

## Middle School Policies

**School Mission Statement:** St. Charles School, in partnership with our Parish, will provide a faith-filled environment which challenges students to become upstanding citizens, stewards, and scholars through instruction and example.

**Respect:** Students are expected to be respectful to ALL persons in the school. Preventing any student from learning and any disruptive behavior will not be tolerated. Students are expected to be respectful of all school property and the property of other students as well, and any infraction of this policy will not be tolerated. Students are expected to act and speak respectfully and do his/her personal BEST at all times.

### **Test and Assignment Policy:**

- All students are required to keep an assignment calendar. If the students are present when an assignment or test is announced, he/she will be required to turn in the assignment on the due date or take the test unless new material was missed.
- All assignments must be completed & turned in on time. An assignment is considered late if it is not in front of the student for the class period for which it is intended. Printer access at school will **NOT** be available the day an assignment is due.
- Missing assignments will result in a 0%. (*See individual teacher for late homework policy.*)
- In the case of being absent from school, it is the responsibility of the student to log into each of his/her teacher's Google Classroom to access that day(s) work that they missed. **Students** are responsible for contacting any particular teacher via email when they have any questions.
- Due to occasional changes, a student is advised to keep all papers until the completion of the grading period to submit to the teacher upon request.
- Students are expected to work on all assignments individually unless directed otherwise by the teacher. Students who plagiarize, cheat or allow another student to copy their work will receive a **zero** on the assignment as well as face disciplinary actions. Plagiarism will NOT be tolerated! *The use of artificial intelligence & natural language processing software tools without the permission/consent of a teacher is considered to undermine the learning & problem-solving skills that are essential to a student's academic success & that the staff is tasked to develop in each student. Unauthorized student use of such tools will be viewed as a form of plagiarism and may result in student discipline in accordance with the middle school's policy on plagiarism.*

- To encourage independence and responsibility of your child, please refrain from bringing forgotten items from home during school hours.

**Conduct Policy:** As stated in the school handbook (pgs. 16-20), student behavior will be tracked using the **INFRACTION** sheet. This sheet tracks your child's behavior when expectations are not obeyed. Students will start on a clean slate at the beginning of each quarter with a new INFRACTION sheet. If a child loses his/her INFRACTION sheet, 2 after-school detentions will be served & a 2nd sheet will be provided. The infraction sheet will be kept inside the plastic sheet protector inside the student organizer/trapper.

**Locks:** A lock is required to be on each student's locker and in the locked position. Each student has been given a lock that belongs to the school and is required to pay the 2025-2026 lock fee. If at any point in the school year the lock is lost or no longer works, it is the student's responsibility to purchase a new lock from the school. The cost for a new lock is \$9.00. Upon 8th grade graduation, the student will then take their lock home for their own use! It no longer stays with St. Charles.

**Class Tardy:** Students are expected to arrive at each class on time and prepared to be actively engaged in their learning. This includes having all materials needed (pencils, papers, binders, books, and notebooks).

**Food, Gum, and Candy:** Students will be allowed to bring in a *healthy single serve* snack everyday. The snack will be eaten after their specials class. Food, gum, and candy may NOT be eaten during any other class, unless given permission from the teacher. Students must finish eating their lunch food in the cafeteria before leaving for recess. Students caught in violation of this policy will be issued an infraction. **It is highly recommended that students bring their own non-disposable water bottle (marked with their name) so it can be used throughout the day. Only water is allowed. No flavored drinks of any kind are permitted. The use of water bottles during instruction will be left to the discretion of the teachers. The drinking fountains are also available for use.**

**Uniforms:** The school-wide policy is stated in the student handbook (pgs. 28-29). Choosing not to follow uniform guidelines will result in a behavior notice that will be recorded as an infraction. A few standard daily reminders are:

- Shirts must be tucked in at all times
- Appropriate belts worn and visible
- Socks must be worn according to handbook guidelines.
- Undershirts/garments must be plain white with no printing
- Sweatshirts & fleeces are not permitted during class times, unless it's school approved attire.
- Shoes must be solid in color (*according to handbook guidelines*)
- Jewelry is limited to a watch, 1 ring and/or simple necklace. Bracelets are to be limited to no more than 2 per wrist.

- No body piercings except pierced ears. Simple stud earrings are permitted.
- In respect of self and others, NO writing on body and clothing.
- No watches that have phone/Internet capabilities (any kind of Smartwatch).

*In addition to these reminders, each Middle School teacher has her classroom policies and procedures on her Google Classroom page or website. These will remain on the teachers' Google Classroom pages/website throughout the school year so you may access them at any time as needed.*

Please read and respond to this form stating that you have read the policies. If you are unable to access the internet please check the appropriate box and we will send home a hard copy. We appreciate your involvement in your child's spiritual and educational experiences. It is important to us to keep the lines of communication open to ensure the best for your child. Please feel free to contact any of us via email or school phone at 419-222-2536.

**Miss Mary Niese**  
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**Mrs. Theresa Lauck**  
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ext. 1072

**Mrs. Sarah Malcom**  
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ext. 1082

Please read & sign below. Return **BOTTOM** portion below by **Friday, August 29, 2025.**

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Check the appropriate box!

- ☐ I have read each teacher's policies online. (teacher's website or Google Classroom)
- ☐ Unable to access the internet and need paper copies.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Student Signature