



# ST. CHARLES BORROMEO SCHOOL

2500 Branch Pike, Cinnaminson, NJ 08077

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Student & Family Handbook

2024-2025

## OFFICE HOURS

Monday to Friday 8 AM to 3 PM

## OFFICE NUMBERS

Main Office 856-829-2778

Nurse Office 856-829-2778, ext. 7217

Parish Office 856-829-3322

## OFFICE CONTACTS

Rev. Daniel Kirk, Pastor [dkirk@pcscb.com](mailto:dkirk@pcscb.com)

Mr. Jeffrey Johnson, Principal [jjohnson@scbpschool.com](mailto:jjohnson@scbpschool.com)

Mrs. Toni Martino, Business Manager [tmartino@pcscb.com](mailto:tmartino@pcscb.com)

Mrs. Kelly Zimecki, Guidance Counselor [kzimecki@scbpschool.com](mailto:kzimecki@scbpschool.com)

Mrs. Mary Glass, Administrative Assistant [mglass@scbpschool.com](mailto:mglass@scbpschool.com)

Mr. Joeram Nuarin, CARES Coordinator [jnuarin@scbpschool.com](mailto:jnuarin@scbpschool.com)

## PRAYER OF ST. CHARLES BORROMEO

Almighty God, you have generously made known to man the mysteries of your life through Jesus Christ your Son in the Holy Spirit. Enlighten my mind to know these mysteries which your Church treasures and teaches.

Move my heart to love them and my will to live in accord with them. Give me the ability to teach this faith to others without pride, without ostentation, and without personal gain.

Let me realize that I am simply your instrument for bringing others to the knowledge of the wonderful things you have done for all your creatures. Help me to be faithful to this task that you have entrusted to me. Amen.

## DISCLAIMER

The administrator/principal reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at his or her discretion. The principal will give parents prompt notification of changes that are made in school policy. The principal reserves the right to issue the final interpretation of all school rules and policies.

Any action or comment that is viewed as scandalous or detrimental to the school, its students, the operation of the school or the reputation of the school in the community is subject to the school's disciplinary code, whether or not such actions or comments occur on school grounds, the internet or during the school day.

## NON- DISCRIMINATION POLICY

St. Charles Borromeo School admits students of any race, national or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, national or ethnic origin in the administration of its educational policies, athletic, or other school administered programs.

## MISSION STATEMENT

The mission of St. Charles Borromeo Parish School, in partnership with parents, is to educate and inspire all students to reach their highest academic potential in a Christ-centered atmosphere. Our students are empowered to live the Gospel message and to become lifelong learners who contribute to our global society.

## OUR PHILOSOPHY

The administration and staff of St. Charles Borromeo School dedicate themselves to the spiritual and intellectual education of the children entrusted to our care. In order to provide a well-balanced curriculum, we offer programs that address the physical, social, emotional, and artistic needs of our students, which we recognize to be important components of a good education.

In keeping with the charism of the Sisters of Mercy who first staffed our school, we emphasize both the Spiritual and Corporal Works of Mercy throughout our educational program. We believe our students will understand the Gospel message more clearly when they can be of service to others.

We strive to appreciate and nurture the special and unique talents each child brings, with the hope that our students will come to respect, appreciate, and applaud each person's individuality.

We believe the educational process is a genuine Christian journey, drawing inspiration and strength from the Gospel in which it is rooted. We collaborate with parents to be outstanding educators and form strong partnerships between the school and family. In accord with the spiritual and corporal works of mercy, we stress service to individual families, community, country, and the world over self-service.

We strive to provide a non-violent atmosphere that is conducive to excellence in teaching, learning, living, and growing in accordance with the teachings of Jesus Christ.

## GOALS

In order to effectively accomplish the philosophy of St. Charles Borromeo School, we strive to meet the goals listed below. In striving for excellence, our goals are:

1. To develop a Faith community in which children, teachers, and parents work together in Christian love and concern for one another.
2. To support students in acquiring personal values regarding honesty, integrity and respect, especially self-respect, thus gaining respect for others
3. To foster mutual respect for personal dignity among faculty and students by having an orderly environment permeated by a genuine sense of caring.

4. To work with the Diocesan curriculum which will help students acquire the skills necessary for lifelong learning, so that their potential may be developed and their individuality be recognized and treasured.
5. To promote an academic atmosphere with a variety of learning experiences that will stimulate each student's desire to achieve his/her fullest potential.
6. To develop a social awareness and responsibility through outreach and service projects.

## BELIEFS AND VALUES

We believe....

- ...that children should learn and experience that God is always a part of their lives.
- ...in the values revealed through the Gospels, centered in God's love and the Catholic faith, which permeate all aspects of the St. Charles Borromeo Community.
- ...that every child has the right to be treated with kindness, fairness and respect at all times and in all circumstances.
- ...in mutual respect and an appreciation of diversity as essential to achieving unity and global harmony.
- ...that each student should be challenged to achieve academic excellence.
- ...in a holistic, interactive academic environment that is respectful of the learning style and needs of each individual.
- ...in the necessity to have a secure, caring and enthusiastic environment, which has a consistent code of conduct.
- ...in the promotion of self-discipline, self-discovery and self-worth in order to encourage personal responsibility, accountability, growth and fulfillment.
- ...in the need to provide opportunities for community service and co-curricular involvement in order to develop personal growth, which builds pride and ownership in the St. Charles Borromeo family beyond the classroom.

## WHO WAS ST. CHARLES BORROMEEO?

Charles Borromeo, the son of a count, entered the ranks of the clergy when he was only twelve; ten years later, his uncle, Pope Pius IV, elevated him to a cardinal. This may seem strange to us today, but Charles was an exceptional young man who was endowed with extraordinary gifts of mind and heart. He was deeply spiritual. He became Cardinal Protector of the Order of Friars Minor and a member of the Third Order of St. Francis. For two decades he led the archdiocese of Milan in an admirable manner. He died in 1584 at the age of 46. He was beatified in 1601, and was canonized in 1610. His tomb is located in the great cathedral of Milan.

## HISTORY OF ST. CHARLES BORROMEEO SCHOOL

St. Charles Borromeo School was opened to the children of the parish on September 9, 1964. Reverend Francis V. McCusker, the founding pastor, celebrated the Mass of the Holy Spirit to begin the first session of the school year. Sister Mary Wendelin, a Sister of Mercy of New Jersey, was the first principal. Four hundred and twenty-

five students were enrolled. In 1979 a Kindergarten program was established with morning and afternoon classes. In September 1995, the school community welcomed the addition of an early childhood building. In September 1996, a Pre- Kindergarten program for three and four year olds was established.

## ADMISSION

St. Charles Borromeo School accepts children in grades PreK – 8. School registration takes place in February of each year. Children wishing to enter PK-3 must be three years of age on or before October 1st; children entering PK-4 must be four years of age on or before October 1st; students entering Kindergarten must be five years of age on or before October 1st.

The following documents must be submitted before the registration is complete:

- Child's Birth Certificate
- Child's Baptismal Certificate (if applicable)
- Universal Health Form
- Immunization Records
- Academic and behavioral records from previous school
- Completed application form
- Registration fee

## ARRIVAL PROCEDURES

The school day begins at 8:25 AM. Parents of car riders should drop off children between 8:00 and 8:20 AM at the main entrance (church entrance) of the building. Pre-K students should be dropped off in the parking lot between the SCHOOL HOUSE building and the main school building. Parents should walk the children directly to the door.

All students report directly to their classrooms. Prior to 8:00 AM, all students will report to AM CARES in McCusker Hall. Parents will be billed the CARES fee on all early arrivals (excluding bus riders).

## ATTENDANCE

It is important that children attend school each day unless illness or other serious reasons prevent it. Excessive absences disrupt the learning process. Every effort should be made for your child to attend school every day.

Parents are required to inform the Nurse's Office of a student's absence before 8:20 AM. Please call 856-829-2980 and leave a message. Missed assignments may be picked up at the school entrance after 2:00 PM or they can be sent home with a sibling.

Family vacations taken during the school year are strongly discouraged. Students are responsible for all material covered in the regular class session during their absence. Assignments are not distributed in advance. Upon returning to school, a student should make up all necessary work missed during the absence. The student should consult with the teacher for his/her make-up policy.

There are no excused absences in Elementary Schools in the Diocese of Trenton. If your child is absent from school, it is entered as an unexcused absence in Genesis.

Students who arrive after 8:20 AM are marked late. All late students must report to the office for a late slip. Being late for school impacts a child's learning and disrupts the classroom routine. Chronic lateness will be handled on an individual basis.

## EARLY DISMISSAL

The school, upon written request of the parent, can grant early dismissal. Telephone requests will be accepted only in emergencies. Children must be picked up at the school office by the parent or their designee.

If you are contacted to pick up your child from the school due to illness or injury, you should arrive at the school as soon as possible. Parents (or parent designee) must sign out all students who leave early. They may be asked to provide appropriate identification.

## LATE PICK UPS

School dismissal is at 3:00 PM on regular days and 12:30 PM on half days. Students who are not picked up by 3:00 PM on regular days or 12:30 PM on half days will be included in our CARES program located in McCusker Hall. Parents will be billed for the hours of service provided to students who are picked up late.

## BICYCLES

Students in grades 3 to 8 are permitted to ride bikes to school and must follow these regulations:

- New Jersey law requires all bicycle riders to wear helmets
- Bikes must be walked while on school property
- Bikes are to be parked on the side of the building in the racks provided · Only 1 rider per bike is permitted
- Bikes must be locked since the parish is not responsible for them while on the property

## BIRTHDAY CELEBRATION

All birthdays will be celebrated on the designated Birthday Dress Down Day during the school year. This year the dress down day will be on January 13, 2023. Students in grades 1-8 are permitted to provide a book to the school library or classroom library in honor of their birthday on its actual date. Preschool and kindergarten children are permitted to bring a small food item treat for their class. Healthy food items are encouraged. Check with the classroom teacher about any food restrictions for the class.

## BOOKS

Textbooks and workbooks must always be covered. Students are responsible for the condition of the books issued to them. Students will pay the publisher's current price for damaged or lost books. Books must be carried in a book bag.

## BUS REGULATIONS

Students are not permitted to ride any bus other than the one they are assigned by the district of residence. Neither the parent nor the school can give permission to ride another bus. Students who ride busses **MUST** observe the following regulations.

Students should be at their bus stop a few minutes ahead of schedule in the morning and should wait for the bus in an orderly fashion. Courtesy is to be extended to ALL on the bus especially the driver and the safety patrol.

Speak in a moderate tone of voice so the bus driver is not distracted. Remain seated at all times with seatbelt properly fastened. Open windows **ONLY** with the driver's permission.

While on the bus, students are not permitted to eat or drink, change out of uniform, throw anything in the bus, or throw anything out the windows

The bus driver or safety patrol will report any disturbances to the principal. Bus incident reports, requiring a parent's return signature, will be sent home as a first warning of the child's actions. Students may be denied bus transportation if disruptive behavior continues. State law gives the principal and the transporting district permission to deny any student bus transportation for behavior issues. Parents will be notified of the amount of time the child is denied bus transportation. In such cases, parents are responsible for seeing that their child arrives at school in a timely manner.

## CELL PHONE USAGE

See Discipline Code

## CLASS FIELD TRIPS

Field trips are educational in nature and expand the learning process. These trips are a privilege and not a right. Students may be denied the privilege of attending a field trip due to academic or behavioral concerns.

The official Diocese of Trenton permission slip must be signed and returned to school before the trip. Students who fail to submit the proper form will not be permitted to participate in the field trip. Telephone calls will not be accepted in lieu of the proper form. Parents may refuse to allow the child to participate in a field trip but the child must attend school or be considered absent.

## COMMUNICATION

Communication between the school and home will occur weekly through a newsletter from the Principal, and through the Communication Folder sent home with the youngest and only child. Please pay close attention to all material sent home as it is important. The folder should be returned to school the following day.

Parents who have a concern with their child in class should communicate directly with the teacher before speaking with the principal. Teachers are also encouraged to communicate concerns directly with parents. Parents are always welcome to make an appointment for a conference with their child's teacher. Parents are asked to respect the teacher's privacy and not call a teacher at home to discuss their child.

## CRISIS MANAGEMENT PLAN

St. Charles Borromeo School has an approved Crisis Management Plan following the guidelines of the Diocese of Trenton. The plan is reviewed on a regular basis and updated when necessary.

## DISCIPLINE

### **Philosophy of Discipline**

The purpose of a discipline code within Catholic Education goes well beyond defining a set of rules, consequences, and punishments. Rather, when formulating a discipline code Catholic Schools take their guidance from the etymology of the word "discipline" itself. The word comes from the Latin verb "discere" which means "to learn." Discipline, therefore, is more about *learning* appropriate human behavior than it is about prescribing punishment. Interestingly, another word that shares the same Latin root is "disciple," which means "one who learns."

The code we have developed is a form of external discipline that identifies inappropriate behaviors and pairs them with consequences that, when adhered to harmoniously between school and family, aim to teach right behavior. In this form of discipline, children learn correct behavior from a source outside themselves, i.e, teachers, principals, coaches, and/or parents. At a certain age when the external source of discipline has been internalized, children move into a stage of self-discipline, guiding their own behavioral development. The end goal of our discipline code is to graduate students who have internalized our behavioral expectations and have become capable of governing their own behavior in such a way that they are enabled to build healthy relationships marked by trust and respect. Even further, we hope that what we have instilled in our students will enable them to become disciples of Christ who devote their lives in loving service to others.

### **Parent Involvement**

As the primary educators of their children, parents play an indispensable role in their development. When a student's behavior breaks the Discipline Code, the school, through the teachers and/or the Principal, will communicate the nature of the infraction as well as any consequence. In order for a student to learn fully from the experience, it is essential that parents reinforce the school's actions.

In cases where more focussed attention is needed due to excessive student behavior, the administrative staff will work with parents to develop an intervention strategy to help address the behavior. See the Expulsion section for when such intervention strategies are unsuccessful.



**Scope and Application of the Discipline Code**

The Discipline Code will be in effect while students are on the bus, while students are in school, and when students attend any school sanctioned function.

Consequences may vary depending on a student’s developmental stage as well as the frequency and/or severity of the infraction. All student Discipline Code matters will be handled on an individual basis and administrative discretion will be used when determining the appropriate consequence.

Many of the infractions will be handled by the teacher within the classroom. It is only when these infractions become persistent or severe in nature that they may require further action and/or should be referred to the Principal.

Consequences are cumulative and progressive, meaning that they do not have to result in behavior that occurs in one day. Rather, students who habitually display inappropriate behavior will receive progressively serious consequences.

**GRADE K-2 INFRACTIONS AND CONSEQUENCES**

<p><b>Level 1 Infractions</b></p> <ul style="list-style-type: none"> <li>● General <ul style="list-style-type: none"> <li>○ Inappropriate language</li> <li>○ Vulgar/inappropriate actions</li> <li>○ Damage to property</li> <li>○ Disrespectful behavior towards staff</li> <li>○ Dishonesty/stealing</li> <li>○ Running inside (unless in Gym class)</li> <li>○ Repeated tardiness</li> <li>○ Chewing gum</li> <li>○ Erratic/unpredictable behavior</li> </ul> </li> <li>● In the Classroom/Hallway <ul style="list-style-type: none"> <li>○ Disruptive behavior</li> <li>○ Pushing/shoving</li> <li>○ Refusal to complete work</li> </ul> </li> <li>● Cafeteria <ul style="list-style-type: none"> <li>○ Failure to clean up</li> <li>○ Touching others’ food</li> <li>○ Running</li> <li>○ Screaming/yelling</li> <li>○ Horseplay</li> </ul> </li> <li>● Bathroom <ul style="list-style-type: none"> <li>○ Looking under stalls</li> <li>○ Climbing stalls</li> <li>○ Throwing paper towels</li> </ul> </li> </ul>	<p><b>Level 1 Consequences</b></p> <ul style="list-style-type: none"> <li>● First Offense <ul style="list-style-type: none"> <li>○ Verbal warning by teacher</li> </ul> </li> <li>● Second Offense <ul style="list-style-type: none"> <li>○ Verbal warning by teacher</li> <li>○ Parent notification (email or phone)</li> </ul> </li> <li>● Third Offense <ul style="list-style-type: none"> <li>○ Verbal notification to students by Teacher</li> <li>○ Parent notification from Principal (email or phone)</li> <li>○ Reflective lunch or recess with Guidance</li> </ul> </li> <li>● Fourth Offense <ul style="list-style-type: none"> <li>○ Verbal warning to student by teacher</li> <li>○ Parent notification from Principal (email or phone)</li> <li>○ Reflective lunch or recess with Guidance</li> <li>○ Mandatory parent meeting with Principal and Teacher to develop action plan</li> </ul> </li> <li>● At administrative discretion, parents/guardians may be requested to pick up their child if the student’s behavior</li> </ul>
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<ul style="list-style-type: none"> <li>○ Flooding sinks/toilets</li> <li>● Recess/Playground <ul style="list-style-type: none"> <li>○ Pushing shoving</li> <li>○ Taunting</li> <li>○ Fighting</li> <li>○ Bad Sportsmanship</li> <li>○ Throwing Objects</li> <li>○ Going outside marked boundaries</li> </ul> </li> </ul>	<p>significantly disrupts the learning in the classroom and/or the behavior poses a danger or threat to the classroom environment.</p>
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### GRADE 3-4 INFRACTIONS AND CONSEQUENCES

<p><b>Level 1 Infractions</b></p> <ul style="list-style-type: none"> <li>● General <ul style="list-style-type: none"> <li>○ Inappropriate language</li> <li>○ Inappropriate actions</li> <li>○ Disrespectful behavior towards staff</li> <li>○ Running inside (unless in Gym class)</li> <li>○ Repeated tardiness</li> <li>○ Uniform violations</li> <li>○ Damage to property</li> <li>○ Chewing gum</li> </ul> </li> <li>● In the Classroom/Hallway <ul style="list-style-type: none"> <li>○ Disruptive behavior</li> <li>○ Refusal to complete work</li> <li>○ Use of non-instructional items that are a distraction (e.g., laser pointers, cameras, games, ear pods, etc.)</li> </ul> </li> <li>● Cafeteria <ul style="list-style-type: none"> <li>○ Failure to clean up</li> <li>○ Touching others' food</li> <li>○ Running</li> <li>○ Screaming/yelling</li> <li>○ Horseplay</li> </ul> </li> <li>● Recess/Playground <ul style="list-style-type: none"> <li>○ Taunting</li> <li>○ Bad sportsmanship</li> </ul> </li> </ul>	<p><b>Level 1 Consequences</b></p> <ul style="list-style-type: none"> <li>● First Offense <ul style="list-style-type: none"> <li>○ Verbal warning by teacher</li> </ul> </li> <li>● Second Offense <ul style="list-style-type: none"> <li>○ Verbal warning by teacher</li> <li>○ Infraction slip sent to Main Office.</li> <li>○ Parent notification by teacher (email or phone)</li> </ul> </li> <li>● Third offense <ul style="list-style-type: none"> <li>○ Infraction slip sent to Main Office</li> <li>○ Parent notification by principal</li> <li>○ Lunch or after school detention</li> </ul> </li> </ul>
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<ul style="list-style-type: none"> <li>○ Throwing objects</li> <li>○ Going outside marked boundaries</li> </ul>	
<p><b>Level 2 Infractions</b></p> <ul style="list-style-type: none"> <li>● Four or more Level 1 infractions</li> <li>● Verbally aggressive</li> <li>● Physically aggressive</li> <li>● Inappropriate displays of affection</li> <li>● Use of profanity</li> <li>● Damage to property</li> <li>● Dishonesty/stealing</li> <li>● Climbing bathroom stalls</li> <li>● Throwing paper towels in bathroom</li> <li>● Flooding sinks/toilets</li> <li>● Looking under/over bathroom stalls</li> <li>● Throwing objects at others</li> <li>● Pushing/shoving</li> <li>● Failure to report to lunch and/or after school detention</li> <li>● Violations of Technology Acceptable Use Policy</li> <li>● Violations of Cell phone/smart watch policy</li> <li>● Using violent language</li> </ul>	<p><b>Level 2 Consequences</b></p> <ul style="list-style-type: none"> <li>● First Offense <ul style="list-style-type: none"> <li>○ Infraction slip sent to Main Office.</li> <li>○ Lunch/Recess and/or after school detention</li> <li>○ Parent notification</li> </ul> </li> <li>● Second Offense <ul style="list-style-type: none"> <li>○ Infraction slip sent to Main Office.</li> <li>○ One or more after school detentions</li> <li>○ Mandatory parent conference</li> </ul> </li> <li>● Third Offense <ul style="list-style-type: none"> <li>○ Infraction slip sent to Main Office.</li> <li>○ One day in-school suspension</li> <li>○ Mandatory parent conference</li> </ul> </li> <li>● Fourth Offense <ul style="list-style-type: none"> <li>○ Infraction slip sent to Main Office.</li> <li>○ Two day suspension</li> <li>○ Mandatory parent conference</li> </ul> </li> </ul>
<p><b>Level 3 Infractions</b></p> <ul style="list-style-type: none"> <li>● Fighting</li> <li>● Actions of Harassment, intimidation, or bullying</li> <li>● Making grave threats to others' safety</li> <li>● Pulling the fire alarm</li> <li>● Bringing a weapon to school</li> <li>● Punching/kicking</li> <li>● Making racial comments</li> </ul>	<p><b>Level 3 Consequences</b></p> <ul style="list-style-type: none"> <li>● First Offense <ul style="list-style-type: none"> <li>○ Infraction slip sent to Main Office.</li> <li>○ 3-5 day suspension at the discretion of the principal.</li> <li>○ Mandatory parent conference</li> </ul> </li> <li>● Second Offense <ul style="list-style-type: none"> <li>○ Infraction slip sent to Main Office.</li> <li>○ 5-7 day suspension at the discretion of the principal.</li> <li>○ Mandatory parent conference to discuss expulsion from school</li> </ul> </li> </ul>

**GRADE 5-8 INFRACTIONS AND CONSEQUENCES**

<p><b>Level 1 Infractions</b></p> <ul style="list-style-type: none"> <li>● General <ul style="list-style-type: none"> <li>○ Inappropriate language</li> <li>○ Inappropriate actions</li> <li>○ Disrespectful behavior towards staff</li> <li>○ Running inside (unless in Gym class)</li> <li>○ Repeated tardiness</li> <li>○ Uniform violations</li> <li>○ Damage to property</li> <li>○ Chewing gum</li> </ul> </li> <li>● In the Classroom/Hallway <ul style="list-style-type: none"> <li>○ Disruptive behavior</li> <li>○ Refusal to complete work</li> <li>○ Use of non-instructional items that are a distraction (e.g., laser pointers, cameras, games, ear pods, etc.)</li> </ul> </li> <li>● Cafeteria <ul style="list-style-type: none"> <li>○ Failure to clean up</li> <li>○ Touching others' food</li> <li>○ Running</li> <li>○ Screaming/yelling</li> <li>○ Horseplay</li> </ul> </li> <li>● Recess/Playground <ul style="list-style-type: none"> <li>○ Taunting</li> <li>○ Bad sportsmanship</li> <li>○ Throwing objects</li> <li>○ Going outside marked boundaries</li> </ul> </li> </ul>	<p><b>Level 1 Consequences</b></p> <ul style="list-style-type: none"> <li>● First Offense <ul style="list-style-type: none"> <li>○ Verbal warning by teacher</li> </ul> </li> <li>● Second Offense <ul style="list-style-type: none"> <li>○ Verbal warning by teacher</li> <li>○ Infraction slip sent to Main Office.</li> <li>○ Parent notification by teacher (email or phone)</li> </ul> </li> <li>● Third offense <ul style="list-style-type: none"> <li>○ Infraction slip sent to Main Office.</li> <li>○ Parent notification by principal</li> <li>○ Lunch or after school detention</li> </ul> </li> </ul>
<p><b>Level 2 Infractions</b></p> <ul style="list-style-type: none"> <li>● Four or more Level 1 infractions</li> <li>● Verbally aggressive</li> <li>● Physically aggressive</li> <li>● Inappropriate displays of affection</li> <li>● Use of profanity/vulgar gestures</li> <li>● Use of violent language</li> <li>● Teasing/mocking/discourteous behaviors or language directed towards others</li> <li>● Retaliation</li> <li>● Damage to property</li> <li>● Dishonesty/stealing</li> <li>● Climbing bathroom stalls</li> <li>● Looking under/over bathroom stalls</li> </ul>	<p><b>Level 2 Consequences</b></p> <ul style="list-style-type: none"> <li>● First Offense <ul style="list-style-type: none"> <li>○ Infraction slip sent to Main Office.</li> <li>○ Lunch/Recess and/or after school detention</li> <li>○ Parent notification</li> </ul> </li> <li>● Second Offense <ul style="list-style-type: none"> <li>○ Infraction slip sent to Main Office.</li> <li>○ One or more after school detentions</li> <li>○ Mandatory parent conference</li> </ul> </li> <li>● Third Offense <ul style="list-style-type: none"> <li>○ Infraction slip sent to Main Office.</li> <li>○ One day in-school suspension</li> <li>○ Mandatory parent conference</li> </ul> </li> <li>● Fourth Offense</li> </ul>

<ul style="list-style-type: none"> <li>● Throwing paper towels in bathroom</li> <li>● Flooding sinks/toilets</li> <li>● Throwing objects at others</li> <li>● Pushing/shoving</li> <li>● Failure to report to lunch and/or after school detention</li> <li>● Plagiarism</li> <li>● Violations of Technology Acceptable Use Policy</li> <li>● Cell phone/smart watch violations</li> </ul>	<ul style="list-style-type: none"> <li>○ Infraction slip sent to Main Office.</li> <li>○ Two day suspension</li> <li>○ Mandatory parent conference</li> </ul>
<p><b>Level 3 Infractions</b></p> <ul style="list-style-type: none"> <li>● Fighting</li> <li>● Actions of Harassment, intimidation, or bullying</li> <li>● Making grave threats to others' safety</li> <li>● Pulling the fire alarm</li> <li>● Bringing a weapon to school</li> <li>● Possession or use of controlled substance in school</li> <li>● Punching/kicking</li> <li>● Making racial comments</li> </ul>	<p><b>Level 3 Consequences</b></p> <ul style="list-style-type: none"> <li>● First Offense <ul style="list-style-type: none"> <li>○ Infraction slip sent to Main Office.</li> <li>○ 3-5 day suspension at the discretion of the principal.</li> <li>○ Mandatory parent conference</li> </ul> </li> <li>● Second Offense <ul style="list-style-type: none"> <li>○ Infraction slip sent to Main Office.</li> <li>○ 5-7 day suspension at the discretion of the principal.</li> <li>○ Mandatory parent conference to discuss expulsion from school</li> </ul> </li> </ul>

**Cell Phone and Smart Watch Policy**

In an effort to maintain an optimal learning environment for all of our students, to ensure everyone's safety, and to limit distractions, all cell phones and smart watches must remain in students' backpacks during the school day from 8:00AM - 3:00PM. Cell phones and smart watches must be turned off while in the building, including during dismissal and while waiting to load the bus. Students who participate in CARES must keep their cell phones and smart watches turned off in their backpacks. In the event that communication between a parent and child is required, parents are directed to call the Main Office, Guidance Office, or Nurse. During CARES hours, parents are directed to call the CARES number (856-829-2779 ext, 257). Students are permitted to use school phones to contact their parents. Cell phone and smart watch violations are considered Level 2 Infractions and will receive Level 2 Consequences.

**SUSPENSION AND EXPULSION**

Suspension from a Catholic school is a serious matter and will be administered only when circumstances warrant. The principal or his/her designee is responsible for determining whether an event warranting suspension has occurred. In determining whether suspension is warranted, and the duration and nature of the

suspension to be imposed, principles of fairness and proportionality will be followed. Credit will be given for student work performed during suspension when work is required for grading purposes.

Expulsion may be warranted in the rare circumstance where either the student's interest would be better served in another environment or that the individual's behavior is a serious threat to the school community. Further, any decision to expel a student will be based upon substantial evidence that the student committed the infraction with which he or she was charged.

If charges potentially warranting expulsion are brought, the student will be assigned an interim out-of-school suspension of not more than twelve school days, pending the investigation, hearing, and decision regarding expulsion or voluntary withdrawal. Credit will be given for student work performed during suspension when work is required for grading purposes.

In all cases implicating expulsion, the school will work to ensure that the student and/or the parents/guardians have the opportunity to present the student's account of events and provide mitigating information during either an informal or formal hearing. Nonetheless, the school may decline to hear evidence offered by the student and/or his/her parents if, in its discretion, the information offered is irrelevant, inappropriate or vexatious. The decision to expel a student may only be made by the Superintendent of Catholic Schools following investigation, hearing and recommendation by the school.

## HARASSMENT, INTIMIDATION, AND BULLYING

A safe and civil environment is necessary for students to learn and achieve high academic standards. Harassment, intimidation, bullying, and like behaviors will not be tolerated as they are contrary to the mission of Roman Catholic schools to educate the whole child in a God-centered environment and to facilitate growth and self-actualization.

Harassment, intimidation, and bullying can consist of any gesture, electronic communication, or written, verbal or physical act that is reasonably perceived as having the purpose or effect of either (1) creating an intimidating, hostile or offensive educational environment, or (2) interfering with a student's physical or emotional well-being or with the operation of the school. Harassment, intimidation, and bullying are serious incidents that amount to more than annoyances, disagreements, or disputes typical of an age group.

Cyber-bullying is a form of harassment, intimidation, and/or bullying under this policy. Examples of cyber-bullying include, but are not limited to: posting inappropriate pictures or personal information of a student or individual on the internet; using social media to post or send harassing, intimidating or inappropriate messages about or to another student or individual; and sending harassing, intimidating, or inappropriate text messages or email about or to another student or individual. In some cases, violations of the Technology Acceptable Use Policy may also violate this policy.

Retaliation for reports of harassment, intimidation, and/or bullying is prohibited. The procedures in place for addressing harassment, intimidation, and/or bullying apply with equal force to allegations of retaliation.

Reporting Incidents of Harassment, Intimidation, and Bullying Individuals who have reason to believe that a violation of this policy has occurred, are to contact the student's teacher. School personnel are to report any violations of the anti-harassment policy to the principal within a school day.

Resolving Complaints of Harassment, Intimidation, and Bullying While resolving a complaint under this policy, the school will strive to balance the need to fully investigate the allegations with the privacy of the individuals

involved. Therefore, information gathered during the investigation and resolution process will only be shared on a “need-to know” basis.

Resolution of a complaint of harassment, intimidation, and/or bullying depends on the context and circumstances of each case. The school will strive to balance the interests of students involved as well as the needs of the school community when confronting these issues. Disciplinary measures will be consistent with the school’s disciplinary policies and diocesan guidance for student discipline. In addition, the school may consider implementing appropriate remedial and preventive measures in response to a finding that harassment, intimidation, or bullying has occurred.

## PARISH FACILITIES

Use of School or Parish Facilities (indoor or outside) must be coordinated through the Rectory Office.

## SCHOOL UNIFORM AND DRESS CODE POLICY

Uniforms are worn beginning the first day of school. All uniforms are purchased through Flynn and O’Hara stores in Cherry Hill or Philadelphia.

The administration reserves the right to determine what is acceptable in matters dealing with hairstyles, make-up, hair accessories, jewelry, and uniforms. Infraction notices will be given to any student who is continuously out of uniform. The purpose of wearing uniforms is to encourage a sense of neatness when presenting oneself to the public. School uniforms help alleviate peer pressure and unnecessary attention of clothing and accessories.

### BOYS’ FALL/SPRING UNIFORMS (SEPT-OCT & MAY- JUNE)

#### GRADES K-4

- White short or long-sleeved knit polo shirt with school embroidery
- Steel gray walking shorts/pants
- Black belt
- Black or white crew socks above ankle

#### GRADES 5-8

- Gray short or long-sleeved knit polo shirt, Black walking shorts/dress pants Black belt
- Black or white crew socks above ankle

### BOYS’ WINTER UNIFORMS (OCT TO MAY)

#### GRADES K-4

- White short or long-sleeved knit polo shirt with school embroidery

- Gray pants
- White or black crew socks above the ankle
- Black belt
- Red V-neck pullover sweater or vest with school embroidery

GRADES 5-8

- White short or long-sleeved button down collar shirt
- Black pants
- Heather gray V-neck pullover sweater or vest with school embroidery (required) Black belt
- Black or white crew socks- above ankle

**GIRLS' FALL/SPRING UNIFORMS (SEPT-OCT AND MAY- JUNE)**

GRADES K-4

- White short or long-sleeved knit polo shirt with school embroidery
- Gray skirt
- Red or white crew socks above ankle

GRADES 5-8

- Gray short or long-sleeved knit polo shirt with school embroidery
- Black wrap kilt
- Gray skirt
- Black or white crew socks above ankle

**GIRLS' WINTER UNIFORM (OCT TO MAY)**

GRADES K-4

- Red plaid drop waist jumper
- White short or long sleeved blouse with Peter Pan collar
- Red V-neck pullover sweater or vest with school embroidery
- Red knee-highs or tights

GRADES 5-8

- Black wrap around kilt- hem must be three inches or lower to the knee (Flynn and O'Hara ONLY!)
- White long/short sleeved button down collar shirt
- Heather gray V-neck sweater or vest with school embroidery
- Black or white knee highs or black tight



## **UNIFORM SHOES**

- Black school shoe or sneaker with non-marking sole
- Shoe or sneaker should be plain black with no logo, color, or decoration

## **ST. CHARLES GYM UNIFORM (ALL GRADES)**

- Sweatshirt and sweatpants with logo
- When winter uniforms are worn, shorts or T-shirt may be worn under the sweatshirt or sweatpants but may not be worn alone. Sneakers – Running shoe with tie

## **DRUGS AND OTHER ADDICTIVE SUBSTANCES**

Any student carrying, selling, or exchanging drugs or any other addictive substances will be expelled from St. Charles Borromeo School. The police will be notified immediately.

## **ELECTRONIC DEVICES**

Personal electronic devices, including cell phones, smart watches, and blue tooth ear buds, are not to be used at school. All of these electronic devices must be turned off and kept in the student's backpack from the time students enter the building until they leave.

## **EMERGENCY INFORMATION**

Please notify the school office and homeroom teacher promptly of any changes in telephone numbers or addresses. If the emergency contact person has a change in phone number, the school should be notified in a timely manner. The school must be able to contact a parent in the event of an emergency. It is vital that this information is always correct.

## **EMERGENCY SCHOOL CLOSING OR DELAYED OPENING**

St. Charles uses the School Messenger system to notify parents of emergency closings or other pertinent information.

In an emergency such as snow or excessive heat, Cinnaminson transportation may notify us that they are sending busses to take students home. Since this occurs with little notice parents must be alert to the possibility of an early closing. The person listed first on the emergency contact card will be notified.

Whenever school is closed, CARES is cancelled, and all afternoon and/or evening functions will be cancelled as well. If there is a delayed opening CARES before care will not be available.

Snow Emergency Closing Numbers:

Cinnaminson- 652 Delran- 666

WPVI 6 will be notified in the event of weather related closings. Information is displayed quickly on their website, and repeated on the TV crawl periodically. Parents may also consult our own website for the latest update. Generally, decisions to close school or delay an opening are made before 6:30 AM. They are posted almost immediately.

If St. Charles is on a delayed opening as determined by the local school district, students are requested to arrive at school as close to opening time as possible. For a 2-hour delay School opens at 10:20 AM

Information will be available on Channel 6 ABC- [www.6abc.com](http://www.6abc.com), School Messenger, our own website and social media.

In the event of an emergency closing, each family must devise a plan for their children to follow so they won't be wondering whether to take the bus or wait to be picked up.

## FIRE DRILLS/ EMERGENCY DRILLS

According to diocesan policy, which yields to state law, schools are required to hold at least two drills per month, one fire drill and one for other emergency drills (lock down, bomb threat etc.) Our students are required to leave the school building in silence and report to their designated locations. Any adults/parents on site during a fire drill must also leave the building.

## CHILD STUDY TEAM EVALUATIONS

Evaluation by the child study team is provided (with parental consent) upon the recommendation of the school or request of the parent. A child is evaluated only when all other interventions have been unsuccessful. Results of the evaluation and recommendations are discussed with the parents and school. Parents receive reports of all evaluations from the Child Study Team. Services are provided by Burlington County Special Services School District. (Educational Services Unit- ESU)

## REMEDIAL SERVICES

New Jersey Public Law 192-193 offers remedial services in basic skills to eligible students. Specialists will provide instruction and support to students in a small group setting if the parent authorizes this assistance.

Help with basic skills is provided in the areas of reading, writing and mathematics.

Under 193, the Child Study Team may test students who appear to have a learning disability. The test results are shared with parents in a timely manner.

## SPEECH

New students are screened in the beginning of the year by the speech therapist. The classroom teacher may refer other students if a speech problem is detected. The speech therapist will obtain parental authorization to place the student in the program. Students will attend sessions with the speech therapist during school hours.

## GRADING

Diocesan report cards for grades K-8 are issued three times per year. Parents in grades K to 2 will receive progress reports midway into each trimester. Parents in Grades 3 to 8 will have access to academic information through the online Genesis Parent Portal. Parent conferences will be held in November for Grades K-8. Pre-K conferences will be held in January. All parents are urged to meet with their child's teacher(s) during conference times. Individual conferences may be held throughout the year at parent and or teacher request. You are should contact the teacher directly to schedule such conferences.

All student academic, behavioral, financial and medical records are held in the strictest confidence. They will not be shared with any person other than the student's parents or guardians.

## STANDARDIZED ASSESSMENT

All students in the elementary schools of the Diocese of Trenton will participate in the STAR Renaissance Assessment Program in reading and mathematics. The Renaissance Assessment is administered in grades 2 through 8.

## PERFORMANCE ASSESSMENT

When students' classroom performance is assessed, many factors, such as homework, projects, oral work, written work, class participation, tests, and quizzes are used by teachers to determine progress.

Teachers may give book tests, chapter tests, unit tests, projects, written reports, oral presentations or end of book tests when they deem it necessary. Ongoing formative assessments are also implemented.

## HONOR ROLL

The honor roll is applicable to students in grades 4 through 8. Students receive a certificate in recognition of this achievement.

Qualifications

- Honor roll with Distinction Grades equivalent to an A in all major subject areas
- Honor Roll Grades equivalent to an A or B in all major subject areas

## INSUFFICIENT GRADES

Any student failing one or more academic subjects for the year (Religion, ILA, Math, Social Studies, Science) shall successfully complete 25 hours of tutoring before receiving notification of graduation or promotion. It is the responsibility of the parents to arrange for the necessary tutoring.

## HEALTH

A registered nurse staffs the health office from 9 AM to 2 PM every day. Any student who becomes ill or injured will report to the nurse whenever the sickness or accident occurs during the day. Accidents that occur outside of school should be cared for at home or in the doctor's office.

Please be sure that your emergency contact telephone numbers are always up to date.

As part of our annual health screening program, our nurses test vision, hearing, and check the weight and height of each student.

## ADMINISTRATION OF MEDICATION

New Jersey State Law requires the following regulations be followed before the school nurse may dispense prescription and/or over the counter medication:

The student must present a note, written by the prescribing doctor and the parent, to the school nurse giving her permission to dispense the medication to the student (two notes are needed). The note must include the name and dosage of the medication and the time to be given as well as any specific directions. Medication must be brought to school in the original container, appropriately labeled by the pharmacy and the physician, stating the name of the drug, dosage, and time to be given by the school nurse. The student must bring all medication to the nurse's office upon arrival at the school. No student may carry medication of any kind, including cough drops, aspirin, or aspirin substitutes on his/her person during school hours.

## IMMUNIZATION

Chapter 14 of the immunization code of the New Jersey Department of Health and Senior Services requires the following immunizations: 4 doses DPT with one dose given on or after the 4th birthday, OR any 5 doses

3 doses POLIO with one dose given on or after the 4th birthday, OR any 4 doses of either Inactivated Polio Vaccine (IPV) or Oral Polio Vaccine (OPV) 2 doses MMR 1 to 3 doses HIB 3 doses HEPATITIS B The special 2 dose Hepatitis B Adult formulation acceptable if both doses were given between 11 and 15 years old) 1 dose VARICELLA or laboratory evidence of immunity or documented history of having been infected

## OUTBREAKS

Any child with a communicable disease will be excluded from school immediately until proper treatment is completed. A child with a fever should remain at home until their temperature is lower than 100.4 degrees Fahrenheit orally without medication for 24 hours. A child with a diagnosis of strep throat must take an antibiotic for a full 24 hours before returning to school. A child with chicken pox cannot return to school until all pox are dried up and scabbed over, usually about seven days. A child with evidence of head lice will be immediately excluded from school. St. Charles Borromeo School will not allow a child to return to school until proper treatment is completed and the child is examined by the school nurse.

St. Charles Borromeo school complies with all state and county mandates and recommendations regarding COVID-19.

## STUDENT ACCIDENT INSURANCE

All students are automatically covered DURING SCHOOL HOURS. Please notify the nurse of all injuries occurring during school hours and during school sponsored activities. The appropriate forms will be sent home after the injury is reported.

## MISSIONARY CHILDHOOD ASSOCIATION

The Missionary Childhood Association is a Pontifical Association established for the specific purpose of children helping children. Each student benefits from the prayers and sacrifices offered for the membership as well as the satisfaction of knowing that poor children are being helped.

## HOMEWORK

St. Charles Borromeo School recognizes the positive relationship between homework and academic achievement. We are committed to a reasonable and consistent homework policy that fosters the development of self-discipline, time management, and study skills. The nature of homework provides parents an opportunity to become actively involved in their child's education and gives parents insight into the school's philosophy, curriculum, and objectives.

### GENERALLY ACCEPTED REASONS FOR HOMEWORK

- Preparation Homework that is assigned before classroom lessons · Practice Homework that is assigned after the skill or concept is taught
- Extension Homework that is assigned to see if a student can transfer an idea or skill to a new or different situation · Creativity Homework that is assigned for putting together concepts and skills in new ways

### HOMEWORK GUIDELINES- GRADES 1 TO 8

- Homework will be assigned to all students on a regular basis. Students are required to complete their homework neatly and on time. Students are required to keep a homework assignment pad to assist them in remembering their tasks. Most homework assignments will be posted on the school website.
- If there are extenuating circumstances that prevent a student from completing an assignment, the student should consult with the teacher as to how the assignment should be made up. Homework assignments missed due to an absence are the student's responsibility. The student should find out what has been missed and complete the assignments as soon as possible. A student will have as many days as he/she was absent to complete the work. Homework faxed to school will not be accepted.

## C.A.R.E.S. BEFORE AND AFTER SCHOOL PROGRAM

Please see our website [www.scbpschool.com](http://www.scbpschool.com) for current information regarding the CARES program.

## MANNA / SUPERMARKET PROGRAMS

The Manna /Supermarket Programs were instituted to assist parents in helping to defray tuition costs. Through these programs, parents can purchase certificates to various stores commonly used in this area. Each store gives a certain percentage of the cost back to the school. The percentage earned is deducted from the individual family's tuition. Each family is assigned a family number to share with relatives and friends who can also purchase certificates. Access the website at [www.shopwithscrip.com](http://www.shopwithscrip.com)

Another avenue to reduce tuition costs is to purchase Shop Rite gift cards through the school. These stores provide the family with a 4% tuition credit of the total purchases. This credit is applied to tuition costs for the following year.

## PARENTAL CUSTODY

In situations of separation or divorce, the office needs to be informed of custodial arrangements. If the court extends or limits the rights of either parent, there should be a valid court order of entry specifying these extensions or limitations. A parent (custodial or non- custodial) should produce a valid certified copy of such an order to the principal if they are seeking a right outside the usual rights. It is the parent's duty to inform the school of a separation or any court order regarding custody matters.

"The school abides by the provisions of the Buckley Amendment. Thus, noncustodial parents will be given access to the academic records and to information on the academic progress of their children unless there is a court order specifically stating that the noncustodial parent is denied access to such information." Non-custodial parents may be informed of school programs and receive copies of their children's grades by requesting in writing to have progress information sent to them.

## PARENT VOLUNTEERS

In order to attend more than one school event, parents and grandparents must complete the 4 Steps of the Protecting God's Children Program:

1. Complete Volunteer application
2. Completion and Signature of the Code of Conduct form
3. New Jersey Universal Fingerprinting
4. Virtus Training

Parents who have completed the four steps above and a criminal background check through Identigo, and attended Virtus Training by the Diocese of Trenton, will be issued a diocesan identification card. This card must be worn at all times during the performance of volunteer duties in the school. Failure to wear and display the ID card will result in the temporary removal of the individual as a volunteer.

## PARENT TEACHER ASSOCIATION (PTA)

Our philosophy of education makes clear that parents are the primary educators of their children. Parents who have chosen to send their children to St. Charles Borromeo School have delegated responsibility for the formal educational process to our school staff. Through their active membership in the PTA and its various committees,

parents may participate with the school in carrying out this responsibility. The PTA is dedicated to providing information to its members on various topics of concern to today's parents and where needed, to help conduct the formal educational process. Some responsibilities of parents include:

**School Service:** Volunteer service that is performed throughout the year is a vital role that is fulfilled by its members. Service through PTA committees helps the school run smoothly in a valuable way.

**Enriching Experiences:** Parents have the opportunity to enrich the students' background by sharing experiential resources, career information and other life-skills with students.

All room parents must be fingerprinted and must attend Virtus Training classes prior to being assigned as a room parent.

## PERSONAL BELONGINGS

Personal belongings are the responsibility of the individual student. The school has no responsibility for such items. Please mark personal items such as lunch boxes and sweaters with the child's name. Remember that all uniforms look alike.

Money sent into school should be placed in an envelope marked with your child's name and purpose. Money should never be left in desks or in jackets that are hung in the classrooms. St. Charles Borromeo School is not responsible for money or personal items that are lost during the school day.

## SOCIALIZATION

To be fair to all students, if birthday party or other party invitations are sent into school for distribution, ALL students in the class are to be invited (or all girls or all boys). It is most hurtful to the child who does not receive an invitation. Your cooperation in this matter is expected and appreciated.

## RETREATS AND SERVICE PROGRAMS

Student retreats are planned in conjunction with the Religious Education Program and sacramental preparation. These retreats are often held outside of the school day. Parents are notified well in advance of the activity and are usually invited to attend with their child.

An annual Day of Service is planned in the spring under the guidelines of the Diocese of Trenton. This is a school-wide activity that is scheduled during the school day.

## TECHNOLOGY AND INTERNET

Our school is equipped with a computer lab, Smartboards, iPads, and Chromebooks to enhance student learning. Technology hardware and software is provided to help students become 21st century learners. The Diocese of Trenton's Acceptable Use Policy is distributed for parent review and permission in September before computer classes begin. Computer lab lessons are initiated with the presentation of the Acceptable Use Policy to students in September. All students must abide by the Acceptable Use Policy and are aware of the expectations and use of the equipment and Internet access. No student may use the equipment or Internet without the

permission and guidance of the classroom and computer lab teacher.

## TRANSFER PROCEDURES

If a student transfer is requested, parents are asked to notify the school office in writing in advance of the dates of the transfer. The following information should be supplied:

1. Name and grade of child
2. Reason for the transfer
3. Name, address, zip of new school

On the last day the child will attend St. Charles Borromeo School a transfer form will be given to the parent to take to the new school. All information will be sent to the new school upon receiving an official request from the new school. All textbooks and library books should be returned to St. Charles Borromeo School and all accounts must be settled before the release of school records.

## TUITION

The pastor and the parish finance committee issue the tuition rate during January and February for the following academic school year. All tuition payments will be collected through the FACTS Tuition Management Program. Tuition and fees for the present academic year must be paid by June 30 of that year unless specific arrangements have been made through the pastor.

Parents accept full legal responsibility for the agreed upon tuition rate and agree to pay in full all tuition and fees required. Parents must understand that failure to meet the foregoing obligations may result in their child not being permitted to attend classes, and that until all financial obligations with respect to the student have been satisfied in full, the School will have no obligation to transfer credits, grant a diploma, or release interim or end-of-year records or transcripts. The school reserves the right to use collection agencies and other legal means to collect unpaid tuition.

No student will be re-registered unless all accounts of the present academic year are paid by June 30th. Graduating students will not receive their diplomas unless their accounts are paid in full by May 1st of the present academic year. No records or school transfers will be sent until all accounts are current. If a student registers for September and attends school for any part of the first trimester, parents are responsible for the payment of the entire first trimester. If a student attends any portion of the second trimester, parents are responsible for the payment of the entire second trimester. If a student attends any part of the third trimester, parents are responsible for full tuition payment. Parents of students who transfer to St. Charles Borromeo School during the course of the academic year are pro-rated for the trimester of attendance. The registration fee is always non-refundable. Please direct payments and tuition questions to Mrs. Toni Martino at 856- 829-3322.

## USE OF STUDENT PHOTOS

No one may film, photograph or record activities or school events without the permission of the principal. Parents must sign a photo permission form in September in order to publish or use photos of their children in



print or social media.

## VISITORS

All visitors must sign the visitor book located outside of the office and receive a visitor's badge before going to a classroom. This policy is for the protection of all, students and teachers alike, and your cooperation is expected. No appointments with teachers will be provided during instructional time. Requests for appointments with teachers or staff should be made in advance.

Parents must read all sections of this STUDENT/FAMILY HANDBOOK and complete the form on the Genesis Parent Portal indicating agreement with its contents.