

 ST. CHARLES
CATHOLIC SCHOOL

2024-2025 Family Handbook

ST. CHARLES CATHOLIC SCHOOL

4515 N. Alberta
Spokane, WA 99205
509-327-9575

OFFICE HOURS:
8:15 AM – 3:15 PM

Fr. Esteban Soler
Pastor
esoler@dioceseofspokane.org

Jeff DeGon
Principal
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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 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

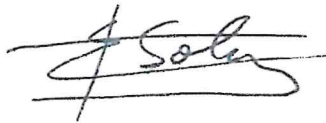
Greetings St. Charles Families and Students,

In April 1979 St. John Paul II addressed the National Catholic Educational Association, and during his speech, he described the essential goal of Catholic schools: “Catholic education is above all a question of communicating Christ, of helping to form Christ in the lives of others.”

As Pastor of this great and growing community, I humbly ask the Lord to help us all who are involved in education, to keep this maxim at the forefront of our intentional educating. Our Catholic Classical Liberal Arts Curriculum, which integrates faith and reason in the educational process, facilitates this mission. May we all be granted to integrate them both in our lives.

We renew our commitment to our students of fostering and teaching gospel-based moral values, strong academics and fully transmitting the Catholic faith. As we begin the school year, I ask for the intercession of St. Charles Borromeo to bless our school, teachers, staff, students and families.

Blessings in Christ,



Fr. Esteban Soler

Our school has a rich tradition of excellence in academics, providing opportunities to form the whole-child, and most importantly providing a Catholic foundation and community for our families.

It is very important for each family to go through this handbook together so that parents/guardians and students understand the expectations while attending St. Charles. You will find a signature page in your packet that acknowledges your receipt of, and agreement to adhere to the handbook.

I am looking forward to the school year and partnering with you in your child’s faith formation and education. Please communicate with the staff throughout the year if there is anything we can do to help you!

Blessings,



Jeff DeGon, Principal

Hours of Operation

School – 8:30 AM to 3:00 PM

Office – 8:15 AM to 3:15 PM

AM Extended Care

Morning – 7:15 AM to 8:15 AM

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 doors will be open for you to enter into 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:

Students may enter the building beginning at 8:15 AM. Unless you are signing your child into Morning Extended Care prior to 8:15 AM, we will not have supervision available until that time. Please do not drop your child off before they are permitted to enter the building.

Motor Vehicle– please pull into the parking lot through the north driveway on Alberta (by the fountain). Vehicles should pull alongside the sidewalk 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** families – 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 and turn right onto Alberta.

Bike/Walk – students riding their bike can lock their bike on the rack behind the school. Students may not ride their bike on campus, but 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:

Motor Vehicle – All K-8 students will proceed to the back field as a class for pick up. Vehicles should enter through the north driveway from Alberta and proceed through the alley, along the back field in a single file line. When a teacher/your student sees your vehicle, students will enter the vehicle via the **driver side** doors. Students should not walk around/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), but remain in line and exit in an orderly fashion. The entire dismissal process should not take more than 5 minutes if everyone follows this procedure.

Preschool families – 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 (or walking as indicated from parent/guardian to teacher directly), students may leave from the blacktop 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 at 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 would incur a \$50 late pick up fee) Late pick up fees will be invoiced through FACTS.

School Mass/Laudes

School Mass begins at 8:30 AM 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 encouraged and welcome to attend school Masses.

Laudes, a daily meeting of all students and staff on non-Mass days, will take place in the morning at 8:30 AM in the gym. In Latin, Laudes means praise or glory (to God). We will give our praises each morning with prayer and music. We will also recite the United States Pledge of Allegiance as a school.

Sacraments

The religion curriculum at St. Charles provides Sacramental preparation for those wishing to receive Confession and 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.

We understand that when students come from different Catholic dioceses or are at different grade levels, they may not have received their Sacraments. ***It is the responsibility of parents to inform the St. Charles parish office of the Sacramental needs of students by October 30th. A Sacramental Registration form is provided in the handbook packet. There will also be a mandatory information meeting for all parents of students wishing to receive sacraments. A date for this meeting will be announced.***

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.

Family vacations should coincide with school holidays. Students who leave school for family vacations or other related extended periods of time will have the same number of days missed to make up their work upon return to

school. *Teachers are not obligated to provide homework in advance*, as experience shows the work is rarely completed and generally must be reassigned upon the student's return.

Families have the option to provide the teacher a homework note in the event of a family emergency. A parental/guardian note will not be accepted for sporting events, recitals or other extracurricular activities.

Excessive absences (defined as 10% of the attendance period) may result in necessitating a doctor's note to excuse further absences.

Students in Kindergarten through 8th grade will be considered *tardy* after 8:30 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 principal.

Please contact the school office (509)327-9575 to report student absences. A voicemail system is available 24/7 for such instances. Student absences not reported to the school office by the parent/guardian will be considered unexcused.

Extended Care

Extended Care is the before care program at St. Charles Catholic School. It is available for students in Kindergarten through 8th grade.

Fees: Morning (7:15-8:15 AM)
Drop in rate - \$9 per student, per hour. Billed in hourly increments.
Monthly rate - \$150/month – 10 months

Curriculum

St. Charles Catholic School is in Year 5 of embracing a Catholic Liberal Arts Curriculum, based on the St. Jerome Catholic School model. 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. Please refer to the appendix for subject specific information.

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 (2024-2025) document in the appendix. These expectations are being reviewed with all students in Kindergarten through 8th grade, in an age-appropriate way.

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 grades 4th-8th 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 – Report cards are issued quarterly to assess each child's academic and behavioral accomplishments during that quarter.

Conferences – Please check the school calendar for conference dates. The following two requirements apply to all schools in the Diocese:

1. There must be a minimum of two opportunities for formal, individual parent-teacher conferences a year for each student.
2. Parents are required to sign and return report card envelopes and conduct referrals.

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 text books, literary classics in printed form, student planners and 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 in Kindergarten through 8th grade, on all school days unless a "free dress" day has been scheduled. Uniforms are not required for preschool students. **PLEASE READ CAREFULLY.**

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 SchoolBelles (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 31st 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 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 31st 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 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 or sweater vest may be worn over polo, turtleneck or blouse.
- Uniform 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.

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 31st 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 sweater vest may be worn over polo, turtleneck or button down/collared shirt.

- Uniform 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.

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** – 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.
- Visible permanent 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 send home explaining the violation; parent return signature required.

2nd Occurrence: Phone call and parent 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 uniforms.

- Pants, jeans and shorts 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, leggings, jeggings, or yoga pants
- Shorts may be worn before Oct. 31 and after Spring Break
- No tank tops, spaghetti straps, crop tops, spandex or boxers
- Socks must be worn at all times

School-Wide Discipline

Basic classroom discipline is the responsibility of the teacher and the students. The teacher holds both the authority and the responsibility to implement the philosophy, goals, objectives and policies of St. Charles School. Should an individual fail to exercise self-discipline, it may become necessary to apply appropriate measures to promote the values of the school and to safeguard the rights of others. Corrections, remedial behaviors or services, temporary removal from the classroom with voluntary return to class upon the student's ability to abide by established rules, and conferences with parents and/or Principal may be included among the measures taken. Parents will be involved in cooperative remedial action whenever this seems necessary and appropriate. The following is a description of disciplinary procedure:

1. Disciplinary action first involves the teacher and the student. Each teacher is expected to establish and consistently follow through with prescribed consequences. Parents are notified if the behavior continues.
2. Repeated or serious offenses are brought to the Administration's attention. A conference is held with the teacher, student and Administration.
3. If unacceptable behavior persists, a conference is held with the parents, student, teacher and Principal.
4. The principal's major responsibility concerning student discipline is to administer the overall procedures and policies of the school.

Disciplinary Measures for Serious Offenses

The Diocesan Regulations concerning suspension and expulsion will be our guidelines for serious disciplinary infractions. Diocesan Regulation #5114.1 states the following: 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.
- Repeated disobedience of school rules after sufficient warning to student and parents.
- Moral infractions injurious to the students.
- Serious and/or repeated stealing.
- Use or distribution of tobacco in any form on the school premises.
- STATE LAW PROHIBITS SMOKING OR VAPING ON SCHOOL GROUNDS AND AT SCHOOL EVENTS (INCLUDING SPORTS) BY ANYONE!
- 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.
- Possession or unauthorized use of dangerous weapons or explosives.
- Possession or distribution of pornographic materials.

- Improper or abusive language.
- Any activity defined as criminal under the laws of the State of Washington and and/or its subdivisions.

The following steps will be taken and must be in place in cases of serious misbehavior when suspension or expulsion is being considered:

- Documented teacher conference with the student about the problem.
- Documented conference with the student, parents and teacher (Principal if necessary).
- If the problem persists, a documented conference with parent, teacher, student and Principal will be held to define a solution in writing. The student will be placed on one month's probation. The Pastor will be notified.
- 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 Principal 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 from the Pastor. Such requests shall be submitted in writing within 10 days of the expulsion decision.

Bullying/Harassment

Bullying and harassment is a violation for any student, parent, teacher, administrator or other school personnel of the Diocese of Spokane and will be handled according to policy. *See appendix for full bullying/ harassment policy.*

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 school principal until a parent-student-administrator conference can be arranged.

Safety/Emergencies

In the event of an emergency, the principal 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 that 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.

Illness/Medications

Please contact the school office (509)327-9575 to report student absences. A voicemail system is available 24/7 for such instances. If student absences are not reported to the school office, they will be considered unexcused.

If your student is sick with a communicable disease (i.e. 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.

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 or guardian in its original pharmacist or manufacture labeled container. Medication of any kind (cough drops, Tylenol, eye drops, creams, etc.) cannot be sent to school with children and/or be self-administered. A parent or guardian will be called prior to any OTC medications being 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/guardian's. If you, as the parent, do not feel conditions are such as you are able or feel 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 consisting of on-site prepared meals by the Knights of Columbus and local food vendor provided meals begins in late September. 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.

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:

1. Registration Form
2. Physical Exam (valid for a period of two years from the date Washington State licensed physician has signed)
3. Concussion Form
4. Code of Conduct Form

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

Philosophy – St. Charles Catholic School believes that all forms of 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:

1. Increased sense of accomplishment and self-esteem;
2. Self-confidence and self-control through association with teammates and opponents in a competitive environment, promoting positive discipline and following school regulations;
3. Sportsmanship that reflects the moral code of our school community;
4. Development of physical skills, conditioning, and the formation of good overall health;
5. Leadership skills;
6. Social development that, through behavior, demonstrates respect for teammates, coaches, parents, officials, fans, property and St. Charles Catholic School; and
7. 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.

Each student participating in league play is expected to maintain a minimum of a 75% average and may not have earned a failing grade (F) in any subject at midterm or quarter.

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 their grade to a 70% average in the course failed or an overall average of 75% or higher. 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.
- End of the quarter does not reinstate a student who has lost their eligibility.

In the event of academic probation:

- Teacher will provide a written note to the Athletic Director/Principal who will in turn inform the coach that the student has been placed on academic probation.
- The student's teacher will provide written verification to the coach and principal that the student has been reinstated to participate in games or matches.
- A student may appeal a suspension to the principal.

Athletic Regulations are available on the Diocesan website (dioceseofspokane.org). See Athletic Handbook: Policies and Regulations for Diocese Schools.

Volunteer Athletic Coaches - Consider becoming a **volunteer coach** and making a difference in the St. Charles community! Head coaches qualify for 1 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.
(<https://www.school.stcharlesspokane.org/student-life/athletics>)

School and Personal Property

All 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 will 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.

Invitations for all students in a class (boys and girls) may be handed out at school.

Giftng of presents for individual students by other students is not permitted at school.

Directory

School Phone Number – 509-327-9575

Parish Office – 509-327-9573

School Administration

Fr. Esteban Soler

esoler@dioceseofspokane.org

Jeff DeGon, Principal

principal@stcharlesspokane.org

Office Staff

Trudy Girkins, Office Manager

tgirkins@stcharlesspokane.org

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APPENDIX

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.
- Answers in all subjects should be written as complete sentences with grade level appropriate punctuation, spelling and grammar.
- Students should write using formal language rather than informal language.
- 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 all work in cursive beginning in the fourth grade. If the student has not learned cursive in their prior school, please let the teacher know and coordinate a reasonable approach for the student to learn cursive.
- 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.
- All classwork and homework must be submitted by students in fifth grade and higher using the St. Charles Catholic School heading format. The format in the top corner is as follows:
 - Student Name (First and Last)
 - Subject
 - Date
- Textbooks, notebooks, binders and other student materials should be kept neat and well organized.
- 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.
- Students should have their rosary, Latin prayer book or challenging reading material with them in the classroom. When a student completes their work during a class while others are still working, students are to use the time for silent prayer, memorizing new prayers or challenging reading. Challenging reading material is a high-quality book that is at or slightly above the student’s current reading level.
- Kindergarten through fourth grade students will be guided in these standards by their teachers. By fifth grade, we expect students to be more self-governed and follow these standards with few reminders. In middle school (grades 6-8), teachers reserve the right to refuse work that is not up to standards. In those situations, the work will be considered late and the school’s policy for late work will apply.

Bullying/Harassment

Bullying and harassment is a violation for any student, parent, teacher, administrator or other school personnel of the Diocese of Spokane.

I. Investigation

- The school will investigate complaints of harassment and take action against any violation of this policy. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, remediation, termination, or discharge.
- Determine if you need outside assistance. Depending on the severity of the allegation, pastors, the superintendent and outside agencies (CPS and/or law enforcement) may be contacted to further the investigation.
- If outside agencies are brought in, the school will follow their investigative procedures. When a student is in our care, school personnel will be present when a student is being questioned by an outside investigator.
- The school, if it deems warranted, may retain its own private investigator.
- The principal may take immediate steps, at her/his discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged harassment or violence. Students or personnel may be asked to stay at home until the investigation is completed.

To determine the severity of the incident, and/or the potential for violence, the following considerations might be explored:

- Was the intent to harm?
- Was the threat really directed at the person?
- Where did the problem originate: home/school?
- Does the student have the potential to carry through the threat or incident?
- Was the act premeditated?
- Is there more "outside" information needed?
- Is the student "agitated" now? Does he/she need to be removed immediately?
- What precipitated the action?
- Is this a repeated behavior?

II. Reporting:

The investigation will be completed as soon as practical. The principal shall communicate the findings to the pastor(s) and to the Diocesan Superintendent of Schools. A report, including documentation, will be kept on file at the school after the investigation has been completed.

When students are subject to harassment, the parents or guardians of the alleged victim and the alleged perpetrator will be notified. Privacy and confidentiality rules shall apply when such incidents occur.

III. Consequences:

After the investigation is complete, consequences may include but are not limited to:

- Action plan to correct the conduct
- Counseling
- Psychological evaluation
- Suspension (short term/long term)
- Expulsion

IV. Definitions:

HARASSMENT AND INTIMIDATION: RCW 9A.46.020 STATE CRIMINAL CODE

A person is guilty of harassment if, without lawful authority, the person knowingly threatens:

- 1) to cause bodily injury immediately or in the future to the person threatened or to any other person; or
- 2) to cause physical damage to the property of a person other than the actor; or
- 3) to subject the person threatened or any other person to physical confinement or restraint; or
- 4) maliciously to do any other act which is intended to substantially harm the person threatened, or another with respect to his or her physical health or mental health safety; and the person by words or conduct places the person threatened in reasonable fear that the threat will be carried out. "Words or conduct" includes, in addition to any other form of communication or conduct, the sending of an electronic communication.

CODE OF WASHINGTON ANNOTATED TITLE 28 PUBLIC SCHOOLS AND COLLEGES COMMON SCHOOL PROVISIONS

- Harassment, intimidation, or bullying means any intentional written, verbal, or physical act:
- That physically harms a student or damages the student's property; or
- Has the effect of substantially interfering with a student's education; or
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

FACTS ABOUT HARASSMENT FROM WASHINGTON SCHOOL LAW PRIMER

- The threat must be a "true threat." A "true threat" is a serious one, not uttered in jest, idle talk, or gossip.
- The threat can be communicated to the victim indirectly by a third person.
- The "person threatened" who has "reasonable fear" must be the person to whom the threat is directed, not a third party to whom the threat was revealed or communicated.
- The person making the threat must know that his or her comments could be reasonably interpreted as a threat.
- It is irrelevant whether the person making the threat actually intended to carry it out.

SEXUAL HARASSMENT consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature.

RACIAL HARASSMENT consists of physical or verbal conduct relating to an individual's race.

INTIMIDATION OR BULLYING is a conscious, willful, and deliberate hostile activity intended to harm or induce fear through an imbalance of power, the threat of further aggression, or the intent to harm. These actions may be obvious or subtle.

VIOLENCE is a physical act of aggression, force or assault upon another. Violence is an exertion of physical force so as to injure or abuse. It is an intense, turbulent, or furious and often destructive action or force.

