



PARENT - STUDENT HANDBOOK 2020-2021

The Charleston Catholic School

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Charleston, SC 29403

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www.charlestoncatholic.com

Mr. Frederick S. McKay, Jr.
Principal

Mr. Ivan Fields
Assistant Principal

Office Hours: 7:30 AM - 3:30 PM	Monday through Friday
School Hours: 8:00 AM - 3:00 PM	Monday through Friday
Aftercare: 3:00 - 6:00 PM	Monday through Friday

Dear Parents and Students,

The essence of The Charleston Catholic School is reflected in five core values: sharing faith, loving family, celebrating diversity, experiencing art, and achieving academic excellence. Our school's mascot is the Saints, and these core values shape the educational experience for our "Saints".

Sharing faith is central to our students' faith formation. Students and faculty pray together daily, attend Mass weekly, serve the community monthly, and celebrate the sacraments of First Penance, First Holy Communion and Confirmation annually. Living the Gospel message is a challenge embraced by CCS faculty, students and families.

Loving family is exemplified by our close-knit community of one class per grade level, "buddy student program" with upper & lower grades, active PTO participation in the life of the school, and volunteer service of parents and parishioners on school advisory council, finance committee, building committee, PTO board, and athletic team coaches. Charleston Catholic is truly an extension of the family in a partnership between home and school.

Celebrating diversity is evident by the composition of our student body that represents many races, ethnic origins, cultures, and socio-economic levels. Students come to our school from all over the Greater Charleston Area, from urban, suburban and rural residential areas, to experience Catholic education on the Peninsula. Our school primarily serves Catholic parishioners but also welcomes students of other faiths, and every student is expected to grow spiritually in his or her own unique way as a child of God.

Experiencing art is a daily learning activity as students discover and develop a variety of artistic expressions. Classes in art, band, chorus, creative writing, drama, movement and music stimulate "right brain" thinking that enhances the "left brain" thinking of math and science. Our students participate in numerous artistic competitions and exhibitions to foster their talents.

Achieving academic excellence is evidenced in the classroom teaching and learning experiences every day and through "well above average" results on annual nationally standardized achievement tests. Talented and dedicated teachers challenge students to excel in their academic classes as well as in local, regional and national competitions in geography, math, science, spelling and writing. Our eighth grade graduates are well prepared for successful experiences in the area's top rated high schools, especially at Bishop England, one of the finest Catholic high schools in the Southeast.

The Parent-Student Handbook reflects the policies of Charleston Catholic School for the 2020-21 school year. Please read this document carefully and sign the attached agreement, stating that your family intends to abide by these policies.

God bless you,

Frederick S. McKay, Jr.
Principal

The Charleston Catholic School 2020 – 2021 Academic Calendar

August

17-21 Teacher Workdays

24-28 Orientation & First day of school

September

7 No school, Labor Day

October

23 End of First Quarter

30 Parent Teacher Conferences

November

3 Remote Learning Day, Election Day

23-24 Remote Learning Days

25-27 No school, Thanksgiving Holidays

December

18 Noon Dismissal for Christmas Break

Christmas Holidays – December 21 to January 3

January 2021

4 Classes Resume

15 End of Second Quarter

18 No school, Martin Luther King, Jr. Day

19 Third Quarter Begins

1/31-2/7 Catholic Schools Week

February

12 Remote Learning Day

15 No school, President's Day

March

5 Diocese of Charleston Teacher Conference – No school

26 End of Third Quarter

29 Fourth Quarter Begins

April

1 Remote Learning Day

2 No school, Good Friday

5-9 No school, Easter Break

May

31 No school, Memorial Day

June

4 Last Day of School, End of Fourth Quarter

7-8 Teacher Workdays

All Dates Subject To Change

Please check the school website for up to date information: www.charlestoncatholic.com

The Parent-Student Handbook reflects the policies of The Charleston Catholic School for the 2020-2021 school year. Please read this document carefully, sign the agreement form, and return the completed form to the school office. This agreement states that you intend to abide by the policies of Charleston Catholic School the 2020-2021 school year. 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.

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The Charleston Catholic School (CCS) is a regional downtown school 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 child feels that he/she is loved and respected by his/her 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 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 features include administrative areas, 5 classrooms, and science lab. In 1991 Bishop Thompson had a vision of a thriving downtown Catholic School which emphasized the Arts and Sciences. With Bishop Thompson's guidance and supporting leadership from Sister Carol Ann, Sister Bridget Sullivan, Mrs. Yvonne Tolley Orr and Frederick S. McKay, Jr., the School Advisory Council, generous donors, and parent involvement, his vision became a reality.

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.

Motto: Discover the Imagination. Imagine the Discovery!

Core Values:

Sharing Faith
Loving Family
Celebrating Diversity
Experiencing Art
Achieving Academic Excellence

Accreditation

The Charleston Catholic School meets the accreditation criteria established by the Southern Association of Colleges and Schools (SACS) and the Diocese of Charleston Catholic Schools Office. Accreditation was renewed in 2017 and is valid through 2022.

Notes:

- (1) The terms "child" and "student" are used interchangeably throughout this handbook.
- (2) The term "parent" as used in this handbook refers to the child's "legal guardian" (the adult responsible for the welfare of the child, which in some cases is not the child's natural parent)

(3) The abbreviation "CCS" refers to "The Charleston Catholic School".

Admission Information

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.

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. Students entering 4 year old Kindergarten (K4) must be four (4) 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.**
- b. Children entering Kindergarten (K5) 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 the program at CCS will meet the educational needs of the students.

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 chaplain.

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 administration 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.

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 (iPads, Chromebooks, Chrome Tablets)) 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.

2020 – 2021 Tuition and Fee Rates

*Three payment plans are available: (1) Full payment to the office or FACTS Tuition prior to Aug. 1, 2020, (2) Semiannual payments on Aug. 1, 2020 and Dec. 1, 2020 to FACTS Tuition or (3) Monthly payments by bank draft to FACTS Tuition beginning June 2020 and ending May 2021. Tuition is nonrefundable.

*The following fees are included in the total tuition: Consumable Books, Academic & Technology, Student Activity, Tuition Insurance, New Building, 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)	\$6,568	\$ 11,718	\$15,751	\$18,667

<u>Catholic Rates</u>	<u>1 Child</u>	<u>2 Children</u>	<u>3 Children</u>	<u>4 Children</u>
K4 to 8 (Annual)	\$8,259	\$14,762	\$19,809	\$23,402

<u>Standard Rates</u>	<u>1 Child</u>	<u>2 Children</u>	<u>3 Children</u>	<u>4 Children</u>
K4 to 8 (Annual)	\$9,934	\$17,777	\$23,829	\$28092

Aftercare Program

K4 – 8th Grade 3:00 – 6:00 pm

	Daily Rate	Weekly Rate	Late Fee
1 Child	\$10	\$45	Students picked up after 6:00 PM will be charged \$1.00 per minute they are late. Please call 577- 4495 if you are going to be late.
2 Children	\$16	\$70	
3 Children	\$21	\$90	
4 Children	\$25	\$100	

Parishioner Rates, Catholic 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.

ACADEMICS

CURRICULUM

CCS follows the curriculum approved by the Catholic Schools Office of the Diocese of Charleston. To find a complete listing of the Diocese of Charleston's approved curriculum, visit <https://charlestdiocese.org/schools/diocesan-curriculum-for-our-catholic-schools/> .

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.

EXAMS

Students in Grade 8 will take examinations in each of their core academic classes at the completion of first and second semesters. These exams will count 20% of the student's semester grade.

EXTRA HELP

All full-time teachers will be available after school hours one day a week for extra help. The teachers will communicate their particular availability to the students and parents.

GRADING SYSTEM

A = 90-100

B+= 85-89

B= 80-84

C+= 75-79

C= 70-74

F=Below 70

I = Incomplete

N = Needs Improvement

S = Satisfactory

O = Outstanding

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.

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.

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, geography bee, art competitions, math and science competitions, BETA Club, Student Council, Duke Scholars, and South Carolina Junior Scholars.**

INTERNET

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, Chromebooks or Chrome Tablet. 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, Chromebooks or Chrome Tablets must sign and follow the Acceptable Use Policy (AUP) which is distributed to students when iPads, Chromebooks and Chrome Tablets 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 88 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.

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

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

Three times during the school year (fall, winter & spring) 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.

COMMUNAL PRAYER LIFE

LITURGY AND PRAYER

All students in grades 3 – 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.

SCHOOL LIFE

ATTENDANCE AND ABSENCE

In conformity with state regulations, 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.

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 3:00-3:15PM after school. After 3:15PM students are sent to Aftercare where they will be supervised until 6:00PM.

SCHOOL OFFICE HOURS

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

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.

ATHLETIC TEAMS

Sports are important for our students and should enhance their educational experience. We encourage students to participate on our Basketball, Cheerleading, Golf, Soccer, 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.

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- 3:15PM**) 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 3:15PM 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).

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 3:00 - 6:00PM.

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.

CHILD CUSTODY POLICY

In cases that apply, a copy of a child's official / legal custody arrangement must be on file in the school office. This paperwork will be kept separately from child's permanent file.

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. All field trip drivers and chaperones must do the following:

1. Take the Safe Haven course online through Catholic Mutual Group. Go to <http://charleston.CMGconnect.org> . Print out a copy of the certificate after you finish the course and turn it into the office.
2. Fill out the Diocese of Charleston Background Screening Form completely with the following exceptions:
 - Volunteers who plan to drive students on field trips or any other school sponsored activities must fill out the Driving History section. Anyone who drives on field trips must go to Catholic Mutual Group web site and watch the Defensive Driving Video and the Church Transportation Video.
 - For Volunteers, only PTO officers need to fill out the 'Credit History' section.
 - There is no fee for background screening.
3. Read and sign the Volunteer Code of Conduct.
4. Read the Diocese of Charleston's Sexual Abuse Policy and sign the Acknowledgement of Receipt of the policy.

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

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. All chaperones must be 25 years of age or older.

LUNCH PROGRAM

We encourage parents to send in nutritious lunches for their children as well as snacks for students who stay for AfterCare. The school hopes to offer a lunch program as an option for students in the future, 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. Parents have the option to purchase 24-hour coverage separately if needed.

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.

There is no throwing of anything, running, crawling or playing in the library. Food or beverages are not permitted in the library at any time. Students are to be respectful of all books, equipment and furniture of the library at all times. Permission of the Computer teacher or Librarian, with adult supervision, must be obtained before operating or moving any equipment. Each student is responsible for books taken out in his/her name. If your child is absent on his/her library day, please remind him/her to return the book on the first day back to school. If a student loses or damages a library book, the student is responsible for damages and/or replacement.

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.

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, 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 Facebook® account or any other social media account under the name of the school or a particular grade or organization. The only official Charleston Catholic School Facebook® page 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 kept in their backpacks.

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.

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.

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, to help with problem-solving, and to take action. 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 (fmckay@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.

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.
3. Perform to the best of their ability while honoring their own work and the work of others.
4. Develop good study habits.
5. Show respect for school property and the property of others.
6. Follow the rules of the school and home, and the laws of the state and nation.
7. Strive to be honest.
8. Use language appropriate to a Christian.
9. 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

Definition of Bullying

Bullying is a conscious, willful, deliberate and hostile behavior intended to harm others.

Forms of Bullying

Physical: Examples are hitting, kicking, inappropriate touching of private body parts, and taking personal belongings

Verbal: Examples are taunting, name-calling, and making threats

Psychological: Examples are spreading rumors, excluding someone, and manipulating social relationships

Cyber: Examples are sending insults or threats through: the use of computers by way of emails, instant messaging, or posting hateful information on websites, social networking sites such as Facebook, Twitter or blogs; the use of cell phones by phone calls or messages, text messages, or photos; the use of videos or other recordings on YouTube; the use of other electronic / technological devices.

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

Grades K4 and K5

- 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 (First and Fourth Quarters)

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

Winter Uniform (Second and Third Quarters)

- 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

Dress Code rules at all times

- Navy, black, 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.

- Only one religious medal on gold or silver chain is acceptable item and must be worn under the shirt.
- Unauthorized accessories such as necklaces and bracelets 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 3 – 8, pants and walking shorts must be worn with solid black or brown belts.
- Black or brown dress shoes, or tennis shoes (any color). No wheelies on shoes.

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)

GIRLS

Summer Uniform (First and Fourth Quarters)

- Uniform knee-length navy walking shorts or skirts
- 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 (Second and Third Quarters)

- 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

Dress Code rules at all times

- White or beige undershirt or bras only (no patterns or colors)
- Navy, black, red or white crew socks (no Peds), or black, navy, red or white tights. 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 only include one ring, a religious medal on either gold or silver chain, or one pair of non-dangling earrings. Any other body piercing or tattoos are not permitted.
- Fake nails or nail polish are not acceptable.
- 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.

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)

OUTERWEAR for Boys & Girls

Uniform 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 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.

VOLUNTEERS

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.

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.

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.

SAFE ENVIRONMENT

For the safety of our children, all persons helping in the school (driving for field trips, coaching athletic teams, helping in the classrooms, helping with lunch, homeroom parents, etc.) must do the following:

1. Take the Safe Haven course online through Catholic Mutual. Go to <http://charleston.CMGconnect.org> . Print a copy of the certificate after you complete the course and turn it into the office.
2. Fill out the Diocese of Charleston Background Screening Form completely with the following exceptions:
 - Volunteers who plan to drive students on field trips or any other school sponsored activities must fill out the ‘Driving History’ section. Anyone who drives on field trips must watch 2 videos on Catholic Mutual web site: Defensive Driving Video and Church Transportation Video
 - For Volunteers, only PTO officers need to fill out the ‘Credit History’ section.
 - There is no fee for background screening.
3. Read and sign the Volunteer Code of Conduct.
4. Read the Diocese of Charleston’s Sexual Abuse Policy and sign the Acknowledgement of Receipt of the policy.

The Diocese of Charleston Sexual Abuse Policy can be found on the Diocese of Charleston website (www.charlestdiocese.org) under Child Protection Services. Return all completed forms to the school office.

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. A list of those sex offenders, known to the school, whose child is enrolled, may be reviewed at the school office during normal school hours.

STATE OF SOUTH CAROLINA
AGREEMENT OF COUNTY OF _____)
REGISTERED SEX OFFENDER

WHEREAS, _____, is listed on a government issued sex offender registry, and is hereinafter referred to as “Registrant”; and is the spouse of Registrant, hereinafter referred to as “Spouse”.

WHEREAS, the Registrant is the parent/guardian of a child/children who is/are enrolled at _____, hereinafter referred to as “School”;

WHEREAS, the Registrant acknowledges that the School is private property and he/she has no unrestricted right to enter on its premises as a parent. However, the Registrant agrees and understands that he/she may be allowed the limited privilege of coming onto specific locations on the school property and in the school

buildings so long as he/she restricts their presence and actions as set forth herein.

NOW THEREFORE, for and in consideration of the mutual and several binding promises, covenants and undertakings herein contained which is hereby acknowledged, the Registrant, the Spouse of the Registrant, and the School do hereby acknowledge full satisfaction with regard to the terms and conditions hereof, and do hereby freely and voluntarily covenant and agree as follows:

1. The Registrant shall not hold any position, title, or office related to School or engage in any activity which may place the Registrant in contact with children other than the Registrant's own child(ren). This restriction includes participation in any ministry, activity or groups involving youths.
10. The name of the Registrant will be included on a list maintained by the School of all individuals known to the School who are named in a sex offender list and whose child(ren) attends the School. The list, along with the Registrant's signed agreement, will be made available to any parent/guardian of a child(ren) who is a student at the School, who requests access during normal School office hours.
11. The Registrant will not participate in any mentor program sponsored by the School.
12. The Registrant is excused from any obligation in the event that the School requires service hours of the Registrant as a result of the Registrant's association with the School.
13. The Registrant will not appear on the School campus or parish grounds unless accompanied by another adult who is aware of the Registrant's status, and who has been previously approved by the Principal or Pastor to serve as a supervisor. While present on a School campus or parish grounds, the Registrant will use only restrooms designated by the School Principal, in the accompaniment of the supervisor, and shall never be allowed to be alone with a child or children.
14. The Registrant while on the School campus must also make his/her presence known to the School Principal or designee upon entering the campus property. Only a member of the School administration or faculty may be Registrant's designated chaperon.
15. The Registrant further agrees and understands that he/she is allowed the limited privilege of access to specific locations on the School property and in the School buildings, pertaining to Registrant's child/children, as set forth herein.
16. The Registrant may participate in the designated car line to drop off and pick-up his/her child(ren); however at all times he/she will remain in his/her vehicle. He/she will not leave his/her vehicle, unless specifically authorized by the School administration, and in that event he/she may only go to the front office by using the main walkway and entering through the School's front office. Under no circumstances will the Registrant offer or provide transportation for any other children, or initiate conversations with any children.
17. The Registrant will be permitted to attend those events which involve his/her child (ren) or in which his/her child(ren) is/are a participant designated by the Principal such as parent-teacher conferences, performances and/or athletic events in which parents are otherwise ordinarily involved.
18. The Registrant further agrees and understands that the failure of the Registrant to strictly abide by the terms of the Agreement will cause the Agreement to immediately be declared null and void by the Pastor or the Principal by direct oral communication and subsequent written verification.
This Agreement will remain in effect for the 20____ -20____ school year unless earlier revoked. It may be renewed for each successive school year upon the discretion of the Principal or Pastor and, if there has not been any breach of the Agreement. Any modification shall be in writing as circumstances dictate.
19. This Agreement supersedes any other Agreement reached between the Registrant and School. Any restriction by Federal, State or local law regarding a sex offender's access to children or their presence on a school campus shall supersede any term or condition contained herein.
20. The Pastor or Principal may disseminate this agreement to any member of the School faculty or staff as deemed appropriate by the Pastor or the Principal.
21. The Registrant and spouse hereby acknowledge receipt of a copy of this Agreement and understands and accept the terms of this Agreement as evidenced by their signatures below.

This agreement is entered into this _____ day of _____
20_____, at _____, South Carolina.

Pastor _____ Registrant _____

Principal _____ Spouse of Registrant _____

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.