

2020 - 2021

# Parent-Student Handbook



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St. Charles Preparatory School

THE DISTINCTIVE LEADER IN CATHOLIC EDUCATION

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**ST. CHARLES ADVISORY BOARD 2020 - 2021**

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Patrick Vaccaro, M.D.  
Kathleen Wodarczyk, M.D.  
Mr. James H. Zink '89

## COVID-19 ACKNOWLEDGEMENT OF RISKS

We, the parent(s) and student who are signing this student handbook for St. Charles Preparatory School, acknowledge and agree that, as a student at the School and as parent(s) of that student, entering into the School or being on the School premises or entering into the parish or being on the parish premises (as applicable), having personal contact with teachers, classmates, and other School/parish staff, involves a certain degree of risk, namely of student and/or parent(s) acquiring a communicable disease, including COVID-19, and then potentially passing it on to others, including family members. Due to the highly contagious nature of COVID-19, the characteristics of the virus, and the close proximity of students, teachers, and staff at the School, there is an elevated risk of student and parent(s) contracting the disease simply by being in the School/parish building, on the School/parish premises, or at any School/parish function.

By signing this School Handbook, we acknowledge and agree that after carefully considering the risks involved, and having the opportunity to discuss these risks with the healthcare professional(s) of our choosing, we voluntarily and willingly accept those risks and acknowledge that returning to in-person classes and other in-person School/parish functions is the choice of each family, including ours. If student or parent(s) who visit the School/parish have underlying health concerns which may place them at greater risk of contracting any communicable disease, including COVID-19, we acknowledge and agree that we will consult with a health care professional before student or parent(s) return to the School/parish, attend any School/parish function, or visit the School/parish. Moreover, we acknowledge that while adherence to safety and precautionary measures (e.g., social distancing guidelines, facemasks, handwashing, etc.) may reduce possible exposure to the risk of contracting a communicable disease, the possibility of serious illness and death remains. We do hereby accept and assume sole responsibility for any illness acquired by student or parent(s) while at the School/parish or at any School/parish function, including possible infection with COVID-19.

We further acknowledge, understand, and agree that we have obligations to the School/parish, their employees/staff members, other students, and others to take certain precautions and make certain disclosures to prevent the spread of COVID-19 as outlined by the state of Ohio and the applicable local public health department. Additionally, we agree that neither student nor parent(s) will come to the School/parish or any School/parish function if: (1) student or parent(s) has a suspected or diagnosed/confirmed case of COVID-19, or (2) in the last 14 days, student or parent(s) has had prolonged close contact with anyone, including a family member, diagnosed with or suspected of having COVID-19, or (3) if student or parent(s) is experiencing symptoms of COVID-19, including without limitation, fever, cough or shortness of breath. We further agree to immediately notify the School/parish if any of the foregoing access/use restrictions are applicable to student and/or parent(s).

Furthermore, we the parent(s) and student acknowledge and agree that due to the uncertainties associated with COVID-19, the educational contract by and between the parent(s), student, and School, may be fulfilled by in-person classes, but also when required as determined by the appropriate governmental authorities or at the option of the School administration, fulfillment of the educational contract may be satisfied by alternate teaching methods including but not limited to remote learning.

## POLICY FOR VIRTUAL CLASSROOM ACTIVITY

In order to provide continuity of instruction as a result of the COVID-19 pandemic, the Catholic Schools in the Diocese of Columbus may use a variety of teaching methods, including virtual classroom activities. Participation in virtual classroom activities and instruction should be under the supervision of the parent/guardian and is subject to school and Diocesan policies and regulations, including but not limited to, student conduct/behavior and acceptable use of technology. Students should also keep their camera on so the teacher can view them and wear appropriate dress clothes and the background should be free of any inappropriate or distracting images or content.

While the COVID-19 pandemic continues to exist and evolve, “remote” and/or “distance” learning (hereinafter referred to as “Remote Learning”) may at some point be required, either for the entire school or for a specific student or group of students. In such cases, the school may livestream and/or record a class to allow any student who is absent to continue to observe, and participate in, the class as much as reasonably practicable. Although the school will attempt to focus the camera and/or recording device on the respective teacher, aide, and/or instructional materials being utilized during instruction, there will be times when a specific student or students appears on the video. Guardian/Parent hereby consents and agrees that: (1) such Remote Learning is permissible; and (2) his/her child may appear in videos being livestreamed and/or recorded as part of that Remote Learning.

Furthermore, parent/guardian promises and agrees not to record, disseminate, publish, or share any livestreamed or recorded video of such Remote Learning to anyone outside of student’s immediate family. To the extent any Remote Learning videos are created and recorded, parent/guardian promises and agrees to permanently delete such recording following his/her child’s observation of, and/or participation in, that particular class session. These recordings will be stored, accessed, and disposed of according to guidelines that may be established by the parish or the Office of Catholic Schools for the Diocese of Columbus.

If you have any questions or need assistance with virtual classroom instruction or activities, please contact your child’s classroom teacher or principal. My signature in the handbook expresses my understanding, acknowledgment and agreement with the above terms and conditions and the potential for video and audio recording of my child during virtual classroom instructions and activities.

## POLICY ON TRAVEL

The travel policy is a safety precaution to continue our efforts in supporting the well-being of the children, our families, and our staff. Effective immediately, those who travel to high risk states as defined by the State of Ohio (<https://coronavirus.ohio.gov/wps/portal/gov/covid-19/families-and-individuals/covid-19-travel-advisory/covid-19-travel-advisory>) are required to quarantine for 14 days prior to returning to school.

**When making your future travel plans, please keep in mind the 2 tiers of this policy:**

**Tier 1:** You can return to school immediately after traveling if:

- You have not traveled to a hot spot or high risk state
- If you traveled in a private car
- If you were not exposed to Covid-19
- If you are not showing symptoms of Covid-19

**Tier 2:** You must quarantine for 14 days if:

- You visited a hot spot or high risk state
- If you traveled by train, plane, motor coach, or other mass transportation service.

Our goal is to minimize disruption while at the same time keeping you, your family, and our staff healthy and well.

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## AUGUST

August 26	Wednesday	Senior Parent College Night #1, 7:00 p.m.
August 31	Monday	First Day of School/Senior Roll-In, Early dismissal

## SEPTEMBER

September 1	Tuesday	Junior Roll-In, Early dismissal
September 2	Wednesday	Sophomore Roll-In, Early dismissal
September 3	Thursday	Freshman Roll-In, Early dismissal
September 4	Friday	No class. Staff development.
September 7	Monday	No class. Labor Day.
September 8	Tuesday	All students on campus for class.
September 11	Friday	Abbrv. schedule. Class liturgy.
September 14	Monday	Academic Reports due 8:30 a.m.
September 15	Tuesday	Meet the Teacher Night: Seniors, Juniors
September 16	Wednesday	Meet the Teacher Night: Sophomores, Freshmen
September 18	Friday	Abbrv. schedule. Class liturgy.
September 23	Wednesday	Senior College Planning Night #2, 7:00 p.m.
September 25	Friday	Abbrv. schedule. Class liturgy.
September 28	Monday	Academic Reports due 8:30 a.m.

## OCTOBER

October 2	Friday	Abbrv. schedule. Class liturgy.
October 6	Tuesday	ACT/ASVAB for seniors Remote learning for underclassmen
October 7	Wednesday	Freshman Parent Information Night
October 9	Friday	Abbrv. schedule. Class liturgy.
October 12	Monday	Academic Reports due 8:30 a.m.
October 14	Wednesday	Pre-ACT for freshmen PSAT for sophomores and juniors Remote learning for Seniors
October 16	Friday	Abbrv. schedule. Class liturgy.
October 23	Friday	Abbrv. schedule. Class liturgy. End of First Quarter
October 26	Monday	First Quarter Grades due 8:30 a.m.
October 27	Tuesday	Parent/Teacher Conferences
October 30	Friday	Borromeo Lecture 11:30 a.m., Early dismissal
October 31	Saturday	<b><i>NEW DATE: Open House Weekend, Day #1</i></b> Sessions: 10:00 a.m.; 12:30 p.m. and 3:00 p.m.

## NOVEMBER

November 1	Sunday	<b><i>NEW DATE: Open House Weekend, Day #2</i></b> Sessions: Noon and 2:30 p.m.
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November 2	Monday	Academic Reports due 8:30 a.m.
November 4	Wednesday	Feast of St. Charles Borromeo
November 6	Friday	Abbrv. schedule. Class liturgy.

***RESCHEDULED from Nov. 7 & 8 Open House Weekend MOVED to 10/31 & 11/01***

November 11	Wednesday	Junior College Planning Evening #1, 7:00 p.m.
November 13	Friday	Abbrv. schedule. Class liturgy.
November 16	Monday	Academic Reports due 8:30 a.m.
November 20	Friday	Abbrv. schedule. Class liturgy.
November 24	Tuesday	Thanksgiving recess begins after last class.
November 25	Wednesday	No class. Staff Development.
November 25-29	Thurs.-Fri.	Thanksgiving Break.
November 30	Monday	Classes resume, Academic Reports due 8:30 a.m.

**DECEMBER**

December 2	Wednesday	Freshmen College Planning Night, 7:00 p.m.
December 4	Friday	Abbrv. schedule. Class liturgy.
December 5	Saturday	Cardinal Christmas Silent Auction
December 8	Tuesday	Feast of the Immaculate Conception
December 11	Friday	End of Second Quarter
December 14	Monday	Second quarter grades due, 8:30 a.m.
December 14-15	Mon.-Tue.	First semester exam review days
December 16-18	Weds.-Fri.	First semester exams
December 16	Wednesday	First semester exams: English and Language
December 17	Thursday	First semester exams: Science and Social Studies
December 18	Friday	First semester exams: Mathematics and Religion
Dec. 18- Jan. 3		Christmas recess begins after last exam.

**JANUARY**

January 4	Monday	Classes resume. First semester exam grades due 8:30 a.m.
January 8	Friday	Abbrv. schedule. Class liturgy.
January 13	Wednesday	Sophomore College Planning Night, 7:00 p.m.
January 15	Friday	No class. Staff Development.
January 18	Monday	No class. Martin Luther King Jr. Day.
January 19	Tuesday	Academic Reports due 8:30 a.m. Parent/Teacher Conferences
January 22	Friday	Abbrv. schedule. Class liturgy.
January 29	Friday	Abbrv. schedule. Class liturgy.
January 30	Saturday	Scholarship Test for 8th grade boys

**FEBRUARY**

February 1	Monday	Academic Reports due 8:30 a.m.
February 3	Wednesday	Freshman Retreat
February 5	Friday	Abbrv. schedule. Class liturgy.
February 12	Friday	No class. Staff Development

February 15	Monday	Presidents' Day. No class.
February 16	Tuesday	Academic Reports due 8:30 a.m.
February 17	Wednesday	Ash Wednesday
February 19	Friday	Abbreviated Schedule. Class liturgy.
February 21	Sunday	Spaghetti Dinner
February 26	Friday	Abbreviated Schedule. Class liturgy.

### MARCH

March 1	Monday	Academic Reports due 8:30 a.m.
March 5	Friday	Abbrev. Schedule. Class liturgy.
March 6	Saturday	Father & Son Mass and Breakfast, 9:30 a.m.
March 12	Friday	Abbrev. Schedule. Class liturgy. End of Third Quarter
Mar 13-21	Sat-Sun	Spring Break
March 22	Monday	Third Quarter grades due 8:30 a.m.
March 24	Wednesday	Junior College Planning Night Part #2, 7:00 p.m.
March 26	Friday	Abbrev. Schedule. Class liturgy.

### APRIL

April 1	Thursday	Holy Thursday
April 2	Friday	Good Friday. No class
April 2-5	Fri-Mon	Easter Break
April 4	Sunday	Easter Sunday
April 5	Monday	Easter Break. No class
April 6	Tuesday	Classes resume Academic Reports due 8:30 a.m.
April 9	Friday	Abbrev. schedule. Class liturgy.
April 16	Friday	Abbrev. schedule. Class liturgy.
April 19	Monday	Academic Reports due 8:30 a.m.
April 23	Friday	Abbrev. schedule. Class liturgy.
April 30	Friday	Abbrev. schedule. Class liturgy.

### MAY

May 3	Monday	Academic Reports due 8:30 a.m. AP Exam: Physics C (12:00 p.m.)
May 4	Tuesday	AP Exam: Calculus AB/ BC (8:00 a.m.)
May 5	Wednesday	AP Exam: English Literature (Seniors) (8:00 a.m.) AP Exam: Physics I (12:00 p.m.)
May 6	Thursday	AP Exam: U.S. History (8:00 a.m.) AP Exam: Computer Science A (12:00 p.m.)
May 7	Friday	Abbrev. schedule. Class liturgy. AP Exam: Chemistry (8:00 a.m.) AP Exam: Physics II (12:00 p.m.)
May 10	Monday	AP Exam: World History (8:00 a.m.) AP Exam: Macroeconomics (12:00 p.m.)
May 11	Tuesday	AP Exam: Latin (12:00 p.m.)



May 12	Wednesday	AP Exam: English Language (Juniors) (8:00 a.m.) AP Exam: MicroEconomics (12:00 p.m.)
May 13	Thursday	AP Exam: Statistics (12:00 a.m.)
May 14	Friday	Abbreviated Schedule AP Exam: Biology (8:00 a.m.)
May 17	Monday	Academic Reports due 8:30 a.m..
May 21	Friday	Abbreviated Schedule. Class liturgy. Senior Class Fourth Quarter Grades due 8:30 a.m.
May 25-27	Tues-Thurs	Senior exams
May 25	Tuesday	Senior exams: English and Science
May 26	Wednesday	Senior exams: Math and Language End of 4th Quarter
May 27	Thursday	Senior Exams: Social and Religion Underclassmen Fourth Quarter grades due 8:30 a.m.
May 27-28	Thurs-Fri	Second semester exam review.
May 28	Friday	Abbreviated Schedule. Class liturgy. Senior Exam grades due 8:30 a.m. Senior call back day. Baccalaureate Mass and Graduation, 6:30 p.m.
May 31	Monday	No class. Memorial Day.

**JUNE**

June 1-3	Tues-Thurs	Underclass second semester exams.
June 1	Tuesday	Second semester exams: Religion and Social Studies
June 2	Wednesday	Second semester exams: Mathematics and Language
June 3	Thursday	Second semester exams: Science and English
June 4	Friday	Second semester exam grades due 8:00 a.m.
June 7	Monday	First Day of Summer School.

**JULY**

July 2	Thursday	Last day of Summer School.
July 5		



## ADMINISTRATION and STAFF

Mr. James Lower, B.A., M.Ed.  
Principal  
Mathematics  
St. Charles Mothers Club Moderator

Mr. John O'Neil, B.A., M.A.  
Academic Dean  
Latin  
National Honor Society Moderator

Mr. Richard Ey, B.A., M.A.  
Dean of Students  
English

Mr. Michael Arends, B.S., M.A., M.A.T.  
Science

Mrs. Kimberly Bales, B.S., M.A.  
English

Mr. David Breckenridge, B.M., M.P.A.,  
M.A., Research and Military Liaison

Mr. Rick Brunetto, B.M.E., M.A.  
Music, Computer Applications

Mr. Jacob Daniel, B.S., M.Ed.  
Mathematics, Head Basketball Coach

Ms. Kristen Dickerson, B.M., M.A., M.Ed  
Junior and Sophomore Class Advisor

Mr. Andrew Donahey, B.S.  
Biology, Chemistry

Michael Fagge, Ph.D.  
Religion, Campus Ministry

Mr. Jack Gibbons, Jr., B.A., M.A.  
Social Studies  
*The Carolian* Moderator  
Student Council Moderator

Mr. Edward Gruber, B.S., M.S.  
Latin, Head Volleyball Coach

Mrs. Kathleen Hickey, B.S.  
English

Mr. Deke Hocker, M.A.  
Health, Physical Education  
Head Football Coach

Mrs. Danielle Hoff, B.F.A  
Art

Sister Margaret Hoffman, B.A., M.A.  
English, Campus Ministry

Mrs. Elizabeth Homon, B.S.  
English  
Prom Moderator

Mrs. Elizabeth Hudelson, B.S.  
Chemistry

Mrs. Carolyn Kaplan, B.A., Ph.D.  
Spanish

Mr. David Lawler, B.A., M.A.  
Athletic Director  
Physical Education

Mrs. Jane Leukart, B.A., M.A.  
Religion, Campus Ministry

Mr. Thomas Lopresti, B.S., M.S.  
Biology, Strength Coach

Mrs. Sarah Magill, B.A., M.A.  
English, *The Spectrum* Moderator

Mr. Nicholas McKinley, B.S.  
Physics, Science, Mathematics

Mr. R. Douglas Montgomery, B.S., M.F.A.  
English, Chorus  
Stagecrafters Moderator

Mr. Joseph Moyer, B.A., M.S.  
Mathematics, Robotics Moderator

Mr. James Paccioretti, B.A., M.R.E.  
Religion, Campus Ministry

Mr. Michael Ryan, B.A.  
Health, Physical Education

Mrs. Devon Seal, B.S., M.B.A.  
Mathematics

Mrs. Jennifer Shively, B.M., M.M.Ed.  
Choir

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

Mr. Jeffrey Stahlman, B.F. A., M.Ed.  
College Counselor

Mr. Anthony Taliani, B.A., M.Ed.  
English, History

Mr. Jeffrey Turner, B.A. M.A.  
French

Sarah S. Vandermeer, Ph.D.  
Physics  
Engineering Moderator

Mr. Michael Warner, B.A., M.T.S.  
Religion, Campus Ministry  
My Brother's Keeper Moderator

Mr. Brennan Weiner, B.S., M.Ed.  
Latin

Mr. Michael Welsch, B.A., M.A.  
Religion

Mrs. Rachael Wesig, B.A., M. A.  
Mathematics

Mr. Anthony Wilson, B.A., M.Ed.  
History

Mr. Zachary Wright, B.A., M.Ed.  
Freshman Advisor,  
M.E.P. Coordinator

### **STAFF**

Mrs. Amy Ryan Bryner  
Administrative Assistant

Mr. Michael Badgett, A.  
Technology Support

Mr. Garrin Busch, AEE  
Technology Director

Mrs. Margaret Cull, B.S., R.N.  
Head School Nurse

Mr. Louis Fabro, B.A.  
Alumni and Communications Director

Mrs. Lesa Gruesen, B.S, M.S.  
School Nurse Assistant

Mrs. Kimberly Jacobs, A.A.  
Cafeteria Manager

Mrs. Brenda Gibbons, B.A.  
Administrative Assistant

Officer Jeremy Grimes  
School Resource Officer

Mrs. Nina Keyes  
Development Officer

Mrs. Tracy Loesing, B.A., C.P.A.  
Finance Manager

Mr. Salvador Mercado  
Finance Officer

Mr. Travis Nixon, B.A., M.A.  
Community Relations

Ms. Patricia Smith  
Guidance Secretary

Mrs. Kristine Susa, B.A.  
Volunteer Coordinator

Mr. Daniel Tarpay, B.A  
Development Officer

Mrs. Cheryl Taynor  
Development Officer

Mr. Uchenna Mba, CompTIA S+  
Technology Support

## ***Our Mission, Vision and Founding Promise***

**Our Mission:** St. Charles is an all-boys college preparatory Catholic high school of the Diocese of Columbus, Ohio, that instills in its graduates the importance of prayer, faith, service, character and hard work in an environment that values diversity, accountability and excellence and that creates an enduring tradition of brotherhood.

**Our Vision:** St. Charles will be nationally recognized as a premier pre-collegiate educational experience, developing young men for lives of contribution, service and leadership—consistent with the teachings of Jesus Christ in the Catholic tradition—by providing access for students of all backgrounds to the region’s best educators, curricula, programs and facilities.

**Our Founding Promise:** St. Charles remains faithful to the century-old promise of its founder, Bishop James J. Hartley, that an exceptional education be provided to every young man willing to accept the challenge of studying at St. Charles, regardless of background or means.

### ***Our Core Values: Faith, Diversity, Character, Excellence, Hard Work and Service***

**Faith:** We are foremost a ministry of Jesus Christ. He is the foundation of our school, and we incorporate His teachings into all aspects of school life. This foundation guides our students in their time at St. Charles and inspires them as adults to live and model lives of virtue, prayer, service, justice and mercy. Instilling this faith accurately, comprehensively and joyfully is the principal responsibility and greatest privilege of our school community.

**Diversity:** We affirm and honor the inherent dignity of one another by encouraging the unique gifts, perspectives and ideas each of us brings to our school community. This diversity reinforces our shared humanity as children of God, enriches our time together and fosters meaningful contribution in our lives beyond Saint Charles.

**Character:** We commit ourselves to doing what is right, just and honest in all situations, even when it may not benefit us or be noticed by others.

**Excellence:** As a school community and as individuals, we strive to be and do our best in all aspects of our lives. We set ambitious goals and measure ourselves against exacting standards because aspiring to excellence helps us realize our God-given potential to the betterment of those in the world around us.

**Hard Work:** We embrace a culture of hard work, recognizing that achievement is not simply the result of individual talent, but also of rigorous self-discipline and application of that talent through times of trial. The St. Charles experience is characterized by a considerable commitment of time to studies, extra-curricular activities and service to school and to others. It is also characterized by a strong sense of community where members readily seek out and selflessly offer help and support. Preparing for lives of meaningful contribution requires mastering the habit of hard work.

**Service:** We honor God’s desire for us to be “our brother’s keeper” by incorporating service to others into all aspects of our lives—school, home, community and beyond. Service is not a luxury to be considered after more pressing matters are attended to. Rather, it is a necessary and life-giving element of the path God wills for each of us.

**In a special way, we honor our patron, Saint Charles Borromeo  
by observing among our core values his unique charisms:  
*Humility, Mercy and Solidarity***

**Humility:** We recognize the truth of our status before God and others, giving God glory in all things. We believe that those who exalt themselves will be humbled and those who humble themselves will be exalted. Our community strives to emulate our patron who gave selflessly and without regard to status or prestige.

**Mercy:** Trusting in God's mercy toward us, we practice the same mercy toward the marginalized. We hold central to our mission carrying out the Corporal Works of Mercy by feeding, clothing and giving shelter to those in need and by offering comfort and compassion to the afflicted and imprisoned.

**Solidarity:** We establish a unity grounded in brotherhood, committing ourselves to building up the common good within and beyond our community. We embrace and advance the principles of Catholic Social Teaching, which call us to uphold the dignity of the human person.

### **ST. CHARLES PHILOSOPHY**

**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 sub-community 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 underserved.

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) a safe and orderly school environment through 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 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 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 emphasized 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 every ingredient 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 of fine arts.

Before a student may graduate, he must complete the Christian service program. Additionally, each student must also complete a religious retreat each year. Students are



responsible for scheduling all necessary credits for graduation.

The grade of “60” or above is a passing mark. 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 accumulative point-hour ratio, 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 Requirements.** In order to receive a diploma, a student must have met the requirements set forth by The Ohio Dept. of Education, at the time of graduation.

**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 these courses are required to pay for and take the AP course examination given in May each year.

**College Credit Plus (Formerly - Post-Secondary Enrollment).** The College Credit Plus enrollment option is generally reserved for seniors. St. Charles Preparatory School considers post-secondary work on the college level at minimum the equivalent of Advanced Placement high school work. In order to receive full credit toward graduation from St. Charles, students enrolled in the foreign languages must complete and receive a passing grade for the third semester level of course work (OSU 1103) in the selected area of study. This corresponds to the completion of the fourth quarter of college course work on the freshman level on a quarter system; and for OSU Latin 2101, the first semester of college sophomore level work.

**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

**SOPHOMORE ACADEMIC CURRICULUM**

Sophomore Religion	1.00
Sophomore English	1.00
Latin II	1.00
Math*	1.00
Biology	1.00
U.S. Govt./Economics	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
Computer Applications	.50

**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 Applications	.50
Computer Graphic Art	.50
Drama	.50
Journalism	.50
Music Production	.50
Speech/Theater	.50
Study Hall	.00

### Senior English

A.P. English Lit.	1.00
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### Math

Algebra I	1.00
Hons. Geometry	1.00
Hons. Algebra II	1.00
Pre-Calculus	1.00
A.P. Calculus AB	1.00
A.P. Calculus BC	1.00
A.P. Statistics	1.00
A.P. Computer Science	1.00
OSU 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

### Language

A.P. Latin	1.00
OSU Latin 2101	1.00
French I, II	1.00
OSU French 1103	1.00
Spanish I, II	1.00
OSU Spanish 1103	1.00

### Social Studies

A.P. Economics	1.00
A.P. U.S. History	1.00

**The religion curriculum.** The religion curriculum is divided into the following areas: Freshman Religion - The Revelation of Jesus Christ in Scripture; Who is Jesus Christ?; Sophomore Religion - The Mission of Jesus Christ (The Paschal Mystery); Jesus Christ's Mission Continues in the Church; Junior Religion - Sacraments as Privileged Encounters with Jesus Christ; Life in Jesus Christ; Senior Religion - History of the Catholic Church; Living as a Disciple of Jesus Christ in Society. The required Christian Service includes: freshman year - 16 hours, 4 per quarter; sophomore year - 16 hours, junior year - 24 hours in a supervised off-campus project. Completion of the program and a religious retreat each year 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 a local public or private accredited high school or by a physical education class offered during the regular school year or in the summer at St. Charles. 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  $\frac{2}{5}$ , and the semester examination counts  $\frac{1}{5}$  of the semester grade). The following example shows how a point-hour ratio is determined.

<u>Course Title</u>	<u>Number Grade</u>	<u>Letter Grade</u>	<u>Points Earned</u>	<u>Credit Earned</u>
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
		<b>Total</b>	<b>22.90</b>	<b>6.25</b>

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 (by adding the two semester averages and dividing by two), the points and credits earned are used to determine the student's point-hour ratio for the year. Elective credits earned during the summer or outside of the regular school day are added to the student's transcript at the end of the school 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 175 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, video conference, email, or phone.

It is commonly understood that the representation of another student's or other students' work, or the work of any other individual or individuals, as a student's own product is cheating. While a known and ready temptation, students must understand

that cheating is, in addition to being morally indefensible, destructive to the educational process. It is for these reasons that the policies regarding such serious infractions are very strict, and are enforceable by all teachers, the academic dean, and the principal. **Academic standards are seriously undermined by cheating, plagiarism, and unauthorized copying of class work. 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, will result 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 to the St. Charles campus must wear face coverings/masks and check in at the main office. They must be accompanied and/or directed to and from their intended destination and follow 6-ft. physical distancing. 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 more than 24 hours in advance;
2. Upon arrival at the school, parents must check in at the office;
3. The office will notify the teacher of the parents' arrival;
4. Parents and teachers are expected to maintain a respectful attitude during the conference;
5. The conference should not exceed 45 minutes;
6. Class observations must be scheduled 24 hours in advance.
7. A conference may require using some type of video platform and the teacher reserves the right to record the remote conference.

## 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 for induction must meet the following selection criteria. To be considered, a student must:

1. be a sophomore or junior 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 3.65 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 service goal project 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 School 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. completion of the Christian service program, including attendance at a yearly retreat;
3. satisfactory passing all components of the Ohio Graduation Requirements;
4. payment in full of all fees, class expenses, and tuition;
5. 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](http://www.ohsaa.org) under Eligibility. 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 accum. 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 for the last quarter. Any student who falls into that category must have the entire fourth quarter’s marks evaluated to determine eligibility. A student enrolled in the first grading period after advancement from the eighth grade must have passed a minimum of five of all subjects taken the preceding grading period in which the student was enrolled.

**Prohibited Conduct.** No student participating in sports shall use, buy, sell or possess alcohol, tobacco, 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 may 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.

## **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. Students are to register the make, model, and license number of the car(s) they are driving to school. This is to be done through the school’s Resource Officer.

Visitors to St. Charles will use the Visitor Parking Lot to the west of the main entrance.

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. Fall

sports include cross-country, football, golf, soccer, and water polo; winter sports include basketball, bowling, hockey, indoor track, swimming, and wrestling; spring sports include baseball, lacrosse, tennis, track and volleyball.

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 may 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 for the remainder of the school year; a further violation may result in dismissal. A student who fails conduct two or more quarters or is suspended two or more times 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 may 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 may 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.

**Racism.** St. Charles shall not tolerate any racist language or actions, on or off campus, whether these actions are committed or communicated in person, written or electronically transmitted. The administration, faculty and staff of St. Charles are convinced that the way others are treated is a matter of utmost importance. Any conduct less than respectful

to any of our brothers and sisters severely impedes our community's pursuit of holiness.

Consequences for individuals who engage in racist behavior may include but are not limited to counseling, parent conference, detention, suspension, and/or expulsion depending on the results of the investigation. No retaliation shall be taken against a person who reports such behavior.

**Bullying.** The Diocese of Columbus schools and their staffs shall not tolerate any bullying on school grounds or at any school activity on or off campus whether these actions are committed in person, written or electronically transmitted.

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; electronically transmitted acts; teasing; putdowns; name-calling; threatening looks, gestures, or actions; cruel rumors; false accusations; and social isolation.

The diocese expects staff members who observe or become aware of an act of bullying to take immediate, appropriate steps to intervene. If a staff member believes that his/her intervention has not resolved the matter, or if the bullying persists, he/she shall report to the school principal for further investigation.

The diocese expects students and parents who become aware of an act of bullying on school grounds or at any school activity on or off campus to report it to the school principal for further investigation. The principal will contact parents of the aggressor and the victim. This investigation may include interviews with students, parents, teachers, school staff, and reviewing records.

Consequences for students who bully others may include but are not limited to counseling, parent conference, detention, suspension, and/or expulsion depending on the results of the investigation. No retaliation shall be taken against a person who reports bullying.

**Harassment.** The Catholic schools of the Diocese of Columbus shall 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, whether verbal, physical, or electronically transmitted.

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, physical, or electronic 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.

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.



Sexual 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 is based upon race, color, age, religion, disability, or national origin. In short, working relationships between employees and peer relationships among students must be based on mutual respect.

**Students.** 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 the subject of 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 parent(s)/guardian(s) 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 shall 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) must contact one of the appropriate persons as listed above.

Where it is determined that 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 shall be tolerated. The Diocese prohibits such retaliation and will take appropriate responsive action if retaliation occurs.

**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. Students are not permitted to share clothing items.

1. Students are required to be clean shaven. Hair and sideburns must be kept neat, combed, brushed, clean, and trimmed, not covering their ears or shirt collar. Beards, mustaches, 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, that is tucked in, dress pants of appropriate length with a belt, and brown or black leather dress shoes with socks are to be worn to class.

During the cooler months, a sweater, a pullover, a jacket, a St. Charles-related sweatshirt or letter jacket may be worn to class. Students are encouraged to wear St. Charles apparel. *The judgment of the Dean of Students is final in these matters.*

- Denim jeans, shirts, and jackets of any color, flannel or corduroy shirts, cargo pants, painter pants, carpenter pants, any type of athletic shoes, slippers, work boots, hooded apparel, sweatshirts not related to St. Charles, shirts with advertisements or labels, or college or professional sports apparel, *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.*

**Face masks.** A clean and fresh face mask must be worn in all St. Charles facilities at all times. The face mask must be solid in color with no writing, logos, or images. Face shields may be worn if a student has written permission from a doctor or the school nurse.

**Communication devices.** The use of mobile phones, smartphones, and smart watches is not permitted during the school day. Students are not permitted to use cell phones to record video/audio at any time. Students are not permitted to connect these devices to the school's network. Violation of these policies may lead to the following consequences: confiscation of the device, detentions, suspensions, or the student may be asked to withdraw.

**Conduct in buildings.** Fighting, shouting, whistling, running and other forms of disturbance are disruptive to the academic process, and are prohibited on the campus. Similarly, students are expected to follow all safety protocols including 6-ft. physical distancing, wearing masks, avoiding contact with others, frequent handwashing, heeding reminders by faculty and staff, not congregating, not sharing items or food, and following proper student movement protocol during transitions from one location to another. Also, the possession or use of 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. Saturday detentions may be issued by the Dean of Students.

**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.

All buildings open at 7:30 a.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 pregnancy or paternity. Any determination as to health matters concerning the restrictions on, or continuing participation in, curricular or extracurricular activities by a pregnant student shall be made by the student's doctor.

Written notice of the doctor's determination shall be provided to the school principal. The religious instruction given at St. Charles makes clear that any act involving procreation is the exclusive right of those who are married. If, in the case of an unmarried student, the faculty has an attitude of compassion rather than approval, and if the school

offers appropriate religious instruction, there is every reasonable hope that the attitude of the student body will likewise, be a rational and Christian one.

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.

**Threats to Welfare and Safety.** No student or person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordnance in a school safety zone of the Diocese of Columbus. Objects that are explosive or incendiary in nature, or any object reasonably determined to be a threat to the safety or security of any person, is prohibited on school premises and at school-related functions.

Any behavior that threatens the welfare or safety of another individual or group is prohibited. Such behavior will result in disciplinary action.

**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.)

**Truancy.** 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. Tampering with or handling another individual's belongings is prohibited. 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.

**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.

**Technology.** In encouraging academic integrity, collaboration, and communication within our school community, the use of one personal device, the Internet, and the use of school technology resources is permitted. Deviation from acceptable use of the network or failure to follow a staff member's direction on network use may lead to the revocation of its use and further consequences.

## 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 or 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 re-clarification 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.

**ST. CHARLES GUIDELINES FOR ACCEPTABLE TECHNOLOGY USE**

\* All use must be authorized. Students are permitted to use one computer device in school. The device cannot be smaller than 9 inches. The device's media access control address must be registered with the school Technology Coordinator. The device will only be allowed on the "Student" Wi-Fi SSID throughout the main campus building.

\* Students are required to use their network login any time they use the SCP network with an SCP device or their own device. Every student must keep his password confidential and will be accountable for any unacceptable use under his user name. Under no circumstances may a student use another student's identity. If a student does not follow expectations for acceptable use, access to the network may be restricted or disabled with all class work remaining the responsibility of the student.

\* Printing services are provided in the school library for a fee. If a student does not

have a positive balance, the student will not be allowed to print.

- \* Printing services are allowed for academic purposes only.

- \* Students are issued email and PowerSchool accounts that are accessible via the SCP web site ([www.stcharlesprep.org](http://www.stcharlesprep.org)). These accounts facilitate communication within the SCP community. Students should check their [scprep.org](http://scprep.org) Webmail and PowerSchool LMS accounts a minimum of once each school day as faculty, staff and administration will communicate through this media. Academic storage accounts will be provided to students for storage of files of educational value. Accounts are subject to review and supervision by school personnel. Inappropriate materials stored on the network will be removed without notification and may lead to disciplinary action.

**Social Media:** Social Media is defined as any electronic tool that allows for social, interactive, and connective learning allowing for but not limited to: video and photo sharing, social networking, blogs, wikis, podcasting, instant messaging, texting, web conferencing, or any other technology that allows for direct or indirect interaction between two or more parties. When using social media at any time, students are expected to demonstrate respect for others and the school.

**Inappropriate Technology Use:**

- \* Wasting resources such as paper, network storage, computer hardware or software, or any other additional materials.

- \* Using school computers for any reason other than academic activities as doing so may prevent someone else from accessing the network for academic reasons.

- \* Compromising the privacy or human dignity of others or harming the reputation of the school.

- \* Tampering with or modifying in any way computer start menus, desktops, and components such as the keyboard, mouse, memory, and hard drive.

- \* Installing, deleting, modifying, or copying software to or from any school computer without explicit permission.

- \* Using proxy servers, VPN's, "hotspots," or other means to avoid restrictions placed on the network.

- \* Recording images or audio without permission from those present; using mobile phones and image/audio recording equipment in the locker rooms or bathrooms.

- \* Intentionally accessing, downloading, creating, printing, or viewing pornographic, obscene, or offensive material.

- \* Accessing, downloading, or exchanging copyrighted material.

**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. **Notice: St. Charles Preparatory School faculty and administrators reserve the right to record all classes, meetings and conferences.**

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.

## LUNCH

At the beginning of the school year, all students are to bring their own lunches on a daily basis. On the resumption of cafeteria service, all lunch payments must be prepaid online. 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. Catholic schools aid 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.** 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. 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. Snack breaks, if applicable, will be scheduled as necessary to maintain energy levels. In addition, school policy will outline what types of healthy snacks may be eaten during this time. 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.** Physical fitness is supported through the Diocesan Physical Education Course of Study.

All elementary students and the designated grade levels in high school shall participate in Physical Education. All appropriate grade levels will have scheduled recess times. Discipline should not include loss of recess time except in rare instances.

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

**Students.** St. Charles has activities in which both nutrition and physical education are inherent parts of the activities. Therefore, the school must be 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 also rooted in these Religion Course of Study concepts.

St. Charles does not use food as a reward for behavior or sugary treats for classroom celebrations.

Booster groups are encouraged to consider healthy food or non-food fundraisers.

Parents, students, and the school community are updated annually regarding the content and implementation of the policy.

Teachers are offered professional development in nutrition as is needed, and in physical activities that might be appropriate to incorporate in the classroom.

**Nutrition Guidelines.** Since St. Charles operates a lunch program, it follows nutritional guidelines. School lunch programs must follow nutritional guidelines established by the Ohio Department of Education, Office of Child Nutrition Services.

Lunch periods are scheduled so as to provide nourishment within a reasonable time frame from the start of the school day.

St. Charles evaluates food and beverage products sold, and determines nutritional guidelines for all foods and beverages that are available. Drinking fountains are available in all buildings. St. Charles periodically measures and evaluates the implementation of their wellness policy.

**Measurement and Evaluation.** The policy shall be reviewed regularly to evaluate school-wide compliance and effectiveness. Based on the regular reviews, the school

will determine any revisions necessary to support wellness in the school. Whenever it is applicable, students monitor wellness through activities such as monitoring their heart rate, or keeping a food and/or exercise journal.

## TEXTBOOKS/RESOURCES

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 \$100 resource fee, which covers the normal maintenance of all school resources, is to be paid by all students. Students are responsible for the care of their resources and reimbursement must be made to the school for all lost or damaged resources. Disposable texts, religion class materials, and workbooks are not provided, and must be purchased at the bookstore at current prices. Students may use book-bags, backpacks, gym bags, etc. to transport school materials to and from school.

## ST. CHARLES ENDOWMENT FUNDS

St. Charles Preparatory School is the recipient of annual funds earned from endowments which are part of either The Catholic Foundation or the St. Charles Preparatory School Endowment Fund. Below is a brief description of those funds.

**Anonymous Fund #1.** Established in 2000, recognizing that some St. Charles students suffer from learning disabilities, the donor created a fund that provides financial assistance to families who wish to obtain professional help.

**The Altman Family Foundation Scholarship Endowment Fund.** Established in 2014, the funds generated are distributed yearly to students demonstrating financial need.

**Aquinas Scholarship in Honor of the Dominican Priests Who Taught at Aquinas High School. Established in 2018,** the funds generated are distributed annually to students demonstrating financial need.

**The Kyle Andrews Endowed Scholarship for Leadership Fund.** Established in 2016, the funds generated are distributed annually to students demonstrating financial need with preference to a lacrosse player.

**The Alex Arnold Endowed Scholarship Fund.** Established in 2011, by his grandparents, Gene and Billie Arnold, parents of Mark '85, to honor the life of their grandson, Alex. The funds generated are distributed yearly to students demonstrating financial need.

**The “An Evening With” Scholarship Fund.** Established in 2015, the funds generated are distributed annually to students demonstrating financial need.

**The Ballantyne Family Endowed Scholarship Fund.** Established in 2011, the funds generated are distributed annually to students demonstrating financial need.

**The Mr. and Mrs. Gregory Billhardt Scholarship Endowment Fund.** Established in 2008, the funds generated are distributed yearly to students demonstrating financial need and exhibiting exceptional academic merit, community involvement and financial need.

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

**The Homer Ellsworth and Elizabeth Anne Beard Memorial Scholarship Endowment Fund.** Established in 2013, the funds generated are distributed annually to students who demonstrate financial need.

**The Benua Trust.** Established in 1996, the funds generated are distributed annually to students demonstrating financial need with high academic performance.



**The Brian W. '00 and Erin Dillard Scholarship Endowment Fund.** Established in 2016, the funds generated provide tuition assistance annually to qualified St. Charles students.

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

**The Class of 1952 Fund.** Established in 2014, this scholarship honors the members of the Class of 1952. The funds generated are distributed annually to students who demonstrate financial need.

**The Class of 1954 Fund.** Established in 2004, this scholarship honors the members of the class of 1954. The funds generated are distributed annually to students who demonstrate financial need.

**The Class of 1955 Fund.** Established in 2005, this scholarship honors the members of the Class of 1955. The funds generated are distributed annually to students who demonstrate financial need.

**The Class of 1959 Fund.** Established in 2009, this scholarship honors the members of the Class of 1959. The funds generated are distributed annually to students who demonstrate financial need.

**The Class of 1961 Fund.** Established in 2011, this scholarship honors the members of the Class of 1961. The funds generated are distributed annually to students who demonstrate financial need.

**The Class of 1962 Fund.** Established in 2010, this scholarship honors the members of the Class of 1962. The funds generated are distributed annually to students who demonstrate financial need.

**The Class of 1963 Alumni Memorial Fund.** Established in 2003, this scholarship honors the members of the class of 1963. The funds generated are distributed annually to students who demonstrate financial need.

**The Class of 1965 Fund.** Established in 2007, this scholarship honors the members of the class of 1965. The funds generated are distributed annually to students who demonstrate financial need.

**The Class of 1972 Fund.** Established in 2002, this scholarship honors the members of the Class of 1972. The funds generated are distributed annually to students who demonstrate financial need.

**The Class of 1975 Fund.** Established in 2000, this scholarship honors the members of the Class of 1975. The funds generated are distributed annually to students who demonstrate financial need.

**The Class of 1976 Fund.** Established in 2006, this scholarship honors the members of the Class of 1976. The funds generated are distributed annually to students who demonstrate financial need.

**The Class of 1978 Fund.** Established in 2003, this scholarship honors the members of the Class of 1978. The funds generated are distributed annually to students who demonstrate financial need.

**The Class of 1981 Fund.** Established in 2007, this scholarship honors the members of the Class of 1981. The funds generated are distributed annually to students who demonstrate financial need.

**The Class of 1982 Fund.** Established in 2008, this scholarship honors the members of the class of 1982. The funds generated are distributed annually to students who demonstrate financial need.

**The Class of 1983 Fund.** Established in 2003. This scholarship honors the members of the Class of 1983. The funds generated are distributed annually to students who demonstrate financial need.

**The Class of 1984 Fund.** Established in 2004, this scholarship honors the members of the class of 1984. The funds generated are distributed annually to students who demonstrate financial need.

**The Class of 1985 Fund.** Established in 2007, this scholarship honors the members of the class of 1985. The funds generated are distributed annually to students who demonstrate financial need.

**The Class of 1986 Fund.** Established in 2007, this scholarship honors the members of the Class of 1986. The funds generated are distributed annually to students who demonstrate financial need.

**The Fr. James Joseph Carroll, JCD '38 Memorial Endowment Scholarship.** Established in 2016, this scholarship honors the memory of Fr. Carroll '38. The funds generated are distributed annually to students who demonstrate financial need with a preference given to a parishioner of St. Pius X, St. Ladislav, Corpus Christi or St. Mary German Village.

**The Dominic '64 and Kathleen Cavello Scholarship Endowment.** Established in 2007 by St. Charles alumni, parents, family and friends, in loving memory of Mrs. Kathleen Cavello. The funds generated are distributed annually students demonstrating financial need.

**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 are distributed annually to students who demonstrate financial need.

**The A. Terrence Conlisk, Jr. and A. Terrence Conlisk III '01 Scholarship Fund.** Established in 2014, the funds generated are distributed annually to students demonstrating financial need.

**The Msgr. Lawrence J. Corcoran '35 Endowed Scholarship.** Established in 2010, this scholarship honors the memory of Msgr. Lawrence J. Corcoran '35. The funds generated are distributed annually to students who demonstrate financial need.

**The Coughlin Family Endowed Scholarship Fund.** Established in 2016, the funds generated are distributed annually to students demonstrating financial need.

**The Msgr. Joseph A. Cousins Stagecrafter Endowment Fund.** Established in 1999, the funds generated are distributed annually to support the Theatre Department.

**The Mrs. Margaret Crabtree Family Fund.** Established in 2002, the funds generated are distributed annually to St. Charles fulltime staff who have children enrolled in Diocese of Columbus schools.

**The Robert F. '10 and Nicholas A. '12 DeJaco Scholarship Endowment Fund.** Established in 2009, the funds generated are distributed annually, throughout all four years of his education, to a qualified St. Charles incoming freshman student(s) demonstrating financial need who has a documented record of regularly completed homework throughout his (their) entire 8th grade year. At St. Charles, the student(s) must maintain a 3.0 GPA and participate in one extracurricular activity per year.

**The Diamond Hill Capital Management, Inc. Endowed Scholarship Fund.** Established in 2015, the funds generated are distributed annually to those students who demonstrate financial need.

**The Mr. & Mrs. Robert Dilenschneider '61 Family Fund.** Established in 2001, the funds generated help support the Borromeo Lecture Luncheon Series held annually.

**The Msgr. Michael L. Donovan '56 Memorial Endowment.** Established in 1996, in memory of Msgr. Michael L. Donovan '56, the funds generated are distributed annually

to students from Christ the King, St. Thomas, or St. Pius X parish who have been nominated on the basis of their character and service to friends, school, and/or parish.

**The Msgr. William A. Dunn '57 Scholarship Endowment Fund.** Established in 2012 by Msgr. William A. Dunn '57, the funds generated are distributed annually to students demonstrating financial need.

**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, the funds generated are distributed annually to students who demonstrate financial need and show high academic potential.

**The Berkley Ellis '11 Endowed Fund.** Established in 2017, the funds generated are distributed annually to students who demonstrate financial need.

**The Ellis Family Scholarship Endowment Fund.** Established in 2013, the funds generated are distributed annually to students who demonstrate financial need.

**The Donald Erb '40 Family Endowment.** Established in 1992, this endowment is a memorial to Donald Erb '40, father of Jim '64, and John '66. The funds generated are distributed yearly to students demonstrating financial need and show an interest in theater.

**The Robert M. & Jennifer L. Eversole Endowed Scholarship Fund.** Established in 2016, the funds generated are distributed annually to students demonstrating financial need.

**The Mr. and Mrs. Louis V. Fabro '49 Endowment Fund.** Established in 2014, the funds generated are distributed annually to students demonstrating financial need.

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

**The James and Susan Finn Family Fund.** Established in 2003, the funds generated are distributed annually providing ongoing support to faculty members of the school.

**The First Bexley Bank Scholarship Endowment Fund.** Established in 2010, the funds generated provide tuition assistance annually to qualified St. Charles incoming freshmen who are members in good standing of one of the following east side Diocese of Columbus parishes: St. Catharine of Siena; St. Thomas the Apostle; Christ the King; and Holy Spirit.

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

**The Jeremiah S. Fultz '94 and Curtis E. Hughes '94 Endowed Scholarship Fund.** Established in 2016, the funds generated are distributed annually to students demonstrating financial need.

**The Dr. Joseph M. '35 and Janet Gallen Memorial Scholarship.** Established in 2004, the funds generated are distributed annually to support a St. Charles student in his senior year who intends to pursue a degree in medicine, with first preference to a student bound for The Ohio State University.

**The Dr. Richard L. '51 and Lois Ann R. Dobbins Memorial Scholarship Fund.** Established in 2016, funds generated are distributed annually to support students who demonstrate financial need.

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

**The Louise M. Gambs Memorial Scholarship Endowment Fund.** Established in 2014 by Richard W. Gambs '50 to honor his wife, Louise, the funds generated are

distributed annually to students who demonstrate financial need.

**The Francisco A. Garabis III '90 and Maureen D. Garabis Memorial Endowed Scholarship Fund.** Established in 2014, the funds generated are distributed annually to support students who demonstrate financial need.

**The Msgr. James A. Geiger '43 Endowment Fund.** Established in 2016, the funds generated are distributed annually to support students who demonstrates financial need.

**The John P. Gibboney "I'll Do My Best" Scholarship Fund.** Established in 1988, the annual funds are used for "last dollar" financial aid assistance to fill the gap between another Columbus Diocese Catholic High School's lesser tuition and St. Charles.

**The Jack Gibbons Family Scholarship Endowment Fund.** Established in 2012, the funds generated are distributed annually to students demonstrating financial need.

**The Dominic Gregory Endowment Scholarship Fund.** Established in 2012 to honor the memory of St. Charles student, Dominic E. Gregory. The funds generated are distributed annually to students demonstrating financial need who possess learning disabilities.

**The Msgr. Kenneth F. Grimes '49 Scholarship Fund.** Established in 2012, this scholarship honors the memory of Msgr. Kenneth Grimes '49. The funds generated are distributed annually to students demonstrating financial need.

**The Grote Family Fund.** Established in 2003, the funds generated annually provide faculty support.

**The Richard J. Gulan, Sr. Memorial Endowed Scholarship.** Established in 2014 by Lori and Joe Hamrock, this scholarship honors Lori's late father, Richard J. Gulan. The funds generated are distributed annually to students demonstrating financial need.

**The Hagans '01 Family Scholarship Endowment Fund.** Established in 2011 by James A. Hagans '01, the funds generated are distributed annually to students demonstrating financial need.

**The Philip '47 and Jo Ann Hall Endowed Scholarship Fund.** Established in 2010 by Philip '47 and JoAnn Hall. The funds generated provide tuition assistance annually to qualified St. Charles students demonstrating financial need.

**The Fr. Charles A. Haluska Endowment Scholarship.** Established in 2008, this endowment honors Fr. Charles A. Haluska. The funds generated are distributed annually to students who demonstrate financial need.

**The Msgr. Stephen B. Hawkins '67 Memorial Scholarship Fund.** Established in 2001, the funds generated are distributed annually to incoming freshmen students who demonstrate financial need. Msgr. Hawkins '67 was also a college seminary graduate.

**The Heller Family Fund.** Established in 2005, the funds generated provide tuition assistance yearly to students demonstrating financial need or any other designation at SC.

**The Sue and Donald R. '61 Henne Memorial Scholarship Fund.** Established in 2000 by Don Henne '61, these funds are distributed yearly to students demonstrating financial need with a preference to a member of the golf team.

**Father Ted Hesburgh Scholarship Fund.** Established in 1991 and 2002 respectively and combined in 2013, this endowment honors Fr. Ted Hesburgh, former president of the University of Notre Dame. The funds generated are distributed annually to students who demonstrate financial need.

**The Hillsdale Fund Endowed Scholarship.** Established in 2014, the funds generated are distributed annually to support students who demonstrate financial need.

**The Corinne Hohmann Memorial Scholarship.** Established in 2000, this endowment honors Corrine Hohmann, mother of Dr. John E. Hohmann '59. The funds generated are distributed yearly to students demonstrating financial need and reside in Pataskala, OH.

**The Matthew '58 and Elizabeth Howard Family Endowment.** Established in 2003, the funds generated are distributed annually to support student financial aid and the

school's efforts to recruit and retain faculty.

**The Joseph and Pauline Igel Endowed Scholarship Fund.** Established in 2011, the funds generated are distributed annually to students demonstrating financial need.

**The J. Kevin Igoe '63 Memorial Scholarship Endowment Fund.** Established in 2012, the funds generated each year are distributed annually to students demonstrating financial need and, ideally, is a member of the school's swim team.

**The Ingram-White Castle Fund.** Established in 2010, the funds generated are distributed annually to students who demonstrate financial need.

**The Frank Jarosi Memorial Scholarship Endowment Fund.** Established in 1986, the funds generated are distributed annually to students who demonstrate financial need and show a keen interest in soccer.

**The Seth A. Jenkins Memorial Scholarship Fund.** Established in 2013, the funds generated are distributed annually to students demonstrating financial need who attended Immaculate Conception School.

**The Rose M. Jones Scholarship Endowment.** Established in 2011, the funds generated are distributed annually to students who demonstrate financial need.

**The Donald W. '47 & Nancy P. Kelley Endowment Fund.** Established in 1991, the funds generated are distributed annually to students who demonstrate financial need.

**The Kenney Scholarship Fund.** Established in 2004, the funds generated are distributed annually to students demonstrating financial need with a grade-point average of 2.5.

**The Patricia D. and Leo J. Kletzly '54 Memorial Scholarship Endowment.** Established in 2015, the funds generated are distributed annually to students who have financial need, possesses a good academic record, are active in one or more athletic programs, and who demonstrates good character.

**The Herman H. '58 and Carole Knapp 1958 Scholarship Endowment Fund.** Established in 2010, the funds generated are distributed annually to student-athletes, demonstrating financial need.

**The Humphrys Family Scholarship Endowment Fund.** Established in 2018, the funds generated are distributed annually to students demonstrating financial need.

**The Thomas James Knox Memorial Scholarship Endowment Fund.** Established in 2016 to honor the memory of St. Charles student Thomas James Knox, the funds generated are distributed annually to students demonstrating financial need with a preference given to a member of the St. Charles Ice Hockey team.

**The Frank '46 & Mary Lou Kreber Scholarship.** Established in 2000, the funds generated are distributed annually to students from Immaculate Conception Parish who demonstrate financial need.

**The Joseph J. Laufersweiler '48 Scholarship Endowment Fund.** Established in 2011, the funds generated are distributed annually to students who have the hopeful aspiration of pursuing further education, and possibly a career, in the Sciences.

**The Arthur Lee '52 and Roberta L. Lee Scholarship.** Established in 2011 by Arthur and Roberta Lee, the funds generated are distributed annually to students who demonstrate financial need.

**The William D. Lenkey Endowment Fund.** Established in 2015, the funds generated are distributed annually to support students who demonstrates financial need.

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

**The Lower Family Endowed Scholarship Fund.** Established in 2018, the funds generated are distributed annually to students who demonstrate financial need.

**The Monsignor William J. Maroon Memorial Scholarship Endowment Fund.** Established in 2009, the funds generated are distributed annually to students who

demonstrate financial need.

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

**The Marmion Family Endowed Scholarship Fund.** Established in 2017, the funds generated are distributed annually to students who demonstrate financial need.

**The McCurdy Family Endowed Scholarship Fund.** Established in 2016, the funds generated are distributed annually to students demonstrating financial need.

**The McIntire-DeAscentis Family Endowed Scholarship Fund.** Established in 2016, the funds generated are distributed yearly to students demonstrating financial need.

**The Robert D. and Suzanne K. Meyers Endowed Scholarship Fund.** Established in 2017, with funds distributed annually to students demonstrating financial need.

**The Casey Mentel '93 Memorial Fund.** Established in 2001, the funds generated are distributed annually to students who demonstrate financial need.

**The Marianito and Jovelina Montero Endowed Scholarship Fund.** Established in 2013, the funds generated are distributed annually to qualified students who demonstrate leadership qualities and show a keen interest in soccer.

**The Bill and Dan '80 Nye Scholarship Endowment Fund.** Established in 2013, to honor Bill and Dan '80 Nye for their dedication and service to the St. Charles community. The funds generated are distributed annually to qualified students who demonstrate financial need and participate in volunteer work.

**The Richard C. Notebaert '65 Family Scholarship.** Established in 2001, the funds generated are distributed annually 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, the funds generated are distributed annually to support student financial aid; faculty recruitment and retention; and technology offerings.

**The Kevin P. '86 & Jill O'Reilly Endowed Scholarship Fund.** Established in 2016, the funds generated are distributed annually to students demonstrating financial need.

**The Anne M. Park Memorial Endowed Scholarship Fund.** Established in 2015, the funds generated are distributed annually to students demonstrating financial need.

**The Walter H. Plank '41 Memorial Scholarship.** Established in 1994, the funds generated are distributed annually to students from the South end of Columbus, St. Mary's Parish, German Village, or St. Catharine Parish, Bexley, who demonstrate both academic merit and financial need.

**The Howard and Sandy Pritz Scholarship Endowment Fund.** Established in 2010, by Braden W. '88 and Tania Howard Pritz, this endowment honors Braden's parents. The funds generated are distributed annually to students who demonstrate financial need.

**The John J. and Hilda M. Prunte Endowment Fund.** Established in 2002, by Annette Prunte Hilaman. The funds generated annually provide support to the faculty and physical facilities.

**The Dick Ralston Memorial Endowment Fund.** Established in 2013, the funds generated are distributed annually to Catholic students who are not Ed Choice recipients and who demonstrate financial need. Preference is given to members of Holy Spirit Parish and to students who participate in the school's Work Study Program.

**The Sean P. Reed Memorial Scholarship Fund.** Established in 2004, the funds generated are distributed annually to students who demonstrate financial need and participate in the St. Charles football program.

**The Michael J. '64 and Linda Reidelbach Scholarship Fund.** Established in 2008, the funds generated are distributed annually to a student demonstrating financial need.

**The Riat Family Endowed Scholarship Fund.** Established in 2016, the funds generated are distributed annually to students demonstrating financial need.

**The Bob '69 and Mary Ginn Ryan Family Endowed Scholarship Fund.** Established in 2016, the funds generated are distributed annually to students demonstrating financial need.

**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 are distributed annually to students who demonstrate financial need and show an interest in athletics.

**The John C Ryan, Jr. '74 and Timothy M. Ryan '75 Scholarship Endowment Fund.** Established in 2013, the funds generated are distributed annually to students demonstrating financial need.

**The St. Charles Advisory Board Endowed Scholarship Fund.** Established in 2015, the funds generated are distributed annually to students demonstrating financial need.

**The St. Charles Mothers' Club Endowment.** Established in 1987, this trust was originally funded by money raised at the Silent Auction. The funds generated are distributed annually to students who demonstrate financial need.

**The St. Charles Preparatory School Technology Endowment Fund.** Established in 2001, the funds generated are distributed yearly to improve the school's technological resources.

**The St. Charles Student Aid Fund.** Established in 2003, the annual funds generated provide academic performance and study skills counseling assistance.

**The St. Charles Preparatory School Tuition Assistance Endowment Fund.** Established in 2001, the funds generated are distributed yearly to students demonstrating financial need.

**The John '58 and Connie Sauter Endowment Fund.** Established in 2010, this endowment honors the memory of John L. Sauter. The funds generated are distributed annually to students who demonstrate financial need.

**The Savko Family Endowed Scholarship Fund.** Established in 2016, the funds generated are distributed annually to students demonstrating financial need.

**The Thomas P. '92 and Patricia L. Schindler Scholarship Endowment Fund.** Established in 2013, the funds generated are distributed annually to students who demonstrate financial need or academic promise with preference given to members of St. Catharine of Siena Parish.

**The Benjamin J. '94 and Jennifer R. Schlater Endowed Scholarship Fund.** Established in 2016, generated funds are distributed annually to students demonstrating financial need.

**The John Schuele '48 Physics Endowment Fund.** Established in 2007, the funds generated are distributed annually to enhance the physics laboratory.

**The Jacob G. Schmidlapp Trusts/Fifth Third Bank Scholarship.** Established in 2004, funds generated are distributed annually to students demonstrating financial need.

**The Schmidt Family Endowment Fund.** Established in 2005, funds generated are distributed annually to the greater good of students and faculty.

**The Rev. Msgr. Robert E. Schneider '53 Scholarship Endowment Fund.** Established in 2010, the funds generated each year are distributed annually to students who demonstrate financial need.

**The Science Club Fund.** Established in 2000, the funds generated are distributed annually to provide support for students attending a summer enrichment program or for the science department.

**The Daniel '01 and Brendan '06 Shanahan Scholarship Endowment.** Established in 2008 by J. Luke and Mary Beth McCormick, the funds generated are distributed annually to students demonstrating financial need.

**The James Adam Shaw '99 Memorial Endowed Scholarship Fund.** Established in 2017, the funds generated are distributed yearly to students demonstrating financial need.

**The Robert Sierokowski Science Fund.** Established in 1997, the funds generated are distributed annually to provide support for science programs.

**The John S. Sokol Endowed Scholarship Fund.** Established in 2016, the funds generated are distributed annually to students demonstrating financial need.

**The Press C. '65 and Joan Southworth Family Endowment Fund.** Established in 2003 by Press C. Southworth III '65, the funds generated are distributed annually to provide support to the faculty and programs of the performing arts and visual arts.

**The Rev. Francis M. Stanton '51/'54 Scholarship Endowment Fund.** Established in 2016, the funds generated are distributed yearly to students demonstrating financial need.

**The Legacy of Catholic Learning - Richard R. Stedman '54 Family Fund.** Established in 1988 by Diocese of Columbus Bishop James A Griffin, this benefits 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 Linda A. and Michael P. Stickney Endowed Scholarship.** Established in 2010, the funds generated are distributed annually to sophomore, junior, or senior students who demonstrate financial need and are active members of the school's swim team.

**The Francis W. Sullivan Jr. Memorial Endowed Scholarship Fund.** Established in 2016, the funds generated are distributed yearly to students demonstrating financial need.

**The Daniel J. & Christine A. Tarpay Endowed Scholarship Fund.** Established in 2016, the funds generated are distributed yearly to students demonstrating financial need.

**The Harry L. Thoman Jr. '47 Family Fund.** Established in 1988, the funds generated are distributed annually for the faculty of the Religion Department.

**The Tilga Scholarship Endowment Fund.** Established in 2011, the funds generated are distributed annually to African-American students demonstrating financial need.

**The Paul & Ardine Tracy Scholarship.** Established in 2001, the funds generated are distributed annually to students who demonstrate financial need and are members of St. Catharine of Siena Parish.

**The James R. Tritschler '30 Memorial Scholarship Endowment.** Established in 2006, the funds generated are distributed yearly to students demonstrating financial need.

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

**The Kay Allen Wagenbrenner Memorial Scholarship Endowment Fund.** Established in 2012, the funds generated are distributed annually to students who demonstrate financial need.

**The Leo T. Wagenbrenner Memorial Endowed Scholarship Fund.** Established in 2016, the funds generated are distributed yearly to students demonstrating financial need.

**The Robert D. '63 and Margaret M. Walter Fund.** Established in 2002, the funds generated are distributed annually to students who demonstrate financial need.

**The Weiler Family Scholarship Endowed Fund.** Established in 2013, the funds generated are distributed annually to students demonstrating financial need.

**The Wesolek Family Endowment Scholarship Fund.** Established in 2016, the funds generated are distributed annually to students who demonstrate financial need.

**The Robert F. Wolfe and Edgar T. Wolfe Foundation Scholarship.** Established in



2003, funds generated are distributed annually to students demonstrating financial need.

**The Brian M. Wollett '88 Memorial Fund.** Established in 2006, the funds generated 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 funds generated are distributed annually to students who show academic potential and demonstrate financial need.

**The Wiles Family: The Father Arthur W. Wiles “For the Kids” Scholarship Endowment.** Established in 2006, the funds generated are distributed annually to students demonstrating financial need having previously attended one of the following Diocese of Columbus Parishes that feed into Trinity School: St. Christopher; St. Margaret of Cortona; and Our Lady of Victory.

**The James D. Younger, Jr. Memorial Scholarship Endowment Fund.** Established in 2014, the funds generated are distributed annually to African-American students demonstrating financial need.

**The Zebula Family Endowed Scholarship Fund.** Established in 2016, the funds generated are distributed annually to students demonstrating financial need.

**The Karin P. and James H. Zink '89 Scholarship Endowment Fund.** Established in 2018, the funds generated are distributed yearly to students demonstrating financial need.

## ANNUAL OUTSIDE SCHOLARSHIPS

The following scholarships are administered by outside entities. These funds are granted by the Scholarship Committee on the basis of the results of the FACTS application administered by the Diocese of Columbus.

**The Father Raymond S. Bauschard Scholarship.** Established in 1997, this endowment honors the memory of Father Raymond S. Bauschard, a former teacher and Athletic Director at St. Charles and longtime pastor of St. Mary Magdalene parish. The funds generated are from the Marian Foundation which was established by Father Bauschard to continue charitable and educational activities dear to him. The funds generated are distributed annually to students 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 Brian C. Muha '98 Memorial Scholarship.** Established in 2000, the funds generated are distributed annually to students who demonstrate financial need and reside in the west side of Columbus, OH.

**The Pemberton Family Scholarship.** Annual scholarship established in 2004, the fund supports students who demonstrate financial need and who are members of St. Mary's Church, Delaware, Ohio.

## ACADEMIC SCHOLARSHIPS

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

**The Class of 1958 Scholarship.** Established in 1978, this scholarship is sponsored by annual donations from members of the St. Charles class of 1958. The funds generated are distributed annually to provide an academic award to students based on the results of the St. Charles Scholarship test given each January.

**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 funds generated are distributed annually to provide an academic award to students based on the results of the St. Charles Scholarship test given each January.

**The Msgr. Paul J. O’Dea ’33 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 funds generated are distributed annually to provide an academic award to students based on the results of the St. Charles Scholarship test given each January.

**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.

**The William C. Davis ’47 Scholarship.** Established in 1994, these scholarships are awarded annually as a memorial to William C. Davis ’47. The funds generated are distributed annually to provide an academic award to students based on the results of the St. Charles Scholarship test given each January.

**The William John Stechschulte Memorial Scholarship Endowed Fund.** Established in 2015, the funds generated are distributed annually to provide an academic award to students based on the results of the St. Charles Scholarship test given each January.

**The Thomas Family Scholarship Endowment Fund.** Established in 2013, the funds generated are distributed annually to provide an academic award to students based on the results of the St. Charles Scholarship test

**The Wodarczyk Family Scholarship Endowment Fund.** Established in 2013, the funds generated are distributed annually to provide an academic award to students based on the results of the St. Charles Scholarship test given each January.

**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.**

## 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, FEES and REFUND POLICY

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

First Son	\$10,295.00	
Second Son	\$9,595.00	
Third Son	No charge	
Graduation Fee	\$80.00	
Resource Fee	\$100.00	Payable by all new students; due by June 26, 2020

#### TUITION AND FEES (Due on or before June 15) FOR Non-participating Families

First Son	\$10,625.00	
Second Son	\$9,925.00	
Third Son	no charge	
Graduation Fee	\$80.00	
Resource Fee	\$100.00	Payable by all new students; due by June 26, 2020

St. Charles is a participating member of the Diocesan Tuition Payment Plan. Three options are provided for the payment of tuition: **Option #1:** all tuition may be paid in full **before June 15**; **Option #2: Partial Payment/10 Monthly Payments.** Partial payment may be made prior to June 15, 2020 and 10 monthly payments for your balance will begin **August 5 or August 20, 2020**; **Option #3: 10 Monthly Payments.** Monthly payments begin **August 5 or August 20, 2020**.

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, 2019**.

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 \$130 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 required signature forms in Final Forms. 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; 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 NON-DISCRIMINATORY 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 School 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.

It is the goal of the Diocese of Columbus to make the Church a place of safety: A place of prayer, ministry, and comfort. Everyone who enters diocesan churches, schools, or facilities must be confident in this. Not one child or young person should suffer from abuse while at Church. In order to assure the safety of our children and young people, the Diocese of Columbus has enacted a complete program of protection. As part of this program, the Diocese of Columbus will provide appropriate, just, and pastoral care for anyone who has suffered the crime of sexual abuse of a minor at the hands of diocesan clergy or church employees or volunteers. The Diocese of Columbus will report any and all allegations of abuse reported to it to the authorities and will cooperate fully with those authorities.

**Help is available:** The Diocese of Columbus wants to hear from anyone who has suffered. Should anyone wish to report an allegation of abuse or need pastoral and/or clinical care in order to begin or continue the process of healing from sexual abuse as a child at the hands of a member of the clergy or a church employee or volunteer, simply call the diocesan Victims’ Assistance Coordinator. You can contact the Victims’ Assistance Coordinator, toll-free at 1-866-448-0217 or [helpisavailable@columbuscatholic.org](mailto:helpisavailable@columbuscatholic.org). Should anyone wish to receive a Complaint Form For Allegations Of Sexual Abuse Of A Minor, or any of the diocesan policies and procedures, simply call the number above or visit the diocesan web site at [www.columbuscatholic.org](http://www.columbuscatholic.org).

## ADHERENCE TO CATHOLIC CHURCH TEACHINGS

St. Charles teachers perform a critical and unique role in creating and maintaining the Diocesan schools’ religious educational environment. All school personnel who serve in Catholic schools shall be examples of Catholic moral behavior and professionalism. As explained by the National Conference of Catholic Bishops: The integration of religious truth and values with the rest of life is brought about in the Catholic school not only by its unique curriculum but, more important, by the presence of teachers [personnel] who express an integrated approach to learning and living in their private and professional lives. An integrated approach to learning and living in their private and professional lives.

All school personnel, regardless of their religious affiliation, are therefore required to abide by the moral values advanced by the teachings of Christ, the tenets of the Catholic Church, and the policies and regulations of the Diocesan Department for Education, the Diocese and the employing school. School personnel may be disciplined or terminated for violations of these standards, or any conduct which is contrary to, or rejects or offends

## **USE OF SCHOOL NAME OR LOGO**

Faculty members, staff, coaches, students and parents may use or authorize the use of the school name, logo, or insignia only with the written approval of the Principal of the school. No individual, company or organization may seek to use the school name, logo, or insignia for any commercial benefit without the written approval of the Principal.

## **ASBESTOS PLAN TO INFORM**

Consistent with the requirements of the Asbestos Hazard Emergency Response Act or “AHERA” (40CFR Part 763) the Columbus Diocese Schools inspect for Asbestos Containing Building Materials (ACBM) and develop an Asbestos Management Plan for each school. This is to:

1) “Ensure that workers and building occupants, organizations, or parent teacher organizations, are informed at least once each school year about inspections, response actions, and post response actions activities, including periodic re-inspections and surveillance activities that are planned or are in progress.”

Each of the school buildings is being re-inspected and an Asbestos Management Plan is currently being prepared. When completed they will be available for review at the school offices. This notice is provided as the annual notification required by AHERA.

2) “Ensure that short term workers (e.g. phone repair workers, utility repair workers, or exterminators) who may come in contact with asbestos in a school are provided information regarding the location of asbestos containing building material (ACBM) and suspected or assumed ACBM.”

Some Diocese of Columbus school buildings contain known or suspected asbestos containing building materials and are subject to periodic surveillances every six months.

## **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 practical, 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.

## **PRINCIPAL’S DISCRETIONARY STATEMENT**

No student/parent handbook is able to address all situations that may occur in the school community. The principal of St. Charles Preparatory School and/or his designee, in his absence, reserves the right to make any and all policy decisions that may arise and are not covered in the handbook. Statements in this handbook are subject to amendment

## COMMUNICATIONS

### Mailing Address

St. Charles Preparatory School  
2010 East Broad Street Columbus, OH 43209-1665

### Department/General Numbers

Office Hours: 7:30 a.m. - 4:00 p.m.

<b>Finance Office:</b>	(380) 209-2214
<b>Main Office:</b>	(380) 209-2222
<b>Main Office Fax:</b>	(614) 251-6800
<b>Attendance:</b>	(380) 209-2222
<b>Athletic Department:</b>	(614) 738-0096
<b>Cafeteria:</b>	(614) 258-8825
<b>Development Office:</b>	(380) 209-2232
<b>Guidance Department:</b>	(380) 209-2223
<b>Guidance Department Fax:</b>	(614) 251-6801

### Administration Phone Numbers

Mr. James R. Lower, Principal	(614) 738-0099
Mr. John H. O'Neil, Academic Dean	(614) 314-7296
Mr. Richard V. Ey, Dean of Students	(614) 638-4287
Mr. David Lawler, Athletic Director	(614) 738-0096



## BELL SCHEDULES

<b>Schedule #1</b> <b>Regular (50 min.)</b>	<b>Schedule #2</b> <b>Late Arrival (38 min.)</b>	<b>Schedule #3</b> <b>Early Dismissal (38 min.)</b>
Homeroom 8:20 - 8:25	Homeroom 8:20 - 8:25	Homeroom 8:20 - 8:25
First Period 8:25 - 9:15	<b>Liturgy</b>	First Period 8:25 - 9:03
Second Period 9:18 - 10:08	First Period 9:49 - 10:27	Second Period 9:06 - 9:42
Third Period 10:11 - 11:01	Second Period 10:30 - 11:08	Third Period 9:45 - 10:23
Fourth Period Class 11:03 - 11:53	Third Period 11:11 - 11:49	Fourth Period Class 10:26 - 11:04
Fourth Period Lunch 11:01 - 11:31	Fourth Period Class 11:51 - 12:29	Fourth Period Lunch 10:23 - 10:53
Fifth Period Class 11:33 - 12:23	Fourth Period Lunch 11:49 - 12:19	Fifth Period Class 10:56 - 11:34
Fifth Period Lunch 11:53 - 12:23	Fifth Period Class 12:21 - 12:59	Fifth Period Lunch 11:04 - 11:34
Sixth Period 12:25 - 1:15	Fifth Period Lunch 12:29 - 12:59	Sixth Period 11:37 - 12:15
Seventh Period 1:18 - 2:08	Sixth Period 1:01 - 1:39	Seventh Period 12:18 - 12:56
Eighth Period 2:11 - 3:01	Seventh Period 1:42 - 2:20	Eighth Period 12:59 - 1:37
Announcements 3:01 - 3:05	Eighth Period 2:23 - 3:01	Announcements 1:37 - 1:40
	Announcements 3:01 - 3:05	