

PLAYGROUND RULES (Revised 2008)

1. Students are expected to obey and respect our supervisors at all times.
2. Students must respect the property and rights of others.
Use kind words to your peers.
3. Students are expected to stay within the playground boundaries at all times.
Only assigned Playground Supervisors may get balls from the street.
4. Only one student is allowed per swing. Running under swings while swings are in motion, high swinging, and jumping from swings or doing back flips off swings are not allowed.
5. Rough play, including tackling, fighting, wrestling, throwing each other down and pulling on the clothing of others is not allowed.
6. Picnic tables and benches are for sitting only.
7. Students must be seated on the merry-go-round. Dangling of arms, legs, or heads is not allowed.
8. Snowballs, ice, and woodchips cannot be thrown.
9. The slide is for sliding down. Running up the slide, jumping off the slide, and swinging from the bar at the top of the slide are not allowed.
10. Roller skates, skateboards, bikes, sleds, and trading cards are not allowed on the playground. Student's use of a bicycle is confined to riding to and from school only.
11. iPods and cell phones are not allowed on the playground.
12. On rainy days and when the temperature is too cold (combination of temperature and wind chill, -10 degrees), students will remain in their classroom.
13. Snow pants and boots must be worn to play on the snow hill and in the playground area. If a student has no snow pants or snow boots, he or she must remain on the sidewalk or in the parking lot.
14. Students will be allowed to play on the snow hill if conditions are safe.
15. REPORT ALL ACCIDENTS TO THE PRINCIPAL IMMEDIATELY.

If a student is absent the day before a field trip, he/she will not attend the field trip unless the following conditions are met:

1. A written excuse is presented to the teacher (not a phone call) stating:
Date
Reason for Absence
Signature of Parent
2. For prolonged absence, 5 or more days, a note from the doctor is required.
3. All assignments must be complete as the school or classroom policy requires.

Policy Adopted: 1-6-2000
St. Charles Board of Education

TUITION**3050**

Specified tuition and fees are determined by the pastor, school administrator, education commission, and parish finance commission. Consideration shall be given to the families who are unable to pay the established rate. All tuition and fees for the current year must be paid by July 1 in order for your child(ren) to attend St. Charles School the following year.

**Policy adopted: 3-6-03
St. Charles Board of Education**

TUITION**3050.1****Option 1**

Pay the specified tuition determined by the pastor, school administrator, and Board of Education.

Option 2

Tithing/No Tuition

Option 3

Partial Tithing/Half-Tuition

Tithe at the rate of at least 2.5% in their Sunday envelope.

Note: All tithing agreements must be completed by September 15.
Once school starts, no tithing applications will be accepted.

**Policy adopted: 3-6-03
St. Charles Board of Education**

TUITION**3050.2**

St. Charles employees (not active registered members of the parish) may enroll their children at St. Charles School at parish rates.

Policy adopted: 3-6-03
St. Charles Board of Education

TUITION - OTHER CATHOLIC PARISHES**3050.3****Option 1**

Family pays St. Charles rates if sponsored by their parish and/or tithe to their own parish. The sponsoring parish will pay the difference in per pupil cost or keep the coverage.

Option 2

Family pays non-parishioner tuition rate.

Policy adopted: 3-6-03
St. Charles Board of Education

TUITION - NON-CATHOLIC**3050.4****Option 1**

Members of any non-Catholic church are offered the same opportunities as other Catholic parishes. The family pays St. Charles rates if sponsored by their church and/or tithes to their own church. The sponsoring church will pay the difference in pupil cost or keep the coverage.

Option 2

Family pays non-parishioner tuition rate.

Policy adopted: 3-6-03
St. Charles Board of Education

TUITION - SCHOLARSHIP**3050.5**

St. Charles offers a Tuition Scholarship to registered, active St. Charles parishioners who have children enrolled at St. Charles School and are in need of financial aid.

Application for scholarship, Private School Aid Service, (PSAS), must first be made through the Grand Rapids Diocese before applying for a St. Charles School Scholarship.

This scholarship will not be offered to non-parishioners.

**Policy adopted: 3-6-03
St. Charles Board of Education**

STUDENT FEES

3060

Registration fees and playground fee must be paid by the first day of school. Scrip credit prior to registration may be applied to tuition, registration fees, and playground fee.

If these fees cannot be met, please contact the principal.

**Policy adopted: 4-3-03
St. Charles Board of Education**

TRANSFER OF TRANSCRIPT

3200

No student's transcript will be transferred to enrolling school unless full payment agreement is met.

Effective school year: 1998-1999

Policy Adopted: 12-11-97
St. Charles Board of Education

SAFETY POLICIES - EXPULSION OR SUSPENSION

5114

A. SUBJECT TO PERMANENT EXPULSION

Student(s) who intentionally cause or attempt to cause physical harm to a teacher, volunteer or staff member in school or on school property.

B. EXPULSION POLICY - Subject to 180 days

5114.1

- Bomb Threats
- Criminal Sexual Conduct
- Physical Assault on another student
- Possessing a dangerous weapon (gun, knife, etc.)
- Verbal assault on teacher, staff, or volunteer

C. PERMANENT EXPULSION

5114.2

Student(s) who intentionally cause or attempt to cause physical harm by means of a sharp weapon, a gun, physical assault or drugs to a teacher, volunteer or staff member in school or on school property.

D. SNAP SUSPENSION

5114.3

Teachers may immediately suspend student(s) up to two days from class or activities for inappropriate behavior with consultation of principal. Teacher and principal will request a meeting with parents or guardian as soon as possible to discuss suspension.

**Policy adopted 3-8-99
St. Charles Board of Education**

**POLICY OF STUDENT DIGNITY
(Harassment Policy)**

**5115/2173
Short Form**

Statement

St. Charles School expects all students to conduct themselves with dignity and with respect for fellow students, faculty, staff, volunteers, visitors, and all personnel.

- A. Harassment in any form by a student is unacceptable. Students who engage in any type of harassment will be subject to appropriate discipline, including suspension or expulsion.
- B. Any student who verbally, in actions, or in writing, makes threatening, suggestive, or demeaning remarks, or sexually explicit or implied comments against another individual, shall be subject to the sanctions for misconduct set forth in policy #2173-S.
- C. The school personnel, or person investigating the complaint will determine the facts and evidence regarding all allegations in as prompt a manner as possible and will take appropriate action.
- D. Retaliation in any form against an individual who exercised his/her right to make a complaint under this policy is strictly prohibited and will itself be cause for appropriate disciplinary action.
- E. The principal will inform the parents and the pastor of the harassment allegations, the investigation, the final determination and disciplinary action taken.

short version of policy
adopted 4-3-03
Original #2173(S) Principal's Handbook

Grade 8 is entitled to a graduation trip with the following stipulations:

1. The class trip is planned and organized by the 8th grade teacher and students, with the approval of, and in consultation with the school administrator.
2. The trip is planned for one day only with reasonable hours for departure and return.
3. Careful arrangements must be made for students' safety.
4. Students should earn money for their trip.

Revised: 6-8-95

DISPENSING OF MEDICATION TO STUDENTS

5381

St. Charles Education Commission, in the belief that the student should assist the parents in the maintenance of our students' health, authorizes the administration of medication under the following conditions:

1. If the prescribed medication cannot be adjusted so that it can be administered by the parents in the home.
2. The student's physician has prescribed the medication and has submitted written instructions for its administration.
3. The parent has brought properly labeled prescribed medication directly to the school office, or the pharmacy of the parent's choice has delivered the prescribed medication directly to the school office.
4. The prescribed medication is administered by an administrator/designees outside of the students classroom and in the presence of another adult.
5. Non-prescribed medication mandates written permission from parents. Such medication will be kept in school office.
6. Written record is kept in the cumulative folder, in school office, of all medication so administered. Such records shall be kept until the end of the school year.
7. The parent has filled in the medication form to render permission for St. Charles to administer medication.

Policy adopted: 3/5/84
St. Charles Board of Education

medication form here

JEAN DAY DRESS CODE

5460.1

1. Long jean pants may be worn.
2. No shorts, but Capri's may be worn.
3. No nylon pants, wind pants, or sweat pants.
4. Shirts, sweatshirts, and t-shirts with no offensive designs or slogans may be worn.
5. Shirts must cover the students' mid-sections, so skin is not exposed.
6. It is mandatory (for safety reasons) that footwear with backs or straps across heel with socks be worn.

Policy adopted: 2001-2002

ADULT ENRICHMENT PROGRAM(S)

5500

Parents of St. Charles School students are asked to attend the Parent Enrichment Program(s) sponsored by the Home & School.

5501

Parents with children in the First Communion and First Reconciliation classes are required to attend parent session with their children.

Policy adopted: 2001-2002

GUIDELINES FOR RECONCILIATION

7040

The Sacrament of Reconciliation is to be viewed as more than the forgiveness of sin. The positive aspect of penance should be stressed, that is, the sacrament is an occasion to celebrate the unfailing love and mercy of God, our Father. It is a means to grace. It is an occasion to reveal to the Christian Community in symbol and sign one's deeply held beliefs and values. It is an occasion to reflect on the progress and direction of one's life.

Parents are to be instructed as to their right and privilege as well as their role and serious responsibility with regard to preparation of their children. For this reason, they are called to the formal preparation of their children.

Both the catechesis and the celebration of First Confession and First Communion are to be separated.

Catechesis for the first reception of the Sacrament of Penance should be instituted prior to the Catechesis for First Communion.

Every child in the second grade or anyone who has completed two years of regular Catechesis must receive basic Catechesis for the Sacrament of Penance and be given the opportunity to receive sacramental absolution if the judgment of readiness had been made by the parents and the pastor.

Every caution should be exercised so that no one is forced to receive the sacrament or that it is denied to one who desires it.

The opportunity to receive First Sacramental Absolution will normally be offered within the context of a Penance Service.

Catechesis on the sacrament of penance must not end with the first reception of the sacrament. As the person's religious education and formation continues, the concepts of sorrow, sin, choice, forgiveness, reconciliation, penance, and healing love are to be developed more fully on the gradual basis suited to his/her age and understanding so that a fuller experience of penance and reconciliation becomes positive.

Policy adopted: 10-20-88

GUIDELINES FOR RECEPTION OF FIRST EUCHARIST

7040.1

General

Parents of children preparing for First Eucharist must be registered at least six months in the parish and be active contributing members.

Parents must attend Mass regularly and establish an intention to live the faith before requesting First Eucharist for their child.

SPECIFIC

Parents:

Shall admit their child for Eucharistic preparation.

Shall participate in sessions of preparation determined by Parish Staff.

Must attend Mass regularly with candidate before requesting First Eucharist for their child.

Must present to instructor Baptismal Certificate if candidate was not baptized at St. Charles Church, Greenville.

Children:

Shall be instructed jointly by parents and teachers. This preparation shall remotely begin as early as possible by the parents and the Catholic School or Religious Education Program at the time of enrollment.

Proximate preparation shall be two or more months prior to First Eucharist. Regular and satisfactory attendance is required.

Two formal years of instructions, which includes First Eucharist preparation, must be completed before receiving First Eucharist. (Kindergarten instructions are not included in the two formal years of Eucharistic preparation.)

Policy adopted: 10-20-88

FIRST COMMUNION DRESS POLICY

7040.2

Girls making their First Communion should wear:

- a white dress
- veil (optional)
- white tights, white knee socks or white anklets

Boys making their First Communion should wear:

- white or dark pants
- white or dark tie
- white shirt (long or short sleeves)
- white or dark suit jacket (optional)

Revised: 2-28-01

ST. CHARLES ATHLETIC PROGRAM

PHILOSOPHY

The purpose of the St. Charles School Athletic Program is to provide athletic programs for St. Charles Catholic School, which complement the church, home, and school in the development of the "whole person."

The aim is to:

1. Recognize the need of physical fitness for the wholesome growth of the student.
2. Instruct children in the fundamental rules and skills of the game.
3. Develop a healthy interest in sports by participation and socialization.
4. Build self-esteem by involving all participants in active play.
5. Provide enjoyable recreational activity, which develops Christian attitudes of sportsmanship and fair play.

ELIGIBILITY CODE

1. The eligibility period begins with the first game and ends with the last game.
2. Any player having TWO grades below a "C" at the end of any given week will have the next week to bring up at least one of those grades to a "C." If by the next Friday, the athlete still has two grades below a "C," the athlete will be suspended from the next two games. **PRACTICES AND GAMES MUST BE ATTENDED.**
3. For some students who put forth their best effort, and fail to meet the eligibility requirements, participation in sports will be left to the discretion of the principal and teacher. Such cases will be determined on an individual basis.

The classroom teachers in consultation with the principal and the coach shall determine evaluation of student performance in the above areas.

WEAPONS

Weapons and look-alike are prohibited. No person shall possess, use, or store a weapon on school property, on school buses, or at any school-related event. A weapon is an object that by its design and/or use can cause bodily injury or property damage. This includes, but is not limited to guns, including bb and pellet firing guns, firearms, silencers, knives, razors, karate sticks, nunchaku, metal knuckles, chains, and similar items or destructive devices such as explosives or firebombs. A weapon is also defined as any facsimile firearm such as a toy, starter pistol or other object that can be perceived as an actual firearm. Any student violating this policy shall be subject to penalties outlined in state and federal laws including mandatory expulsion from school. Parents/guardians and law enforcement officials will be notified in all cases. The Administration will confiscate weapons.

Adapted: 4-10-2008