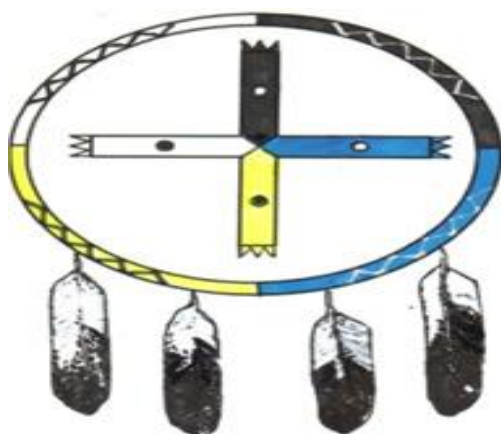


St. Charles Catholic School

A MISSION IN THE HEART OF THE SAN CARLOS APACHE NATION
SERVING GRADES K-8

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FAMILY HANDBOOK 2026 - 2027

Our Mission: "to form the Catholic faith through knowledge of spiritual, intellectual, moral, physical, social and cultural awareness"

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Welcome to St. Charles Catholic School!

Congratulations on enrolling your child(ren) at St. Charles Catholic School where we seek to educate the whole child in Christian values, academic responsibility, and school citizenship. You are demonstrating your commitment to a quality education based on the tradition and philosophy of our Catholic faith. This Family Handbook contains the policies and procedures of St. Charles Catholic School. All school families are asked to read this document carefully. By enrolling your child(ren) at our school, you and your student(s) agree to abide by the policies and procedures outlined herein. Our administrative team, faculty and staff look forward to working with our students, parents, volunteers and all school stakeholders to provide a successful and enjoyable learning year ahead.

"I will pray, and then I will understand." – St. Charles Borromeo

Mission Statement:

The Mission of St. Charles Catholic School is to form the Catholic faith through knowledge of spiritual, intellectual, moral, physical, social, and cultural awareness.

Philosophy:

St. Charles Catholic School is a Catholic school that serves the spiritual and educational needs of children on the San Carlos Apache Indian Nation. We are dedicated to helping our students be all they can be as Apaches, as Christians, and as Americans. Our firm commitment to the precepts and teachings of Christ guide us in our educational goals and objectives in our evangelization, and in our service to the students and people of this beautiful land. We see our roles as truly influential in the lives of our students. We believe that in serving their educational needs, we are promoting the common good not only of the child, but of the Church, family and community. We believe that our school carries out Christ's instruction to "*go forth and teach all nations*" (Mt. 28:19). We honor the parents' role as primary educators and share in their commitment to Christian living within the Apache tradition.

RIGHT TO AMEND

The administration reserves the right to amend this handbook and to waive and/or deviate from any and all disciplinary regulations for just cause at their discretion.

ADMINISTRATION

The administrative duties of the school follow the Handbook of Policies and Procedures for Catholic Schools of the Roman Catholic Diocese of Tucson. In summary, the principal is the immediate administrator of the school. The school office manager is responsible for all matters relating to tuition and fees. The pastor of St. Charles Catholic Parish and School is the final local authority over all aspects of the school, including, but not limited to, discipline and financial matters. The superintendent is the person designated by the Bishop to supervise and coordinate all Catholic schools in the Diocese. Any parental concerns dealing with administration should first be directed to the principal.

Student Learning Expectations

A student at St. Charles Catholic School exhibits grade appropriate experiences as an/a:

- **Active Christian** who recognizes self-worth and develops talents and shows respect for God, creation, self and others; participates in a community of faith and demonstrates the spirit of service.
- **Lifelong Learner** who possesses a solid foundation of the Diocese of Tucson standards; develops organizational talents, study skills responsible to accomplish goals, and is task driven; shows appreciation of individual talents and well-being through music, health, physical education and art class; respects, recognizes, and appreciates the Apache heritage and that of others.
- **Self-Evaluator** who selects, plans, and demonstrates achievable short- and long-range goals; demonstrates practices of self-discipline and responsible behavior; recognizes and acknowledges achievements of self and others; and reflects self-confidence in choices.
- **Effective Communicator** who demonstrates good listening skills; articulates in oral and written form both feelings and opinions in English and Apache; displays creativity, logical thinking and responsible digital citizenship; expresses self with respect and manners.

School History

St. Charles Apache Mission School opened in 1965. Parents and parishioners who received Catholic education at St. John's Indian Boarding School in Phoenix prayed to Our Lady for a Catholic school on the reservation. The Sisters of the Blessed Sacrament were the first teachers and began the school with three grades. Gradually, the school was enlarged to include the present academic structure of Kindergarten through Eighth Grade. The school emphasizes Catholic formation and values, provides

a high level of academics and follows a curriculum of instruction based on state and diocesan standards. Apache language and culture are integrated into the curriculum.

The school is an integral part of the St. Charles Parish Catholic Community and the wider reservation community. It is the main evangelizer for a people who had no previous connection to Christian religions until the reservation “was given” to the Lutheran church in 1878. The Catholic Church was established in 1918 when the Franciscan Friars of the Santa Barbara Province assigned Fr. Gerard Bronco to San Carlos. This historical fact impacts both the parish, school and the work of evangelization. In 1997, Fr. Gino Piccoli, O.F.M. came to San Carlos where he integrated many Apache customs to the life of the parish. A succession of Catholic priests have been assigned to serve in San Carlos. The original religious sisters to serve in the school were the Sisters of the Blessed Sacrament. The current religious sisters serving the school are the Daughters of St. Thomas. St. Charles remains the only Catholic presence on the San Carlos Apache Reservation. The school and parish minister to Apache as well as non-Apache parishioners and is actively involved in outreach and support programs to the whole community.

The mission and school recognize the Apache people’s resourcefulness. Prior to the establishment of the San Carlos Apache Reservation by executive order in 1871, the Apache people were a migratory culture divided into several different bands with similar dialects of Apache language spoken. Today, there are over 10,000 Apache of “mixed band” heritage living on the 1.8-million-acre reservation which is located one hundred miles east of Phoenix. Our community continues to meet the challenges of reservation economics.

Accreditation: St. Charles Catholic School is fully accredited through the Western Catholic Education Association (WCEA) until 2031. Our last accreditation visit was in February, 2025.

Covenants:

St. Charles Catholic School is committed to working in partnership with all families to live out the parent-student-teacher covenants to build a respectful and loving faith community. A covenant is a solemn agreement involving mutual commitments. The teacher-student-parent covenants help us to remember that we all have a commitment to each other in faith, trust, respect, and hope, guided by Our Lord and helps our students experience success in learning expectations (SLE’s).

Teacher’s Covenant - Each teacher at St. Charles Catholic School accepts the responsibility of cooperating with parents in the spiritual, emotional, intellectual and cultural education of their children. Each teacher further commits that his/her mission is to educate children consistent with the mission and teachings of the Church. Therefore, teachers at St. Charles Catholic School agree to:

- be a Christian role model and maintain an atmosphere which ensures each student's right to an education and personal growth.
- be respectful to the parents of their students, work towards developing good communication with them, and continue to build a trusting relationship.
- provide appropriate and challenging academic instruction.
- embrace the diversity of their students and build bridges between all cultures.
- set clear standards for behavior and be fair and consistent in discipline.
- act responsibly either on or off campus, at all times in all places, in a manner that will reflect positively on them and St. Charles Catholic School.

Student's Covenant - As a student at St. Charles Catholic School, I am blessed to be given the opportunity to be educated spiritually, academically and culturally. Each student understands his/her parents have made this choice out of love and concern for them. Therefore, students agree to:

- behave in a respectful manner toward all school and parish personnel, volunteers, and visitors.
- respect all students by respecting diversity and building bridges between all cultures.
- obey all rules.
- respect school property and the personal property of other students.
- display proper manners and show common courtesy at all times.
- assume responsibility for all their actions and not make excuses.
- always do their classwork and homework without excuses or disrespect.
- be on time, ready to learn, and give their best effort.
- act responsibly either on or off campus, at all times in all places, in a manner that will reflect positively on them and St. Charles Catholic School.

Parent's Covenant - As the primary educator of their child, parents understand that they teach their child best by their own example of reverence, responsibility, and respect. Parents choose St. Charles Catholic School to assist them in forming their child as a disciple of Jesus Christ and understand and acknowledge that their own conduct and the example they set for their child can impact whether their child is allowed to remain enrolled in St. Charles Catholic School. Parents further understand that their child's teacher is a dedicated professional who chooses to teach in a Catholic school. Therefore, parents agree to:

- be Christian role models by regularly attending Sunday Mass with their children if they are Catholic.
- promote respectful behavior in their child by setting a good example in their own speech and behavior.
- show respect for the school personnel, volunteers, and visitors and teach their child to do the same.
- practice confidentiality and use appropriate communication to solve differences in a peaceful manner.
- follow the policies and procedures of the St. Charles Catholic School Family Handbook.

- accept and embrace the diversity at St. Charles Catholic School.
- respect the privacy of the faculty, staff, students, and their families.
- act responsibly either on or off campus, at all times in all places, in a manner that will reflect positively on them and St. Charles Catholic School.

Parents' Role in Education at St. Charles Catholic School:

We consider it a privilege to work with parents in the education of children because we believe that parents are the primary educators of their children. Therefore, as parents, it is your right and your duty to become the primary role models for the development of your child's life – physically, mentally, spiritually, and emotionally. Your choice of children's education St. Charles Catholic School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life. Our role, as a Catholic school, is to work together with parents and students as a team to provide excellent moral, spiritual, cultural and academic formation.

Parents as Partners:

As partners in the educational process at St. Charles Catholic School, we ask parents to:

- monitor your child's educational progress by reviewing his or her graded work, tests, projects, etc., which can be found on the FACTS Family Portal, as well as reading and responding to all communications sent from the teacher and school;
- actively participate in school activities such as Parent-Teacher Conferences, school events and fundraisers;
- actively volunteer by filling out an application on the Diocesan website to help fill the need for school aides, room parents, coaches and parent committee. Cleared and active volunteers qualify for banking hours toward registration and tuition obligations.
- notify the school when your child is absent or tardy;
- inform the school of any special situation regarding the student's well-being, safety, and health;
- complete and promptly return to school any requested information;
- support the religious and educational goals of the school, especially through the example of your own participation in the sacramental life of the Church;
- support and cooperate with the discipline policy of the school; and
- treat teachers, staff, and other parents with respect and courtesy at all times.

Home-School Relationship at St. Charles Catholic School:

We believe that education is a partnership between home and school. Parental cooperation is essential for the welfare of students. If, in the opinion of the administration, parent behavior significantly interferes with the teaching and/or learning process of our students or the operation of the school, St. Charles Catholic School may require parents to withdraw their children and sever the relationship with the school.

Admissions & Enrollment Policies (Non-discriminatory policy):

St. Charles Catholic School strives to operate in a way that makes a Catholic education available to all students whose parents sincerely seek a faith-based education for their children. The school does not discriminate on the basis of race, color, gender, sexual orientation, national or ethnic origin, faith background, or disability in the administration of its educational policies, admissions policies, or other school-administered programs. Although we do not discriminate on the basis of race, sex, sexual orientation, color, national or ethnic origin, it remains our primary purpose and mission to serve Catholic members of our community. Under some circumstances, medically justifiable limitations may be placed on the admission/retention of students. Likewise, limitations may be placed on the admission/retention of students whose needs the school is unable to meet. Decisions regarding admission/retention of these students are decided on a case-by-case basis by the principal and/or his/her designee.

Non-Catholic students whose parents accept the philosophy and mission of St. Charles Catholic School and agree to support its curriculum and programs will be accepted on a space-available basis. By enrolling your children, parents/guardians are agreeing to support the mission of the school in both the academic requirements as well as the formation of its students' Catholic faith, morals, and discipline.

Admissions Process:

In accordance with the policy of the Diocese of Tucson, St. Charles Catholic School does not discriminate in admitting students on the basis of race, sex or national origin. However, admission is granted to students in the following order:

Kindergarten (Must be age 5 prior to September 1st and toilet-trained)

1. Siblings of students who are currently enrolled in grades K-8 with current tuition status
2. Children from registered, active, financially supporting members of St. Charles Catholic Parish
3. Children from families who are members of other Catholic parishes
4. Non-Catholics

Grades 1-8

1. Children who are currently enrolled with tuition accounts in current status
2. Siblings of students who are currently enrolled
3. Children from registered, active, financially supporting members of St. Charles Catholic Parish
4. Children from families who are members of other Catholic parishes
5. Non-Catholics

Enrollment Requirements For Returning Students:

- Complete the re-enrollment process by the deadline posted.
- Pay the enrollment/registration fee which is non-refundable.

Enrollment Requirements For New Students:

- Submit a new student registration form, and, pay the enrollment/registration fee which is non-refundable.
- Submit the following information via the School Office:
 1. Certified original and copy of birth certificate
 2. Certified original and copy of current immunization records
 3. Copies of applicable Sacramental records (Baptism, First Eucharist, Confirmation)
 4. Letter of recommendation from former principal or teacher (grades 6-8) if requested
 5. Copies of most recent academic records (report cards, standardized tests)
 6. Copies of Individual Education Plan (IEP) if applicable

Before final acceptance, the school may interview, test, and require letters of recommendation as deemed appropriate for students of any age. *A student must be 5 years of age prior to September 1st to enter Kindergarten, and 6 years of age by September 1st to enter first grade.* This may be waived if the incoming first grader previously attended an accredited Kindergarten program and completed the entire school year with mastery of required skills as determined by the administration. All students are admitted at the discretion of the administration. All enrollments, including continuing students, are subject to review to determine that placements are in the best interest of each child. Students receiving office referrals (See Discipline Section) during the probation period may receive an extended probation period or certain referrals received at any time during the school year, may result in a request for withdrawal. *The administration reserves the right to ask a family or student who exhibits behavior that is not in accordance with St. Charles Catholic School policy to leave at any time.*

Returning students must have all fees and tuition current before registration is accepted. These fees must be paid in full before the end of the school year in order to obtain re-enrollment for the fall. Families who do not submit their registration and fees by the posted deadline cannot be guaranteed a place for the following year. Any family who gives notice of withdrawal will be readmitted only with the approval of the principal and pastor.

Students with serious learning disabilities or severe emotional disorders need and deserve special care. St. Charles Catholic School does not have specially trained personnel to meet these students' needs, thus we may be unable to enroll these students at St. Charles Catholic School. In some cases, the Local Educational Agency (San Carlos Unified School District) may be able to provide services for these students. Parents of students who are accepted with an IEP (Individual Education Plan) must

hereby acknowledge that extra academic resources may not be available at the St. Charles Catholic School.

Parents seeking admission for children who have been home-schooled must provide the proper documentation to support evaluation and placement. That information shall include, but not limited to: immunization records, samples of student work, report cards, recommendation from the leadership of the home school, copy of curriculum used by the home school with the student grade level/subject testing. In addition, standardized testing or admission testing may be required. Parents may be asked to pay for testing that is administered by another agency. The school reserves the right to place the student in the grade or course that is deemed appropriate.

Withdrawal Policy:

Students are accepted with the understanding that they will remain enrolled at St. Charles Catholic School for the entire academic year. The school consequently makes its commitments to the faculty and contracts for services on a yearly basis according to the number of students enrolled at the beginning of the academic year. If a student is withdrawn from school for reasons beyond the control of the parents or guardians, (such as a family move), the student may re-enroll. A student who withdraws from St. Charles Catholic School may not re-enroll for reasons other than those delineated above, unless approved by the Administration. Administration will evaluate these matters on a case-by-case basis, where this decision is final. Any student who decides to withdraw from St. Charles to attend a local school, should first consult with the principal and reconsider the decision. Students and parents must fill out an exit interview and present the necessary written notification. This must be signed and dated. The student is given a withdrawal form which must be completed before documentation is issued. If tuition or other monies are owed, completed transcripts and other documentation will not be sent to the new school until the financial obligations are met. Transcripts will be sent electronically at the request of the new school. There is a \$10 fee if transcripts must be sent via postal service.

Fees and Tuition:

There is a \$150.00 non-refundable book and registration fee (per student; discount is given for additional siblings in the same household). Tuition may be paid in one payment in August or ten monthly payments, starting in August and ending in May. Tuition is calculated according to annual budgetary obligations and the cost per pupil to educate a child in our school. Therefore, rates vary from year to year. *Delinquent tuition must be paid in full by the end of each quarter in order for your child(ren) to remain at St. Charles Catholic School. We are always willing to work with families regarding tuition payments.* Please contact us to set a meeting if you are having difficulties with your tuition payments. All families on a payment plan are highly recommended to enroll in our FACTS automatic payment plan to avoid possible late payment charges.

Financial Assistance:

There are many resources of financial assistance available to our families. The criterion for each STO (Scholarship Tuition Organization) varies from source to source. The following documents are necessary in order to apply for scholarships: Income Tax Return, W-2, Birth Certificate of newly enrolled student/s, Previous Award Form (if applicable; each Scholarship will ask for one). Forms are available on each STO website. Our Scholarship Manager will gladly help any family requesting financial assistance. Scholarship applications begin in March of the previous school year for enrollment in a new school year. *Financial assistance requires early application for best possible payment of requested funds.* Any unpaid tuition balance is the responsibility of the parent/guardian.

Academics

Required Subjects:

The school follows the curriculum guidelines of the Diocese of Tucson. This can be found at the Diocesan website: <https://diocesetucson.org>.

Academic Honors - Grades 4-8:

Being on *High Honor Roll* is achieved by students in grades 4-8 having earned A's in all subjects, including conduct. Being on the *Honor Roll* is achieved by students having earned A's and B's in every subject, including conduct.

Report Card Grading Scale for Grades 1-8:

A+	(97-100)	C+	(77-79)
A	(94-96)	C	(74-76)
A-	(90-93)	C-	(70-73)
B+	(87-89)	D	(63-69)
B	(84-86)	F	(62 and Below)
B-	(80-83)		

Grading Scale for Kindergarten:

A = Skill Achieved
B = Satisfactory Progress
C = Needs Improvement
D = Skills Not Achieved; May Need Retention
N/A = Not Evaluated

Homework

Satisfactory achievement cannot be maintained without sufficient study. It is very important that parents provide a proper study atmosphere at a regularly scheduled time each day. Homework is usually a follow-up of some class activity of that day. It is always due when required by the teacher. Students are asked to read a minimum of thirty minutes a day after school. All students should do some home study daily even if not assigned. This is necessary to establish good reading habits, and strengthen the skills learned daily at school. Student planner/homework sheets are used daily for teachers to assign homework and notes from classroom to parent/guardian. Parent/guardian signatures are required each night to maintain home and school communications.

Cheating & Plagiarism

Students are fully responsible for the content and integrity of all submitted academic assignments. Dishonest scholastic work is a serious deviation from the St. Charles Catholic School goal of behavior, which reflects mutual concern and lack of respect. First offense will result in parent/guardian notification, with student serving detention and earning a zero for the assignment. The consequence for a second offense will result in suspension. A third offense will constitute re-evaluation of student's enrollment status.

Student Services

Technology – Chromebooks are used by students for educational purposes only. Students K-8 must have a signed Technology User Agreement (part of the registration packet) on file in the office before using school computers. **Personal computers or electronic devices of any type are not allowed at school.** Upon violation of technology policies, students will lose the privilege of technology use.

Snacks - Students may purchase snacks from the school or bring one from home. Snacks must be eaten during snack time. **Students are not allowed to bring soda, candy, or other unhealthy snacks to school.**

Breakfasts/Lunches – St. Charles Catholic School participates in the National School Breakfast and Lunch Program and is provided free of charge for every student.

Sacramental Preparation

First Reconciliation and First Holy Communion are received beginning in the 3rd grade. Students are eligible for these sacraments by first receiving the Sacrament of Baptism. Baptism can be received at any age. The Sacrament of Confirmation is received in the 8th grade with proper documentation of previous sacraments. Other requirements necessary for the reception of sacraments are communicated with parents in the first quarter of each school year. Students are instructed and prepared for the sacraments

by our Daughters of St. Thomas Sisters at St. Charles Catholic School and administered by the Pastor of the parish. Confirmation is conferred by the Bishop of the Diocese of Tucson or his designee. All religion classes are taught by the pastor, religious, and/or Level 1 certified Catholic teachers or Catholic teachers in process of earning Level 1 certification.

Assessments

Students should expect to have their performance evaluated regularly by means of tests, class participation, projects, homework, etc. Assessments are administered by teachers on a weekly basis, end of quarter and end of semester. These assessments may raise or lower a student's grade. MAP (Measures of Academic Progress) and DIBELS (Dynamic Indicators of Basic Early Literacy Skills) assessments are required to be administered by the Diocese of Tucson three times a year; beginning, middle and end of year. MAP assessments are not part of a student's grade. MAP is a computerized adaptive assessment that measures your child's knowledge of reading and math. Other progress monitoring assessments administered to students during the school year are STAR (Student Achievement in Reading) and ARK (Assessment of Religious Knowledge). *Students are not excused from exams to leave early for vacation, or non-school sponsored activities.*

Summer School

Summer school may be required for students receiving D's or F's in core subjects (Math/Reading/Language Arts), for those reading one year or more below grade level or demonstrating limited English fluency. It may be required for students who show disregard for other subjects. Summer school may be mandatory for students with excessive absences. "Summer School Possible" will be written on the report card during the first semester of the school year with communication from the teacher. "Summer School Required" will be written on the report card at 3rd quarter with communication from the principal. Additional fees are required for summer school whether they are provided by St. Charles Catholic School, or another program recommended by the school.

Retention Policy

Students are promoted on the basis of their progress and achievement. When a student has not mastered required skills, receiving consistent D's and/or F's in core subjects (Math/Reading/Language Arts), the principal in consultation with the teacher recommends that such students continue at the present grade level. Parents will receive an initial notification of possible retention at the end of 1st and 2nd Quarters. Parents will be notified with a letter from the Principal during the 3rd Quarter if a student is to be retained. A summer school program may be warranted in lieu of retention.

Extra-Curricular Activities

Parent volunteers are necessary in the operation of school programs. We ask that parents please respond to this call when requests are made. The following are the **anticipated** extra-curricular activities:

- Sports
- Girls Who Game
- Performing Arts
- Miss St. Charles Pageant
- Academic League/Spelling Bee
- Student Council

Any student participating in any extra-curricular activity must maintain grades of C or better in all subjects. Regular checks of student grades and behavior will be made by homeroom teachers. If eligibility criteria are not met, students will be suspended from the activity for two weeks. This temporary suspension is used to encourage responsible study habits, achievement, or improved behavior. During the suspension period, the student is not permitted to participate in any aspects of the activity. At the end of the suspension period a formal review of the student's progress will be made to determine if the student is eligible to return to the activity.

School Schedules: (Monday through Friday on regularly scheduled calendar days)

- Office Hours: 7:30 AM to 4:00 PM
- Student Breakfast: 7:35 to 7:55 AM
- Grades K-8: 8:00 AM - 3:00 PM
- 1/2 day Wednesdays: Dismissal at 12 Noon
- Fridays: 8:30 AM Mass

School Grounds open at 7:30 AM and close at 4:00 PM; Wednesdays at 12 Noon. Unless students remain on campus for a school-sponsored activity, there is no staff supervision outside of scheduled school hours. School insurance does not cover students on school grounds before or after these hours, and are then the liability of parents and guardians.

Arrival and Dismissal

Student drop-offs and pick-ups are very busy and active periods. We ask all parents, families, and students to practice patience and understanding to ensure the safety of the members of our school community. Please do not use cell phones while driving in the drop-off/pick-up lines. *For the safety of all involved, drivers must follow the directions of the on-duty teachers.*

- All passengers should remain in the vehicle until the duty person comes out.
- Four vehicles can drop-off and pick-up simultaneously.
- Students should only exit and *enter vehicles toward the school sidewalk/gate.*

- To expedite the drop-off, families are encouraged not to place student items in their trunks.
- For safety reasons, students should never walk between the cars.
- Drivers should enter and exit the campus area with care.
- Drivers should not swing out to the left and pass stopped vehicles.
- Drivers are to heed posted school speed limit and safety signs.

Morning Drop-Off and After School Pick-Up:

All students in grades K-8 are dropped off AND picked up at the back gate on Mohave Avenue. **The parish hall and school office are to remain locked for safety purposes.** Authorized staff are available to monitor back entry gate on Mohave Avenue. On Mohave Avenue, line up one way, four cars can load and move up at a time. Watch on-duty teachers, they'll wave you to move up. This will alleviate the wait time. Release of any student from school other than stated above in our pick-up policies will require sign-out and release to the parent or guardian in the school office. **This will not be done through a phone call.** The parent or guardian must be present in the school office in order to release the child to the parent or guardian. This procedure adheres to our school safe environment and insurance policies.

If a child is left after school hours and no one on the emergency card can be reached, it may be necessary to contact local authorities to assume responsibility for the student.

Bus Transportation

St. Charles Catholic School offers several bus routes, to and from school to a limited number of students each year. Parents must sign up for bus service prior to the start of each school year and pay a non-refundable fee of \$25 per month to help cover the cost of our monthly TANF service fee. Bus service is FIRST COME, FIRST SERVE. The following bus policies must be observed.

SCHOOL BUS RULES - Riding the our school bus transportation service is a privilege, not a right. Improper behavior may result in a student being removed from riding the bus either on a temporary or permanent basis. The bus driver is in charge. Students must obey the driver. The bus is an extension of the classroom and misbehavior will not be tolerated.

STUDENT RESPONSIBILITIES - Waiting to Board a Bus

1. Arrive at the bus stop five (5) minutes ahead of your scheduled time. The bus must leave at the designated time.
2. Wait until the bus stops.
3. Stand well away from the street as the bus approaches.
4. Form a quiet uniform line to board.
5. Littering or damaging property on or near the bus stop is prohibited. Keep bus stop areas clear of books, clothing and other articles.
6. Observe all school rules of conduct governing student behavior.

7. Report to the Principal, parent/guardian any suspicious persons or activities.
8. Remain with the group and do not talk to strangers or get into a stranger's car.

RIDING THE BUS

1. Be seated immediately and remain facing forward. Remain seated until the bus arrives at your stop and you receive instructions to unload.
2. Hold all personal items under the seat. Buckle seatbelt. Do not block the aisle.
3. Pets and animals of any kind are not permitted on the bus.
4. Extending arms, legs, or head out of the bus is prohibited.
5. Throwing objects on the bus or out of the window is prohibited.
6. Refrain from distracting or talking to the bus driver except in an emergency.
7. Tampering with or damaging bus equipment is prohibited. Student and/or parent/guardian will be held liable.
8. Fighting, pushing, shoving or creating loud disturbances is prohibited.
9. Eating, and drinking are not permitted.
10. Place trash in receptacle provided near front of bus.
11. Use of profanity or obscene gestures is prohibited.
12. Bringing weapons or dangerous instruments of any kind is prohibited.
13. Be aware that the San Carlos Police may stop and search any school transportation bus at any time for illegal items. Students and parents will face consequences of law enforcement.
14. Observe all rules of conduct governing student behavior.

RESPONSIBILITIES OF PARENTS

1. Read, discuss and review these bus policies with your child(ren).
2. Encourage your children to observe all established guidelines.
3. Get to know your bus driver.
4. Report any related traffic hazards or abuses of any school bus observed operating carelessly to San Carlos Police, 928-475-2311.
5. Report all observed misconduct on school buses and at school bus stops to the school principal.
6. Place identification of your child where the bus driver can retrieve it, if necessary.
7. Report to the police any strangers observed at or near bus pick up/drop off stops.
8. See that children are at the bus stop five (5) minutes before the bus is scheduled to arrive.
9. Ensure that kindergarten students are met at the afternoon bus stop by a parent/guardian or are accompanied by a responsible, designated older sibling.
10. Ensure you pick up your child(ren) on time at the bus stop. The bus driver cannot wait for parents to arrive at bus stops or make undesignated stops requested by parents.

If a student or parent is unable to abide by bus policies, that student will lose the privilege of riding on the bus.

Attendance Policy

Parents, students and faculty are to observe the following guidelines:

- A student who misses school **without a valid and acceptable reason will be considered as a truant/unexcused absence, receiving zeros for any work missed**. Students cannot make up any work missed on this/these day(s). Parents must understand that when children are taken out of school for personal reasons such as a special holiday or family vacation, **teachers are not obligated** to make special preparation for missed schoolwork, homework or tests or provide the same for the child upon her/his return. Parents are to make sure their child(ren) attend school on scheduled calendar days.
- Parents/guardians are to call the office before 9:00 a.m. to report an absence. Any student who is absent more than 18 days per school year (excused or unexcused) may be retained. All students should bring a written note on the day they return to be kept in the student's file. Students without a note or parent phone call on record will be documented as an unexcused absence. Students will be required to stay for after school tutoring to make up missed assignments.
- In case of extended illness (more than 5 full days) a doctor's letter of verification must be presented to the office. An educational plan for medical absence may be initiated.
- Advanced notice of 24 hours is appreciated for any pre-arranged absence (medical or dental appointments). A medical or dental excuse, signed and printed by the doctor's office is required for the student's file. Parents are urged to make appointments after school.
- Teachers are not to permit a student (K-8) to enter a class without a written excuse from parents. It is the students' (4-8) responsibility to contact teachers to arrange make-up tests and work when the absence is excused. Unless otherwise stated, students are to present each teacher with all make-up work or take a test on the day of return, or stay for after school tutoring.

Tardiness

Punctuality is extremely important for teachers to conduct their classroom in an orderly and effective manner as well as being important for student organization at the beginning of the day. Students are expected to be on time for class. Parents' cooperation is necessary in this matter. Tardiness is defined as a student entering the classroom 5 minutes after the bell. School grounds open at 7:30 AM which allows ample opportunity for students to be in class by 8 AM. Students with excessive tardies will be required to make up time during after school tutoring. The teacher will inform the parent of dates and times the student will need to stay after school.

Truancy

Truancy is defined as any intentional, unjustified, unauthorized, or illegal absence from school. It is a deliberate absence by a student's own free will leaving the school

grounds or missing class without appropriate permission from the principal in advance. Truancy is a serious offense and results in immediate suspension. A student suspended for truancy during two consecutive semesters will be placed on probation or be requested to withdraw from school.

Breakfast and Lunch Program

St. Charles Catholic School provides breakfast from 7:35-7:55 am. Lunch is provided from 11:30 am - 12:30 pm. All students grades K-8 must eat lunch unless otherwise indicated by a doctor's order. Parents are not allowed to drop off food or drinks from vendors or fast-food restaurants.

Parish Hall Rules:

- Practice table etiquette.
- Clean up after yourselves.
- Use an indoor voice in the parish hall.

Student Assembly Guidelines

Students will conduct themselves in a manner that will assure the well-being of others and themselves. Appropriate school conduct is in effect. Assemblies are held in the Parish Hall, Mesquite Plaza or in the Church (Mass).

Sports Program

Parents of students participating in school sports programs must follow the Diocesan Youth Sports League Handbook which include the mission, goals, expectations, policies and procedures of the program. The mission of the Diocesan Youth Sports League provides positive extracurricular sporting events that contribute to the development of the whole child by modeling and teaching Catholic principles and the ideals of good sportsmanship. A fee will be required to participate in each sport to cover uniform and associated costs of the sport. The following forms will also be required prior to participation in the program: Permission Form, Emergency Treatment Form, Physical Examination Form, Code of Conduct and Behavioral Expectations, and Uniform Policy.

Field trips

Teachers with permission of the principal may schedule various educationally appropriate field trips. Students in grades 3-8 are eligible for field trips. A St. Charles Catholic School Permission Form stating dates, times, and places will be sent to parents in advance. Verbal permission and/or a note from parents is not acceptable. St. Charles Catholic School Permission Forms must be signed and sent to the teacher in advance. Students who do not submit the proper form will not be allowed to participate in the field trip. Field trips are a privilege. Students may be denied participation at the discretion of the teacher or principal for reasons of disciplinary infractions or failure to

complete classroom activities. Parents must apply on the Diocese of Tucson website and *fully complete volunteer requirements* to become a chaperone for field trips.

Visitors

Visitors are not permitted in the instructional areas without a visitor's pass, which can be obtained in the main office with the permission of administration. All visitors must be supervised by school staff and volunteers who have obtained safe environment clearances. Visitors must also comply with appropriate dress code and the Diocesan Code of Conduct.

Class Parties

Class parties are limited due to the disruption of the learning environment. Teachers may schedule them under special circumstances and *only with the approval of the principal*. Class parties are usually held for Halloween, Christmas, Valentine's Day, Easter, and at end of the school year. Birthdays are not included as a "party" celebration. **However, parents/guardians may drop off store-bought cookies or cupcakes to the school office prior to the child's classroom recess and snack break.**

Personal Property

The school is not responsible for lost or stolen articles. Students are not to bring their personal electronics, toys, games, or any other personal item not allowed at school. Students should put their names on the inside of sweater or jacket tags, lunch sacks/bags, school planners and folders that travel back and forth to home and school with the student. Only clear backpacks are allowed at school.

School Property

All textbooks and desks are issued to the students for their use and are to be kept in good condition at all times. Parents and staff are to encourage students to take good care of all school property including school laptops and other students' personal property. Parents will be billed for the repair or replacement necessary for damaged or destroyed property.

Restricted Areas

Since all students should respect the property and privacy of others, the following regulations should be observed.

- Students are not permitted to tamper with another's personal or school equipment. Any damage or breakage, whether accidental or not, is to be reported to the teacher/principal.

- Students are not allowed to enter the classroom or faculty lounge without proper permission or presence of a faculty or staff member.
- Students are not permitted to loiter in the parish hall, walkways, parking lot or patio areas.
- Students are not permitted to enter or open any storage, closets, cabinets, file cases, etc. without permission.
- Students are not allowed to touch anything on or in the teacher's desk.

Playground Rules

- Grades have designated areas to play, and grades will rotate daily.
- Kindergarten playground is designated for kinder students only.
- Only 5 students are allowed on the merry-go-round at a time.
- No running between the swings.
- No climbing on the trees.
- Do not pick up rocks, branches or wood chips.
- Dispose of litter into trash bins.
- Avoid perimeter fencing and strangers/people walking on the streets/road.

SCHOOL COMMUNICATION:

Online Tools

Access the school's website at: stcharlesaz.org. St. Charles Catholic School's Facebook page is a tool to assist parents in our educational partnership. Important information and announcements regarding school activities will be posted regularly.

Tuesday Newsletter

Tuesday Newsletters are distributed weekly to students and sent electronically to parent emails. Parents and guardians should look for this communication each week as they include important and current information. Newsletters are also posted on our Facebook page and school website.

Phone Calls and E-mails

Parents can contact the school office at (928) 235-2428, or by sending an e-mail to: admissions.stcharles@gmail.com. Teachers will provide contact information to parents during Open House.

Open House

Open House is scheduled at the beginning of the school year. The pastor and principal will open the new school year with general information. Afterwards, parents/guardians

will visit classrooms and teachers where they will discuss curriculum, expectations and respond to parent questions.

Parent/Teacher Conferences

Parent-teacher conferences are held in the fall and spring to discuss student academic progress and behavior. Parents may request a conference with their child's teacher anytime during regularly scheduled school days in the school year between 3:15 - 4:00 pm by setting an appointment with the teacher.

Health and Safety

Immunizations:

In compliance with state law and diocesan policy, all students must be fully immunized and show proof in order to attend classes. Students will not be allowed to enter class without them. Any student having or who is suspected of having a communicable disease as defined in the Gila County/Tribal Health Department Policy for the Prevention and Control of Communicable Disease will be excluded from school for the school period of time designated in the health policies.

Prescription & Non Prescription Drugs:

Students requiring medication during school hours must have a parent administer the medication at home or come in and administer it during school hours. If a student requires a prescription inhaler, written permission from the parent/guardian will be required. This will be filed with the School Office. Under no circumstances will students be allowed to have medicine (including aspirin or cough drops) in their possession or in the classroom.

Emergency Lockdown:

St. Charles Catholic School routinely conducts lockdown drills to practice for situations in which students and staff should stay behind locked doors for safety reasons. On rare occasions, a school may go into an actual lockdown. Most often these occur due to active police investigations occurring in close proximity to a school. Lockdowns typically last less than 20 minutes. The school's highest priority is the safety of its students and staff.

When a school goes into lockdown the school will:

1. Secure all buildings
2. Account for all persons
3. Communicate pertinent information over the course of the incident

Guidance for Parents During a Lockdown

For our crisis response plan to be effective we depend on you, as parents, to support our crisis response efforts. Your cooperation is vital to helping us protect the safety and welfare of all our students and school employees. Therefore, **we ask parents to observe the following procedures related to drills and actual school crises:**

- **Talk to your children:** Emphasize how important it is for them to follow instructions by school staff and first responders. During a lockdown, students should quickly move to the nearest safe area, stay out of view, and remain silent.
- **Do not call the school:** Parents will be notified via the school's Facebook page, parent text or email of a lockdown event (please make sure your current cell phone number and email is on file). The school is unable to answer phones during a lockdown as the telephone system must be available for emergency communications. Additionally, all staff members are working to secure the school and care for the students. Once the school is secure and information is verified, a Facebook message and text/email will be sent to families. In the event that the situation is resolved before communication can be sent, parents will still receive notification.
- **Do not come to the school:** Once a school is in lockdown, doors cannot be opened for anyone, including parents. Law enforcement and emergency personnel are the only ones that can gain access to enter the school. Persons gathering outside a school put themselves at risk, and can delay an emergency response, while police work to apprehend a possible suspect or while firefighters/paramedics work a scene. Driving to a school during a lockdown can create a traffic jam preventing first responders from reaching their destination in a timely manner. In a true emergency situation, students will be relocated to an alternate site for parent reunification.

Emergency Evacuation

In the event of an emergency that would force the evacuation of the school, parents will be notified by texts, Radio KYAY 91.1 FM, and on the school's Facebook page. Parents will be directed where to pick up their children.

Fire Drill

There are monthly fire drills. Once the fire drill alarm goes off, students are to evacuate in an orderly fashion to the basketball court or an alternative space. Teachers are to take class rosters, emergency contact binders, and a first aid kit. Students follow a set evacuation route to the designated area and stand in line for teachers to take count of students and staff, and report any missing students or staff members to the principal or designee.

School Uniform

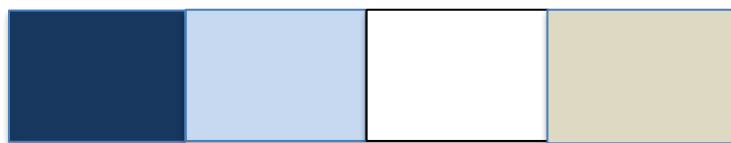
Grades K-8

Girls: Shirts can be blouses or polo shirts in the colors of white, *baby* blue or navy blue. Skirts/skorts/jumpers and dress pants (no cargos, denims or leggings) are in the colors of stone khaki, or navy blue. Jumper option is navy blue, or *baby* blue/navy blue/black/white McDonald plaid. Solid colors of white or navy blue knee-high or ankle socks can be worn. Shoes are to be all black (no white) athletic or dress shoes.

Boys: Shirts are to be white, *baby* blue or navy blue polo/collared shirts or dress shirts. Dress pants or shorts (no cargos or denims) are to be stone khaki or navy blue. Shoes are to be all black (no white) athletic or dress shoes.

P.E. Dress Code:

Plain white, *baby* blue or navy blue t-shirts (no designs or logos) may be worn for class P.E. days only. Pants/shorts, plain white socks (no name brand) and black athletic shoes are also to be worn.



Additional Notes on Dress Code:

All uniforms are to be kept clean and in good repair.

- NO caps on campus.
- NO open-toed shoes

Uniform violations will result in a UNIFORM REFERRAL. Students will wait in the office until the proper uniform is brought from home.

MASS Dress Code (Fridays):

Students have the option to wear traditional clothing. Girls may wear their camp dresses, and the boys may wear their ribbon shirts with school uniform navy-blue pants. ALL students who do not wear traditional clothing must be in a white polo/colored shirt with navy blue dress pants (with addition of navy-blue skirts or jumpers for girls).

Cold weather options for students:

White, *baby* blue or navy-blue turtlenecks or active long-sleeved white undershirts may be worn under polo shirts. Black boots are the only other option for shoes. Navy jackets or sweaters can be worn. Only school-issued or navy sweatshirts and zippered hoodies are allowed. Options to purchase St. Charles jackets may be available.

Dress Down Day:

Dress down days begin the first Wednesday in September and every Wednesday until the end of school except during Lent. Students are eligible for dress down by keeping 80 points or better on their conduct chart. Points reset to 100 at the beginning of every quarter. *Dress down is a privilege for those students who follow school rules and honor their student covenant.* Conduct points will be written into student page planners every Tuesday. Teachers, students and parents are to maintain daily school communication on the student planner pages as parents sign off on daily homework each day. Parents/guardians must monitor appropriate dress down and use good judgment when selecting clothing.

Dress Code Violations:

- There shall be no extremes in hairstyles; no hair dyes. Girls' hair must be kept out of the face. Boys' hair must be clean cut with no hair in the face. Boys with long hair must have hair braided or kept out of the face.
- There shall be NO CAPS on campus.
- There shall be NO make-up on students.
- There shall be NO bare midriff shirts or inappropriate skirt lengths.
- There shall be no multiple earrings or dangling earrings.
- There shall be no sunglasses unless prescribed by a physician.
- There shall be no inappropriate slacks, denims, sagging or tight pants worn in a deliberate fashion.
- There shall be no torn or ripped clothing.
- There shall be no clothing considered gang related, with inappropriate symbols, language or advertising alcohol, drugs or gangs.

DISCIPLINE POLICY

All Grades K-8 Discipline Philosophy

Discipline is a set of learned inner controls which help each of us follow rules established for the safety, well-being, and order of all individuals who live and work together. Discipline is considered a meaningful learning experience at St. Charles Catholic School. It directly relates to adjusting successfully with society. Through this process a student learns about responsibilities for others, regardless of race, color, sex, intelligence or age. Any student who attends St. Charles Catholic School can expect to learn a Catholic system of values that will enable him/her to be "like Jesus". Thoughtfulness, politeness and in general a Christian behavior is expected of everyone. Students will have the opportunity to achieve their full potential academically and creatively. This will be better achieved by accepting and following the school's policies

and regulations. The student covenants stated in the beginning of this document should guide positive student attitudes and behaviors.

General Rules of Conduct:

As part of a Christian community students will:

- Be committed to active participation in the liturgy and faith community.
- Respect the rights and property of others.
- Follow the dress code and be appropriately groomed. No hair dying of any color is permitted on students who attend St. Charles Catholic School.
- Conduct themselves in ways that will not endanger others.
- Arrive to class on time and be prepared every day.
- Remain on campus until properly dismissed.
- Conduct themselves in a manner conducive to the instructional process and normal functioning of the school.
- Obey all federal, state and local laws.
- Obey ALL faculty and staff members.
- Have in their possession ONLY material that is appropriate at school.
- Refrain from Public Display of Affection (PDA's) which are inappropriate on school campus such as: holding hands, kissing, physical touch.
- Refrain from the use of foul language, verbal abuse or violent assaults.
- Refrain from lying, stealing, or cheating.
- Refrain from bullying and/or harassment.

Bullying is defined as mean or hurtful behavior that happens repeatedly. It is unwelcome, unsafe, disrespectful and unkind, and therefore violates St. Charles Catholic School rules.

Harassment, including bullying, hazing, intimidation on the basis of race, color, religion, gender, national origin, age, disability, sexual orientation, or for initiation into memberships, or anything which constitutes teasing/taunting consistently, is also prohibited. Harassment would include verbal or physical conduct that denigrates or shows hostility or aversion toward a student because of his/her race, color, religion, gender, national origin, age, disability, sexual orientation, or that of his/her relatives, friends, or associates, and that:

- Has the purpose or effect of creating an intimidating, hostile, or offensive environment.
- Has the purpose or effect of unreasonably interfering with a student's academic performance.
- Otherwise adversely affects a student's academic opportunities.

Electronic devices:

The use of school electronic devices are for educational purposes only. If used otherwise they will be confiscated and returned according to infraction. Personal electronic devices and cell phones are not permitted at school. Smart watches are also prohibited.

- 1st Offense- Personal electronic devices will be confiscated for a week and will be returned only on Friday. (Example: Device was confiscated on Wednesday; it will be returned Friday the next week).
- 2nd Offense- Parent will pick up the device and meet with the principal.

No student will be able to make or receive personal phone calls from class. The school office will send important messages from parents to the students during the school day.

Students in K-8 are expected to take water and visit the bathroom during the assigned class-scheduled time. Students are allowed to use the restroom in case of emergency. Students are required to bring their own water bottle.

Disciplinary Actions:

Threat Assessment

A threat assessment will be performed on any offense by a student that may have cause for risk of safety against another student, teacher, staff member, school or tribal community to deter a safe offense and find peaceful resolution.

First Offense

For the first offense committed against the St. Charles Catholic School discipline policy by the student, a verbal warning or reprimand will be given to try to communicate to the student correct behavior. The teacher or school official will document this as a first offense extending the warning. Parents may be notified.

Second Offense

For the second offense committed by the student, a disciplinary referral will be sent to the principal. A conference will be conducted with the student and the parent will be notified. The student will lose conduct points and the referral will be kept in the principal's behavioral files. This will be documented as a second offense. The student may lose field trip or other extracurricular opportunities.

Third Offense

A third offense committed by a student regarding documented misbehavior will result in suspension. Suspension may be in-school or out-of-school suspension. Any student in violation of the Student Disciplinary Policy may be denied participation in extracurricular activities. Work assignments, and tests for

suspended students will not be made up and student will lose additional conduct points.

Teachers maintain conduct charts in the classroom where students earn a grade for conduct on his/her report card. Conduct grade affects honor roll standing and privileges for dress down days and class field trips.

Disciplinary Action: Suspensions

There are three types of suspensions:

- **CLASSROOM SUSPENSION**
If a teacher has had multiple offenses by a student, the teacher will write a behavior referral on the student to be sent to the principal. Communication will be made with the leadership team who will assess the student for possible needs within the CARE program where interventions may also be recommended. A member of the leadership team will contact the parent/guardian where an appointment will be made to discuss interventions. The teacher and student will also be present for the meeting.
- **IN-SCHOOL SUSPENSION (ISS)**
Based on continued infractions, the student spends a day in the library or another classroom to complete schoolwork independently. If there is a class test, the student will lose the right to take this test.
- **OUT-OF-SCHOOL SUSPENSION (OSS)**
This is invoked when a student demonstrates a deliberate disregard for the school's guidelines and rules. While suspended, the student may not attend regular classes at school nor participate in any school activities or functions. The student is responsible for all class work missed and loses the right to make up any class tests. An OSS will be considered an "unexcused" absence.
- **Automatic Suspension (OSS) for ALL Grades**
The following are grounds for automatic suspension and may be grounds for expulsion:
 - Violating any State or Local laws (AZ, San Carlos and/or Gila County)
 - Conduct, such as public display of rudeness, violence and disrespect that harms the image of St. Charles Catholic School, on or off campus.
 - Any form of harassment/bullying, or loss of self-control
 - Continually, by attitude and action, demonstrating disregard for school personnel, fellow students, and the orderly process of learning.
 - Failure of past disciplinary actions to bring about improved conduct.
 - Throwing anything at anyone that could cause personal injury or property damage.
 - Obscenity (written, spoken, gestures).

- Truancy
- Forgery, signing a name other than one's own, or placing a false phone call to excuse absence.
- Misuse or abuse of computers, textbooks, or school property.
- The use of school equipment without proper permission.
- Any type of vandalism, whether on or off St. Charles Catholic School campus.
- Being on school property outside of school hours without the necessary permission or proper supervision.

The principal in agreement with the pastor determines the length of suspension. Parent/guardian contact is made to discuss the offense, keeping a copy of the behavioral referral or risk assessment in the principal's files. Readmission following suspension requires evidence that the problem, which led to the suspension, has been resolved with communication by his/her parents or guardians. Three or more suspensions in any one school year may result in permanent expulsion from St. Charles Catholic School.

Disciplinary Action: Expulsions

If a student is in a public violation of the law or morality outside of school, the administration reserves the right to take disciplinary action, including expulsion, when the name of the school is jeopardized. Safe offenses committed at school may also warrant expulsion with report to local authorities.

Grounds for Expulsion - ALL Grades

Expulsion is the removal of a student from attendance at St. Charles Catholic School by the Principal in communication with the Pastor and Catholic Schools Superintendent of the Diocese of Tucson as the result of:

- Behavior problems so serious that future attendance is not acceptable.
- Involvement with drugs and/or alcohol on or off campus is one area that constitutes cause for immediate expulsion. If necessary, the local police will be informed.
- Consistent patterns of disruptive behavior in spite of all the help offered by teachers and staff.
- Gross lack of improvement following suspension.
- Stealing without restitution.
- Flagrant insubordination and excessively negative attitude.
- Carrying a weapon, or anything which may be considered a weapon, gang membership. If necessary, the local police will be informed.
- *Students may be requested to withdraw on the grounds of parental behavior.*

In some cases, a student may be allowed to withdraw prior to being expelled. These rules will govern the conduct of students, parents and/or guardians to provide a constructive and safe learning environment at St. Charles Catholic School.

Grievance Process:

In keeping with the philosophy that St. Charles Catholic School is a Catholic community which believes in the sanctity and worth of each person, and in the spirit of communication and reconciliation, the process for grievance is as follows:

Level I – Informal Procedure

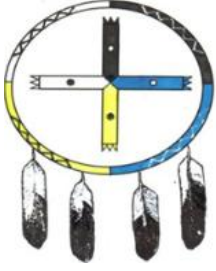
- In fairness and justice, the first effort to resolve any conflict must be made between/among the persons directly involved in the situation.
- If the conflict cannot be resolved to the satisfaction of the parties involved, the parent/guardian must make an appointment to speak with the principal.

Level II – Formal Procedure

- If the parent/guardian is not satisfied with the results of the conference with the principal, the parents/guardian must within five (5) working days, file a formal written grievance to the principal. The grievance must clearly state the nature of the complaint and the solution sought.
- The principal must respond in writing to the formal written grievance within five (5) days of the receipt of the written grievance. Prior to rendering the decision, the principal and parent/guardians may request a meeting with all persons involved.

Level III – Appeals Procedure

- If the written decision does not resolve the issue satisfactorily, a parent/guardian may appeal to the pastor within (3) working days of the receipt of the principal's written decision.
- The appeal must be submitted to the pastor with the following information:
 - a. The subject and date of the occurrence
 - b. The persons involved
 - c. Specific details of the grievance
 - d. The efforts that have been made to resolve the issue to date
- The pastor may designate another person(s) to read the appeal.
- If the pastor/designee determines that there is a legitimate cause for appeal, the principal will be asked to give written explanation of his/her decision.
- The pastor/designee may then choose to either meet with the parent/guardian and the principal or to render a written decision within ten (10) days of receipt of the appeal. The pastor/designee's decision is final and binding.



St. Charles Catholic School

Address: 355 San Carlos Ave, San Carlos, AZ 85550

P.O. Box 339

Phone: (928) 235-2428

stcharlesaz.org

Family Handbook Contractual Agreement for the 2026-2027 School Year

- A student will be admitted to the school only when a signed agreement is submitted.
- Parent/Guardian must discuss these policies and procedures with their enrolled students so they understand their covenants, rules and discipline for offenses.

____ I (we) have received the handbook and agree to read it and abide by its Policies and Procedures.

____ I (We) understand that this handbook is a part of my (our) contractual agreement and commitment with St. Charles Catholic School.

____ Any violation of these handbook policies may be grounds for withdrawal or denied enrollment at St. Charles Catholic School.

Printed Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Name of Student(s) _____

Our Mission: "to form the Catholic faith through knowledge of spiritual, intellectual, moral, physical, social and cultural awareness"