

2009 - 2010

Student Handbook



Saint Charles
Preparatory School

ST. CHARLES ADVISORY BOARD 2009 - 2010

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CALENDAR 2009-2010

AUGUST

August 16	Sunday	Incoming Freshman Welcome, 2:00 p.m. to 4:00 p.m. Walter Student Commons.
August 20	Thursday	Opening faculty meeting, 9:00 a.m. to 3:00 p.m.
August 21	Friday	Opening faculty meeting, 9:00 a.m. to 12:00 noon. Faculty and Senior cookout 12:00 noon to 1:00 p.m. Departmental meetings, 1:00 p.m. to 2:00 p.m.
August 24	Monday	First full day of class.
August 25	Tuesday	School Pictures, All Grades (Students wear ties for pictures.)
August 28	Friday	Opening School Mass, 8:40 a.m., Walter Student Commons. NHS meeting (8th period).
August 29	Saturday	New Parent Orientation, 10:00 a.m., Campus Theater.
August 30-31	Sun-Mon	First Senior Retreat Opportunity, Bergamo.

SEPTEMBER

September 1	Tuesday	Parent Night, 7:30 p.m.
September 2	Wednesday	Student Council officers meeting, 10:45 a.m. Cavello Center Senior Class Mass.
September 4	Friday	Student Council homeroom elections (grades 10-12).
September 7	Monday	Labor Day. No class.
September 8	Tuesday	Academic Reports Due 8:30 a.m. Mentor /Mentee meeting, 10:45 a.m.
September 9	Wednesday	Junior Class Mass. Senior Parent Information Night, 7:30 p.m., Cavello Center Student Council homeroom elections (grade 9).
September 11	Friday	Early Dismissal. Faculty meeting, 2:15 p.m.
September 16	Wednesday	Junior Parent Information Night, 7:30 p.m., Cavello Center Student Council Meeting, 10:45 a.m. Sophomore Class Mass.
September 18	Friday	Homecoming Football Game. NHS Cardinal Red School Pride Dress Down Day.
September 20-21	Sun-Mon	Second Senior Retreat Opportunity, Bergamo
September 21	Monday	Academic Reports Due 8:30 a.m.
September 23	Wednesday	NHS Meeting, 10:45 a.m., Cavello Center. Freshman Class Mass

		Freshman Parent Information Night, 7:30 p.m., Campus Theater.
September 28-29	Mon-Tues	First Junior Retreat Opportunity.
September 30	Wednesday	Senior Class Mass

OCTOBER

October 5	Monday	Academic Reports Due 8:30 a.m.
October 6	Tuesday	Mentor/Mentee meeting, 10:45 a.m.
October 7	Wednesday	Rosary Devotion, 10:40 a.m., Chapel.
October 8-9	Thurs-Fri	O.C.E.A. No School
October 10	Saturday	Homecoming Dance, 8:00 p.m. to 11:00 p.m. Walter Student Commons
October 13	Tuesday	Borromeo Lecture Faculty Meeting, 2:15 p.m.
October 14	Wednesday	P.L.A.N. Testing for freshmen; P.S.A.T. Testing for sophomores and Juniors; A.S.V.A.B. Testing for seniors. Departmental meetings, 1:00 p.m. Sophomore Parent Information Night, 7:30 p.m., Campus Theater
October 16	Friday	End of First Quarter.
October 19-20	Mon-Tues	Second Junior Retreat Opportunity
October 19	Monday	First quarter grades due, 8:30 a.m.
October 21	Wednesday	Junior Class Mass Student Council Meeting, 10:45 a.m.
October 25-26	Sun-Mon	Third Senior Retreat Opportunity, Bergamo
October 27	Tuesday	Parent/Teacher Night, 7:00 p.m.
October 28	Wednesday	Sophomore Class Mass NHS Meeting, 10:45 a.m., Cavallo Center

NOVEMBER

November 1	Sunday	Open House for 8th grade boys, 1:00 p.m., Campus Theater
November 2	Monday	Academic Reports Due 8:30 a.m.
November 4	Wednesday	Feast of St. Charles Mass, 11:40 a.m., Walter Student Commons.
November 8	Sunday	Fall Sports Awards, 3:00 p.m., Walter Student Commons
November 9	Monday	Student Council Advent project begins.
November 10	Tuesday	Mothers' Club Craft Night, 7:30 p.m., Walter Student Commons Mentor/Mentee Meeting, 10:45 a.m.
November 11	Wednesday	Freshman Class Mass. NHS Meeting, 10:45 a.m., Cavallo Center
November 13	Friday	Early Dismissal. Faculty meeting, 2:15 p.m.
November 16	Monday	Academic Reports Due 8:30 a.m.

November 19	Thursday	National Honor Society Thanksgiving collection. Cardinals for Life Lecture, 8:40 a.m., Walter Student Commons
November 19-22	Thurs-Sun	Fall Play.
November 24	Tuesday	Thanksgiving Mass, 8:40 a.m., Walter Student Commons. Thanksgiving recess begins after last class.
November 30	Monday	Classes resume. Academic Reports Due 8:30 a.m.

DECEMBER

December 1	Tuesday	Advent Penance Service.
December 5	Saturday	Silent Auction & Faculty, Staff Christmas Party 6:30 p.m., Walter Commons
December 8	Tuesday	Feast of the Immaculate Conception, 8:40 a.m., Walter Student Commons.
December 11	Friday	Early Dismissal. Faculty Meeting, 2:15 p.m. End of Second Quarter.
December 14	Monday	Second quarter grades due, 8:30 a.m. Winter Concert, 7:30 p.m., Campus Theater.
December 14-15	Mon-Tues	First Semester exam review days.
December 16-18	Wed-Fri	First semester exams, Walter Student Commons
December 16	Wednesday	First Semester Exams: Language and Science. Advent project concludes.
December 17	Thursday	First Semester Exams: Math and English.
December 18	Friday	First Semester Exams: Religion and Social Studies. Christmas recess begins after last exam.

JANUARY

January 4	Monday	Classes resume. First semester exam grades due, 8:30 a.m.
January 6	Wednesday	Senior Class Mass. Student Council meeting, 10:45 a.m.
January 8	Friday	Early Dismissal. Faculty meeting, 2:15 p.m.
January 12	Tuesday	Eighth grade students' visits begin. Parent/Teacher conferences, 7:00 p.m.
January 13	Wednesday	Junior Class Mass.
January 14	Thursday	Financial Aid Night, TBA, 7:30 p.m.
January 18	Monday	Martin Luther King Jr. Day. No class.
January 19	Tuesday	Eighth grade students' visits continue. Academic Reports Due 8:30 a.m.
January 20	Wednesday	Sophomore Class Mass.
January 26	Tuesday	Eighth grade students' visits continue.
January 27	Wednesday	Freshman Class Mass.
January 29	Friday	Early Dismissal. Departmental meetings, 2:15 p.m.
January 30	Saturday	Scholarship test for eighth grade boys, 9:00 a.m. or 1:00 p.m. Walter Student Commons.

FEBRUARY

February 1	Monday	Academic Reports Due 8:30 a.m.
February 2	Tuesday	Mentor/Mentee meeting, 10:45 a.m.
February 3	Wednesday	Freshman Retreat. Sophomores, juniors and seniors regular classes.
February 12	Friday	Early Dismissal. Faculty Meeting, 2:15 p.m. National Honor Society School Spirit Dress Down Day.
February 15	Monday	Presidents' Day. No class.
February 16	Tuesday	Academic Reports Due 8:30 a.m.
February 17	Wednesday	Ash Wednesday Mass, 8:40 a.m., Walter Student Commons.
February 19	Friday	Early Dismissal. Departmental meetings, 2:15 p.m.
February 25-28	Thurs-Sun	Winter Play, Campus Theater.
February 26	Friday	Stations of the Cross, Seniors, 10:40 a.m.

MARCH

March 1	Monday	Academic Reports Due 8:30 a.m. 10th grade OGT two week review begins. Student Council St. Stephen's project begins.
March 5	Friday	Faculty Retreat. No Class.
March 8	Monday	10th grade OGT review continues.
March 9	Tuesday	Lenten Penance Service. St. Charles – Columbus School for Girls Band Concert, 7:30 p.m., CSG Shedd Theater.
March 11	Thursday	Early Dismissal. Faculty Meeting. 2:15 p.m.
March 12	Friday	End of Third quarter. Stations of the Cross, juniors, 10:40 a.m.
March 14	Sunday	Winter sports awards, 3:00 p.m., Walter Student Commons.
March 15	Monday	Third quarter grades due, 8:30 a.m. 10th grade Ohio Graduation Tests begin. National Honor Society interviews begin.
March 19	Friday	Stations of the Cross, freshmen, 10:40 a.m.
March 22	Monday	National Honor Society interviews continue. OGT makeup.
March 23	Tuesday	O.S.U. EMPT Test, 8:30 a.m.
March 23-24	Tues-Wed	Sophomore Retreat. Freshmen, juniors and seniors regular classes.
March 26	Friday	Stations of the Cross, sophomores, 10:40 a.m. NHS Meeting, 10:45 a.m., Cavello Center
March 29	Monday	Academic Reports Due 8:30 a.m.
March 29-30	Mon-Tues	Sophomore Retreat.

APRIL

April 2-9	Fri-Fri	No Class. (Spring Break)
April 12	Monday	Classes Resume.

April 13	Tuesday	Mentor/Mentee meeting, 10:45 a.m.
April 16	Friday	Early Dismissal. Faculty Meeting. 2:15 p.m.
April 19	Monday	Academic Reports Due 8:30 a.m.
April 19-20	Mon-Tues	Third Junior Retreat Opportunity.
April 22	Thursday	School Assembly, 10:40 am Bexley Area College Fair, TBA, 7:00 – 8:30 p.m.
April 23	Friday	National Honor Society Spring Fling Dress Down Day.
April 24	Saturday	Prom – Walter Student Commons
April 29-30	Thurs-Fri	Spring Play. Campus Theater

MAY

May 1-2	Sat-Sun	Spring Play. Campus Theater
May 3	Monday	Academic Reports Due 8:30 a.m.
May 4	Tuesday	National Honor Society Rehearsal, 10:45 a.m. National Honor Society Induction, 7:30 p.m., Walter Student Commons
May 5	Wednesday	A.P. Exam: AP Calculus AB/BC (a.m.)
May 6	Thursday	A.P. Exam: Seniors - AP Eng. Lit. (a.m.)
May 7	Friday	A.P. Exam: US History (a.m.) Mother-Son Dinner, Walter Commons, 8:00 p.m. Marian Devotion, 10:45 a.m., Grotto. Student Council Officer Elections
May 10	Monday	A.P. Exam: Biology (a.m.) A.P. Exam: Physics B & C (p.m.)
May 11	Tuesday	A.P. Exam: AP Chemistry (a.m.)
May 12	Wednesday	A.P. Exam: AP Eng. Lang. (a.m.)
May 14	Friday	A.P. Exam: AP Latin (p.m.)
May 16	Sunday	Spring Sports Awards, 3:00 p.m., Walter Student Commons.
May 17	Monday	Academic Reports Due 8:30 a.m. Spring Band and Chorus concert, 7:30 p.m. Campus Theater.
May 19	Wednesday	Academic Awards Assembly, 8:45 a.m.
May 21	Friday	Cardinal Walk and Circus Day.
May 24	Monday	Senior Fourth Quarter Grades due, 8:30 a.m.
May 25	Tuesday	Senior Exams: Science and English.
May 26	Wednesday	End of fourth quarter. Senior Exams: Religion and Social Studies.
May 27	Thursday	Senior Exams: Language and Math. Underclass fourth quarter grades due, 8:30 a.m.
May 27-28	Thurs-Fri	Second Semester exam Review
May 28	Friday	Senior exam grades due, 8:30 a.m. Senior call back day. Baccalaureate and Graduation, 6:30 p.m., Walter Student Commons
May 31	Monday	Memorial Day. No class.

JUNE

June 1-3	Tues-Thu	Underclass second semester exams.
June 1	Tuesday	Second Semester Exams: Science and English.
June 2	Wednesday	Second Semester Exams: Religion and Social Studies.
June 3	Thursday	Second Semester Exams: Language and Math.
June 4	Friday	Second Semester Exam Grades due, 8:00 a.m. Faculty meeting, 9:00 a.m.– 12:00 noon.
June 7	Monday	First Day of Summer School.

JULY

July 1	Thursday	Last day of summer school.
July 5	Monday	Summer school grades due 8:30 a.m.

ADMINISTRATION AND FACULTY

Mr. Dominic J. Cavello, B.A., M.A., M.Ed. <i>Principal</i> Latin Moderator <i>St. Charles Mothers' Club</i>	Mr. Richard L. Ey, B.A., M.Ed. English Head Soccer Coach
Mr. Scott M. Pharion, B.A., M.A. <i>Assistant Principal</i> Academic Dean English Moderator <i>National Honor Society</i>	Ms. Jody Gerbig, B.A., M.A. English Mr. Jack F. Gibbons, Jr. B.A., M.A. Social Studies Moderator <i>The Carolian</i>
Mr. James R. Lower, B.A., M.Ed. <i>Assistant Principal</i> Dean of Students Mathematics	Mrs. Linda Haas, B.S., M.A., M.P.S. Religion , Campus Ministry Sister Margaret Hoffman, B.A., M.A. English, Campus Ministry
Mrs. Elizabeth Amnah, B.S., M.Ed. Mathematics	Mr. Ted J. Hummer, B.A., M.Ed. Guidance Counselor
Mr. Michael C. Arends, B.S., M.A., M.A.T. Science	Mr. David K. Lawler, B.A., M.A. <i>Athletic Director</i> Physical Education Moderator <i>St. Charles Athletic Board</i>
Mrs. Penny Bostic, B.S., M.A. Chemistry	Mrs. Jane M. Leukart, B.A., M.A. Latin
Mr. Rick M. Brunetto, B.A., M.A. Music	Mr. Thomas A. Lopresti, B.S., M.S. Biology Strength Coach Moderator <i>Sophomore Class</i>
Mr. Kyle D. Callahan, B.A., M.A. Religion , Campus Ministry	Mrs. Helen A. Cobler, B.S., M.A. English
Mrs. Jacob B. Daniel, B.S. Mathematics Head Basketball Coach	Mr. Robert C. Miller, B.A., M.A. Media Specialist
Mr. Andrew P. DeJaco, B.S., M.S. Mathematics Computer and Graphic Art	Mr. R. Douglas Montgomery, B.S., M.F.A. English, Chorus Moderator <i>Stagecrafters</i>
Mrs. Beth DeVine, B.A., M.A. Guidance Counselor	Mr. Joseph P. Moyer, B.A., M.S. Mathematics
Mr. Patrick R. Dimmick, B.S. Health, Physical Education	Mr. John H. O'Neil, B.A., M.A. Latin Moderator <i>Student Council</i>

Mr. James E. Ort, B.A., M.A.
Guidance Counselor

Mr. James M. Paccioretti, B.A., M.R.E.
Religion
Campus Ministry
Moderator *Freshman Class*

Mr. James A. Pena, B.A., M.A.
Spanish
Moderator *Spanish Club*

Mrs. Pierrette Pena, B.A., M.A.
French, German

Mr. Jeffrey L. Pharion, B.A., M.Ed.
English
Head Football Coach

Mr. Thomas J. Ryan, B.A.
Social Studies

Mr. John M. Salyer, B.A., M.Ed.
Mathematics

Mr. Aaron M. Schrein, B.A., B.S., M.Ed.
Social Studies

Mr. Philip W. Smith, B.F.A., B.A.E., M.F.A.
Art
Moderator *The Spectrum*

Sarah Vandermeer, Ph.D.
Physics
Moderator *In the Know*

Mr. Michael J. Warner, B.A., M.A.
Religion, Campus Ministry
Moderator *Junior Class*

STAFF

Mrs. Laurie Berndt
Receptionist, Attendance Officer

Mr. Louis J. Fabro, B.A.
Alumni Director

Mrs. Dixie Foley
Cafeteria Manager

Mrs. Patricia Kuhns
Office Manager, Bookkeeper

Ms. Margaret Cull, B.S., R.N.
School Nurse

Mr. Michael Duffy
Director of Development

Ms. Patricia Smith
Guidance Secretary

Mrs. Cheryl Taynor
Development Secretary

ST. CHARLES MISSION STATEMENT

St. Charles Preparatory School is devoted to providing young men of central Ohio with a fundamentally sound preparation for adult Catholic life, specifically for their college or university years. The school's administration and faculty are committed to modeling and making clear the importance of a personal relationship with God, accurate learning, and an ethic of disciplined work. St. Charles believes that these three elements are critical components of a competent response to Jesus' invitation to work toward the complete manifestation of God's Kingdom.

ST. CHARLES PHILOSOPHY and BELIEF STATEMENT

The school's religious nature. St. Charles Preparatory School, founded in 1923 to prepare leaders for the Christian Community, has as its source and purpose the educational mission of the Church. This mission — to proclaim the good news of Jesus Christ to all, to transform mankind into new life in Christ, to train individuals to live consciously faith-

filled lives as children of God — underpins and enlightens the total school enterprise. **St. Charles finds its definition as a Catholic school in its dedication to develop, nurture, and instill the Gospel of Christ in the minds and lives of its students.**

While it is proper here to distinguish between the religious purpose and the academic purpose of the school, it is essential to insist that in reality the two do not exist separately. Just as the synthesis of faith and culture is an ultimate goal of a St. Charles education, so too does the person of Jesus Christ permeate the day-to-day operation of the school. His Gospel is the benchmark against which all values are assessed and disciplines taught.

Reception of the message of revelation, incorporation into the community of faith, dedication to the service of others and participation in private and communal prayer are four dimensions of the mature Christian commitment, and thus are integrated into the total St. Charles experience.

Since faith can only be a response to the hearing of Christ’s message, the substance of that message must be presented in an explicit and systematic manner. Although the implicit and spontaneous proclamation inherent in the St. Charles atmosphere is important, a strong grasp of the content of Christian revelation (as it unfolds in Scripture and Tradition and is reflected upon by the living Church) is indispensable for the adolescent preparing for higher education and life in secular society.

The American bishops have made clear the importance of community in the educational mission of the Church, and St. Charles students learn what community is by experiencing it. Each student and staff member is expected to strive to become a part of a community of persons who deeply care about one another and support one another. The faculty forms a subcommunity of faith: sharing, planning, and praying together. From this core model, the entire school community becomes the means of nourishing faith by providing loving contact with people whose daily lives witness to it. Celebration of the liturgy, especially the Eucharist, is the school community’s most powerful expression as well as its source.

As an authentic Christian community, the St. Charles family must be ordered to the service of others—to one another and to the community-at-large. The faculty sees itself not only as leaders but also as servants, responding to needs when asked, and searching out the needs of students and their families when necessary. Ministering to one another — teacher to teacher, teacher to student, student to student — is the characteristic quality of each member of the St. Charles community. The school family, in turn, sees itself as a servant to the larger community, especially the poor and underprivileged.

The place of prayer, both private and communal, in a Christian school is evident. The St. Charles community prays in many ways. In the case of non-Catholic Christian students and non-Christian students, St. Charles combines commitment to prayer with respect for individuals’ religious convictions by requiring respectful attendance at community religious services but it does not require a personal response in those services.

The school’s academic nature. The academic curriculum is college preparatory. To this end, the program is shaped to help each student acquire for himself the broad background and wide variety of skills needed for success in higher education. St. Charles, however, does not serve only the most academically gifted students. It works with those who are able to do at least “C-level” work. St. Charles succeeds because it is committed to five operating principles:

(1) **involvement by parents in their sons’ work; parents are their children’s first and most influential teachers. What parents do to help their children learn is more important to academic success than the family’s socioeconomic status.**

(2) **high expectations for student achievement by effective teachers who are in control of their classrooms; teachers who set and communicate high expectations to all their students obtain greater academic performance from those students than**

those teachers who set low expectations; these expectations about what students can and cannot learn may become self-fulfilling prophecies; students tend to learn as little — or as much — as their teachers expect; many highly successful individuals have above-average but not extraordinary intelligence; accomplishment in a particular activity is often more dependent upon hard work and self-discipline than on innate ability.

(3) commitment by students to hard work, self-discipline, and personal responsibility to school work both during the day and at home each evening; the amount of time students are actively engaged in learning contributes to their achievement. Student achievement rises significantly when teachers regularly assign homework and students conscientiously do it.

(4) ensuring a safe and orderly school environment by the efforts of the entire school community; there must be strong instructional leadership, both administrative and teaching, coupled with a safe and orderly school climate; and, finally,

(5) students learn in different ways and should be taught with a variety of instructional approaches; student learning should be assessed with a variety of authentic approaches to demonstrate achievement of the stated curriculum goals.

Each student is required to pursue an intensive course of study embracing religion, English, foreign language, social studies, science and mathematics. While individual interest and proficiency play an important part in determining the student's program, St. Charles is committed to the concept that a true liberal arts education best serves the college-bound graduate.

Traditionally, St. Charles has taken pride in preparing its students for further study. Beyond the mere acquisition of information, the school strives to cultivate lifelong learners—individuals who are motivated to continue learning and who have the basic skills to do so. Standard instruction in reading, viewing, listening and speaking plays an important role in this area. Critical thinking, questioning and tools for research are emphasized throughout the various disciplines and in the total school experience.

In addition, education at St. Charles seeks to provide a wide and varied range of opportunities for individual students to work in depth in an area they choose by interest and qualifications. Specialization for career purposes is generally delayed until after high school, but regular guidance service encourages strong interests in art, drama, foreign languages, mathematics, music, science, and other areas that can be the basis of elective courses and independent study. While a well-rounded background is primary at St. Charles, special talents and inclinations are nourished and promoted, particularly by involvement in specialized extracurricular activities.

Spiritual development. St. Charles is concerned with the religious and spiritual growth of its students. Since the purpose of religious education is to make faith living, conscious and active, a religious atmosphere permeates the school.

Spiritual development occurs through a well-defined, systematic and closely monitored program of religious instruction that is faithful to the teaching of Christ and His Church. All students are enrolled in religion classes. Solid instruction is given in Sacred Scripture, Christian morality, Christian dogma and the history of Christianity.

Spiritual development also occurs in the environment of a faith community that is dedicated to living in Jesus Christ. The presence and availability of dedicated priests, religious, and lay faculty, opportunities for Eucharistic and other sacramental celebrations in large and small groups, special days of renewal, as well as formal and informal discussions with teachers and students in and out of school time — all these are the occasions of genuine spiritual growth. Prayer at the beginning of the student's day and at the beginning of each class is a continual reminder of the Christian commitment of the school.

Religion is not something apart from real life. The goals of religious education are therefore integral to any authentic human education. Since the Christian faith requires a student to become involved with problems in society to improve it and himself, a project in Christian service is required for graduation.

Personal development. Generally the purpose of education is to aid development of the person. More specifically at St. Charles, the program seeks to help each student to attain his personal objectives, to solve his personal problems and to establish his concept of self. Close cooperation and rapport between home and school make possible greater understanding, more accurate appraisal and complementary efforts in promoting student growth. Ultimately, St. Charles hopes to produce mature, self-determining Christian men who are effective decision-makers.

Jesus Christ as the model Christian person is visible in the school environment and is the paramount influence within the school community. The faculty and staff serve as role-models of mature Christian men and women, and are generously available for informal guidance on personal matters. Formal counseling and individual help are offered through the services of trained guidance personnel. Although the student's personal Christian development depends in large part upon its foundation in the home, individual student direction is also an integral function of the community of faith that is St. Charles.

All progress, academic and otherwise, is intimately related to the total growth and well-being of the learner. This totality embraces a vast array of learning opportunities: general course work, independent study, basic communication skills, physical education and a wide variety of extracurricular activities. Academic experiences at St. Charles are supportive of the personal development of students; the school's curricula, especially the humanities, includes literature that deals with decision-making. The program of religious studies includes a hierarchy of Christian values which functions as a touchstone for young decision-makers. The size of the school offers the student maximum access to participation in a broad range of opportunities.

Social development. An essential goal of the St. Charles philosophy is to foster in its students sensitivity toward and expertise in good human relations, and to prepare them for lifelong participation and leadership in a society where human values become increasingly significant. Numerous programs and activities assist in realizing this goal: various knowledge areas in the social sciences and humanities are geared toward student awareness; a four-year foreign language requirement promotes multicultural appreciation; opportunities to participate in student government encourage peer-group accountability and provide fruitful contributions to the total school community; social interaction within the school, cooperation in extracurricular projects and participation in school social functions all combine to assist the student in developing and refining attitudes and skills necessary for creative human relations.

Education in the United States has consistently seen the importance of human relations—citizenship, social welfare, and human rights. Catholic schools have always shared this awareness and have augmented it with the Gospel's directives of love, concern and the brotherhood of humanity. The social relations encouraged at St. Charles are therefore, in essence, Christian relations, and include service to one's fellow man as an essential aspect. Students are given the opportunity to participate in various Christian service projects as a means of increasing their awareness of the needs of others.

Physical development. While the modern high school cannot provide all the ingredients of teenage growth, St. Charles sees itself as an important contributor to the physical development of its students. St. Charles views health and physical education as an integral part of the total education process and has as its aim the development of physically, mentally, emotionally, and socially fit individuals through the medium of

physical activities that have been selected with a view to realizing these outcomes.

In the areas of health education, major emphasis is placed on personal and community health. Knowledge is imparted and experiences are provided so that students may better understand the importance of developing good attitudes and health practices. Information concerning such things as nutrition, communicable and degenerative diseases, physical and cardiovascular fitness, first aid and safety are presented.

The school's interscholastic athletic program provides carefully supervised competition in games, sports and other physical activities, for the rank and file of the student body. Through these teams, along with the regular physical education classes, every student has the chance to become more fit and to enjoy the benefits of competitive athletics.

ACADEMIC REQUIREMENTS

Each student is required to pursue each year five subjects in addition to religion, and is expected to choose a sufficient number of elective courses and extracurricular activities to complement his basic program.

Graduation from St. Charles requires an accumulative point-hour ratio of 2.00. In addition to religion each year, the minimum course requirements for a St. Charles diploma are four units of English (at least one English course must be taken each year), three units of social studies, one unit of health and physical education, four units of science (at least one science course must be taken each year) which include Introduction to Physics and Chemistry, Biology, Honors Chemistry and Honors Physics, four units of mathematics (at least one mathematics course must be taken each year), four units of foreign language, two of which must be in Latin (the same language, if started in the junior year, must be taken in the senior year and at least one language course must be taken each year), and one unit in fine arts. Students are responsible for scheduling all necessary credits for graduation.

The grade of 60 or above is a passing mark; the grade of 59 or below is a failure. No student will be admitted to school the following year unless, with the exception of elective courses, he has presented make up credits for failed or incomplete courses. The final grade listed on the student's transcript for summer school makeup work is 60. For a student to remain in good academic standing at St. Charles he must maintain an accumulative point-hour ratio of at least 1.80 by the end of this freshman year and a 2.00 by the end of the sophomore year. If after his sophomore year a student fails to maintain a 2.00 accum, with the approval of the academic dean, he will be placed on probation for the following year. Should the student fail to attain the accumulative point hour of 2.00 by the end of the junior year he will be faced with withdrawal from the school.

Ohio Graduation Tests. The Ohio Department of Education has established five performance levels for scoring each test of the OGT: limited, basic, proficient, accelerated, advanced. All Ohio students must achieve a proficient level of competence performance score on each of the OGT battery of tests (reading, writing, mathematics, social studies and science.) Should a student not achieve a proficient level score in one or more tests during the March test administration he must attend the St. Charles four week summer intervention session and retake the failed portions of the OGT during the July test administration in order to be admitted to school the following year.

Advanced Placement. Advanced Placement courses offer college level work and demand time consuming assignments. A student is encouraged to seek challenge, but also to be realistic regarding the commitment he is making. **Students enrolled in the elective AP courses are required to pay for and take the AP course examination given in May each year.**

Post-Secondary Enrollment. The post-secondary enrollment option is generally reserved for seniors. St. Charles Preparatory School considers post-secondary work on the

college level the equivalent of Advanced Placement high school work. In order to receive full credit toward graduation from St. Charles, students enrolled in this program must complete and receive a passing grade for the second semester level of course work in the selected area of study (i.e. the completion of the fourth quarter of course work on a college quarter system; the second semester on a college trimester system).

FRESHMAN ACADEMIC CURRICULUM

Freshman Religion	1.00
Freshman English	1.00
Latin I	1.00
Math*	1.00
Intro. to Phys. & Chem.	1.00
U.S. History	1.00
Elective*	0-1.00

JUNIOR ACADEMIC CURRICULUM

Junior Religion	1.00
A.P. English Lang.	1.00
Language*	1.00
Math*	1.00
Science*	1.00
Health	.50
Computer & Graphic Art	.50
Elective*	0-1.00

SOPHOMORE ACADEMIC CURRICULUM

Sophomore Religion	1.00
Sophomore English	1.00
Latin II	1.00
Math*	1.00
Biology	1.00
U.S. Government	.50
Economics	.50
Elective*	0-1.00

SENIOR ACADEMIC CURRICULUM

Senior Religion	1.00
Senior English*	1.00
Language*	1.00
Math*	1.00
Science*	1.00
World History	1.00
Elective*	0-1.00

***ELECTIVE COURSES**

Fine and Practical Arts

Art	.50
Band	.50
Chorus	.50
Computer & Graphic Art	.50
Drama	.50
Journalism	.50
Music	.50
Speech/Theater	.50
Study Hall	.00

Math

Algebra I	1.00
Geometry	1.00
Hons. Geometry	1.00
Algebra II	1.00
Hons. Algebra II	1.00
Pre-Calculus	1.00

A.P. Calculus AB	1.00
A.P. Calculus BC	1.00
Post Secondary Math	1.00

Physical Education and Health

Physical Education	.25
Health	.50

Science

Biology	1.00
Hons. Chemistry	1.00
Intro. to Phys. & Chem.	1.00
Hons. Physics	1.00
A.P. Chemistry	1.00
A.P. Biology	1.00
A.P. Physics	1.00

Senior English

A.P. English Lit.	1.00
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Language		Post Secondary German	1.00
A.P. Latin	1.00	Spanish I, II	1.00
Post Secondary Latin	1.00	Post Secondary Spanish	1.00
French I, II	1.00		
Post Secondary French	1.00	Social Studies	
German I, II	1.00	A.P. U.S. History	

The religion curriculum. The religion curriculum is divided into the following areas: Religion I - Jesus and the scriptures; Religion II - New Testament and Christology, General and Personal Morality; Religion III - Church History, Social Morality; Religion IV - Religious Beliefs and Lifestyles. The required Christian Service includes: freshman year - 8 hours, sophomore year - 8 hours, junior year - 24 hours in a supervised off-campus project. Completion of the program is required before a student may graduate.

Fine Arts

Fine Arts are a fundamental part of the high school curriculum. St. Charles will not accept advanced high school credit for fine arts courses completed in grades 7 or 8.

Physical Education

For students attending St. Charles, the graduation requirement of .50 credit for Physical Education may be earned through either a summer course offered by an accredited high school or by a physical education class offered during the regular school year. The Academic Dean will make the final decision concerning accepting high school credit for Physical Education from other accredited institutions.

Grades and Grading Scale

A=4.0; B+ =3.5-3.9; B=3.0-3.4; C+=2.5-2.9; C=2.0-2.4; D+=1.5-1.9; D=1.0-1.4; F=0.0. Below 60 = Failure

* All A.P. and Honors courses receive .5 accum bonus (students must have a 3.5 average in the course area or permission of the instructor to be eligible for A.P. course work). An extra course from the areas of math, science, foreign language, or English also receives a .5 accum bonus.

Grade Point Average. A student's academic progress is expressed by the point-hour ratio for each interim, quarter, semester, and final course grade. The ratio is found by dividing the number of points earned in each course by the credit value of each course as listed above (half credit courses receive half the number of points earned, quarter credit courses receive quarter the number of points earned). Each semester grade is the average of twice one quarter, twice the other quarter, and once the semester examination grade (i.e. each quarter grade counts mathematically 2/5, and the semester examination counts 1/5 of the semester grade). **The following example shows how a point-hour ratio is determined.**

Course Title	Number Grade	Letter Grade	Points Earned	Credit Earned
Freshman Religion	93	A	4.00	1.00
Freshman English	88	B+	3.80	1.00
Latin I	84	B	3.40	1.00

Algebra I	79	C+	2.90	1.00
Intro. to Phys. & Chem.	90	A	4.00	1.00
U.S. History	88	B+	3.80	1.00
Physical Education	95	A	1.00	.25
Total			22.90	6.25

Total points earned (22.90), divided by total credits earned (6.25) equals a point-hour ratio of 3.66. **When the final grade of each course is calculated, the points and credits earned are used to determine the student's point-hour ratio for the year.** Once the student has an academic record of two or more years, the student will have an accumulative point-hour ratio determined by dividing the total points earned in all courses taken by the total credits earned.

EVALUATION and ACCOUNTABILITY

The scholastic year is divided into two semesters. Each semester has two quarter grading periods. Five school days are counted each week for a total of at least 178 class days a year. Classes are regularly scheduled for fifty minutes. The schedule, however, is flexible to provide for opportunities of team teaching, combining classes, independent study and use of audiovisual materials.

Academic reports are sent by email at the end of each quarter grading period, and accumulative interim academic reports are also sent by email every two weeks during the quarter. Parents have the opportunity to consult with instructors on a regular basis during scheduled parent-teacher conferences, by appointment, and by phone during evening hours.

Academic standards are seriously undermined by cheating, plagiarism, and unauthorized copying of class work. Plagiarism and unauthorized copying of class work are considered cheating. Any type of cheating, or the strong suspicion of any type of cheating, results in an automatic failure for the quarter. Any type of cheating, or the strong suspicion of any type of cheating on semester exams results in an absolute F for the test and a semester failure in the course. With respect to plagiarism, the school reserves the right to use electronic services (i.e. internet services) to evaluate a student's work.

SCHOOL VISITORS

All visitors must sign in at the main office and be accompanied and/or directed to and from their intended destination. When an appointment with an instructor has been scheduled (after school or during the instructor's conference period) the following procedures should be followed:

1. Meetings with instructors must be scheduled 24 hours in advance,
2. Upon arrival at the school, parents must sign in at the office,
3. The office will notify the teacher of the parents' arrival,
4. Parents and teachers are expected to maintain a civil attitude during the conference,
5. The conference should not exceed 45 minutes.
6. Class observations must be scheduled 24 hours in advance.

NATIONAL HONOR SOCIETY

The **Borromeo Chapter of the National Honor Society** consists of juniors and seniors who have met all appropriate criteria and have been approved by faculty vote for their qualities of scholarship, leadership, character and service to the school. Students may

be considered for probationary membership in the second semester of their sophomore year. Candidates must meet the following selection criteria. To be considered, a student must:

1. be a sophomore, junior or senior designated as eligible by this chapter at the time of verification form submission;
2. have completed one semester of residency at St. Charles Preparatory, or have transferred as a member in good standing from another NHS chapter;
3. have an accumulative GPA of 3.55 as calculated by the chapter advisor;
4. complete and submit by the stated deadline, a candidate verification form;
5. be evaluated by faculty on the basis of evidence showing his service, character and leadership;
6. attend and participate in a mandatory interview with the faculty council committee on the date and time scheduled;
7. be selected by a majority vote of the faculty council committee;
8. attend a mandatory goal setting in-service session, and submit an acceptable service-goal project proposal by the deadline.

ATTENDANCE

Attendance in classes is a basic necessity for academic success. Absences and tardiness can detract from this and prevent the student from fulfilling scholastic responsibilities. **For this reason, the school is justified in refusing credit to any student who misses 28 days, prorated at seven (7) per marking period, whether the absences are excused or unexcused.**

An exception to the above would be the case of a student who is hospitalized, or suffers from an extended illness, and is able to make up work through tutoring or some other type of learning situation. **Parents are asked to call the school before 9 a.m. when a student will be legitimately absent or tardy.**

Students who miss classes regularly or take extended or early vacations on school time cannot demand the privilege of earning credits by special, individual assistance from faculty members, makeup work or special examinations.

GRADUATION CEREMONY and DIPLOMA AWARDS

The graduation or commencement ceremony at St. Charles Preparatory is a traditional exercise held for all senior students and their families at the end of their senior year. Unless specifically prohibited due to disciplinary action, all seniors will be permitted and expected to participate in the Baccalaureate Mass and graduation ceremony. A diploma from St. Charles will be awarded only when a student has completed all of the following:

1. all academic requirements as outlined in the St. Charles Preparatory Student Handbook; including (a) completing and passing all required course work, (b) earning an accumulative grade point average of 2.00;
2. satisfactorily passing all components of the Ohio Graduation Tests;
3. payment in full of all fees, class expenses, and tuition;
4. return of all books, athletic equipment or other property issued by St. Charles Preparatory to the student.

ELIGIBILITY

Participation in sports and/or all other sanctioned extracurricular activities at St. Charles is considered a privilege. **St. Charles is a charter member of the Central Catholic**

League and abides by all CCL regulations established in the CCL Handbook. As a recognized member of the Ohio High School Athletic Association, St. Charles adheres to all bylaws and regulations of OHSAA which requires each student athlete to pass no fewer than five credits each quarter. St. Charles also endorses the transfer eligibility and participation bylaw regulations and applies them to all St. Charles varsity sports, whether sanctioned or not by OHSAA. Note: current OHSAA bylaws are accessible through the association's website: www.ohsaa.org under Bylaw 4 Eligibility. This includes Notice As to Loss of Eligibility For Athletics Due to Transfer (Bylaw 4-7). These bylaws are amended each year and posted/printed in late summer.

Furthermore, to remain in good standing, a St. Charles student is expected to obey all of the rules and guidelines as put forth by the school, head coach or moderator of each sport or activity. Should a student fail to obey these rules and guidelines, he may be denied the privilege of participation in the sport or activity for a period of time to be determined by the head coach or moderator in consultation with the school administration.

In addition to the above, the student must also obtain a minimum of a 2.00 accumulative gpa each grading period to be eligible to continue participation in the sport or activity for the following grading period. **(Both interim and quarter grade reports will constitute a grading period.)** If a student fails to obtain a 2.00 gpa, he will be denied the privilege of interscholastic competition in the sport or activity for the following grading period. A student may participate in a sanctioned extracurricular activity if he has received a failing grade in a course and his accum for the grading period has not fallen below a 2.00.

Incoming Freshman Academic Eligibility. A student who receives all "Ns" in a subject area during the fourth quarter will be classified as not passing that subject last quarter. Any student who falls into that category must have the entire fourth quarter's marks evaluated to determine eligibility. The number of subjects that qualify as a failure should be divided by the total number of subjects evaluated for the fourth quarter. The failure total must be less than or equal to 25% for the student to be considered eligible for fall sports in high school. Schools using traditional grades will use the local grading scale to determine the 75% passage rate.

Prohibited Conduct. No student participating in sports shall use, buy, sell or possess alcohol or drugs at any time. This prohibition shall be effective twelve months per year and shall be applicable regardless of the location of the student at the time. **First offense:** The athlete will lose the privilege of participation in athletics for the following period of time: **a.** should the athlete violate this policy during a season in which he is participating in a sport, the athlete will be suspended from play in the next two regular season/tournament contests (one in football); **b.** should the athlete violate this policy at the end of the season, the athlete will be suspended for the same period of time as stated above in the next sport in which the student participates; **c.** should the athlete violate this policy out of season, the athlete will be suspended for the same period of time as stated above in the next sport in which he participates. An athlete under suspension may not sit on the bench nor attend the contests from which he has been suspended. **Second offense:** The athlete will lose the privilege of participation in athletics for one full year from the date of the second offense. Mandatory assessment or treatment at an appropriate facility will be necessary to remain as a student at St. Charles. **Third offense:** The athlete will be asked to withdraw from St. Charles.

Consequences by level of offense are not carried from one school year to the next. However, should violations occur in a student-athlete's career, the administration reserves the right to mandate assessment or treatment at any time.

EXTRACURRICULAR ACTIVITIES

While scholarship is and must always be the primary aim of a college preparatory education, such qualities as loyalty, dependability, initiative, leadership and cooperation are integral attributes of a truly educated man. Moreover, special abilities and talents, if developed, are important and useful assets to the student and the common good. Student organizations offer a wide range of activities for such development.

The **Student Council** is made up of elected representatives from the student body who serve as a liaison between faculty and students and plan charitable, cultural, social and athletic programs and activities for the school.

The Carolian is the official school newspaper, written and edited by the students, and is designed to further interest in writing, self-expression and intercommunication.

The Stagecrafters presents major theater productions each year which are open to the public and provide valuable experience in speech, music and art.

The *In the Know* Team practices regularly during the year for interscholastic competition and for the televised high school quiz program.

The **Science Club** provides opportunities for students especially interested in science to expand and enrich their knowledge through trips and projects.

The **Ski Club** gives students the opportunity to take part in ski trips during the winter under faculty supervision.

The **Chess Team** sponsors intramural tournaments and competes regularly with other high school teams.

The **Classics Club** promotes an appreciation of the culture of ancient Greece and Rome and its influence upon later times by means of lectures, films and other presentations.

DRIVING and PARKING

A student who has reached the age of 16, has a valid Ohio driver's license, and has received permission from his parents or guardian, may drive to school. Students are permitted to park in designated areas only.

Visitors to St. Charles will use the Visitor Parking Lot to the west of the main entrance. The lot north of the chapel is reserved for faculty and staff use only. *Students are restricted to Parking Lots A and B.*

Any student who violates the standards for the safe operation of a motor vehicle may lose his driving and parking privileges on the campus.

Students who use public school busses or COTA to arrive on campus are required to follow all the rules of safety and good conduct. Pedestrians must cross Broad Street at the designated crosswalk.

ATHLETICS

The athletic program of St. Charles emphasizes participation by all students in a variety of sports. St. Charles is a charter member of the Central Catholic League and competes in football, basketball, baseball, track, golf, tennis, soccer, wrestling, cross-country, volleyball, lacrosse, hockey, bowling, water polo and swimming.

Since the athletic program is expected to be self-sufficient, all proceeds raised by any booster group must be placed in the athletic operating fund. The expenditures from this fund are at the discretion of the principal in consultation with the athletic director and the athletic board. The athletic board serves as an advisory group to the athletic director. It is comprised of head coaches from each sport and meets on a semiannual basis.

The transportation of the student/athlete to and from athletic events is the responsibility of the parent or guardian. When a large number of student/athletes is required for a contest or a team must travel outside of central Ohio, the athletic department will furnish a bus for transportation.

DISCIPLINE CODE OF CONDUCT

St. Charles students are expected to conduct themselves at all times, both on and off campus, in a manner which does not impede, but in fact contributes to, the realization of the school's goals. The environment of a Catholic school community requires care and respect for persons and property; honesty, reliability, and a basic attitude of unselfishness. All of the school's regulations are aimed at these purposes, and students who cannot subscribe to them cannot expect to remain at St. Charles. All offenses of discipline are judged individually. In cases of serious violation, a student is suspended and placed on strict probation; a further violation may result in dismissal. A student who fails conduct two or more quarters in a school year shall be subject to probationary status for the following year or dismissal from St. Charles as determined by the principal. **Students who are on suspension (in school or out of school) may not attend or participate in any way in any athletic or other extracurricular activity during the period of the suspension.** In other cases, detentions and/or conduct deductions may be determined to be appropriate. In all cases, continued disregard of regulations is a clear statement of a student's unwillingness to be at St. Charles and he will be asked to withdraw.

Drugs and Substance Abuse. Diocesan policy states that drugs, alcohol, tobacco, and all illegal substances and paraphernalia are defined as banned substances. Banned substances are not to be used, possessed, or sold on the property of schools/parishes of the diocese. This also applies to all school related events held off the school's property. The administration reserves the right to require students to submit to an alcohol-saliva test when suspicion of recent alcohol consumption exists. Refusal to submit to this test will result in the offense being treated as a level one occurrence with the penalty being suspension subject to expulsion. First offense (level one): Suspension with student subject to an education program at an appropriate facility. Second offense (level two): Suspension with mandatory assessment and/or treatment at an appropriate facility. Third offense (level three): The student will be asked to withdraw. **A student who is found to be under the influence or in possession of illegal substances on St. Charles property while members of the Bexley police are employed in a supervisory or security role, will be automatically turned over to the Bexley police for the disposition of his case with respect to current Bexley city code on alcohol or drug abuse.**

Bullying. Bullying is a pattern of abuse over time and involves a student being "picked on". Bullying includes physical intimidation or assault; extortion; oral or written threats; teasing; putdowns; name-calling; threatening looks, gestures, or actions; cruel rumors; false accusations; and social isolation. Consequences for students who bully others may include counseling, parent conference, detention, suspension and/or expulsion depending on the results of the investigation.

Communication devices. The use of cellular phones, pagers and other personal electronic communication devices is not permitted during the school day. Violation of this rule will subject the student to: first offense, the device will be confiscated and the student will receive five detentions; second offense, the device will be confiscated and the student will be suspended; third offense, the student will be asked to withdraw.

Conduct in buildings. Shouting, whistling, running and other forms of disturbance are disruptive to the academic process, and are prohibited on the campus. Similarly, the

possession or use of CD players, radios, laser pointers, fireworks, and all other items determined to be disruptive to the academic process, is strictly forbidden.

Detentions. Normally, students are given 24 hours notice for a detention. Detentions are served with the instructor who assigns them. No outside activity including extracurricular activities or athletics (game or practice) may interfere with a scheduled detention. Students will be expected to adjust work schedules if they should conflict with a detention.

Dress and grooming. Good grooming should be a mark of every St. Charles student. Students are expected to avoid extremes in clothing and hair styles. Neck jewelry, bracelets, and earrings are not permitted.

1. Students are required to be clean shaven. Hair and sideburns must be kept neat, combed, clean, and trimmed. No eccentric hair styles are permitted. Beards, mustaches, tails, braids, dreadlocks, and tinted or dyed hair, are not permitted. The judgment of the Dean of Students is final in these matters.

2. A dress shirt with a collar which buttons down the front and is tucked in, a tie, and dress pants of appropriate length are to be worn to class. If the pants have belt loops, a belt must be worn. During August, September, May and June, the tie is optional and polo/golf shirts are permitted. During the cooler months, a sweater, the official St. Charles letter jacket, or the official St. Charles V-neck pullover top may be worn to class.

3. Denim jeans, shirts, and jackets of any color, flannel or corduroy shirts, cargo pants, painter pants, carpenter pants, any type of athletic shoes, work boots, pullover shirts, fleece jackets or vests, pullover vests, shirts with advertisements or labels, sweatshirts and other sports apparel, including college or professional team jackets, are not acceptable for regular classes. Students who do not comply with the dress code will be sent home, upon notification of their parents. The judgment of the Dean of Students is final in these matters.

Harassment. Harassment can take many forms. Harassment can occur at any school activity, and/or can take place in classrooms, halls, cafeterias, or even at programs sponsored by the school at other locations. It does not include compliments of a socially acceptable nature. Harassment is verbal or physical conduct that embarrasses, denigrates, or shows hostility toward a person because of his/her race, color, religion, gender, sex, national origin, age or disability or other protected characteristics.

It is the policy of the Catholic schools of the Diocese of Columbus to maintain a working and academic environment, in all programs and activities, free of all forms of harassment and intimidation. No student, teacher, other staff member or volunteer - male or female - should be subject to harassment in any form, and specifically not to unsolicited and/or unwelcome sexual overtures or conduct, either verbal or physical.

Conduct which constitutes sexual harassment is prohibited. Sexually harassing conduct includes but is not limited to, the following:

1. Offensive sexual flirtations, advances, propositions;
2. Continued or repeated verbal abuse of a sexual or gender-based nature;
3. Explicit or degrading sexual or gender-based comments about another individual or his/her appearance;
4. The display or circulation of sexually explicit or suggestive writing, pictures or objects;
5. Any offensive or physical conduct which shows hostility or aversion toward an individual because of gender or sex;
6. Graffiti of a sexual nature;
7. Fondling oneself sexually or talking about one's sexual activity in front of others;
8. Spreading rumors about or categorizing others as to sexual activity.

Sex harassment is not limited to conduct that is sexual in nature - it also includes harassment that is based on gender. Gender-based harassment, which is also prohibited, is

conduct that would not occur except for the sex of the person involved. An example would be referring to a woman by or as a female body part, or a demeaning sex-based term, or treating people differently because of their gender. The same prohibitions apply with regard to inflammatory or offensive comments or conduct which are based upon race, color, age, religion, disability, or national origin. In short, working relationships between employees must be based on mutual respect.

Sexual harassment also includes the taking of, or refusal to take, any personnel or academic action on the basis of a person's submission to or refusal of sexual overtures. No person should so much as imply that an individual's "cooperation" or submission to unwelcome sexual activity will have any effect on the individual's employment, assignment, compensation, advancement, development, academic evaluation, participation in school programs or activities, or any other condition of employment or academic achievement.

Not all physical conduct is necessarily considered sexual in nature. (For example, a coach hugging a student after an accomplishment, a teacher consoling a child with an injury, or physical conduct during athletic events would not be considered sexual conduct.) However, peer-based sexual harassment (e.g., student to student) can be a form of prohibited conduct where the harassing conduct creates a hostile environment.

A sexually hostile environment can be created by a school employee, volunteer, another student, or a visitor to the school.

Any person who believes he/she is subject to harassment or intimidation must contact either the principal, assistant principal, or pastor at the elementary level; or the principal, assistant principal or superintendent at the secondary level. A complaint must be filed in writing. In the case of harassment involving a student or students, the parents or guardians of the respective students shall be duly notified. In the event that an individual alleges harassment by a principal, assistant principal or a pastor, the individual may file the complaint with the superintendent. All complaints will be promptly investigated, and the person initiating the complaint will be advised of the outcome of the investigation. A student who believes he or she has been sexually harassed (or a parent who believes that his/her child has been harassed) should immediately report it to a responsible school official.

Where it is determined that improper harassment has occurred, the appropriate authority will take immediate disciplinary action against any administrator, teacher, staff or student engaging in harassment. The response shall take into account the individuals and circumstances. Such action may include, depending on the circumstances, disciplinary measures up to and including termination of employment.

No retaliation against anyone who reports harassment will be tolerated. The Diocese prohibits such retaliation and will take appropriate responsive action if retaliation occurs.

Any knowingly false charge or harassment made for the purpose of harming a person's reputation will have very serious consequences, which may include, depending on the circumstances, termination of participation in programs, suspension, or expulsion.

Leaving campus. Students may not leave campus at any time without written permission of their parents and the office. Violation of this policy shall subject the student to suspension.

Buildings and Off-limits areas. The buildings are here for the use of students and staff. The academic building is opened at 7:30 a.m., and locked at 4:30 p.m. Monday through Friday. The atrium complex is opened at 6:00 a.m. and, Monday through Thursday, locked at 5:00 p.m.; 4:00 p.m. on Friday. Monday through Thursday the atrium complex will be used for supervised study from 3:15 p.m. to 5:00 p.m. The library is opened at 8:00 a.m., and locked at 3:30 p.m. Monday through Friday. The athletic facility is opened at 6:00 a.m., and locked at 10:00 p.m. Activity groups in the school after hours, in the evening or weekends, must be supervised. Lights, doors, windows, must be checked before leaving.

The parking lots, unused classrooms and locked areas of the campus buildings are considered off-limits to students unless they have special permission to be in these areas. Violation of this rule will subject the student to detention and possible suspension.

Pregnancy. In consideration for the sacredness of life and Christ's example of compassion and forgiveness, St. Charles will not suspend or expel a student on the grounds of involvement in a pregnancy. The religious instruction given at St. Charles makes it clear that any act involving procreation is the exclusive right of those who are married. At this time in their lives, students involved in a pregnancy need Christian acceptance, compassion and counsel. It is the Christian community's responsibility to give support and aid to those involved. Counseling for the expectant parents is strongly recommended.

Sportsmanship. At athletic events, strict standards of good sportsmanship must be maintained. OHSAA and CCL regulations are enforced at all athletic events. Booing and offensive cheering are always out of order. Pranks and vandalism on another school's property constitute a serious violation of conduct and shall result in immediate suspension.

Tardiness. Being late for class is disruptive and indicates a lack of responsibility. A number of accumulated tardies (6) results in detention and a one grade deduction in conduct. Consistent tardiness may call for more serious measures including disciplinary probation.

Technology (Diocesan Student Acceptable Use Policy)

TERMS AND CONDITIONS FOR INTERNET ACCESS AND USE: The use of the Internet must be in support of education or research and adhere to the educational goals and objectives of the Diocese of Columbus Department of Education. While some material accessible via the Internet may contain information that is inappropriate or inaccurate, the Department believes that the benefits to students exceed the disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using network resources.

Acceptable Use of the Internet: Students and teachers are responsible for appropriate behavior when using the Internet just as they are in a classroom or hallway. Students and teachers are expected to abide by the generally accepted rules of network etiquette:

- * Do not view, send or access abusive, obscene or harassing materials. A good rule to follow is never view, send, or access materials which you would not want your teachers and parents to see. Should students encounter such material by accident, they should report it to their teacher immediately.

- * Do not access or participate in chat rooms, or multi-user environments including but not limited to IM, MUDs or MOOs; download or play games; subscribe to or access listservs; download music files or check, send or receive email unless prior permission is granted by a teacher.

- * Do not give out any personal information including names, addresses, phone numbers or credit card information pertaining to themselves or any other person without appropriate staff approval.

- * Do not engage in any commercial, for-profit activities.

- * Do not violate copyright laws. Materials accessed through the Internet must be properly cited when referenced in a student research assignment.

- * Do not download or install any commercial software, shareware, or freeware onto network drives or disks. Do not copy other people's work or intrude into other people's files.

- * Do not waste school resources by printing excessively or consuming limited hard drive space or network space.

- * Do not use the Internet in any way which disrupts the service or its operation for others.

Consequences for Inappropriate Use of the Internet: Since Internet access is a

privilege and not a right, users have the responsibility to use the Internet in an appropriate manner. Consequences of misuse or abuse of the Internet, depending upon the severity of the situation may include one or more of the following:

- * A warning, followed by re-clarification of the acceptable use guidelines.
- * Loss of privilege of Internet access for not less than 45 school days.
- * Notification of parents and administrators by phone or personal conference.
- * Referral to proper authorities for disciplinary and/or legal action.

TERMS AND CONDITIONS FOR TECHNOLOGY NETWORK AND EQUIPMENT ACCESS AND USE: Schools within the Diocese of Columbus provide a variety of technology resources that will allow unprecedented educational opportunities for students and staff to communicate, learn, and publish information. These resources include computers, software, scanners, printers, digital cameras, video cameras and much more. Students will be required to act appropriately when utilizing technology equipment and work areas.

Acceptable Use of Networks and Technology Equipment: Students and teachers are responsible for appropriate behavior when using Diocesan or school technology resources. Students are expected to abide by the following rules:

* Do not intentionally damage computers, computer systems or computer networks. Students should take special care with the physical facilities, hardware, software, and furnishings.

* Students and teachers may not remove/move, unplug, alter or add equipment or software to the network without the approval of the network administrator.

* Do not create or willfully disseminate computer viruses. Students should be sensitive to the ease of spreading viruses and should take steps to ensure that disks and files are virus free.

* Do not attempt to gain unauthorized or illegal access to Diocesan technology resources or any other technology resources.

* Do not attempt to gain access to the Diocesan or any other computer system or go beyond your authorized access by entering another person's password or accessing another person's files.

* Do not download, install or run any software without the express permission of your teacher or the network administrator.

* Personal technology equipment brought to school is subject to the procedures outlined in the Acceptable Use Policy.

* Do not alter the computers or change the settings or system configurations in any way.

* Do not alter, damage or vandalize Diocese technology equipment or software in any way.

* Do not use Diocese resources to create, manage or access personal web pages or personal servers without the express permission of your teacher or network manager.

Consequences for Inappropriate Use of Networks or Technology Equipment: Users have the responsibility to use technology resources in an appropriate manner. Consequences of misuse or abuse of these resources, depending upon the severity of the situation may include one or more of the following:

* A warning, followed by reclarification of the acceptable use guidelines.

* Loss of access to Diocese technology resources.

* Notification of parents and administrators by phone or personal conference.

* Referral to proper authorities for disciplinary and/or legal action.

* Students who have lost technology privileges may not use personal equipment in lieu of Diocese or school equipment.

Conclusion: School personnel will exercise reasonable oversight to ensure that the

communication and technology resources of the school and diocese are used in the appropriate manner.

The Diocese makes no guarantee that the functions or the services provided by or through the Diocesan system will be error-free or without defect. The Diocese will not be responsible for any damage you may suffer including, but not limited to, loss of data or interruptions of service. The Diocese is not responsible for the accuracy or quality of the information attained through or stored on the system. The diocese will not be responsible for financial obligations arising from unauthorized use of the system.

Threats to Welfare and Safety. No student will use, possess, handle, transmit or conceal any object which is or can be considered a weapon or instrument of violence. Objects which are explosive or incendiary in nature, or any object reasonably determined to be a threat to the safety or security of any person, are prohibited on school premises, and at school-related functions.

Tobacco. Tobacco is considered a banned substance by the diocese. The use or possession of tobacco - cigarettes or chewing tobacco - is not permitted. (*cf.* Policy regarding Drugs and Alcohol.)

Tuancy. Parents are asked to call the school before 9 a.m. when a student will be legitimately absent or tardy. Skipping school or cutting class is incompatible with the accountability expected of a St. Charles student. A first offense of truancy shall result in suspension; a second offense may necessitate the student's withdrawal from school.

Vandalism and theft (Building Security). Property of the school and of individuals is sacrosanct at St. Charles and malicious destruction or abuse of furniture, walls, posters, lockers, etc., is a serious offense resulting in suspension. Unintentional destruction or breakage through carelessness must always be compensated by the student. Theft, on any scale including electronic theft, is incompatible with being a St. Charles student, and shall result in immediate suspension subject to expulsion.

To guard against theft and vandalism, security cameras have been placed throughout the campus facility in possible high risk areas. These areas include the locker area of the main St. Charles men's locker room in the gymnasium. Students are not to be disrobed in this area, in view of the security camera.

Verbal abuse. Foul language and abusive expressions, directed at either staff members, fellow students, or visitors, are serious violations of school conduct and make the student subject to suspension.

Visiting other schools. Students are not permitted to visit another school without the express permission of that school's administration.

LUNCH

Hot lunches are provided daily in the cafeteria at current prices, in addition to refreshments and soft drinks from vending machines. Students may bring their own lunches or purchase various items a la carte. All expenses are paid on a cash basis. No advance of money will be made at any time for any purpose whatsoever.

WELLNESS

St. Charles recognizes that it is essential to educate the whole child, spiritually, academically, physically, socially, and emotionally. Similarly, wellness education must be multidimensional and encompass all the same areas in order to promote ultimate health. St. Charles aids this emphasis on total wellness by embracing the reverence for life, self-respect, and respect for others.

The primary goal of nutrition education is to positively impact eating behaviors.

Nutrition Education:

1. Wellness objectives concerning nutrition are supported through the Diocesan Health Course of Study grade-level indicators relating to diet, nutrition, and exercise. Additionally, similar grade-level indicators are included in the Science Course of Study.

2. Nutrition guidelines, food pyramids, charts, suggestions for healthy food choices, and other messages that support wise food choices will be displayed in or near the cafeteria as well as in classrooms during the nutrition unit of instruction.

The primary purpose of Physical Education is to promote physical fitness and to have students develop habits that will be beneficial throughout their lives.

Physical Education:

1. Physical fitness is supported through the Diocesan Physical Education Course of Study.

2. All grade levels at St. Charles may participate in Physical Education.

3. Students are encouraged to participate in school and community sports programs and to be physically active outside of school.

St. Charles has activities in which both nutrition and physical education are inherent parts of the activities, and is mindful of these connections when planning activities.

School-Based Activities

The Religion Course of Study supports reverence for life, self-respect, and respect for others, which are foundational concepts of wellness. All school-based activities are rooted in these Religion Course of Study concepts.

All schools with a lunch program must follow nutritional guidelines.

Nutrition Guidelines

1. The St. Charles lunch program:

a. follows nutritional guidelines established by the Ohio Department of Education, Office of Child Nutrition Services.

b. schedules lunch periods to provide nourishment within a reasonable time frame from the start of the school day.

c. evaluates food and beverage products sold and determines nutritional guidelines for all foods and beverages that are available.

2. Drinking fountains are available in all buildings.

Measurement and Evaluation:

1. The St. Charles wellness policy is reviewed regularly to evaluate school-wide compliance and effectiveness.

2. Based on the regular reviews, St. Charles determines any revisions necessary to support wellness in the school.

3. Whenever applicable, students may monitor wellness through activities such as monitoring their heart rate, or keeping a food and/or exercise journal.

TEXTBOOKS

Regular textbooks are provided by the Public School District, and are loaned to students during the time they are enrolled in the various courses. A \$45.00 textbook fee, which covers the normal maintenance of the books, is to be paid by all new students. Students are responsible for the care of their textbooks and reimbursement must be made to the school for all lost or damaged books. Disposable texts, religion class materials, and workbooks are not provided, and must be purchased at the bookstore at current prices.

Students may use bookbags, backpacks, gym bags, etc. to transport school

materials to and from school. During the school day, however, bookbags, backpacks, gym bags, etc. may not be used to transport materials to class.

FINANCIAL AID and GRANTS

Diocesan Grants are available to students in Catholic schools on the basis of need from the Diocesan Grant-In-Aid Program. Details for applying for these grants are provided to parents each spring.

A limited amount of financial aid is available each year from alumni and benefactors of the school. These are granted by the Scholarship Committee on the basis of the results of the FACTS application administered by the Diocese of Columbus. These forms are available upon request and must be filed for each year that financial aid is sought. The following trusts have been established for the specific benefit of St. Charles students:

The Msgr. Thomas M. Bennett Scholarship. Established in 1999, this endowment honors Msgr. Thomas M. Bennett. The funds generated each year are distributed annually to students who demonstrate financial need and show a keen interest in history.

The Father Raymond S. Bauschard Scholarship. Established in 1997, this endowment honors the memory of Father Raymond S. Bauschard, a former teacher at St. Charles Preparatory and long time pastor of St. Mary Magdalene parish. The funds generated each year are from the Marian Foundation which was established by Father Bauschard to continue charitable and educational activities dear to him. The scholarship is distributed annually to a student attending St. Charles from one of the west side parishes of Holy Family, Our Lady of Perpetual Help, St. Agnes, St. Aloysius, St. Cecilia, St. Mary Magdalene, and St. Stephen the Martyr.

The John W. Brown '51 Memorial Fund. Established in 2004, this scholarship honors the memory of John W. Brown '51. The funds generated each year are distributed annually to a student in need from Bexley.

The Christopher and John Campbell Scholarship. Established in 1999, this scholarship honors Christopher D. Campbell '96 and John Campbell. The funds generated each year are distributed annually to minority students who demonstrate financial need.

The Kathleen Cull Cavello Scholarship Endowment Established in 2007 by the alumni and parents of St. Charles Preparatory School, and the family and friends in loving memory of Mrs. Cavello, this fund provides tuition assistance to a student demonstrating financial need from St. Thomas the Apostle Parish.

The Anson Y. Chan Jr. '99 Memorial Scholarship. Established in 2005, this scholarship honors the memory of Anson Y. Chan Jr. '99. The funds generated each year are distributed annually to students who demonstrate financial need.

The William C. Davis '47 Scholarships. Established in 1994, these scholarships are awarded annually as a memorial to William C. Davis '47. They are used to provide financial aid to students who demonstrate financial need and academic potential.

The Msgr. Michael L. Donovan Memorial Endowment. Established in 1996, this endowment honors the memory of Msgr. Michael L. Donovan '56. Funds are distributed annually to one student from Christ the King, St. Thomas, or St. Pius X parishes who has been nominated on the basis of his character and service to his friends, school, and/or parish.

The Frank Dury '92 Memorial Scholarship. Sponsored by the Borromeo Chapter of the National Honor Society in memory of Frank Dury, a member of the class of 1992, it generates funds annually for students who demonstrate financial need and show high academic potential.

The Donald Erb Family Endowment. Established in 1992 by his family, this endowment is a memorial to Donald Erb '40, father of Jim '64, and John '66. It provides financial aid to students who demonstrate financial need and show an interest in theater.

The Robert J. Ferris '56 Memorial Fund. Established in 2003, this scholarship honors the memory of Robert J. Ferris '56. The funds generated each year are distributed annually to students who demonstrate financial need.

The Carol A. Flanagan Memorial Scholarship. This fund was established in 2005 to honor longtime Catholic schools teacher and administrator Carol Flanagan. The funds are distributed annually to brothers who attend St. Charles and demonstrate financial need.

The Msgr. F. Thomas Gallen Endowment. Established in 1998, this endowment honors Msgr. F. Thomas Gallen '40. The funds generated each year are distributed annually to students who demonstrate financial need and show a keen interest in mathematics and/or music.

The John P. Gibboney "I'll Do My Best" Scholarship. Established in 1999, the funds generated each year are distributed to a student who demonstrates financial need and academic promise.

The Monsignor Stephen B. Hawkins Scholarship Fund. The family of Monsignor Stephen B. Hawkins used funds from their brother's estate to fund a scholarship for incoming freshmen students who demonstrate financial need. Msgr. Hawkins '67 was also a graduate of the college seminary.

The Sue and Don Henne Memorial Scholarship. Established in 2000, this scholarship honors Sue Henne, the wife of Donald R. Henne '61. The funds generated each year are distributed annually to a student who demonstrates financial need and is a member of the golf team.

The Heller Family Fund. Established in 2005 by John H. (Sr.) and Alice Heller, parents of two St. Charles alumni; and Paul G. '82 and Renee Heller, through the St. Charles Endowment. Income will support need-based financial aid or any other designation at St. Charles as determined by the donors.

The Father Ted Hesburgh Scholarship. Established in 2002, this endowment honors Fr. Ted Hesburgh, former president of Notre Dame University. The funds generated each year are distributed annually to students who demonstrate financial need.

The Corinne Hohmann Memorial Scholarship. Established in 2000, this scholarship honors Corinne Hohmann, the mother of Dr. John E. Hohmann '59. The funds generated each year are distributed annually to students who demonstrate financial need and reside in Pataskala, Oh.

The Matthew A. '58 and Elizabeth J. Howard Family Endowment Established in 2003, this fund supports student financial aid and the school's efforts to recruit and retain faculty.

The Joseph and Pauline Igel Scholarship Annual cash scholarship from Joseph A. Igel, this fund provides tuition assistance to a student demonstrating financial need.

The Jarosi Endowment. Established in 1986, this endowment honors the memory of Frank Jarosi, father of Mike Jarosi '85. The funds generated each year are distributed annually to students who demonstrate financial need and show a keen interest in soccer.

The Donald W. Kelley Family Fund. Established in 1991, the funds generated each year are distributed annually to students who demonstrate financial need.

The Donald W. & Nancy E. Kelley Endowment Fund. Established in 2002, the funds generated each year are distributed annually to students who demonstrate financial need.

The Timothy M. Kelley Family Fund. Established in 1991, the funds generated each year are distributed annually to students who demonstrate financial need.

Donald R. Kenney Scholarship Fund. Established in 2004 by Donald R. Kenney, through the St. Charles Endowment. Income supports a St. Charles student demonstrating financial need with a grade-point average of 2.5.

The Leo J. Kletzly Memorial Scholarship. Created by the Leo J. Kletzly '54 family in his honor, this scholarship is awarded to a student who has financial need, possesses a good academic record, is active in one or more athletic programs, and who demonstrates good character.

The Frank & Mary Lou Kreber Scholarship. Created by their children in 2000, this scholarship is for students from Immaculate Conception Parish who demonstrate financial need.

The Alex K. Loehrer Scholarship. Established in 2000, this scholarship honors Alex K. Loehrer '94. The funds generated each year are distributed annually to students who demonstrate financial need and who are active in extracurricular activities at St. Charles.

The Mahler Family Endowment. Established in 2002, the funds generated each year are distributed annually to students who demonstrate financial need.

The Casey Mentel '93 Memorial Fund. Established in 2001 by family and friends, through the St. Charles Endowment, to honor the memory of Casey Mentel. Income will support a St. Charles student who qualifies for tuition assistance.

The Brian C. Muha Memorial Scholarship. Established in 2000, this scholarship honors Brian C. Muha '98. The funds generated each year are distributed annually to students who demonstrate financial need and reside in the west side of Columbus, OH.

The Richard C. Notebaert Family Scholarship. Established in 2001, this scholarship honors Richard C. Notebaert '65 and is used to provide scholarship assistance to students who demonstrate financial need and academic potential. The scholarship is renewable each year providing the student maintains appropriate eligibility requirements.

The O'Reilly Family Fund. Established in 2003 by John "Jack" O'Reilly '52 and Joyce O'Reilly, through the St. Charles Endowment. Income will support student financial aid; faculty recruitment and retention; and technology offerings.

The Pemberton Family Scholarship. Annual cash scholarship from David L. Pemberton Sr., David L. Pemberton Jr. '79, and David J. "Joe" Pemberton, Class of 2000. The fund supports a student from St. Patrick Church who is also an altar server.

Sean P. Reed Memorial Scholarship Fund. Established in 2004 by Gary and Paula Jo Reed, through the St. Charles Endowment, to honor the memory of their son, Sean P. Reed, a member of the Class of 2004. Income will support financial aid for a student who qualifies for tuition assistance and participates in St. Charles football.

The Jack Ryan Endowment. Established in 1996, this endowment honors the memory of Jack Ryan, legendary coach and teacher at St. Charles for 25 years. The funds generated each year are distributed annually to one student who demonstrates financial need and shows an interest in athletics.

The Walter H. Plank Scholarship. Established in 1994, this scholarship is a memorial to Walter Plank '41. It was established by Mr. Plank's family and friends to honor his generosity. It provides funds for students from the South end of the city who demonstrate both academic merit and financial need.

The St. Charles Mothers' Club Endowment. Established in 1987, this trust was originally funded by money raised at the Silent Auction. The interest generated by this endowment provides aid to students who demonstrate financial need.

Jacob G. Schmidlapp Trusts Scholarship. Established in 2004 by the Jacob G. Schmidlapp Trusts, through the St. Charles Endowment. Income supports St. Charles students demonstrating financial need.

The Daniel '01 & Brendan '06 Shanahan Scholarship Endowment Established in 2008 by J. Luke and Mary Beth McCormick, the income supports student financial aid.

The Legacy of Catholic Learning - Richard R. Stedman '54 Family Fund. This endowment was established in 1988 by Columbus Bishop James A Griffin to benefit all area Catholic secondary schools and their students. Thanks to Richard R. Stedman '54, within this trust, funds were designated for the specific benefit of St. Charles students who demonstrate financial need and academic merit.

The Paul & Ardine Tracy Scholarship. Established in 2001, this endowment honors the memory of Paul & Ardine Tracy. The funds generated each year are distributed annually to one student who demonstrates financial need and is a member of St. Catharine parish.

The James R. Tritschler '30 Memorial Scholarship Endowment Established in 2006, this fund provides tuition assistance to a student demonstrating financial need.

The George G. Vargo '58 Family Fund. Established in 1988, the funds generated each year are distributed annually to students who demonstrate financial need.

The Robert D. & Margaret M. Walter Fund. Established in 2002, the funds generated each year are distributed annually to students who demonstrate financial need.

The Robert F. Wolfe & Edgar T. Wolfe Foundation Scholarship. Established in 2003, the interest generated by this endowment provides aid to students who demonstrate financial need.

The Brian M. Wollett '88 Memorial Fund. Established in 2006 by Mrs. Marilyn Wollett, this endowment honors the memory of her son, Brian Wollett '88. The funds generated each year are distributed annually to students who demonstrate financial need.

The Msgr. George T. Wolz Scholarship. Established in 1995, this endowment honors the memory of former St. Charles rector Msgr. George T. Wolz. Msgr. Wolz was a legendary teacher of Sacred Scripture, German, Greek, and Hebrew at St. Charles. The income generated annually is distributed to a student who shows academic potential and demonstrates financial need.

The Saint Charles Alumni Scholarships Established by Saint Charles alumni in honor of their respective graduating classes, the income from these respective Class Endowments support student financial aid.

Wiles Family: The Father Art for the Kids Memorial Scholarship Endowment Established in 2006, this fund provides tuition assistance to a student demonstrating financial need having previously attended one of the following Diocese of Columbus Parishes that feed into Trinity School: St. Christopher; St. Margaret Cortona; and Our Lady of Victory.

The following four academic scholarships are awarded annually to students based the results of the St. Charles scholarship test given each January:

Saint Charles Class of 1958 Scholarship. This scholarship is sponsored by annual donations from members of the St. Charles class of 1958.

The Msgr. Kerrigan Scholarship. Named in honor of the St. Charles teacher and disciplinarian, it is sponsored annually by the St. Charles class of 1947.

The Msgr. Paul J. O'Dea Scholarship. This scholarship is awarded each year in honor of Msgr. Paul J. O'Dea, Latin teacher and St. Charles principal for 23 years. It is sponsored by the St. Charles classes of 1963 & 1964.

The Father John R. Smith Aquinas Alumni Scholarship. This scholarship is sponsored by graduates of Aquinas College High School in memory of legendary disciplinarian, Father John R. Smith.

No athletic scholarship or financial aid because of athletic ability may be granted by St. Charles under the rules of the Ohio High School Athletic Association.

In addition to the financial aid listed above, a supervised work program is offered to incoming freshman and sophomore students who wish to reduce some of their tuition by doing odd jobs during lunch time or after school. These jobs are offered on the basis of the family financial need, and financial aid forms must be filed to be eligible.

ENROLLMENT

The school accepts students of all faiths from the Diocese of Columbus, whose intellectual ability, personality and interests suggest that they will be able to pursue satisfactorily a college preparatory course. The requisites for admission are:

Freshmen:

1. Satisfactory results obtained on a standardized achievement test.
2. Completion of the application form and remission of the registration fee of \$100. This fee is credited to the student's tuition. It is refundable only to students who are not accepted by the Admissions Committee.
3. Elementary academic report.
4. Completion of health records by a physician.
5. Personal interview by a member of the Admissions Committee with parents and applicant.

Transfers:

In addition to meeting St. Charles curriculum requirements the transfer student must provide the following:

1. Satisfactory results obtained on a recent nationally normed standardized test.
2. Successful completion of all components of the State of Ohio Graduation Test.
3. Transcripts indicating a minimum accumulative gpa of 2.00.
4. Completion of the application form and remission of the registration fee of \$100. This fee is credited to the student's tuition. It is refundable only to students who are not accepted by the Admissions Committee.
5. Completion of health records by a physician.
6. Personal interview by a member of the Admissions Committee with parents and applicant.

TUITION AND FEES

TUITION AND FEES (Due on or before June 15) FOR Registered (PARISH) Families

First Son	\$7590.00	Third Son	no charge
Second Son	\$6890.00	Graduation Fee	\$50.00
Book Fee (payable by all new students)			\$45.00
Science/Religion Materials Fee			\$40.00

**TUITION AND FEES (Due on or before June 15)
FOR Nonregistered Families**

First Son	\$7890.00	Third Son	no charge
Second Son	\$7190.00	Graduation Fee	\$50.00
Book Fee (payable by all new students)			\$45.00
Science/Religion Materials Fee			\$40.00

St. Charles is a participating member of the Diocesan Tuition Payment Plan. Three options are provided for the payment of tuition: option one, all tuition may be paid in full before **June 15**; option two, Partial Payment/10 Monthly Payments. Partial payment may be made prior to June 15, 2009 and 10 monthly payments for your balance will begin August 5 or August 20, 2009; option three, 10 Monthly Payments. Monthly payments begin August 5 or August 20, 2009. All monthly payments are made under the FACTS Automatic Tuition Payment Agreement authorized by the Catholic Diocese of Columbus. **To guarantee enrollment for the upcoming school year, each family must register in one of the three plans no later than June 15.**

Families who presently have students enrolled in St. Charles or have eighth graders registered for the new school year and who fail to exercise one of the three options must pay a **late fee of \$75.00** for each son plus tuition in full by the first day of class.

Students whose tuition payments are not up to date must postpone the taking of semester examinations until financial obligations are met.

A student who withdraws for any reason from St. Charles, after the academic year begins and before it ends, will be charged tuition at a rate of \$81 a day plus any finance charges, up to the total amount of tuition billed for the year.

**STUDENT RECORDS
DIRECTORY INFORMATION
Publishing Student Information**

Under the Family Education Rights and Privacy Act of 1974, students over the age of 18 and parents of students under the age of 18 may review student records at any time upon request. Further, they may appeal any information contained in these records with which they disagree, and their permission will be required before the school releases information in the records to anyone with the exception of what is defined as "directory information."

Directory information regarding students will be released in various formats including websites **unless a parent notifies the school that such information is not to be released regarding his/her child.** PERSONALLY IDENTIFIABLE INFORMATION RELEASE FORMS are available in the school's Development Office. Directory information includes names of students, grade level, honor roll, activities, sports, awards, and date of graduation. If the student is over 18 years of age, the parents must obtain the student's consent prior to reviewing the student's records.

ADMINISTERING MEDICATIONS TO STUDENTS

A student using prescribed medication during school hours must have on file a signed medical authorization form from the parent or guardian, and a properly completed physician's statement. The authorization must include the following:

1. Written permission from the parent (s) or guardian (s).
2. A physician's verification of the necessity for the medication; name of medication;

dosage; times or intervals at which it is to be taken; duration; and possible side effects.

3. Medication must be in original containers and have affixed label including student's name.

4. Accurate records of the medication given must be kept in the student file.

5. A statement releasing and holding school personnel harmless from any and all liability for damages or injury resulting directly or indirectly from the presence of the medication in the school or its use by the student.

All medication prescribed for student use throughout the school day must be kept in the school nurse's office.

The possession or use of nonprescription, over-the-counter medication during school hours is discouraged. If necessary, administration of these medications will be taken care of by the school nurse as long as appropriate permission forms are on file. The school will not administer aspirin to students because of its connection to Reye's Syndrome.

RIGHT TO A CATHOLIC EDUCATION and NONDISCRIMINATORY POLICY

St. Charles Preparatory School welcomes and admits male students of any race, color, or ethnic origin to all its rights, privileges, programs, and activities. In addition the school will not discriminate on the basis of race, color, or ethnic origin in the administration of its educational programs, athletics/extra curricular activities.

Preference is given to members of Catholic parishes. Others are welcomed on a space available basis at the discretion of the principal. St. Charles Preparatory is a school of choice. Any parent who wishes to have a St. Charles Preparatory School education for his/her child agrees that the parent and child will abide by the policies and regulations of the school. If the policies and/or regulations are not adhered to, or if the school determines that attendance by a student will not be continued, the child may be asked to leave the school by the principal.

CHILD CUSTODY

The custodial parent is required to provide the principal or the person in charge of admission with a certified copy of any child custody order or decree pertaining to a pupil.

Protecting God's Children

All school staff and volunteers who have care, custody and control of students must have on file a current Bureau of Criminal Investigation criminal background check, an FBI check and must attend the "Protecting God's Children" workshop.

St. Charles Preparatory School is committed to creating a safe environment, free of sexual abuse for all children and youth. The school requires that every adult who works or volunteers with children or youth on behalf of the Church take sexual abuse awareness training and pass a criminal background check before beginning his/her ministry. The diocese recommends best practices such as knowing the warning signs of potential abusers, controlling who has access to students when they are in the school's care, and monitoring all parish and school programs for the continued safety of children. Through the sexual abuse awareness training, the diocese teaches parents and other adults how to be aware of possible cues that might indicate children are being sexually abused and how to communicate any concerns they may have.

CRISIS PLAN

St. Charles Preparatory School operates within the provisions of a school crisis plan. The plan provides for fire and tornado safety, hazardous material spills, gas leaks, etc., and lockdown situations. **In an actual crisis situation parents will be notified by the school's emergency phone system and, if possible, by email.**

SECONDARY SCHOOLS ATTENDANCE AREAS

The location of the residence of the student's legal guardian is used to determine the assigned high school (*cf. Diocesan Policy 5117*). Boys living within the Diocese of Columbus may also attend St. Charles Preparatory School.

COMMUNICATIONS

Business Office: Tuition Payments, Transcripts, Purchases, etc.
Office Hours: 8:00 a.m. - 4:00 p.m.
Mailing Address: St. Charles Preparatory School
2010 East Broad Street
Columbus, Ohio 43209
www.stcharlesprep.org

Business: (614) 252-6714
Attendance: (614) 252-6714
Athletic Department: (614) 738-0096
Cafeteria: (614) 258-8825
Development Office: (614) 252-9288
Faculty Office: (614) 252-9289
Fax: (614) 251-6800
Guidance Department: (614) 252-8341
Library: (614) 252-8059

Administration Home Phone Numbers

Mr. Dominic Cavello (614) 237-9572
Principal
Mr. Scott Pharion (740) 657-1482
Academic Dean
Mr. James Lower (614) 263-6863
Dean of Students
Mr. David Lawler (614) 456-7008
Athletic Director

Contingency Make-up Days Beyond five (5) days missed for emergencies:

03/20/10
03/27/10
04/17/10
04/24/10
05/01/10

Bell Schedules

Regular	Early Dismissal	Morning Mass	Mid-Day Mass
Homeroom 8:20-8:25	Homeroom 8:20-8:25	Homeroom 8:20-8:25	Homeroom 8:20-8:25
First Period 8:25-9:15	First Period 8:25-9:09	Mass	First Period 8:25-9:09
Second Period 9:18-10:08	Second Period 9:12-9:54	First Period 9:35-10:15	Second Period 9:12-9:54
Third Period 10:11-11:01	Third Period 9:57-10:39	Second Period 10:18-10:58	Third Period 9:57-10:39
Fourth Period Class 11:03-11:53	Fourth Period Class 10:42-11:24	Third Period 11:01-11:41	Mass
Fourth Period Lunch 11:01-11:31	Fourth Period Lunch 10:39-11:09	Fourth Period Class 11:43-12:23	Fourth Period Class 11:35-12:17
Fifth Period Class 11:33-12:23	Fifth Period Class 11:12-11:54	Fourth Period Lunch 11:41-12:11	Fourth Period Lunch 11:33-12:03
Fifth Period Lunch 11:53-12:23	Fifth Period Lunch 11:24-11:54	Fifth Period Class 12:13-12:53	Fifth Period Class 12:05-12:47
Sixth Period 12:25-1:15	Sixth Period 11:57-12:39	Fifth Period Lunch 12:23-12:53	Fifth Period Lunch 12:17-12:47
Seventh Period 1:18-2:08	Seventh Period 12:42-1:24	Sixth Period 12:55-1:35	Sixth Period 12:49-1:31
Eighth Period 2:11-3:01	Eighth Period 1:27-2:09	Seventh Period 1:38-2:18	Seventh Period 1:34-2:16
Announcements 3:01-3:05	Announcements 2:09-2:13	Eighth Period 2:21-3:01	Eighth Period 2:19-3:01
	Early Dismissal	Announcements 3:01-3:05	Announcements 3:01-3:05