



Parent/Student Handbook

2025-2026 School Year

The Charleston Catholic School

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I. Diocese of Charleston Elementary Schools Statement of Common Belief

The elementary schools of the Diocese of Charleston offer learning communities that are formed by the Catholic faith and deeply rooted in an appreciation for the dignity of the human person as “created in the image and likeness of God”. This foundational belief informs the schools’ missions, visions, and approaches.

Similarly, all the schools deeply appreciate the infinite value of human life from life’s very beginning to its natural end, in all. This foundational belief impacts the approach to everything that the schools do.

“Human life must be respected and protected absolutely from the moment of conception. From the first moment of his existence, a human being must be recognized as having the rights of a person - among which is the inviolable right of every innocent being to life.” *Catechism of the Catholic Church*, 2270-2275.

Based upon this belief of human life, the elementary schools of the Diocese of Charleston are led to be fully welcoming communities. They welcome families of diverse backgrounds that seek a Catholic education for their children. They value all students, acknowledge their unique gifts, and believe diversity and inclusion are blessings that enrich their communities. Their missions direct them to help students rise above cultural insensitivity and to teach them to treat all men and women, regardless of race, religion, sexual orientation, or political background, with the utmost respect and dignity that every child of God deserves. Each empowers and encourages students to act for justice and to become Christ-like leaders filled with empathy and respect for all -- both within their own schools as well as within the greater global society.

“Catholic schools afford the fullest and best opportunity to realize the fourfold purpose of Christian education, namely to provide an atmosphere in which the Gospel message is proclaimed, community in Christ is experienced, service to our sisters and brothers is the norm, and thanksgiving and worship of our God is cultivated” (US Conference of Catholic Bishops, 2005).

II. Our Catholic Identity



Discover the Imagination. Imagine the Discovery!

Core Values

- + Sharing Faith +**
- + Loving Family +**
- + Celebrating Diversity +**
- + Experiencing Art +**
- + Achieving Academic Excellence +**

Mission Statement

The Charleston Catholic School educates a diverse student body in a welcoming family environment within the sacred tradition and teachings of the Roman Catholic Church. Teachers challenge students in academic subjects and the arts through creative inquiry, technology, and critical thinking while developing self-discipline, compassion for others, and a strong Catholic faith.

Vision Statement

Our school's vision is to empower students to acquire, demonstrate and articulate knowledge and skills that will support them as life-long learners to contribute to the world and live their Catholic faith that they developed through their Catholic school experience.

Profile

The Charleston Catholic School (CCS) is a parish-based regional school in downtown Charleston supported by the four Peninsula Parishes: The Cathedral of St. John the Baptist, Sacred Heart, Saint Mary of the Annunciation and Saint Patrick. CCS serves students from Pre-Kindergarten through Grade 8 and is under the direction of the Diocese of Charleston Catholic Schools Office.

The curriculum stresses academic achievement within a Christian community where the children feel that they are loved and respected by their peers as well as the teacher. United with each other in meaningful liturgy and prayer, the students develop a better understanding of the Christian life. The CCS faculty strives to teach as Jesus did.

CCS follows the Diocesan curriculum guidelines. The curriculum is marked by current content and fresh approaches to methodology. We offer a program which makes use of many sources of reading material, a wide variety of audio-visual and technology tools, and a multi-text approach to the content areas.

History

The Charleston Catholic School opened in August of 1991. Bishop David Thompson chose the campus of the former Sacred Heart Catholic School to house a Catholic Elementary/Middle School on the peninsula. Sister Carol Ann Kleindinst was the founding Principal. The school set forth four goals: Catholic Identity, Academic Excellence, Community Acceptance and Financial Independence. K4 was added in 1995. In 2012, CCS received accreditation from the AdvancED Accreditation Commission and Board of Trustees and is recognized by the Southern Association of Colleges and Schools Council on Accreditation and School Improvement. In February 2014, two new buildings were opened for the students. The new buildings have administrative offices, 5 classrooms, and renovated science lab. In 1991 Bishop Thompson had a vision of a thriving downtown Catholic School which emphasized the Arts and Sciences. Bishop Thompson's vision has become a reality due to the guidance and supporting leadership from the School Advisory Council, generous donors, parent involvement, Peninsula Parish Pastors, and the CCS Principals: Sister Carol Ann Kleindinst (1991-1998), Sister Bridget Sullivan (1998-2000), Mrs. Yvonne Tolley Orr (2000-2006), Mr. Frederick S. McKay, Jr. (2006-2024) and Mrs. Kristine Glemmo (2025 – present).

Principles of Catholic Identity

Charleston Catholic School follows the Diocese of Charleston Principles of Catholic Identity: Catholic identity should be present and explicit in all aspects of all Catholic schools, including the school's mission statement. The school presents evidence of clear commitment to witness faith in all activities. The entire school should be permeated with the spirit of the Gospel for the effective formation and faith development of students.

The Catholic schools in the diocese are expected to fulfill a two-fold mission:

- To provide for the intellectual and moral formation of the child in accordance with authentic Catholic tradition
- To provide all students the opportunity to achieve academic excellence. To this end, all Catholic schools in the Diocese of Charleston must be:
 - Authentically Catholic
 - Academically excellent
 - Financially feasible
 - Community supported

All Catholic schools are places of faith formation and all Catholic school students, regardless of religious

background, should attend school prayer and worship service and fully participate in religious instruction. All Catholic students are expected to attend regular Sunday liturgies at their home parish and to frequently receive the sacraments of reconciliation and the Eucharist, once they are eligible.

Because the ultimate purpose of a Catholic school is to pass on the faith, all students who choose to attend a Catholic school in the diocese are expected to attend religion classes that provide instruction on the teachings and traditions of the Roman Catholic Church and are expected to be present at religious school functions as part of the total school curriculum.

The Diocese of Charleston currently utilizes the Assessment of Religious Knowledge (ARK) test in the subject area of religion. ARK is to be administered annually to students in grades 2-11 in all diocesan schools within the window defined by the Catholic Schools Office. School administrators and teachers will have access to relevant results and data via the ARK dashboard.

III. Admissions

Admissions Policy

1. Nondiscriminatory Policy

The Charleston Catholic School admits students of any race, color, sex and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, sex, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

Parents/guardians seeking admission for their child to a diocesan Catholic school must accept and follow the Catholic identity and philosophy of the school. As the primary educators of their children, parents/guardians should cooperate fully with the school, and all student should participate in all required school programming.

2. Enrollment Priority

As openings become available, the following priorities will be used to accept students to The Charleston Catholic School:

1. Siblings of current students
2. Students of the 4 peninsula Catholic parishes
3. Students of other Catholic parishes
4. Students of other faiths

3. Enrollment Policies

- a. We welcome 4-year-old children and 3-year-old children who will be 4 years old December 31st in our Pre-Kindergarten (PK). Four-year olds who expect to progress to Kindergarten the next year must be four (4) years of age by September 1st of that school year. Students who are not 4 years of age by September 1st of that school year are expected to spend 2 years in the PK program prior to entering Kindergarten. All PK students must be toilet trained and function independently in the restrooms. A child is considered to be toilet trained when he or she initiates going to the bathroom, can adjust clothing (buckle & unbuckle, zip & unzip) necessary to use the restroom and knows effective hand

washing procedure.

- b. Children entering Kindergarten must be five (5) years of age by September 1st of that school year and they must be toilet trained and function independently in the restroom. A child is considered to be toilet trained when he or she initiates going to the bathroom, can adjust clothing (buckle & unbuckle, zip & unzip) necessary to use the restroom and knows effective hand washing procedure.
- c. Students entering First Grade must be six (6) years of age by September 1st of that school year and they must be toilet trained and function independently in the restroom. A child is considered to be toilet trained when he or she initiates going to the bathroom, can adjust clothing (buckle & unbuckle, zip & unzip) necessary to use the restroom and knows effective hand washing procedure.
- d. At the time of enrollment, the following documents must accompany a completed registration form:
 - *Application Fee
 - *Parishioner Verification Form (Catholic applicants only)
 - *Copy of Birth Certificate
 - *Current Report Card (Applicants for grades 1-8)
 - *SC Immunization Certificate
 - *Standardized Test Scores (Applicants for grades 1-8)
 - *Copy of Baptism Certificate (Catholic applicants only)
 - *Documentation related to medical, cognitive, behavioral, special needs, etc.
 - *Signed Request for School Records
 - *Parent Observation Form
 - *Teacher Observation Form

Note: Student Applications for Admission will be reviewed to determine whether our school will be able to meet the needs of the student.

4. Student Transfers from another School

Any student who has previously been expelled from a school, asked to leave a school, or left a school to avoid expulsion, shall not be admitted into CCS without written permission from our school's Canonical Administrator.

5. Students with Special Needs

The Charleston Catholic School is aware that some children have been diagnosed with having special needs. It is the parent's responsibility to provide documentation and information to the Principal at the time of enrollment regarding any of the child's conditions that may require special services.

Accommodations that can be reasonably made within the normal operation of the school will be considered on a case by case basis and will apply for the school year in session. Each case will be reviewed annually.

6. Educational Assessment and Placement

The faculty of The Charleston Catholic School is committed to providing quality education in the most appropriate academic setting for each student. At times, educational, medical, cognitive, behavioral, special needs or psychological testing may be recommended to enable the teacher to better assist the student. In the event that The Charleston Catholic School is unable to meet the particular needs of a student, parents will be informed and suggestions for tutorial help or alternative placement will be made.

The parent's cooperation in matters of testing, extra assistance, and alternative placement is expected.

7. Probationary Period

The probationary period is the first 45 school days of a student's initial enrollment at CCS (including transfer students at any time during the school year from another school). This allows both the parents and the school faculty and administration to determine if CCS can meet the child's needs. During the probationary period, the student will be evaluated based on educational assessment, schoolwork, school attendance, and behavior.

8. Home - School Partnership

The education of a student is a partnership between the parents and the school. It is expected that parents who enroll their children at The Charleston Catholic School will be committed to the mission, vision, values, policies, and procedures of the school. All families are expected to support the school by giving of their time, talent and financial support.

9. Student Withdrawal

Just as the parent has the right to withdraw his/her child if desired, the school's pastor reserves the right to require the withdrawal of a student if the administration determines that the partnership between the school and family is irretrievably broken. The school's pastor has the final say in all enrollment decisions.

Parents expecting to move or withdraw a student from attendance at CCS must contact the school office not less than one week in advance of the student's last date at school, so that necessary clerical work may be completed. All school property (textbooks, library books and school-issued technology devices such as iPads or Chromebooks) must be returned and all fees and tuition payments must be paid in full before records can be released. Parents choosing to withdraw their children at any time during the school year are asked to complete an Exit Interview form.

10. Continuous Enrollment

New Student Continuous Enrollment Agreement allows families to automatically enroll their children in CCS every year until they graduate. The nonrefundable tuition deposit of \$150 per student is included in the total tuition amount.

Students are automatically re-enrolled as of January 31. Families who choose to leave CCS after January 31 are expected to pay the nonrefundable tuition deposit until May 31. After May 31, as tuition payments begin in June of each year, the monthly tuition payments will be withheld for the time that CCS held the spot for each child until they were withdrawn from the school. So, withdrawing in June means that the family will be responsible for the June tuition payment; withdrawing in July means that the family will be responsible for both June and July tuition payments; withdrawing in August means that the family will be responsible for June, July and August tuition payments.

Financial Policies

Prompt receipt of payments of tuition and fees is necessary for the school's monthly operating finances. The school's sound financial situation is a tribute to families for being faithful in their financial commitments to the school, to donors whose financial gifts make a significant difference in the programs we offer to our students, to the Peninsula parishes for their annual financial support, and to the CCS advisory council, administration, faculty and staff.

In some cases, students' financial accounts become past due, and the following policies will hold for delinquent account notices:

Thirty (30) days past due accounts – Letter with expectation of family's immediate response

Sixty (60) days past due accounts – Letter with expectation of family's immediate response and notice of possible further action

Ninety (90) days past due accounts – Letter notifying the family that their student must be withdrawn from school and the fiscal matter will be turned over to a collection agency.

For delinquent accounts, 8th grade students will not be permitted to take semester exams and will not be allowed to participate in graduation. In addition, a student's records will not be sent to another school until his/her delinquent account balance is paid in full.

2025 – 2026 Tuition and Fee Rates

*Three payment plans are available: (1) Full payment to the office or FACTS Tuition prior to Aug. 1, 2025, (2) Semiannual payments on Aug. 1, 2025 and Dec. 1, 2025 to FACTS Tuition or (3) Monthly payments by bank draft to FACTS Tuition beginning June 2025 and ending May 2026. Tuition is nonrefundable.

*The following fees are included in the total tuition: Textbooks/Workbooks, Academic Departments, Technology, Student Activity, Tuition Insurance, and Facilities Maintenance.

<u>Parishioner Rates</u>	<u>1 Child</u>	<u>2 Children</u>	<u>3 Children</u>	<u>4 Children</u>
K4 to 8 (Annual)	\$7,990	\$ 14,342	\$19,357	\$23,032

<u>Standard Rates</u>	<u>1 Child</u>	<u>2 Children</u>	<u>3 Children</u>	<u>4 Children</u>
K4 to 8 (Annual)	\$11,765	\$21,086	\$28,263	\$33,297

Aftercare Program

K4 – 8th Grade 3:00 – 6:00 pm

	<u>Daily Rate</u>	<u>Weekly Rate</u>
1 Child	\$15	\$65
2 or more Children	\$28	\$120

Late Fee:

Students picked up after 6:00 PM will be charge \$1.00 per minute if they are late
Please call 577- 4495 if you are going to be late.

Parishioner Rates and Standard Rates are based on a family's membership in a parish. To be considered a Parishioner, the family must be an Active Member of a downtown parish (Cathedral, St. Patrick, St. Mary or Sacred Heart). Active Membership is determined by four things: (1) Being properly registered in the parish for a sufficient period of time; (2) Faithful attendance at Mass on Sundays and Holy Days; (3) Use of the envelope system in regular support of the parish; (4) Being active in a parish program, ministry or organization.

IV. Educational Program

Academic Program

The Charleston Catholic School is proud to provide a robust, engaging and rigorous curriculum from K4 through the 8th grade in all subject areas. The Charleston Catholic School is part of the Diocese of Charleston and is a SACS accredited academic institution.

We offer a comprehensive program in PK through 8th grade in:

- Religion
- Reading and Literature
- Grammar and Writing
- Science
- Mathematics
- History
- Spanish
- Co-curricular classes: Art, Band, Computer, Drama, Library, Life Skills, Media/Newsletter, Movement, Music, Physical Education, STEM

CURRICULUM

CCS follows the curriculum approved by the Catholic Schools Office of the Diocese of Charleston.

ACADEMIC INTEGRITY

Issues of academic integrity touch at the core of our mission to foster personal responsibility and high moral standards. Therefore, they will be handled firmly regardless of the type of infraction. Violations of academic integrity include cheating and plagiarism.

GRADING SYSTEM

A = 90-100

B+ = 85-89

B = 80-84

C+ = 75-79

C = 70-74

F = Below 70

I = Incomplete

Co-Curricular Classes are graded on a Pass/Fail basis

HOMEWORK & TESTS

Formal home-study (homework) is assigned to help students become self-reliant and self-directed. Homework assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences. Homework is provided for the purpose of extending learning opportunities and fostering independent study habits. Students should report to school prepared with their completed assignments.

HOMEWORK & TESTS continued

Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. Teachers will make reasonable assignments, and if a student is having any difficulty with these assignments then parents should contact the teacher to discuss the matter.

Homework may be assigned to students Monday through Thursday. Homework will not be assigned to students on Friday with the expected due date of Monday. Homework, essays, and projects will not be assigned during Christmas Break or Easter Break.

However, 8th grade students enrolled in high school credit courses such as Algebra I or Spanish I may expect weekend homework with the due date of Monday.

For Grades 1 – 6, no tests will be given on Monday.

For Grades 7 – 8, tests may be given any day of the week Monday – Friday.

For Grades 1 – 8, projects or essays can be due any day of the week Monday – Friday.

The Upper School Teachers will establish a testing schedule for their classes so that no more than two tests occur on the same day, except for the high school credit courses Spanish I and Algebra I.

EXAMS

Students in Grade 8 will take exams in the core academic classes at the end of first and second semesters.

EXTRA HELP

All full-time teachers are available for extra help. The teachers will communicate their particular availability to the students and parents.

REPORT CARDS AND PARENT - TEACHER CONFERENCES

Report cards are created four times during the school year at the end of each marking period. Parent-teacher conferences are by no means limited to report card time. If the need for a conference does arise, the parent or teacher may request it. It is only through the closely coordinated efforts of the home and the school that the goals of education can truly be achieved. Conferences are arranged through communication among parents and teachers and/or the school office.

STANDARDIZED TESTING

During the school year students in Grades K5-8 will take Measures of Academic Progress (MAP) tests to assess their achievement levels. Test results will be made available to parents after each testing, and a copy of the spring test results will be kept in the student's permanent school records file.

PROBATION

Should any child's academic progress or effort be inconsistent with his/her ability, the child will be put on academic probation. This probation will include the following:

1. A letter of notification of the academic probation will be sent home.
2. The length of probation will be determined by the principal.
3. A parent/student conference with the principal will be required before probation is lifted.
4. The teachers will communicate to the principal the student's effort and progress.
5. The principal will determine any further action to be taken.

PROMOTION & RETENTION

Failure in one major subject requires summer school or 30 hours of mandatory tutoring in that subject. Failure in two major subjects requires repetition of the grade. Students who successfully complete the curriculum for a particular grade will be promoted to the next grade level. A student will be retained in a grade level if the child has not successfully mastered the curriculum content and only if the child would substantially benefit from the opportunity to repeat the current grade. The principal and the student's teacher in consultation with the parents make the decision of promotion, conditional promotion, and retention. The decision of the principal is final and binding. Retention decisions will be carried over into alternative school placement, if applicable.

- Major Subjects - Grades 1-3: Religion, Reading, Language Arts and Math
- Major Subjects - Grades 4-8: Religion, Reading, Language Arts, Math, Science & Social Studies

HONOR ROLL POLICY

An Honor Roll system is in place to challenge students in Grades 5 - 8 to continue to strive for excellence in all phases of their development. Criteria for honors are as follows:

- Principal's List: Students must achieve all A's (90% or above) in the six core academic subjects.
- Honor Roll: Students must achieve all A's and B's (80% or above) in the six core academic subjects.

In addition to recognition of student achievement in terms of grades, CCS provides various opportunities for students to be recognized throughout the school year, including essay contests, spelling bee, art competitions, math and science competitions, BETA Club, Student Council, and Vocations Club.

INTERNET

Technology is fully integrated into the curriculum as an essential instructional tool required for the education of all students. Students and parents/guardians must annually sign the technology and internet usage agreement.

The Internet is a useful research tool available to all CCS students in the computer lab, library and classrooms. Students in grades 1-8 will also have access to the Internet through their school-issued iPads or Chromebooks. Students are expected to use the Internet to visit only appropriate websites as directed by their teachers. Accessing social exchange websites such as "Facebook", "Instagram" or "Snapchat" from school computers, iPads or Chromebooks is prohibited. Any student who uses such sites and misrepresents the values of CCS while doing so, or who uses such venues to harass or intimidate any other person will be subject to disciplinary measures, including loss of school computer privileges or suspension. Students who have parental permission to have personal web pages or social media accounts are cautioned against giving out information that could jeopardize the safety of themselves or others, particularly other CCS students or CCS adult personnel. The school expects the students to use all technology only for educational purposes and in a responsible manner. Students who are issued iPads or Chromebooks must sign and follow the Acceptable Use Policy (AUP) which is distributed to students when iPads or Chromebooks are issued.

JUNIOR BETA CLUB

Beta Club promotes the ideals of honesty, service, morality, ethical conduct, and leadership, and it rewards academic excellence. Students must maintain an average of 85 or higher in each of the six core academic subjects to be eligible for membership and must have an exemplary discipline record.

STUDENT COUNCIL

Student Council members are expected to take an oath of honesty, integrity, leadership, and service. All members are voted in by peers or appointed by the faculty, and members remain in office for the school year. Students must maintain an average of 80 or above in each of the six core academic subjects to be eligible for membership and have an exemplary discipline record.

COMMUNAL PRAYER LIFE - LITURGY AND PRAYER

All students in grades 1 – 8 will participate in the weekly school Mass on Wednesdays. Students also attend Mass on Holy Days of Obligation when they occur on school days.

Communal prayer is an integral part of the daily spiritual life of the Charleston Catholic community. Each school day begins and ends with prayer.

SERVICE PROJECTS

In order to promote a fuller living out of Catholic social teaching by the Charleston Catholic community, students and families are expected to participate in various outreach projects periodically during the year. The students' experiences in community service help them to identify with their baptismal call to help the poor and those in need. Social Ministry makes our school Catholic. Through Baptism, Christians are called to serve and to be the light of Christ to others. Students in Grades 5 – 8 are required to perform service projects as part of their religion grade.

TEXTBOOKS

Textbooks are supplied to students for their use during the school year. Textbooks must be returned in good condition prior to the last day of school. Students are required to cover books to protect them from damage. Fees will be charged to students for lost or damaged books. Students may keep their consumable workbooks.

V. Student Expectations

ATTENDANCE AND ABSENCE

In conformity with South Carolina State law, school is in session 180 days unless an emergency forces its closing. Regular attendance is essential to successful performance in school. All absences must be excused through written communication. If a student is absent, a parent should (1) call the school office or (2) email the school office and homeroom teacher by 9:00AM. On the first day that students return to school after being absent, they must present to their homeroom teacher a written communication excusing their absence from their parent. This written communication must list the child's full name, date(s) and reason for absence, and include the parent's signature. Also, any incident of a communicable disease must be reported to the school office. To be counted present, students must attend at least half of the school day. Regular attendance is required to participate in school related activities held after normal school hours. *Students who miss school will not be able to participate in sports and performances that evening.* Students absent for more than ten days run the risk of being ineligible for promotion (SC Policy). In order to be counted present for a school day, the student must attend at least half a day (minimum of 3 hours). Otherwise, a student is considered absent. When students reach their absence limit of ten (10) days, they must bring a written doctor's excuse for every absence beyond that. Per South Carolina State law, if a child misses over 10 days without a medical excuse, the school has the right to retain the child for the next school year. Students missing more than 10 days (unexcused) are considered truant. Students are required by compulsory attendance law to be in school and therefore the school will refer truancy to DSS/legal authorities.

ABSENCE - ILLNESS

Students who have been absent due to illness should return to school only after they have fully recovered from the illness. A child must be fever free, diarrhea free, vomit free for 24 hours before returning to school. All rashes, pinkeye, etc. must be checked by a doctor before sending the child to school. A doctor's note indicating the student is NOT CONTAGIOUS is required before the student returns to class. If a student is absent for 3 or more consecutive days, a written note from a doctor is required to return to school.

When a student is not feeling well at school, we will make every attempt to keep the student in school. However, there may be times when the staff must call a parent to come pick up the student. When the staff calls, please come to the school and pick up your child as soon as possible.

If a student has a bowel movement or urinates in his/her underwear during school, the parent will be called to take the student home.

ABSENCE - MAKE-UP WORK

Make-up work for student absence due to illness, injury, or other causes is the responsibility of the student. Students should contact their classmates to get the missed assignments. Parents should see that students satisfactorily complete the make-up work within the time frame established by their teachers. Students who are not at school because of their participation in activities sponsored by the school or programs recognized by the school as extensions of their academic or artistic advancement are held responsible for all of their school assignments upon their return to campus in a time frame established by their teachers.

Effective student learning occurs when students are in school and are active participants in class lessons, homework, and assessments. Many classroom learning experiences are impossible to make up because they involve school resources and group interactions. Parents are asked to schedule appointments for their children after school hours whenever possible. If parents absolutely cannot avoid travel that requires a student to be away from school, these plans and their potential consequences for the child's learning should be discussed with the Principal and teacher. Students are expected to make up all missed school assignments.

ARRIVAL, TARDINESS and EARLY DISMISSAL

The school day begins at 8:00AM and concludes at 3:00PM on all days except those identified otherwise on the academic calendar or communicated to the school community for special occasions or weather-related occurrences. Students who arrive after 8:00AM must report to the office for a tardy slip. Parents must provide written communication explaining the reason for the tardiness, or the parent must come to the office to make the explanation; otherwise, the tardiness is considered unexcused. Excessive unexcused tardies (5) will result in a call from the teacher to the parent.

Hours of supervision for students in Homeroom before school are 7:30-8:00 AM, and 3:00-3:20PM after school. After 3:20PM students are sent to Aftercare where they will be supervised until 6:00PM.

EARLY DISMISSAL

Should a student become ill during the school day or a parent finds it necessary to have a student leave school before dismissal, the parent must report to the school office and sign the student out. If the child is in class, the office staff will call them to the office. *The parents should not go to the classroom.* The student must attend at least half a day (minimum of 3 hours) to be considered present.

The School requests written notification at least two (2) days in advance when early dismissals are expected.

Parents are requested to notify the school office whenever someone other than those listed on the Emergency sheet will be picking up their child.

Discipline

CODE OF CONDUCT, DISCIPLINARY PROCEDURES, GUIDELINES

As members of a Christian Community, CCS students will:

1. Treat others as they would like to be treated.
2. Show respect for their parents, teachers, school personnel, and classmates.
2. Perform to the best of their ability while honoring their own work and the work of others.
3. Develop good study habits.
4. Show respect for school property and the property of others.
5. Follow the rules of the school and home, and the laws of the state and nation.
6. Strive to be honest.
7. Use language appropriate to a Christian.
8. Maintain high standards of good sportsmanship.

Student discipline flows directly from the mission of The Charleston Catholic School, specifically from the provision that the school nurtures the academic, spiritual, cultural, moral and physical growth of each student. To ensure the cooperation and order required for an atmosphere of learning, the school has established certain behavior guidelines. We expect all members of the Charleston Catholic community (faculty, staff, parents and students) to contribute to this atmosphere. Students are expected to be honest and forthright when asked to be accountable for their actions and decisions. Consequences for not following the rules and guidelines have been established. The Administration is responsible for overseeing the general school order and for administering disciplinary measures when necessary.

Discussions with parents must focus only on their child. When there is an instance of inappropriate student behavior, administrators, teachers and staff may only discuss resulting disciplinary consequences with the parents of the individual student receiving the consequence and may not share disciplinary information with the parents of any other student regardless of that student's role in the underlying event.

Bullying Behavior Policy

Definitions

1. Harassment — Harassment is any unwanted behavior, physical or verbal (or even suggested) that makes a reasonable person feel uncomfortable, humiliated, and/or mentally distressed.

a. It is the intentional act of annoying, threatening, intimidating, or causing fear in another person.

b. Harassment happens when someone is targeted because they belong, or appear to belong, to a protected class, including socio-economic status, and when the conduct is so serious that it creates a hostile environment.

c. Harassment is considered a form of discrimination and is punishable by law.

d. This includes:

- Intimidating
- Teasing
- Making improper propositions
- Verbal abuse, such as name calling, slurs, taunts, insults (including visual insults)
- Graphic or written statements, demeaning comments, cartoons, pictures
- Physical assault, including physically impeding or blocking behavior
- Threatening or discriminating against a person due to race, religion, age, gender, physical appearance, socioeconomic status, or academic pursuits.

2. Bullying — Bullying, including cyber-bullying, is a conscious, repeated, hostile, aggressive behavior of an individual or a group abusing their position with the intention to harm others or to gain real or perceived power.

a. Bullying is a repeated behavior which can be defined and not limited to the following behaviors:

- Fighting, threatening, name-calling, teasing, or excluding someone repeatedly and over time
- Creating an imbalance of power (i.e., size or popularity)
- Causing physical, social, and emotional harm
- Hurting another person to get something

b. Bullying is NOT:

- Not liking someone
- Being excluded for a single event
- Accidentally bumping into someone
- Disagreements or differences of opinion between two or more people or groups
- Single act of telling a joke about someone or their interests
- Expression of unpleasant thoughts or feelings regarding others
- Isolated acts of harassment, aggressive behavior, intimidation, or meanness.

The Charleston Catholic School believes the following about bullying behavior:

- Bullying is a serious issue because it affects the total social environment of a school and inhibits student learning.
- Bullying is not an acceptable behavior for members of our school community to treat one another.
- Increasing everyone's awareness of bullying behaviors at school is important.
- There is tremendous leadership potential of our students and an ability to make a difference in addressing bullying here at Charleston Catholic School.

Response to Bullying Behavior by students, teachers, staff and administration

- All allegations of bullying will be investigated by the teachers, staff & administration.
- An intervention will take place whereby the alleged victims, bullies and bystanders will be addressed separately and privately.
- All reports of bullying will remain anonymous so as to ensure all students being willing to come forward to report incidents to CCS staff.
- If an allegation is proven to be true and dependent upon the nature of the allegation, the principal may take action with the bully as follows:
 - Parent Conference and 1 day in-school suspension
 - Parent Conference, 2 days out-of-school suspension and counseling by a licensed practitioner before the student returns to school.
 - Expulsion from school

CONDUCT OFF CAMPUS

Because people of the Charleston community view the conduct of CCS students as an indicator of the values that are important to our school, students are expected to conduct themselves appropriately at all times. This responsibility is present whether the students are in uniform or out of uniform and whether they are on campus or off campus. Students may face discipline consequences for their off-campus, out-of-school behavior if the inappropriate behavior results in a substantial disruption of the learning environment at school or gives a negative image of the school community. This off-campus behavior includes but is not limited to cyber-bullying and sending/posting inappropriate text messages, emails, photos or videos that are disrespectful or defamatory towards the school, faculty, other students, other families or the parish.

LUNCH DETENTION

Lunch detention is only used for being unprepared for class and/or no homework.

DEMERIT SYSTEM

Students are issued demerits for inappropriate behavior. Behaviors are identified as minor and major. A minor offense yields one (1) demerit while a major offense yields three (3) demerits.

The purpose of the demerit system is to help students recognize and change behavior. The faculty takes this system seriously in helping students to grow in their ability to control their behavior. All students and parents should assume this same seriousness in considering individual demerits.

Each time a demerit is assigned, parents will be notified by a demerit slip which will be given to the student and an email stating the demerit slip is being sent home. The email will not detail information related to the demerit as that information is on the demerit form. All demerit slips must be signed by a parent and should be returned the next school day to the teacher who issued the demerit. If the signed demerit form is not returned, the student will receive another demerit. In this way, there can be good communication between parents and teachers as to the needs of the students. Parents are asked to support the teacher's assessments of the student's behavior in order to present a consistent level of concern to the student. Parents should guard against defending and rescuing their child.

Demerits will be addressed with the following system of consequences:

After School Detention = three (3) demerits

One (1) day suspension = nine (9) demerits

Two (2) day suspension = eighteen (18) demerits

Total of twenty-five (25) demerits = Expulsion from school

Examples of minor offenses:

- excessive talking
- dress code violation
- demerit not returned
- lunch detention form not returned
- eating and drinking in class
- gum chewing
- possession of unnecessary items in class
- running or making excessive noise in the halls or lunchroom

Examples of major offenses:

- disrespect for school faculty, staff, students or adult volunteer (including bullying)
- physical abuse or harm to a student, teacher or adult volunteer
- disrupting the learning process
- cheating, plagiarizing, copying homework
- lying
- stealing (taking money or other property)
- cursing, obscene language or gestures
- destroying school property
- persistent disregard of classroom or school rules

Suspension or Expulsion

A severe offense will result in either suspension or expulsion. The length of the suspension will depend on the age of the child and the seriousness of the offense. School Administration may refer suspended students to counseling or therapy as part of the condition for students to return to school. Students are responsible, however, for all missed material while on suspension. In extreme cases a student may be expelled from school if the student's behavior poses a threat to the learning environment or the safety of the students or the staff.

There are two specific situations may call for immediate expulsion:

- When the moral or physical well-being of the student body or faculty is endangered
- When there is any positive promotion against religion or faith

Examples of severe offenses that would result in suspension or expulsion are:

- possession of a weapon
- act of violence or aggravated physical assault of student or staff
- possession, use or sale of illegal drugs, alcohol or tobacco
- repeated acts of bullying (any form listed above) and/or severity of the bullying behavior

SUBSTANCE ABUSE POLICY

The Charleston Catholic School is dedicated to the growth and development of its student body. The aim of the faculty is to foster the spiritual, intellectual, emotional and physical growth of our students. Substance Abuse - the misuse of drugs (alcohol, illegal drugs, prescription and over-the-counter drugs) is harmful to the student and jeopardizes his/her physical, mental and spiritual health as well as the student's academic achievement.

Substance abuse not only harms the individual, but also may have detrimental social effects. Out of concern for the individual student and the entire school community and in view of the seriousness of substance abuse itself, policies #1-3 have been formulated:

(1) Students obviously under the influence of drugs/alcohol while at school or at any school function, including any school sponsored activity on or off campus will be referred to the principal who will contact the parents. The principal may take appropriate disciplinary action, including suspension or expulsion, and if warranted, the student may be referred to a counseling service in the community.

(2) Students in the possession of illicit drugs or alcohol on school property or at any school function will be reported to the principal. The student will receive school disciplinary action of suspension or expulsion and may be referred to an appropriate drug/alcohol counseling service in the community. Parents will be notified and legal authorities may be contacted.

(3) Students suspected of distributing drugs on campus or off-campus to other Charleston Catholic School students will be expelled, and the appropriate law enforcement agency will be notified.

STUDENT DUE PROCESS

A student may appeal a decision regarding suspension or expulsion to the Diocese of Charleston, as follows. An appeal may be made within three school days to the pastor, who will make the final decision or elect to refer it an arbitration committee, which will hold a hearing regarding the matter. Following the hearing, the arbitration committee will make a recommendation to the pastor regarding the decision.

DRESS CODE

EXPECTATIONS

Uniforms are mandatory at The Charleston Catholic School: they reflect the high standards and values of our school. Uniforms show unity in school spirit. Therefore, non-compliance with the dress code is viewed as disruptive and also as a disregard in the “esprit de corps” of the school. Repetitive or serious violations of the dress code will be handled by the administration.

All students are expected to dress and groom themselves neatly and to wear uniform clothing that is in good condition, clean and fit. Uniform shirts must be tucked in at all times. Uniform clothing in disrepair is not permitted. No perfume or cologne is allowed. The school administration reserves the right to indicate certain clothing/items that may be deemed as inappropriate.

Lands’ End and Read’s Uniforms are the authorized vendors used to purchase school uniforms for The Charleston Catholic School.

BOYS & GIRLS

Pre-Kindergarten - PK

- Little Saints t-shirt (supplied by the school) on non PE days
- White or black PE shirt on PE Days
- Red or black PE shorts (Red or black sweatpants in winter)

BOYS

Kindergarten

- Navy pants with elastic waist (not sweatpants)
- Navy walking shorts with elastic waist
- White knit collared (polo) shirt with school logo
- NO belts

Summer Uniform (August to October 31 and March 1 to June)

- Uniform navy walking shorts (optional)
- Uniform navy pants
- White knit collared (polo) shirt with school logo

Winter Uniform (November 1 to February 28/29)

- Uniform navy pants
- Uniform white dress shirt (upper school)
- Uniform white polo shirt with school logo (lower school)
- Ties or Bowties (upper school only)
- Uniform red school sweatshirt, fleece or jacket
- Uniform red “hoodies” for grades 6-8 only

Mass Day (Wednesday)

- Upper School - uniform navy pants, uniform white dress shirts and ties or bowties
- Lower School – uniform navy pants and uniform white polo shirt with school logo (or white dress shirt)

Dress Code rules at all times

- Socks must be worn with shoes. Five sock colors are acceptable: Navy, black, gray, red or white crew socks (no Peds). Regular socks must be at least two inches above top of shoes.
- Under-shirts, if worn, must be plain white t-shirts (no logos, pictures or writing)
- Earrings and any other body piercing or tattoos are not permitted.
- Jewelry Allowed: One religious medal on gold or silver chain is acceptable and must be worn under the shirt. One bracelet, plain or with religious message, may be worn.
- Unauthorized accessories are not acceptable.
- Hair: *traditional cut*, over the ear, off the neck, may not touch shirt collar, and must not extend into eyebrow when combed down. Nothing extreme (i.e. Mohawk, shaved on one side, spiked or colored).
- Grades 5 – 8, pants and walking shorts must be worn with belts.
- Black or brown dress shoes, or tennis shoes (any color). No wheelies on shoes.

GIRLS

Summer Uniform (August to October 31 and March 1 to June)

- Uniform knee-length navy walking shorts or skorts
- Plaid Jumper (Lower school) or Plaid Skirt (Upper school)
- White knit polo shirts with school logo or white blouse with peter pan collar

Winter Uniform (November 1 to February 28/29)

- Plaid Jumper (Lower school) or Plaid Skirt (Upper school). Hem must come to top of knee.
- White blouse with peter pan collar, short or long sleeves. Blouse must be tucked in at all times.
- Uniform red school cardigan, sweatshirt, fleece or jacket.
- Uniform red sweater vest (upper school only)
- Uniform red “hoodies” for grades 6-8 only

Mass Day (Wednesday)

- Plaid Jumper (Lower school) or Plaid Skirt (Upper school)
- Uniform white blouses
- Uniform red sweater vest must be worn on Mass days (Upper school only)

Dress Code rules at all times

- White or beige undershirt or bras only (no patterns or colors)
- Socks must be worn with shoes. Five sock or tights colors are acceptable: Navy, black, gray, red or white crew socks (no Peds). Regular socks must be at least two inches above top of shoes.
- Hair: traditional, classic cuts or length. Nothing extreme (i.e. shaved on one side, spiked or colored). Accessories are allowed as long as they are not distracting to the teaching and learning environment or the reverent environment in church or at communal prayer. Any hair accessory deemed inappropriate by the faculty, staff or administration will need to be removed.
- Make-up of any kind is not permitted.
- Jewelry may include: one ring, one religious medal on either gold or silver chain, one bracelet (plain or religious message), and one pair of non-dangling earrings. No other body piercings. No tattoos.
- Fake nails or nail polish are not permitted.
- Black or brown dress shoes, or tennis shoes (any color). Open-toe or open-back shoes are not permitted.
- Black or brown boots (flat heel and below the knee) may be worn with winter uniforms only. Boots

must be worn with tights.

- No wedge or high heeled shoes at any time.

OUTERWEAR for Boys & Girls

Uniform red sweatshirts, fleeces, jackets and other approved outerwear sold through Lands' End are permitted. Students wearing non-approved outerwear to school must remove it upon arrival to homeroom.

PHYSICAL EDUCATION UNIFORM FOR ALL STUDENTS - GRADES K4 - 8

Physical Education uniform must be worn for Physical Education class days

Official school T-shirt (white or black) with logo and/or sweatshirt with logo

Official school red shorts with logo or plain red or black sweatpants

TAG DAY (OUT OF UNIFORM) GUIDELINES

Students are allowed to wear non-uniform clothing on designated TAG days.

Students may wear:

- *Shirts / blouses / tops that cover entire shoulder and midsection
- *Jeans (no holes, tears, or loose threading)
- *Shorts with a 7" inseam or greater may be worn
- *Skirts, skorts or shorts measuring 4" above the knee may be worn
- *Sweatshirts
- *Jogging suits
- *Nail polish
- *Jewelry
- *Dresses
- *Slacks

Students may not wear:

- *flip-flop sandals
- *open back shoes
- *tank tops
- *T-shirts with inappropriate writing, pictures, symbols or logos
- *spaghetti straps, camisoles or halter tops
- *tennis shoes that convert to roller skates
- *biker shorts
- *pajama pants (unless the TAG Day specifies pajama wear is allowed)
- *yoga pants
- *leggings worn as pants – leggings must be worn with a dress or skirt
- *skinny jeans
- *make-up
- *low cut blouses/tops
- *clothing that is extremely tight
- *hats

Good Rule: If you think you shouldn't wear it, you shouldn't.

VI. Health Information and Student Care

MEDICATION POLICY

All medication must be brought to the school office in original prescription bottles with correct dosage labels. Medication must be in the original prescription bottle, properly labeled by a registered pharmacist, giving the child's name, and the exact dosage and time(s) to be administered. Prescription medication and over the counter medication cannot be dispensed unless a Medication Form, approved by the Diocese of Charleston, is signed by both the parent and the physician. Students with asthma, allergies or diabetes must have their own inhaler, EpiPen or insulin at the school and they shall have immediate access to such medication as needed.

MEDICAL APPOINTMENTS

Every effort should be made to schedule appointments after school hours. If a child needs to leave school before dismissal for an appointment, inform the teacher and office at least a day ahead of time.

Exclusion Guidelines with Regard to Disease:

The Charleston Catholic School follows the guidelines set forth by DHEC every January. However, Charleston Catholic reserves the right to deviate from said guidelines at the discretion of the Administration.

Immunizations

The South Carolina Department of Health and Environmental Control and the Diocese of Charleston requires immunizations for any child admitted to public, private or parochial schools (K-12). To ensure that all students are properly vaccinated, a copy of current immunization records must be kept in the student's file. It is the responsibility of the parent to update this record as additional vaccines are administered. Transfer students have 30 days from the first day of school to provide the school with a current South Carolina immunization record.

Note: Diocesan policy- no religious immunization exemptions beginning in the 2015-2016 School Year.

VII. General Information

SCHOOL OFFICE HOURS

The school office is open on all school days 7:30AM - 3:30PM.

CARPOOL - DROP OFF - PICK UP

All students must be dropped off or picked up from Benson Street. Carpool Route: KING STREET to CONGRESS STREET to BENSON STREET and then EXIT to HUGER STREET. Please have name card placed on front dash of the driver's side of your vehicle.

PLEASE DO NOT DOUBLE PARK to walk your student into the building or to take care of business in the office. At all times, avoid parking in spaces marked for Sacred Heart Church personnel beside the rectory. Also, refrain from blocking the priest's driveway and the parking spaces for church personnel.

Teachers are on duty during morning drop-off (7:30–8:00 AM) and afternoon pick-up (3:00-3:20 PM) to provide for the safety of students entering or leaving the campus and to maintain the safe flow of traffic.

Students SHOULD NOT EXIT vehicles on Huger, Congress or King Streets since the safety of the children cannot be provided on these three streets. Students should not get in or out of a vehicle unless directed to do so by a teacher on duty.

Vehicles are prohibited from parking on the playground area during school hours (7:30AM – 6:00PM). Students not picked up by 3:30PM will be sent to the Aftercare Program for supervision purposes, and parents will be charged the published fees for use of this program.

Parents are asked to remain in their cars and to proceed through the regular carpool process. Please do not park and walk up to the school to drop off or pick up students.

EMERGENCY INFORMATION

Emergency forms will be signed at the beginning of each school year. It is most essential that the information forms be current and accurate. The school office should be informed immediately of any change of mailing address, telephone number, or email address.

EMERGENCY PROCEDURES

(FIRE DRILLS & OTHER SAFETY MEASURES)

Fire drills are held monthly to ensure that each student is aware of fire exits. Evacuation routes are posted in each room and students are instructed in proper procedures so that they can exit the building in a quiet and orderly manner. The school staff also conducts tornado drills and crisis situation drills to teach the students proper procedures for their safety. In the event we need to evacuate our campus, we will relocate our students to Greek Orthodox Church of the Holy Trinity, located at 30 Race Street, Charleston, SC (two blocks from our campus).

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT & CHILD CUSTODY

The Charleston Catholic School abides by the Family Educational Rights and Privacy Act (FERPA) (20U.S.C. 1232g; 34 CFR Part 99). FERPA is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - # School officials with legitimate educational interest;
 - # Other schools to which a student is transferring;
 - # Specified officials for audit or evaluation purposes;
 - # Appropriate parties in connection with financial aid to a student;
 - # Organizations conducting certain studies for or on behalf of the school;
 - # Accrediting organizations;
 - # To comply with a judicial order or lawfully issued subpoena;
 - # Appropriate officials in cases of health and safety emergencies; and
 - # State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance.

However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them.

Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

CUSTODY ARRANGEMENTS

Diocesan Catholic schools must act upon official court orders regarding student custody issues. The schools must abide by the provisions of the Buckley Amendment (Family Educational Rights and Privacy Act of 1974, or FERPA) for the rights of non-custodial parents' examination and review of student records.

Schools should provide a non-custodial parent with access to academic records and other school information regarding his or her child unless there is a court order to the contrary. If there are restrictions regarding access to the student or the sharing of information with the non-custodial parent, it is the custodial parent's responsibility to provide the school with a court-certified copy of the court order at the time of registration.

LUNCH PROGRAM

We encourage parents to send in nutritious lunches for their children. The school offers a hot lunch program as an option for students, in which local restaurants supply lunches for students to buy. Specific details about the lunch program will be provided.

Please do not send food or beverages that need to be heated in the microwave or kept cold in the refrigerator. Students do not have access to a microwave or refrigerator at school.

FOOD – DRINK

Students may not bring in glass containers or glass water bottles.

Gum is prohibited on school grounds at all times.

CCS makes NO claim to be a peanut-free campus.

BIRTHDAYS

A student's birthday may be recognized / celebrated at school, and the homeroom teacher will communicate the options for this recognition / celebration to the parents at the beginning of the school year. Also, in an effort to promote inclusion and community building, if an "out of school" party is planned, invitations may not be distributed at school unless the entire class (or all boys / all girls) is invited. Please do not send or deliver flowers, balloons, etc. to the school.

INSURANCE

Student Accident Insurance during school hours is mandatory for all students, and the fee is included in the tuition. This policy insures the student to and from school, during school and while participating in school-sponsored programs.

LIBRARY

The library is a facility that all teachers and students use. The school's library has over 4,000 books in its collection. The library and computer lab are available for research as well as for use by classes.

PERSONAL ITEMS

Students must have teacher's permission before they bring any personal items from home to school; examples are toys, sports equipment, electronic games, candy, and electronic devices such as, but not limited to, cell phones, iPods, iPads, Apple Watch, radios, beepers, headsets, laser pointers, and portable computers.

Any item brought to school without the teacher's permission will be confiscated and returned to the

student's parents at an appropriate time. Students who violate this policy will be subject to disciplinary action.

SCHOOL PROPERTY

With the goal of educating the child to be a well-rounded individual, respect for property is required at all times. Any willful damage done to school property will be repaired or replaced at the expense of the offender and family. Parent's cooperation is definitely needed in order to teach the child respect for school property, books, materials, furnishings, equipment, and for the building itself.

SOCIAL MEDIA SITES

Engagement in social media sites such as, but not limited to, Facebook, Instagram, Twitter, Pinterest, Vine, Snapchat, Tumblr, Google+, YouTube, TikTok, etc. may result in disciplinary actions if the content of the student's or parent's social content, such as posts, photos or videos, etc., includes defamatory comments regarding the school, the faculty, other students or the parish.

No parent should open a social media account under the name of the school or a particular grade or organization. The only official Charleston Catholic School Facebook® and Instagram pages or any other CCS social media account is the one created and monitored by the Charleston Catholic School Administration and Office Staff.

Social Media Postings of Student Photographs / Videos

The Charleston Catholic School is committed to protecting the confidentiality rights of all students. The Family Education Rights and Privacy Act of 1973 (FERPA) and the Child Protection Act of 2012 (CPA) were designed to protect personally identifiable information of minors. CCS adheres to these laws in its attempt to protect the privacy rights of all students. As a result, the parents of CCS students are forbidden from posting photographs / videos taken at school sponsored events that include the images of children other than their own on their personal social media account, website, blog, etc. Such postings are a violation of our school's adherence to FERPA and CPA.

LOCKERS: Students in Grades 5-8 are assigned individual lockers at the beginning of the school year. No Locker decorations or shelving is allowed. The Administration reserves the right to open and inspect all student lockers.

STUDENT PROPERTY (IDENTIFICATION OF CLOTHING, ETC.)

Your student's name should be marked on all clothing, uniforms, books, notebooks and book bags.

TELEPHONE

Students may use the phone in the office after receiving permission from the office staff.

Cell Phones & Personal Technology

Students are not to have a cell phone or personal technology (i.e., iPad, iPod, iTouch, Apple Watch, SMART Watch, Kindle, Nook, laptop, etc.) on campus at any time. If these items are brought to school for use after school hours (off campus), then they must be turned off and turned into the office when they arrive. Students may pick up their devices when they are leaving campus.

If students are found using cell phones or personal technology on campus, the device will be confiscated and disciplinary action will occur.

First Offense: parent will be contacted to pick up the device from school office.

Second Offense: detention and parent will be contacted to pick up the device from school office.

Third Offense: detention (two days) and parent will be contacted to pick up the device from school office.

Exceptions to cell phone & personal technology policy:

1. School sponsored overnight trips (Beta Club state convention, Diocese state basketball tournament and 8th Grade Class Trip) – Chaperones will determine the boundaries of using cell phones and personal technology and communicate these boundaries to the students and parents.
2. Teacher grants permission to a student to bring a cell phone or personal technology to school for an educational purpose. Student may use the device under the teacher's supervision and then place the device in the school office until the end of the school day.

****Students must have teacher's permission before they bring any personal items from home to school (examples are toys, sports equipment, electronic games, cell phones and personal technology). Any item brought to school without the teacher's permission will be confiscated.**

TEXTING

Students should at no time be involved in texting during the course of the school day or at school related activities. Students involved in texting at school face disciplinary action.

SEXTING

Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices (iPads, etc.) face suspension and / or expulsion and referral to local police.

WEATHER - SCHOOL CLOSING POLICY

In case of school closings or delayed openings because of bad weather, or for any other reason, school families will be informed as soon as possible by an emergency notice transmitted through the school's alert notification system (phone, email and text messages). The school office needs up-to-date phone numbers and email addresses in order to send families the emergency communications.

COMMUNICATIONS

COMMUNICATIONS FROM THE SCHOOL

Weekly school-wide communications are posted on the school's website, emailed to families, and posted on the CCS Facebook page or other CCS social media accounts. In addition, when necessary, flyers, forms, and other such papers are sent home in Communication Envelope with the child in the lowest grade level. Parents are expected to review items in the envelope and return the envelope and completed forms / payment to the school office on the following day.

COMMUNICATION WITH THE PRINCIPAL

The Principal welcomes communication with parents (informally and by appointment) on school-wide issues and on individual student issues provided that initial communication has occurred with the student's teacher. With individual matters, communicating with those directly involved or affected by the situation is the best approach to resolving an issue. The Principal is available to listen and to help with problem-solving. To make an appointment with the Principal, contact him by school telephone (843 577-4495 or 843 577-4494) during regular school office hours or send him a written communication in the form of email (kgalemmo@charlestoncatholic.org) or letter.

COMMUNICATION WITH THE TEACHERS

All communication between CCS families and CCS teachers should be civil, professional and respectful. Teachers are professionals, and communication with teachers should be treated in a professional manner. If the school receives a communication (in person, phone call, or email) that the administration deems inappropriate, the school reserves the right to request a redirected communication or to restrict communication accordingly (this may include limiting or denying email access to teachers).

Teachers receive numerous email messages on a daily basis, and they have limited opportunities to respond to emails while they are fulfilling their instructional responsibilities. School administration directs teachers to respond to emails within 48 hours during regular work hours (Monday – Friday 7:30AM to 3:30PM). When corresponding with teachers by email, families must use the teacher's Charleston Catholic School email address.

If parents wish to contact teachers, please call the school phone (843 577-4495 or 843 577-4494) during regular school office hours. If a teacher is in class when you call, please leave a message and your call will be returned as soon as possible. When parents want to discuss a particular issue regarding their child, the protocol is to contact the teacher directly involved first.

Please email the school office (charlestoncatholic@charlestoncatholic.org) or call the school office (843 577-4495) to inform the school concerning your child's absence, tardiness, or early release.

VOLUNTEERS

YOUTH PROTECTION/SAFE ENVIRONMENT

For the safety of our children, all persons serving as volunteers for the school must complete the Diocese Screening Process. Examples of volunteers are drivers for field trips, coaches for athletic teams, helping in the classrooms, helping with lunch, homeroom parents, etc. Volunteers must go to virtus.org and click on First-Time Registrant and select Charleston from the drop down list. Create a user name and password and follow the instructions.

The Diocese of Charleston Sexual Abuse Policy can be found on the Diocese of Charleston website (www.charlestdiocese.org) under Youth Protection.

All diocesan schools shall adhere to the Diocese of Charleston Policy, Code of Conduct and Ministerial Standards for Church Personnel and the procedures and guidelines from the Catholic Schools Office and the Office of Child and Youth Protection Services.

As directed by South Carolina General Statute, school personnel who have cause to suspect child abuse or neglect have a legal responsibility and moral obligation to report such cases to the principal who, in turn, reports to Child Protection Services of the Department of Social Services in the county where the student resides or is found.

In such situations, a caseworker may need to interview the child without specific parental/guardian consent.

Field Trips

All field trips are planned as an extension of the school's curriculum. All school rules are in effect during the entire field trip and uniforms are expected to be worn unless notified otherwise. Transportation of students and staff to and from the field trip destination will usually be by bus (school bus, city bus or charter bus). In some cases, parents may be asked to transport students or staff, and when doing so all policies of the Diocese of Charleston must be followed. In accordance with our diocesan insurance policy, all parent drivers must have a copy of their insurance card on file in the school office and must fill out the Field Trip Driver Form. A copy of a driver's license must be on file.

A school field trip is a privilege extended to each child. However, if the Principal or teacher determines a child should not attend the field trip due to improper behavior, missing assignments, etc., the child will remain in school. Permission forms for field trips must be signed by the parent and returned no later than one (1) school day prior to the field trip. If the signed permission slip is not returned by the day before the field trip, the student will remain at school while the class goes on the field trip.

Parents who chaperone a field trip may not bring preschool or school-age siblings on the field trip.

SCHOOL ADVISORY COUNCIL

The Charleston Catholic School is served by an Advisory Council. Membership is by appointment of the pastors of each of the Peninsula Parishes. Advisory Council meetings are held regularly and meeting dates are communicated to the school community. A request to speak at the School Advisory Council meeting should be presented in writing to the principal a week prior to the scheduled meeting so that the topic may be added to the agenda. Attendance at the meetings is available to parents and parishioners of the Peninsula Catholic Churches unless the Council is meeting in executive session.

VOLUNTEERS, VISITORS & GUESTS

A school can only be as successful as its volunteers. Recognizing the value of parental involvement, it is school policy to utilize the help of parents in as many areas of the school program as possible. In order that our school community might benefit from the time and talents of all its families, each school family (parents or grandparents) is asked to volunteer. Opportunities for service include homeroom parents, field trip chaperones, coaches and other services as needs arise. We are grateful to anyone who can donate time and energy to our school. Additionally, for safety reasons, younger siblings or young children should not accompany volunteers working at the school.

No parent may take a child out of the classroom unless he/she has permission from the school office. Parents must sign children out if they are taking them out of the school before the end of the school day.

PARENT – TEACHER ORGANIZATION (PTO)

The PTO is an organization that supports the policies and programs of the school. All school families, teachers and staff are members and expected to attend meetings. The PTO organizes many activities for school families and helps to raise money for the school. PTO meeting dates and events are communicated to the school community.

ANNUAL FUND CAMPAIGN and SCHOOL FUNDRAISING

The Annual Fund Campaign and School Fundraising help supplement The Charleston Catholic School. All school families, teachers and staff are asked to participate in these fundraising events in the manner that they are able.

VIII. Aftercare Programs and Activities

AFTERCARE PROGRAM

The Charleston Catholic School offers an Aftercare Program as a service to our families. The program is under the sponsorship of The Charleston Catholic School and is guided by the philosophy and policies of the school administration. Aftercare hours are 3:30 - 6:00PM.

ATHLETIC TEAMS

Sports are important for our students and should enhance their educational experience. We encourage students to participate on our Basketball, Cheerleading, Tennis, and Volleyball teams as a way to learn how to play as a “team member”, cooperation and good sportsmanship.

Membership on athletic teams requires that the student have an average of 70 in each of his/her six core academic classes. A student’s eligibility will be evaluated every quarter. Teachers will inform the athletic director of the student’s qualification for participation.

All parents are asked to attend an athletic participation meeting and sign an agreement for their children to attend practices and games.

Sex Offender Registry Policy

In our ongoing effort to provide a safe environment for our children please be advised that any parent/guardian known to a diocesan or parish school who is a parent or guardian of a child who is enrolled at one of our schools and is listed on a sex offender registry is required to sign an agreement restricting that individual's access to our campus.

Every year the Charleston County Sheriff's Office must provide sex offender information to schools and childcare facilities. The following information fulfills that obligation. The State Law Enforcement Division (SLED) and the Sheriff's office cooperate to ensure you have access to up-to-date information on our official website. Since sex offender data changes daily, you can be assured that this official site has the latest information about any offender.

Go to <https://www.charlestoncounty.org/departments/sheriff/> and click on the link to "Registered Sex Offenders" found just below the picture of the Sheriff. Follow the prompts to map offenders near your facility or home. You can also sign up for community notifications using the "Community Notifications" link near the top of the page. This site is the only authorized site for sex offender information. It is updated in real time. You may also research offenders in other South Carolina counties on this website. Other websites or services may have inaccurate or outdated information. Finally, use this site to verify information received from other websites or services.

Some, but not all, registered sex offenders are prohibited by law from residing within 1,000 feet of a school, public playground, or day care facility.

As of June 2022, a new law was passed which prohibits registered sex offenders from operating, working for, being employed by, or volunteering for any child-oriented businesses. The registered sex offenders prohibited from child-oriented businesses are the same offenders with residency restrictions.

IN CLOSING

This handbook has been compiled in an attempt to acquaint all school families with the philosophy, policies and procedures of The Charleston Catholic School. Any amendments to this handbook will be communicated to school families in a prompt manner. Parents and students are expected to adhere to all policies included in this handbook. The school administration is the final interpreter of the content of this Handbook.