

 ST. CHARLES
CATHOLIC SCHOOL

FAMILY HANDBOOK

4515 N. Alberta Street, Spokane WA 99205 | 509.327.9575
www.school.stcharlesspokane.org

Rev. November 2025

ADMINISTRATION

Fr. Esteban Soler	Pastor / Head of School	esoler@dioceseofspokane.org
Mrs. Laura Lucas	Executive Director	llucas@stcharlesspokane.org
Mrs. Connie Smith	Dean of Education	csmith@stcharlesspokane.org

FACULTY

School Office	Trudy Girkins
PK4	Kayleen Stragier
Montessori	Alexa Merritt
Catechesis of the Good Shepherd / Atrium	Kendra Gustafson
Kindergarten	Lauris Joosten
1st Grade	Karen Hanson
2nd Grade	Carley Paseman
3rd Grade	Michelle Lutzo
4th Grade	Moirra Cashman
5th Grade	Sr. Francis Marie
Middle School / 6th grade homeroom	Dylan Tappe
Middle School / 7th grade homeroom	Trisha Provinsal
Middle School / 8th grade homeroom	Cate Sergeant
Middle School / Algebra & Nature Studies	Chris Szpilka
Physical Education	Laurie McCloskey
Music / Middle Strings	Mary Beth Cullitan

SCHOOL OFFICE HOURS

8:00 AM - 3:15 PM

School Office (509)327-9575 Trudy Girkins

MORNING EXTENDED CARE

7:15 AM - 8:05 AM

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ABOUT

MISSION

St. Charles Catholic School is a parish apostolate faithful to the Church's gospel, living a sacramental life and seeking the truth, goodness and beauty that is woven by the Creator into His creation.

VISION

St. Charles Catholic School is a visible expression of the Church's mission to "go and teach all nations." St. Charles Catholic School grounds its students in Gospel values, Scripture, Catholic social teachings, and Catholic traditions as they grow in a personal relationship with God: Father, Son and Holy Spirit. St. Charles School challenges students academically in all areas of the curriculum while recognizing the uniqueness and abilities of each member of the school community. It inspires students to become lifelong learners, responsible decision-makers and active members of the Church and community.

Recognizing that parents have the primary responsibility for educating their children spiritually, physically, socially, emotionally, and intellectually, St. Charles Catholic School supports parents in that responsibility. In the Gospel message, we are taught that Jesus came to teach all people and that God wills all to be saved and come to the knowledge of the truth. St. Charles Catholic School is an institution which, above all, strives to proclaim and live this message. With this in mind, St. Charles Catholic School will admit children, regardless of religious belief, race, color, national and ethnic origin, handicap or financial situation.

STUDENT LEARNING EXPECTATIONS (SLES)

F-Faith

A-Academics

C-Community and

E- Excellence

SCHOOL INFORMATION

SINGLE POINT OF ENTRY

We are a single-point-of-entry campus. The only door that we will permit entry to the building is through the main campus doors that lead to the school office. Please do not try to enter the building from any other entrance. Staff will indicate that you must walk around to the main entrance and will not open other doors. The first door will be open for you to enter the vestibule. Please press the button. This will alert staff and we will provide entrance upon positive identification via camera. All visitors must sign in and will be given a badge.

MORNING DROP-OFF

K - 8 Students may enter the building through the south gym doors beginning at 8:05 AM.

For the safety of all students, any student arriving on campus before 8:00 AM must be checked into Morning Extended Care in the gym. We do not have supervision outside the church and in the front school courtyard and students cannot be left unattended before 8:00 AM.

Car Line Please pull into the parking lot through the north driveway on Alberta (by the fountain). Vehicles should pull alongside the sidewalk in front of the church and students should exit the vehicle via the passenger side. If parents/guardians are staying for *Laudes* or Mass, please park in the lot and walk with your child(ren) through the parking lot into the gym or Church.

Preschool Parents, please park and walk your student into the building and proceed to their classroom to sign them in for the day. All traffic should exit the parking lot through the south driveway.

Bike/Walk Students riding their bike can lock their bike on the rack behind the school. Students may not ride their bike on campus. They must dismount and walk bikes to the bike rack. Students riding their bike or walking to school must come around to the main entrance doors.

Morning Extended Care Adults must sign students into extended care. Please come to the gym door closest to the school entrance. A staff member will open the door so you can sign your student in for the day.

AFTERNOON PICK-UP

K-8 Students will proceed to the back field as a class for pick up. Vehicles should enter through the north Alberta Street gate and proceed through the alley, along the back field in a single file line. When a teacher sees your vehicle, students will be directed to the vehicle. Students are to enter the driver side doors. Students should not walk around or between vehicles. Vehicles will continue along the driveway and exit onto "A" Street. Please **do not try** to drive around waiting vehicles to get to your student(s). Remain in line and exit in an orderly fashion.

Preschool Please park in the parking lot, ring the bell to enter the school building and proceed to your child's classroom to sign your student out for the day.

Bike/Walk If students are riding their bike home, they may leave campus from the front after exiting the building with their class. Students who are riding their bike must walk the bike off campus.

Please note, there is no afternoon extended care.

LATE PICK-UP POLICY AND FEE

It is important that students are picked up on time by 3:10 PM. The school office closes at 3:15 PM.

Late Pick Up Fee Any student remaining after 3:10 PM will incur a *late pick-up fee, per student* of \$1 per minute late for the first 10 minutes and a \$2 per minute fee will be charged *for each additional minute*. (example: pick-up time at 3:40 PM would incur a \$50 late pick-up fee) Late pick-up fees will be invoiced through FACTS.

SCHOOL MASS/LAUDES

School Mass begins at 8:30AM on Fridays (and other days as noted in the school calendar/school newsletters) in the church. All students Kindergarten through 8th grade are expected to participate at weekly Mass.

Families are welcome to attend school Masses. Parents are expected to enter the church through the south door by the gym door entrance. To avoid disruption during this sacred time, we kindly ask parents arriving after the Mass has started do not remove their student from their class seating.

Laudes, a daily meeting of all students and staff on will take place in the morning at 8:05AM in the gym. In Latin, *Laudes* means praise or glory (to God). We will give our praises each morning with prayer and hymns. We will also recite the United States Pledge of Allegiance as a school. On Mass days, students will dismiss from *Laudes* to the church for Mass.

We ask that students and parents/ guardians do not bring any beverages to *Laudes*. This includes outside vendor beverages such as soda, coffee drinks, smoothies, energy drinks, etc.

SACRAMENTS

The religion curriculum at St. Charles Catholic School provides Sacramental preparation for those wishing to celebrate Confession and receive First Holy Communion in the 2nd grade, and Confirmation in the 5th grade. In addition to this preparation during the school day, dates for possible retreats and activities will be announced.

All required paperwork for the celebration and reception of the sacraments must be completed and submitted to the school or parish office by the following dates:

Sacramental Registration Form	Due by 11/18/2025
Baptismal Certificate	Due by 1/5/2026
Confirmation Sponsor Form	Due by 4/30/2026

There will also be a mandatory information meeting for all parents of students wishing to celebrate and receive the Sacraments. A date for this meeting will be announced.

We understand that when students come from different Catholic dioceses or are at different grade levels, they may not have celebrated their Sacraments for the first time. It is the responsibility of parents to inform the St. Charles School or Parish office of the Sacramental needs of students by **November 18**. Please contact the front office for a *Sacramental Registration Form*.

ATTENDANCE

Regular attendance is required of all students to support their academic success. The interaction and personal relationships between students and teachers, and between students and peers, are aspects of education that cannot be made up once they are missed. Therefore, it is important to emphasize regular and on time class attendance. It is the student's responsibility to make up all missing work due.

Please contact the school office (509)327-9575 by 8am to report student absences. A voicemail system is available 24/7 for such instances. You can also email the attendance line at attendance@stcharlesspokane.org. If student absences are not reported to the school office, they will be considered unexcused.

Tardy: Students in Kindergarten through 8th grade will be considered tardy after 8:15 AM. **If tardy, a parent/guardian must come to the office with your student to sign in.** Students are then to go directly to their classroom. Tardy and absence information will be kept by teachers and the office. Excessive tardies and/or absences will result in a meeting with the head of school.

MAKING UP MISSED WORK

If your child is absent, they will have the same number of days they missed to complete any make-up work. Teachers will do their best to support your child when they return, but please understand that assignments may not always be available ahead of time for planned absences. Learning is most effective when it happens in the classroom setting.

VACATIONS AND EXTENDED ABSENCES

We ask families to schedule vacations during school breaks. If your child will be out for several days, please notify the teacher and the school office in advance. If a teacher is notified at least 7 school days ahead of the start of an extended absence, they will do their best to provide upcoming assignments and will help students get caught up on missed assignments when they return to school.

IN CASE OF EMERGENCIES

If your child is absent due to a family emergency, you may send a note to the teacher to request support with homework or classwork. We'll work with you to ensure your child stays supported during difficult times.

EXCESSIVE ABSENCES

Missing 10% of the attendance period per quarter may be considered excessive. In these cases, we may request a doctor's note to excuse future absences, to help us best support your child's learning and wellness.

We appreciate your partnership in helping every student come to school ready to learn and grow. If you have questions or need support with attendance, please contact your child's teacher or the school office.

Families have the option to provide the teacher a homework note in the event of a family emergency.

MORNING EXTENDED CARE

Morning Extended Care is the before care program at St. Charles Catholic School. It is available for students Kindergarten through 8th grade from 7:15 AM – 8:05 AM.

Hourly rate is \$9 per student, per hour. Billed in hourly increments. Monthly rate is \$150/month for 10 months.

CURRICULUM

St. Charles Catholic School is in its sixth year of embracing a Catholic Liberal Arts Curriculum. All diocesan curriculum standards will continue to be met and are available at dioceseofspokane.org. All St. Charles students are expected to participate in the Religion curriculum as a school subject, and families acknowledge that Religion will be integrated throughout all subjects, as will Catholic Social teachings.

STUDENT ACADEMIC EXPECTATIONS

We are continuing to increase the rigor and depth of our Catholic classical curriculum. As part of this, we are increasing the expected level of effort students need to put forth during the school day and in their assignments. We are also implementing new standards to create and enhance an environment that is conducive to our Catholic Classical Liberal Arts education. All expectations are specific to grade level and individual student abilities. We ask parents to assist our teachers in guiding students to always put forth their best effort in their work.

Please refer to the "Student Expectations for Classwork, Homework, Materials & School Environment document in the appendix.

GRADING

Grading Scale (Grades 4 - 8):

A = 90 - 100%

B = 80 - 89%

C = 70 - 79%

D = 60 - 69%

F = 59 % and below

Late work (5th-8th grade) - Assignments are due at the beginning of the class period. Students should not be working on homework during class on the day it is due. The responsibility to turn in assignments rests on the student.

Missed assignments *must be turned in within 3 school days* of the due date.

Late-graded assignments will be reduced by 10% and after 3 days the assignment will be reduced to zero. *Late work will not be accepted the last week of each quarter unless the student is sick during that week.* Extensions for late work may be granted at the discretion of the classroom teacher.

A student who is absent will have the same number of days to make up class assignments for full credit. That is, a one-day absence equals one day to make up the assignment. The teacher has the option to extend this policy under special circumstances. Any special extension must be set in place by the teacher and recorded in writing. These guidelines also apply to quizzes and tests.

Parents of students in 4th-8th grade can check grades in FACTS anytime. We highly encourage parents and students to check their grades. This is a great tool to keep informed if your students have missing work.

Report cards are issued quarterly to assess each child's academic accomplishments during that quarter.

Parent / Teacher Conferences are held in late fall and early spring. Please check the school calendar for parent teacher conference dates. The following is a requirement that applies to all schools in the diocese:

There must be a minimum of two opportunities for formal, individual parent-teacher conferences a year for each student.

EDUCATIONAL MATERIALS FINANCIAL RESPONSIBILITY

The student is expected to extend due care while using materials supplied by St. Charles Catholic School. This includes computers and their components, school textbooks, literary classics in printed form, student planners, and the *Oremus* Latin Prayer books.

Should damage, either intentional or accidental, or loss occur when the student is in possession of such material, and repair or replacement is deemed necessary, the financial responsibility will fall on the parent/guardian, and replacement/repair costs will be billed through FACTS.

UNIFORM POLICY AND DRESS CODE

Uniforms are an honored tradition at St. Charles Catholic School. The uniform equalizes the socio-economic differences between students and families and voids the competition of materialism. We teach our students to see each other's inner gifts and self-worth, looking beyond outward appearances. We feel that it is not only the school's responsibility to determine the student dress code, but also the student and parent's responsibility to adhere to a dress code that is conducive to a proper learning environment and presents a positive image in the community. Ultimately modesty should prevail, not the latest fashion trends. We appreciate your attention to, concern with, and responsibility in the way your child dresses for learning.

The following standards have been set as the St. Charles Catholic School Uniform Dress Code. This code is to be followed by all students Kindergarten through 8th grade, on all school days unless a "free dress" day has been scheduled. Uniforms are not required for preschool students.

Girls Grades K-8 Uniform Code

- Plain black or khaki skirt/skort or jumper of a modest length (no shorter than 3 inches above the knee). School plaid is also acceptable when ordered from School Belles (link available on our website).
- Shorts are to be worn under skirts (no longer than the skirt) or a skort can be worn.
- Solid white or black tights or leggings. Leggings must reach the ankle and must be worn with skirts from October 31 to Spring Break.
- Plain black or khaki twill slacks or cords of modest boot cut or straight leg.
- Jean style, outside pockets, cargo pants, joggers, rivets, or embellishments are not permitted.
- Plain black or khaki twill shorts of a modest length (no shorter than 3 inches above the knee) may be worn before October 31 and after Spring Break.
- Plain white or black polo shirt, plain white turtleneck, or white or black blouse with Peter Pan collar.
- Shirts and blouses must be tucked in at all times, and students should be able to raise their arms without the shirt coming untucked.
- No brand logos, distinguishable labels, or decorative distinctions, other than school polos ordered from Apparel Now (link available on our school website).
- Plain white or black cardigan sweater, black zip-up fleece (not hoodie), or sweater vest may be worn over uniform shirts.
- Plain black zip-up fleece vest or jacket may be worn over uniform shirts.
- Plain or uniform black crewneck sweatshirt may be worn over uniform shirts (collar must show).
- Belts must be black or brown.
- Plain white or black socks must be worn at all times. No colored or multicolored socks are allowed.
- Tennis shoes are recommended for all day school wear.
- Sandals and open toe shoes are not allowed.
- Crocs and croc-style shoes are not allowed.
- No unnatural hair color or scalp designs shaved into hair. Extreme, distracting or inappropriate hairstyles. The Head of School and/or Dean of Education have the discretion to make the final determinations.

Boys Grades K-8 Uniform Code

- Plain black or khaki twill slacks or cords of modest boot cut or straight leg.
- Jean style, outside pockets, joggers, cargo pants, rivets or decorations are not permitted.
- Plain black or khaki twill shorts of a modest length (no shorter than 3 inches above the knee) may be worn before October 31 and after Spring Break.
- Plain white or black polo shirt, white turtleneck, or plain white or black button down/collared dress shirt. Shirts must be tucked in at all times, and students should be able to raise their arms without the shirt coming untucked.
- No logos, distinguishable labels, or decorative distinctions, other than school polos ordered from Apparel Now (link available on our school website).
- Plain white or black sweater or plain black, zip-up fleece jacket (not hoodie) or sweater vest may be worn over polo, turtleneck, or button down/collared shirt.
- Plain black zip-up fleece vest or jacket may be worn over uniform shirts.
- Plain or uniform black crewneck sweatshirt may be worn over uniform shirts (collar must show).
- Belts must be black or brown.
- Plain white or black socks must be worn at all times.
- Tennis shoes are recommended for all day school wear.
- Sandals and open toe shoes are not allowed.
- Crocs or croc-style shoes are not allowed.
- Jewelry is limited to simple, small stud earrings.
- No unnatural hair color or scalp designs shaved into hair. Extreme, distracting, or inappropriate hairstyles. The Head of School and/or Dean of Education have the discretion to make the final determinations.

Additional Uniform Information for Grades 4-8

PE Uniforms Students in grades 6-8 have the option of changing into a solid-colored t-shirt for PE.

Make-Up & Nail Polish is allowed for Grades 6-8, female students only. Make-up and nail polish must be natural in appearance. If a student's make-up is deemed unacceptable, the student will be asked to wash her face or remove nail polish.

Additional Uniform Information for All Students

- All clothing should be neat and clean in appearance, and students should maintain personal cleanliness.
- Hair and Headwear: As a matter of courtesy, hats, hoods, and bandanas are to be removed inside all school buildings.
- Hair must be neat, clean, of natural human hair color, neatly groomed and must not be distracting. Shaved-in designs, letters, symbols, or lines are not allowed. If a student's hairstyle is deemed unacceptable, he/she will have until the following Monday to remedy the situation. The Head of School and/or Dean of Education have the discretion to make the final determinations.
- Students are permitted to wear modest jewelry as part of their daily attire. Jewelry should be simple, safe, and not disruptive to the educational environment.
- Simple, small stud earrings are permissible.
- Dangling or hoop earrings are not permitted due to safety concerns.
- Jewelry must not pose a risk to the student or others (e.g., sharp or oversized accessories).
- Items should be appropriate for school and free from offensive or inappropriate symbols, language, or messages.
- Jewelry should not cause distractions in the classroom or interfere with school activities.
- The school reserves the right to ask a student to remove any jewelry deemed inappropriate or unsafe.
- Visible permanent, temporary, or removable tattoos are not allowed.
- Students may not draw on their hands, arms, face, or other visible body parts with permanent or washable pen/marker. Students will be asked to wash and remove the drawing.

CONSEQUENCES FOR UNIFORM VIOLATIONS

- **1st Occurrence:** Uniform Violation notice sent home explaining the violation; parent return signature required.
- **2nd Occurrence:** Phone call home and parent/guardian requested to bring appropriate uniform to school.
- **3rd Occurrence:** Meeting with administrator.

FREE DRESS POLICIES

Occasionally the school will give students a free dress day. These days are announced in the weekly newsletter along with any specific dress guidelines such as a theme or colors for the day. If your student does not choose to participate in the free dress option, they must wear their uniform.

- Pants, jeans, and shorts (no shorter than 3" above the knee) must follow uniform dress code regarding length and fit.
- T-shirts, sweaters, and sweatshirts are permitted. Logos, writing, and images must be appropriate.
- No sweatpants, pajama pants, leggings, jeggings, or yoga pants are allowed.
- Shorts may be worn before October 31 and after Spring break.
- No tank tops, spaghetti straps, crop tops, spandex or boxers. Socks must be worn at all times.

CONCERN RESOLUTION

Disagreements and concerns are a natural part of community life. Guided by our Catholic faith, we are committed to addressing these situations in a manner that reflects both the love and truth of Christ.

In accordance with the Catholic principle of *subsidiarity*, concerns and disagreements are to be addressed at the most immediate and appropriate level of authority. Whenever possible, matters should first be handled by those most directly involved before being referred to school administration.

To ensure that concerns pertaining to a **student or classroom** (academic or disciplinary) are addressed appropriately and in a spirit of charity, the following steps are to be followed in order:

- **Step 1: Teacher Communication**
The first point of contact is the classroom teacher. Parents and students are encouraged to communicate directly with the teacher to discuss and resolve the concern.
- **Step 2: Dean of Education**
If the matter remains unresolved after discussion with the teacher, parents should contact the Dean of Education for further dialogue and support.
- **Step 3: Head of School**
If additional review or resolution is required after these conversations, parents may communicate directly with the Head of School.

Concerns should be addressed promptly, respectfully, and in the order outlined above.

All discussions are to be conducted in a spirit of charity, confidentiality, and mutual respect.

The Head of School reserves the right to determine when a matter requires further administrative consideration.

SCHOOL-WIDE DISCIPLINE

At St. Charles, discipline is a path to discipleship. It's not just about managing student behavior, but forming students in Christ. Rooted in the Gospel, we guide students to freely choose what is good, true, and virtuous—growing in character and faith.

Our disciplinary foundation beliefs are:

- Every child is made in God's image.
- Discipline should aim to form virtue and character.
- Teachers, parents, and the community share in guidance.
- Restoration and reconciliation are key to healing.

Student behavior expectations are shaped by the following core virtues:

- **Charity** – Kindness and compassion
- **Respect** – Honoring everyone's dignity
- **Responsibility** – Owning actions and choices
- **Honesty** – Speaking and acting truthfully
- **Self-Control** – Exercising good judgment
- **Perseverance** – Growing through difficulty
- **Forgiveness** – Offering mercy and restoring peace

Student Expectations

- Show reverence in prayer and worship
- Treat others with respect and kindness
- Care for property
- Follow directions and cooperate
- Speak words that build up
- Take responsibility and repair harm

Disciplinary action first involves the teacher and the student. Each teacher is expected to establish and consistently follow a 3 Step restorative discipline procedure:

1. Gentle correction and redirection
2. Virtue reflection and possible parent notification
3. Dean of Education conduct referral and student conference, parent notification and/or conference

Through this restorative model, students are guided to a sincere apology, to give and seek forgiveness, to pray for peace and make amends through service or restitution.

Suspension

Three conduct referrals to the Dean of Education may result in:

- **At-home reflection day** (no academic credit), or
- **Parent shadowing** (student attends school with parent; no grade loss)

Conduct referrals reset each semester to offer a new beginning.

The Principal or Head of School, assisted by the Dean of Education, shall have primary responsibility for the administration and enforcement of the school's policies and procedures relating to student discipline.

Serious Offenses

The following are serious offenses which will subject a student to disciplinary action with possible suspension or expulsion:

- Serious and willful destruction of school property.
- Repeated and open disrespect, including the use of improper, vulgar, derogatory or abusive language.

- Repeated disobedience of student expectations after sufficient warning to student and parents.
- Moral infractions injurious to the students.
- Serious and/or repeated stealing.
- Sale of, possession of, use of, or being under the influence of alcoholic beverages or illegal drugs, inhalants, marijuana, narcotics of any kind, or hallucinatory drugs.
- Bullying/Harassment
- Possession or unauthorized use of weapon or explosives.
- Possession or distribution of pornographic materials.
- Any activity defined as criminal under the laws of the State of Washington and/or its subdivisions.

The following steps will be taken in cases of serious offenses when suspension or expulsion is being considered:

- Documented teacher conference with the student about the problem.
- Documented conference with the student, parents, school administration and/or Head of school.
- If the problem persists, a documented conference with parent, teacher, student, and head of school will be held to define a solution in writing. The student will be placed on one month's probation.
- If disciplinary action is required within 30 days or thereafter, the student is suspended for three days and is required to make up all his/her assignments.
- Readmission after suspension requires a parent, teacher, and head of school conference before the student may return to the classroom.
- Any additional serious infraction during the school year shall result in either automatic suspension or expulsion.
- In the case of expulsion, all parties involved may request a hearing with the Pastor. Such requests shall be submitted in writing within 10 days of the expulsion decision.

BULLYING/HARASSMENT

Bullying and harassment are violations of conduct expectations for all students, parents, teachers, administrators, and other school personnel within the Catholic Diocese of Spokane.

Bullying is repeated, intentional negative behavior directed toward an individual

or group perceived as less powerful, without regard for their dignity or well-being. Such behavior undermines the respect and compassion expected in our Catholic community.

All members of the St. Charles community share the responsibility to promote a safe, respectful, and Christ-centered environment where every person's dignity is honored.

ANTI-WEAPON

No person shall ever threaten or bring a gun or other weapon to school or any school sponsored event. If any person sees a gun or other weapon, or anything that looks like a weapon, that person will not touch it, nor confront a person holding the object. A person suspecting or viewing a weapon will immediately report to a pastor, teacher, coach, school administrator or other adult.

OTHER OFFENSES

Other offenses against students, faculty and/or staff and appropriate disciplinary measures will be handled at the discretion of the school administration.

ELECTRONIC DEVICES / CELL PHONES

Students are discouraged from bringing any electronic device to school. Teachers may confiscate any or all items which cause a disruption to the educational environment and/or process. Electronic devices will not be used or turned on at any time during the school day, which is defined as when a student enters the building, to 3:00 PM Monday through Friday, unless there is a specific situation agreed upon between school administration, classroom teachers and the family. The school is not responsible for lost phones or other electronic devices. Students should keep phones in their backpacks, and they should be turned off during school hours.

It is against school policy and Washington state law to record or transmit a private conversation without the express consent of every person involved in the conversation. Using any electronic device, including but not limited to cell phones, tablets, and watches, to record or eavesdrop on private conversations is prohibited without the express consent of every person involved in the conversation.

Consequences for Electronic Device Violations

- **1st Occurrence:** Confiscation of the electronic device and returned to student at the end of the school day.
- **2nd Occurrence:** A call home to the parent/ guardian. The device will be held by the school principal until the parent can retrieve it.
- **3rd Occurrence:** The device will be held by the head of school until a parent-student-administrator conference can be arranged.

SAFETY/EMERGENCIES

In the event of an emergency, the head of school or the designated representative will assume the leadership of the disaster procedures for St. Charles Catholic School. At all times, the primary concern is for the welfare and safety of the students. Transportation or release of students during an emergency will be directed only after their safety and welfare is determined. Classes will not be dismissed, and students will remain under the supervision of school authorities. When the situation permits a safe departure of the students, the students will be released only to parents or persons authorized to pick up the child as indicated in the emergency contact list.

Please keep information on school records current as to present home address, telephone numbers, emergency contact people, and persons authorized to take custody of the student. This can be done through FACTS. Allow the school to determine safe departure of students and not burden communication lines with inquiries pertained to such.

In the event the school is required to evacuate to an offsite location, students and staff will walk to Glover Middle School. Parents will be notified during an emergency via IRIS (Immediate Response Information System) as soon as safely possible. You will receive a text, phone call and email.

We ask you to keep St. Charles Catholic School communications between the school and parent/ guardian **within the St. Charles community** to keep the children safe in the unlikely event of an emergency. This includes any procedures and security measures currently in place.

ILLNESS/MEDICATIONS

If your student is sick with a communicable disease (e.g., pink eye, strep throat, influenza, norovirus, etc.) we ask that you **please keep your student home until fever free, not throwing up, on antibiotics, etc., for at least 24 hours**. The common cold is not typically a reason to miss school unless your child is not able to focus as they normally would. A fever is defined by the school as 99.5 degrees Fahrenheit or higher.

Medications By law, both public and private schools cannot administer medication to students without a *Medication Form* completed by a medical care provider. Medication forms are available from the office.

Designated school personnel must administer all medication in the school office. All medications must be brought to the school office by a parent/guardian in its original pharmacist or manufacture labeled container.

Medication of any kind, e.g., cough drops, Tylenol, eye drops, creams, etc., cannot be sent to school with children and/or be self-administered.

INCLEMENT WEATHER/SCHOOL CLOSURES

The decision to close school is based on weather, road conditions and student safety. Often, we will follow Spokane Public School's lead on closing. **However, there may be exceptions to the rule depending on the weather or extraneous situations.**

Parents will be notified of a school closure via IRIS Alert. Local TV stations will have school closures on the crawl found on the lower section of the screen. Any closure will also be posted on our school Facebook Page.

The same will occur if a mid-day dismissal must occur. If it becomes necessary to dismiss the students early during the day, the school will notify parents or emergency contacts at home or work. However, every effort will be made to keep students at school.

It should be noted that the decision to send a child to school during extreme weather conditions is the parent/guardians. If you, as the parent/guardian, do not feel conditions are such that you are able or you determine that it is not safe to transport your child, do not send them to school. Students will be excused for

the days in question following the acceptable absence notice policy. In addition, school will not open if we believe that it is not safe for students and staff.

LUNCH PROGRAM

A Thursday lunch program begins in late September; lunch will be provided twice per month. This consists of on-site prepared meals by the Knights of Columbus. The menu and ordering instructions are on the school website. All ordering and billing will take place through FACTS. Once the deadline has passed for ordering each month, late orders cannot be accepted as it is necessary to pre-order with our vendors.

*Please note that **student hot lunch will not be available for families** if there is a **past due balance of 60 days or more** on incidental lunch charges.*

We kindly ask families to ensure all outstanding lunch balances are paid promptly to avoid disruptions in lunch service.

Beverages: We ask that students do not bring soda, coffee drinks, energy drinks, or the like in their packed lunch.

ATHLETICS

A sports program is offered by St. Charles Catholic School for both boys and girls in grades 1st-8th. Each student participating in the program shall present to the school proper forms which are available from both the school website and the school office.

Prior to practicing, the following must be submitted:

- *Registration Form;*
- *Physical Exam* (valid for a period of two years from the date Washington State licensed physician has signed);
- *Concussion Form;*
- *Code of Conduct Form.*

The St. Charles Principal/Head of School is responsible for ensuring the athletic program is consistent with the philosophy and goals of St. Charles Catholic School and the Catholic Diocese of Spokane.

Philosophy

St. Charles Catholic School believes that all student activities should contribute to the balanced and integrated development of the total person. We believe that a competitive sports program which emphasizes improving skills and the pursuit of excellence is essential to enjoyable competition. Furthermore, it has been studied and verified that these sports activities do, in fact, accomplish the objectives outlined below and contribute to the overall development of the student athlete. It has also been indicated that students involved in sports tend to excel in school and avoid activities that lead to the detriment of their healthy development.

The ultimate objective is to create an athletic program, in which is provided a spiritual atmosphere that encourages total development in our student athletes:

- Increased sense of accomplishment and self-esteem; Self-confidence and self-control through association with teammates and opponents in a competitive environment, promoting positive discipline and following school regulations;
- Sportsmanship that reflects the moral code of the school community;
- Development of physical skills, conditioning, and the formation of good overall health;
- Leadership skills;
- Social development that, through behavior, demonstrates respect for teammates, coaches, parents, officials, fans, property and St. Charles Catholic School;
- Teaching the fundamentals of each sport, team concepts and rules of the game.

All sporting activities will take place in a spiritual atmosphere of Christian growth and development.

Grading & Discipline Athletic Eligibility Requirements

Satisfactory academic performance and adherence to the school wide discipline policy is a high priority at St Charles Catholic School. To this end, the following policy applies to all students participating in extra-curricular athletic programs.

- Academic: A student may be declared ineligible during the school year if they have a failing grade (F) in any subject. (See Grading Scale)
- Discipline: A student may be declared ineligible during the school year if he or she is under disciplinary action or suspension. (see School-wide Discipline)

Loss of Eligibility

- The student is required to attend games and practices but may not participate in an athletic game;
- The student may continue to participate in practice;
- The student may be reinstated to participate in games or matches after he/she has improved to a passing grade in the failed course and has a maintained passing grade in all other subjects.
- If the grade has not improved, the suspension from games and matches will continue until the student has achieved the minimum passing grade in the course. Grades may be reviewed one week after the first week's suspension.

In the event of academic probation

The Dean of Education will provide an email to the Athletic Director/Head of School who will in turn inform the coach that the student has been placed on academic probation.

When the student has been reinstated to participate in games or matches, the Dean of Education will provide written verification to the coach and head of school. A student may appeal a suspension to the head of school.

Athletic Regulations can be found on website for the Catholic Diocese of Spokane (dioceseofspokane.org). See Athletic Handbook: Policies and Regulations for Diocese Schools.

Athletic Registration Fees

Please be advised that a student may not register to participate in any sport if there is a past due balance of 60 days or more on incidental athletic fee charges. We kindly ask families to ensure that all outstanding athletic fee balances are paid promptly to avoid any disruptions in student athletic participation.

Volunteer Athletic Coaches

Consider becoming a volunteer coach and making a difference in the St. Charles community. Head coaches qualify for **one** student athletic fee waiver and will accrue volunteer hours. Assistant coaches do not qualify for athletic fee waivers. Assistant coaches will accrue volunteer hours. More information can be found on

the school website under Athletics. (www.school.stcharlesspokane.org/student-life/athletics).

SCHOOL AND PERSONAL PROPERTY

Desks and other storage are the property of the school and subject to search at the discretion of the administration. St. Charles Catholic School reserves the right, with reasonable suspicion, to examine a student's personal possessions and may seize items pertaining to infractions of school policies.

St. Charles Catholic School is not responsible for personal items brought to school. We ask that students leave toys, sports equipment (with intention to use during recess), and electronics at home.

MONEY

Students should be discouraged from bringing large sums of money to school. Teachers will not accept responsibility for caring for money belonging to students.

PARTIES

Invitations to parties should be mailed from home or phone contacts made outside of school time. If you are inviting all the students in a class (boys and girls), the invitations may be handed out at school. Gifting of presents for individual students by other students is not permitted at school.

APPENDIX

Student Expectations for Classwork, Homework, Materials & School Environment

This year we will be continuing to increase the expected level of effort students need to put forth during the school day and in their assignments. These expectations are implemented to create and enhance an environment that is conducive to our Catholic Classical Liberal Arts education. All expectations are specific to grade level *and* individual student abilities. We ask parents to assist our teachers in guiding students to always put forth their best effort in their work.

- All work must be clean, neat, and legible before it is submitted to the teacher. Any work not meeting these requirements will be returned to the student prior to grading by the teacher.
- For research, students are expected to use books and primary source material, not internet sources, unless specified by the teacher.
- All work should be handwritten unless the teacher explicitly requires the assignment to be typewritten or if specific educational accommodations for a student have been made by the administration and faculty. Students are expected to write in cursive beginning in the fourth grade.
- Students should always "show their work" when completing a math assignment. The "correct" answer is incomplete if the steps to arrive at the answer are not shown. Assignments that specifically focus on mental math are an exception to this standard.
- Do not bring personal items to school unless specifically invited to do so by a teacher. Part of ensuring our environment is conducive to our classical method of instruction is ensuring that distractions and clutter are minimized. Electronic devices and toys should be left at home.