

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 Secretary 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.

Secretary of Catholic Education

The Secretary of 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, goal, 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 and again in March, 2015 and in May 2020. In the Fall of 2022, a team from Middle States will visit St. Charles Borromeo.

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

Mission Statement

Saint Charles Borromeo School proclaims Christ as our model in the teaching and formation of young minds, preparing for opportunities and challenges of the 21st century. Through religious and academic instruction, the faculty and staff develop students' intellect, discipline, and self-worth. The Saint Charles Borromeo community is dedicated to fostering a safe environment which helps students achieve both spiritual and educational excellence and a way of life consistent with the principles of Catholic Christianity.

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 available during Lent.

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/guardians 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 an English Mass on Saturday evenings at 5:00 PM and a Spanish Mass on Saturday evenings at 7:00 p.m. On Sundays, Masses are celebrated in English at 7:30 A.M. and 10:00 AM, and in Spanish at 12:00 PM. All are encouraged to attend

and welcome to join in our liturgical services. Please consult the church bulletin for the schedule of Masses on Holy Days of Obligation.

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.

A student who is five years old by August 31 is eligible for Kindergarten.

A student who is four years old by August 31 is eligible for Pre-Kindergarten 4.

A student who is three years old by August 31 is eligible for Pre-Kindergarten 3.

Registration

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

1. Birth Certificate
2. Baptismal Certificate
3. Proof of home address (bus riders K-8)
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

Family Custody

In the case of divorced or separated parents, please make it known at the main 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 be kept in the student's office file.

Change of Address/Phone Number

Inform the classroom teacher and the main office if you have a change of address, email 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. All records will be sent upon receipt of written notification that the student has been registered in the new school. Yellow transfer form (EH25) will be issued to the student and it must be presented upon admission to the receiving school.

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 of attendance at Saint Charles Borromeo 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 Board of Limited Jurisdiction reviews and sets the tuition. The parents/guardians are obligated to meet the payment requirements as specified in the tuition contract. Parents/guardians 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. All tuition and fees must be up to date to participate in field trips and in the closing exercises for eighth grade.

Lateness

A student is considered late if he/she is not present at 8:12 AM. Teachers will notify the main 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 8:12 AM, he/she will be marked late for the morning session. If a child is not present at school at 1:05 PM, 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. High School “Shadow” Days are considered an excused absence and not truancy, etc; however, the day is considered an absence.

Early Dismissal

Any 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 main office and signed out by the designated person. The principal or office personnel is responsible for ascertaining the identity of the person who picks up the student. This applies during 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 authorized adult.

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.** Our school follows the decision of 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, when dismissing students. The after school CARES Program will remain open for 3 hours following an emergency closing for students enrolled in this program.

*Please do not call the convent or the rectory.

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.

PRE-K Students will wear their gym uniforms and sneakers on a daily basis.

KINDERGARTEN Students will wear their gym uniforms and sneakers on a daily basis.

GRADES 1-8 Please refer to the charts on the following two pages for both girls and boys.

**Failure to comply may result in an uniform slip*

GRADES 1-8	<u>SUMMER UNIFORM</u>	<u>WINTER UNIFORM</u>	<u>GYM UNIFORM</u>
BOYS	<p><i>Worn Labor Day until October 31 and April 15 until Final Day of School</i></p> <p>Navy blue walking shorts (Flynn and O’Hara only)</p> <p>Light blue, short sleeve, monogrammed knit shirt (worn tucked in)</p> <p>White crew socks (above the ankle in length)</p> <p>White sneakers</p> <p>Black or blue belt</p>	<p><i>Worn November 1 until April 14</i></p> <p>Navy blue Dress pants with blue or black belt</p> <p>Light blue, long sleeve, monogrammed knit shirt (worn tucked in) OR Light blue, monogrammed turtleneck shirt and navy blue, monogrammed, pullover vest OR Light blue, long or short sleeve, dress shirt with navy blue tie and navy blue, monogrammed, pullover vest or v- neck sweater (may be worn with light blue polo shirt)</p> <p>Black tie oxford shoes with light soles (no sneaker-like shoes)</p> <p>Navy blue socks</p> <p>Jacket or coat for outdoors</p>	<p><i>Worn on assigned Gym class day</i></p> <p>Saint Charles School T-shirt</p> <p>Saint Charles School gym shorts</p> <p>Sneakers (no fad-like sneakers)</p> <p>White crew socks (above the ankle in length)</p> <p><i>***Saint Charles School sweatshirt and sweatpants are required from Nov. 1 until April 14</i></p>

GRADES 1-8	<u>HAIR</u>	<u>JEWELRY</u>
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BOYS	Short, well-groomed, natural color, neatly cut. No exaggerated, distractible, fad-like hair styles. No dyed, color-treated, highlighted, or streaked hair. Hair should not be over the collar, over the ears, below the eyebrows, or obstructing the face.	No earrings, one watch, one ring, one religious medal. (No other necklaces, bracelets, or wrist ornaments of any kind may be worn.)
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GRADES 1-8	<u>SUMMER UNIFORM</u>	<u>WINTER UNIFORM</u>	<u>GYM UNIFORM</u>
	<i>Worn Labor Day until October 31 and April 15 until Final Day of School</i>	<i>Worn November 1 until April 14</i>	<i>Worn on assigned Gym class day</i>
GIRLS	<p>Navy Blue walking shorts (Flynn and O’Hara only)</p> <p>Light blue monogrammed knit shirt (worn tucked in)</p> <p>White crew socks (above the ankle in length)</p> <p>White sneakers</p> <p>Black or blue belt</p>	<p>Navy blue A-line jumper with length to the <u>KNEE</u></p> <p>Light blue, long or short sleeve Peter Pan collar blouse OR</p> <p>Light blue, monogrammed turtleneck shirt</p> <p>Navy blue tie oxford shoes with light soles (no sneaker-like shoes)</p> <p>Navy blue knee socks or navy blue leotards</p> <p>*Optional – Navy blue, monogrammed cardigan</p> <p>Jacket or coat for outdoors</p>	<p>Saint Charles School T-shirt</p> <p>Saint Charles School gym shorts</p> <p>Sneakers (no fad-like sneakers)</p> <p><u>White</u> crew socks (above the ankle in length)</p> <p>No jewelry</p> <p><i>***Saint Charles School sweatshirt and sweatpants are required from Nov. 1 until April 14</i></p>

GRADES 1-8	<u>HAIR</u>	<u>JEWELRY</u>	<u>MAKE-UP</u>
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GIRLS	Well-groomed, neatly cut, one, single, natural color of hair. No exaggerated, distractible, fad-like hair styles. No dyed, color-treated, highlighted, or streaked hair. Hair should not be obstructing the face. No unusual hair adornments.	One pair of small earrings, worn at the earlobe (post type), one ring, one watch, one religious medal. (No other necklaces, bracelets, or wrist ornaments of any kind may be worn.)	<u>NONE.</u> No nail polish, no fake or sculptured nails.
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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 /sleeveless 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 Archdiocesan Courses of Study followed by the students in the parish elementary schools of this Archdiocese are those developed by or approved by the Secretary of Education 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 3 through 7 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 complete all assignments. 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, and 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. Documentation of summer remediation is due by August 15th in the main office.

Daily Schedule

Children will have supervision in school beginning at 7:50 AM. The school is not held responsible for children who arrive prior to 7:50 AM. Any child who arrives at school prior to

this time must report directly to Morning CARES and be signed in by a parent/guardian. A fee will be charged for Morning CARES.

GRADES 1-8

7:50 -8:05	Teachers and students report to classrooms
8:10	Final report time to school
8:12	Prayer/Morning Session begins
11:55	Angelus followed by lunch for Grades K-8
1:00	Afternoon session begins
2:55	Dismissal of bus riders
3:00	Dismissal of car riders and walkers

*For Pre-Kindergarten and Kindergarten daily schedules, please consult the appropriate classroom handbook.

Yearly Calendar

Please refer to calendar which on the school website at www.stcharlesborromeoschool.com/calendar

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, and become familiar with the expectations of the new school year. This is a mandatory meeting and must be made-up if missed.

Progress Report conferences will be held at the middle 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 progress reports. 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. We appreciate parents/guardians withholding judgment until meeting with the teacher. 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.

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 main office at a minimum.

Visitors to School

Visitors must report to the main office, sign in and explain the purpose of their visit. 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. Parents/guardians may not present themselves to a teacher during school hours or at lunch time. If parents/ guardians need to see or to bring items to their child during school hours, please report to the main office. 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 12:00 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 twice 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.

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 include vision and hearing screening and height and weight examinations annually.

Lunch Program

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. Students are expected to have napkins to wipe their hands and faces and a towel or mat on which to place food. Students should always bring their own lunches to school rather than have a parent drop it off. No special lunches or treats are to be brought to school for any students at this time. The Nutritional Development Services (NDS) Lunch Program is free to all students.

Each student is expected:

1. to show respect to all lunch monitors outside in the playground.
2. to keep a conversational tone in the classroom
3. to play within the designated areas for each grade. (No playing on steps, around parked cars, or on grass areas.)
4. to observe regulations regarding play. (Any game that harms another is NOT permitted. For example: freedom, suicide, tackles football, etc. Students are expected to keep their hands to themselves. Fighting will result in serious consequence. (Note: see discipline code.)
5. to know that inappropriate language will result in a 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. Not following the bus regulations could lead to loss of bus privileges. Parents will have to provide transportation for any child who cannot behave on the bus. The lives of other children cannot be endangered.
Students must ride the assign bus. *****

These rules must be followed:

1. Acceptable behaviors at bus stops
2. Respectful attitude to bus drivers
3. No eating, drinking or chewing gum on the bus
4. No littering on the bus
5. No tampering with bus equipment

6. Assigned seats include: grades 6-7-8 in the back of bus; grades 3-4-5 in the middle; grades K-1-2 in the front seats - no exceptions (Seating will be in accordance with the COVID 19 regulations and of Bensalem and Bristol Townships Transportation)
7. No vandalism, foul language, or fighting
8. Headphones or earbuds must be used when listening to music on the bus.
9. Masks must be worn on the bus at this time.

Car Rider Regulations

1. For the safety of the children, all car riders **must** be dropped off at the main entrance of the school building during morning arrival. Only school buses may drop off students at the library 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, who are not picked up on time during dismissal, must wait by the library doors. If parents/guardians are going to be very late, please call the main office so the child can wait in after care.
7. Please write a note for the main office if the mode of transportation differs for your child.

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. (see discipline code). Parents/guardians have the right to deny their permission for a field trip. Students who fail to submit the proper permission form to school may not participate in the field trip. Telephone calls will not be accepted in lieu of proper forms. 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. All parents/guardians who accompany students on field trips must have up-to-date clearances in the rectory.

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. Students must pay for any book that is lost, destroyed, or damaged to the degree that the book can no longer be used.
4. Respectful quiet is requested in the library at all times.
5. Students should display proper conduct in the library.

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. Teachers will provide a stationery list for their grade at the end of the school year. Please adhere to the teachers' requests in regard to stationery. 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. Correction fluid may not 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.

Discipline Policy

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

The school reserves the right at any time to dismiss 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/guardians are urged and expected to cooperate with the classroom discipline process.

Written warnings will be issued when necessary to alert parents/guardians 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/guardian 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. Counseling services in school or through private agencies may 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. Repeated violation of the dress code
6. Destroying/defacing property, books, etc.
7. Excessive lateness
8. Use of electronic devices without a teacher's permission (*Cell phones are collected daily. No Smartwatches are to be worn.*) Failure to comply results in a conduct referral and forfeiture of the phone.) The school is *not responsible for any damaged or lost devices*
9. Harassment of peers or violation of another person's rights
10. Cheating
11. Forgery of parent/guardian signature on any document
12. Fighting - (Verbal Arguing)

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 for suspension. When a child has been suspended from class, his/her parents/guardians will be notified in writing and a meeting will be arranged with the child, parents/guardians, and principal. *Suspensions may result in the child's loss of the privilege of participating 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 or vaping on school property
3. Habitual profanity
4. Non-attendance for detention
5. Repeated disrespect or talking back to faculty/staff/administration
6. Fighting (Physical Contact) - All parties involved
7. Threatening to inflict harm
8. Leaving school/schoolyard without permission
9. Vandalism

Expulsion

In all cases involving possible expulsion, the parents of the student will be notified. An appointment will be arranged for the principal, parents/guardians 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

Conduct by students or by parents/guardians or by anyone acting on their behalf incompatible with the religious and educational mission of the school is grounds for disciplinary actions including, but not limited to, the immediate dismissal of the student as well as reporting the incident to the appropriate legal authorities where appropriate.

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 five through eight.

Criteria for Student Council Officers and Representatives

- Academic Average of 85 or “G” for the previous year in Religion, Reading, Math, and Writing
- 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
- Attendance at Saint Charles Borromeo School for at least one year prior to election
- Faithful attendance at all meetings and events
- Signature of parents/guardians stating permission to participate
- 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 President and the eighth grade student who receives the second highest amount of votes will be Vice president
- The seventh grade student who receives the highest amount of votes will be Secretary and the seventh grade student who receives the second highest amount of votes will be Activities Officer
- The results of the election must have the approval of the principal

Campaigning for Offices

- Candidates may have one poster for each floor of the school (no larger than 24 x 18 inches) and moderators must approve the poster content
- Candidates will be required to give a speech to the students in grades five through eight
- Elections will be held at the end of the current school year for positions beginning in September of the following school year

Student Council Officers and Representatives will:

- Be a role model for fellow students. Represent our school with hospitality, respect and cheerfulness toward both faculty and peers
- Make an effort to be present and participate in all Student Council sponsored activities
- Listen to and voice concerns and ideas of fellow students
- Attend all meetings of the Student Council
- Maintain an academic average of 85 or above and a 3 or a 4 in effort and conduct. A 3 or 4 in all special subjects

Officer Responsibilities:

President and Vice president

- Organize and attend all Council meetings
- Supervise all Council sponsored activities
- Represent St. Charles Borromeo school in various activities throughout the year

Secretary

- Record and type all minutes from meetings within two days and return to moderators
- Be responsible for monthly decorating of Student Council bulletin board with that month's activities
- Communicate with all class representatives on monthly activities

Activities Officer

- Help to organize and plan activities
- Assist Secretary in planning meetings and bulletin board
- Work cooperatively with classroom representatives to plan and organize activities

Class Representatives

- Attend all meetings and Student Council activities
- Help to plan activities along with officers
- Be a role model to fellow students

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
- General average falling below 85
- Disobeying school rules as stated in our school handbook
- A 2 or lower in conduct or effort
- Disrespect to fellow students or faculty
- A conduct referral or a suspension

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 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.

Handbook revised and distributed September 2021

Below is the waiver that requires the signature of the parent/guardian

Archdiocese of Philadelphia

Student Release, Waiver of Liability, and Indemnity

Attendance at St. Charles Borromeo School and participation in activities that are sponsored and/or supervised by or taking place at St. Charles Borromeo School may present certain risks of injury or illness (including from Covid-19 or other communicable diseases) that could result in death and/or risks of loss of or damage to property.

Parents/guardians enrolling their child or children in St. Charles Borromeo School acknowledge such risks and voluntarily assume those risks or other unknown risks, and accept that St. Charles Borromeo School, the Archbishop of Philadelphia, and the Archdiocese of Philadelphia have no obligation to provide any insurance or other financial assistance for the costs of any injury, illness, or death or loss of or damage to property resulting, directly or indirectly, from the St Charles Borromeo Activities, and expressly waive any claim for such compensation.

Acknowledgments Parents/guardians agree that they: (1) consent to their child’s participation in School Activities; (2) understand the nature of the School Activities; and (3) their child is qualified, in good health, and in proper physical condition to participate in the School Activities.

Medical Treatment.In the event of a medical emergency, parents/guardians consent for their child to receive necessary medical treatment until the emergency contact person(s) on file with St. Charles Borromeo School can be notified and that they are responsible for the payment of any such treatment.

Waiver and Release By acknowledgement and acceptance of this Handbook, parents/guardians, on behalf of themselves, their child, heirs, next of kin, spouse, and legal representatives, release, waive, discharge from, and agree not to sue St. Charles Borromeo School, the Archbishop of Philadelphia, and the Archdiocese of Philadelphia and their respective affiliates, successors, and assigns, directors, officers, employees, volunteers, agents, contractors, and representatives (collectively “Released Parties”) for any and all claims, costs, liability, or damages of any injury, illness, death or loss of property resulting, directly or indirectly from St. Charles Borromeo School Activities except if caused by the gross negligence or intentional misconduct of any of the Released Parties which shall not be imputed to the other Released Parties.

Indemnity Parents/guardians will indemnify, save, and hold harmless each of the Released Parties from any litigation expenses, attorney fees, loss, liability, damage, judgment or cost which may be incurred as the result of any claims by others against the Released Parties on behalf of the parents/guardians or their child.

BY ACKNOWLEDGEMENT AND ACCEPTANCE OF THIS HANDBOOK, I ACKNOWLEDGE THAT I HAVE READ THE STUDENT RELEASE WAIVER OF LIABILITY AND INDEMNITY AND FULLY UNDERSTAND ITS TERMS. I UNDERSTAND THAT I AM GIVING UP SUBSTANTIAL RIGHTS, INCLUDING MY RIGHT TO SUE. I ACKNOWLEDGE THAT I AM ACCEPTING THIS STATEMENT FREELY AND VOLUNTARILY, AND INTEND THIS TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF LIABILITY.

SIGNATURE OF PARENT/GUARDIAN

DATE:

CHILD: _____

GRADE: _____