunch for any reason. This will be a matter for suspension.

Students staying for lunch are asked to use either a brown bag or lunch box. We discourage any juice drinks that are in bottles or cans. Students may order juice or milk drinks from school. Students are expected to have napkins to wipe their hands and faces and a towel or mat on which to place food. Students should bring their own lunches to school rather than have a parent drop it off. Only in an emergency should a parent bring a lunch to school. We discourage parents from ordering lunch and having it delivered to school or to drop off fast-food lunches.

No rough play is permitted. Playing in a dangerous way can be harmful to all students. No games involving running, tag, kicking, etc. are permitted. Time-out periods will be given to those students who disobey this recess policy. Conduct referrals will be given to chronic offenders.

#### **Each student is expected:**

1. to show respect to all lunch mothers.
2. to keep a conversational tone in the cafeteria.
3. to keep lunch area in good order - pick up and dispose of all trash.
4. to play within the designated areas for each grade. (No playing on steps, around parked cars, or on grass areas.)
5. to observe regulations regarding play. (Any game that harms another is NOT permitted. For example: freedom, suicide, tackle football, etc. Please keep hands to yourself!)
6. to know that fighting will result in serious consequence. (Note: see discipline code.)

### **Bus Regulations**

Each student is expected to observe regulations of the school district both at bus stops and while riding the bus. Do not lose your bus privileges!!

These rules must be followed:

1. Game playing and running into the street are not acceptable behaviors at bus stops.
2. Respectful attitude to bus drivers is required at all times.
3. Do not eat, drink, or chew gum on the bus at any time.
4. Keep the bus clean.
5. Do not tamper with bus equipment.
6. Remain in assigned seats at all times.
7. Vandalism, foul language, or fighting will not be tolerated.

8. Parents will have to provide transportation for any child who cannot behave on the bus. The lives of other children cannot be endangered.
9. Grades 6-7-8 will sit in the back of bus; grades 3-4-5 sit in the middle; grades K-1-2 sit in the front seats - no exceptions.

### **Car Rider Regulations**

1. For the safety of the children, all car riders **must** be dropped off at the Library entrance of the school building. Only school buses may drop off students at the cafeteria entrance. Please do not leave car to escort child to the building.
2. Traffic regulations must be observed: enter by Hulmeville Road and exit by Kings Avenue. This means that all traffic is ONE WAY!!!
3. Please do not park in the faculty parking areas: the section outside the library (close to the fence facing Kings Avenue); the sections along the perimeter of the gym building.
4. Please do not change lanes once cars are moving at dismissal.
5. Cars may not park on Kings Avenue in an effort to pick up students.
6. Children must wait by the Library doors once cars begin to move at dismissal time.
7. Parents are urged to remain in cars during the dismissal process.

### **Walker Regulations**

Students walking to and from school are expected to obey the directives of crossing guards.

### **Field Trips**

*Field trips are privileges which students can be denied if they fail to meet certain academic or behavioral requirements (including suspensions).* Parents also have the right to deny their permission for a field trip. Students who fail to submit the proper permission form to school will be denied participation in the field trip. Telephone calls will not be accepted in lieu of proper forms. Students not attending the field trip are expected to come to school at the regular time. Dress code for the field trip will be determined by the teacher in consultation with the principal. Students may be denied field trip privileges due to non-payment of tuition. The usual school regulations pertaining to conduct will apply on all field trips.

### **School Library**

All students in grades Pre-K to 8 have access to materials from the school library. Parents share in the responsibility of caring for the books the children bring home. Parents should check due dates and give a reminder to the child. Above all, parents should aid teachers in the task of encouraging children to read. The following rules are to be observed by all students:

1. All books from the library must be signed out.
2. All books must be returned by due date.
3. There will be a fine for all late returns.

4. Students must pay for any book that is lost, destroyed, or damaged to the degree that the book can no longer be used.
5. Respectful quiet is requested in the library at all times.
6. Students will not be able to use the library if their behavior is a disturbance to others.

### **Stationery**

Stationery may be purchased in school. It is advisable for parents to wait until their child meets with their teacher/s before purchasing stationery. All copybooks must be purchased at school. Large binders are not permitted since space is limited. All students must use some type of school bag to carry their books to and from school. *Stationery will be sold on Mondays, Wednesdays, and Fridays at 8:20 AM.*

No White-Out may be used by students in school.

### **Auxiliary Services**

Written permission must be given from parents/legal guardians before any child receives the services listed below.

### **Federal**

Saint Charles Borromeo School receives the services provided through the Title 1 Improvement of Reading Program. This may include the services of a Reading Specialist in a van setting or tutorial setting on a limited basis.

### **State**

CATAPULT, a private agency dedicated to providing educational and other related services, provides the services received under State Act 89. Act 89 renders services to students in the non-public schools. Services include counseling and guidance, speech and language therapy, psychological testing, corrective reading and math service, and vision specialist service.

### **Family Custody**

In the case of divorced or separated parents, please be sure to make it known to the office if there are special regulations and visitation rights.

Custody records must be kept on file and updated. This is a parental responsibility. All information will kept in the student's office file.

## **Discipline Policy**

The philosophy inherent in Saint Charles Borromeo School aims at motivating children to develop the right attitudes toward discipline and responsibility... The essence of Christian discipline is self-discipline. The students must be convinced that the rules of the school are aimed at safe-guarding their liberties rather than curtailing them.

The school reserves the right to dismiss at anytime a student who has failed to give satisfactory evidence of sincerity of purpose and active cooperation with school authorities, where the requirements of conduct and academic work are concerned. The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at her discretion.

In most instances, the classroom teacher will have a process to keep the parent informed of student behavior. This usually is done on a weekly/monthly basis and often requires a parent signature. Classroom discipline will be handled by the classroom teacher. This includes general classroom management and behavior as well as assignments. Parents are urged and expected to cooperate with the classroom discipline process.

Written warnings will be issued when necessary to alert parents of improper behavior. Individual classroom teachers will alert parents about their specific policies in regard to warning notices at the beginning of the school year. Warning notices will directly affect a student's conduct and/or effort marks. Continued misbehavior may result in a classroom detention. In addition, uniform notice slips will be issued to those students who violate the dress code. After repeated warnings, dress code violations, and/or classroom detentions, teachers will issue a conduct referral. Conduct referral forms must be brought to the school office and signed by the principal. They must be taken home and signed by the parent and then, returned to school on the next school day. Failure to do so will result in an in-school suspension. **Conduct Referrals are the result of students who repeatedly choose to ignore or oppose certain standards set by the school.**

### **BULLYING**

Bullying involves repeated actions or words against another person for the purpose of inflicting physical or emotional harm or discomfort. Bullying can be intimidating or threatening and can damage a person's reputation. Bullying disrupts the overall learning environment and brings discredit to the school. If a bully has threatened or inflicted harm, the following process needs to be followed:

1. The student victim should **REPORT the incident** to the teacher, a responsible adult working in the school, the Counselor, or the Principal.

2. After the incident is reported, an **INVESTIGATION** will take place. All parties involved will be questioned thoroughly and a statement of facts will be compiled. The school Counselor will also be consulted.
3. If necessary, a student or students may be removed from class for safety reasons during the period of investigation.
4. Once the truth has been procured, the school will initiate **COMMUNICATION** with the parents/guardians of those students directly involved (victim/s and offender/s).
5. Appropriate **CONSEQUENCES** will be enacted which may include suspension, expulsion, or notification of law enforcement. School counseling services will always be required.

### **Conduct Referral**

*Offenses leading to a Conduct Referral:*

1. Repeated disregard of classroom policies
2. Improper language
3. Causing disorder anywhere during school hours
4. Disrespect and /or deliberate disobedience
5. Violation of the dress code
6. Destroying/defacing property, books, etc.
7. Excessive lateness
8. Possession of all electronic equipment including but not limited to headphones, beepers, i-pods, etc. (***Cell phones must be kept in schoolbags and not visible or used during school hours. Failure to comply results in a conduct referral and forfeiture of the phone.***)
9. Harassment of peers, violation of another person's rights
10. Cheating
11. Fighting - (Verbal Arguing)
12. Chewing gum

### **Suspension/Expulsion**

All children have the right to learn in an atmosphere conducive to learning. Any child who continually disrupts the learning atmosphere of the classroom or who is disrespectful to the teacher is liable to be suspended from class. When a child has been suspended from class, his/her parent will be notified in writing and a meeting will be arranged for the child, parent, and principal. All parties must be present. Suspensions are an automatic denial of participation in a class field trip.

*Serious offenses leading to an immediate suspension include but are not limited to:*

1. Truancy
2. Possession of cigarettes / smoking on school property
3. Habitual profanity
4. Non-attendance for detention

5. Disrespect or talking back to Faculty/Staff/Administration
6. Fighting (Physical Contact) - All parties involved
7. Leaving school/schoolyard without permission
8. Vandalism
9. Extreme misbehavior in cafeteria
10. Forgery of parent/guardian signature on tests, report cards, notes, etc.

### **Expulsion**

In all cases involving possible expulsion, the parents of the student will be notified. An appointment will be arranged for the principal, parents, and student to confer. There are, however, some serious offenses which can lead to an immediate expulsion:

1. Possession of a weapon
2. Possession or use of alcohol and/or drugs
3. Physical assault
4. Arson
5. Possession and/or trafficking of pornographic materials
6. Continued defiance of authority
7. Threatening a faculty member, staff member, or another student
8. Scandal to school/parish

### **Process leading to Suspension/Expulsion**

1. Three conduct referrals = one-day out of school suspension (all work must be completed and returned to school at 3:00 PM on the day of the suspension)
2. Three additional conduct referrals (6) = two-day out of school suspension (all work must be completed and returned to school at 3:00 PM on each day of the suspension)
3. Three additional conduct referrals (9) = final suspension/expulsion

Discipline results from the combined efforts of the students, teachers, administrators, and parents with each giving support and cooperation to the other in the instruction and example that produce a disciplined person. It is our hope that a student will become responsible for his/her actions fully conscious of the consequences.

### **STUDENT COUNCIL**

The purpose of student council is to promote school spirit, leadership, and citizenship, with a commitment to Christian values.

The council will be made up of four officers. The President and Vice President will be selected from the eighth grade class and the Secretary and Activities Officer will be selected from the seventh grade class. Classroom representatives will be elected from each homeroom in grades one through eight. The council will meet after school one day each month for one hour.

### Criteria for Student Council Officers and Representatives

- Academic Average of 85 or “G” for the previous year in Religion, Reading, Math, and Writing
- A level of 3 or higher in Personal and Social Growth and Effort and Study Skills
- Recommendations from two faculty members and approval of Faculty
- Approval of Principal
- Must have attended Saint Charles Borromeo School for at least one year prior to election
- Must make provisions to attend monthly meetings
- Signature of parent stating permission to participate
- Officers must have a sense of loyalty and pride in Saint Charles Borromeo School

### Process for Election of Officers

- Students in grades five through eight will vote for officers
- The eighth grade student who receives the highest amount of votes will be named President and the eighth grade student who receives the second highest amount of votes will be named Vice President
- The seventh grade student who receives the highest amount of votes will be named Secretary and the seventh grade student who receives the second highest amount of votes will be named Activities Officer
- The results of the election must have approval of the Principal

### Campaigning for Offices

- Candidates may have 1 poster for each floor of the school (no larger than 24 x 18 inches) and must be approved by the moderators
- Candidates will be required to give a speech to the students in grades 5 through 8
- Elections will be held at the beginning of the new school year

### Cause for Dismissal from Student Council

- Failure to attend student council meetings
- Unanimous decision of faculty for serious infraction, or deemed serious by the principal
- Academic, Personal and Social Growth, and/or Effort and Study Skills decline from the given criteria

#### *Process:*

1. Teacher/Principal complaint - officers warn representative or officer
2. Second complaint - council gives final warning
3. Third complaint - representative / officer removed; replaced by student who had the next highest amount of votes in the election

## **TECHNOLOGY**

### **Purpose**

Technology is a valuable educational tool. Saint Charles Borromeo School is committed to teaching its students to work and learn effectively with technology and to ensure the responsible use of technology. Our goal is to also prepare our students for life in a digital, global community.

### **Guidelines**

All technology use and Internet use at Saint Charles Borromeo School is provided solely for educational purposes. Educational sites and teacher created assignments are to be used to enhance student learning. Students must not access social networking sites or gaming sites, except for educational purposes under Teacher supervision. Expressed permission to use the Internet and hardware/software in any area of the school must always be obtained.

### **Unacceptable Use**

Students must not use any electronic equipment or communication device to harass, threaten, deceive, intimidate, offend, or embarrass any individual. Users must not post, publish, or display any defamatory, inaccurate, false, violent, abusive, profane, or sexually-oriented material/information. All Privacy and Copyright laws must be honored at all times.

### **Administrative Responsibilities**

The school has the right to monitor both student and employee use of school computers and computer accessed content. Violation of any of the technology rules and guidelines may result in any or all of the following:

- Loss of use of the school network, computers and software, including Internet access. The student will be expected to complete work on a non-networked, stand-alone computer system.
- Issuance of conduct referrals/detentions, if applicable.
- Disciplinary action including, but not limited to, suspension, expulsion, and/or legal action by the school, civil authorities, or other involved parties.

### **Acceptable Use Policy for Computers/Internet**

Each child's parents/guardians must sign the Archdiocesan Acceptable Use Policy. This policy statement will be distributed in September of each school year.

**Please Note:**

From time to time, the school will inform parents/guardians formally or informally of various changes in School or Archdiocesan policy. Saint Charles Borromeo School and/or the Archdiocese of Philadelphia reserve the right to change policies at any time with/without advanced notice.

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