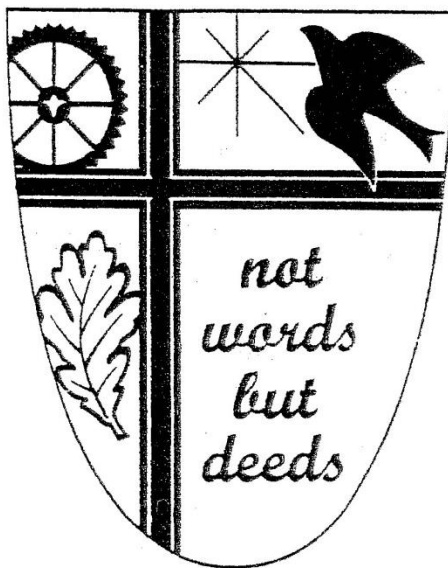


St. Catherine Catholic School



17500 Peak Avenue

Morgan Hill, CA 95037

408-779-9950

www.stcatherinemh.org

HANDBOOK FOR STUDENTS AND PARENTS

2017 – 2018

St. Catherine Catholic School is fully accredited by the Western Catholic Education Association.
and the Western Association of Schools and Colleges

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St. Catherine School—School-wide Learning Expectations

St. Catherine graduates are:

Competent readers, writers and speakers

- Read critically for knowledge and enjoyment
- Use written language effectively to convey ideas and knowledge
- Speak with confidence through conversation, drama and in public

Organizers, evaluators & analyzers of information

- Apply prior knowledge and problem solving skills to new situations
- Collaborate and communicate with others toward a common goal
- Demonstrate intellectual curiosity
- Engage in good study habits

Utilizers of technology

- Competently use current technology to communicate, create, and collaborate, employing tools appropriate to the task
- Access, explore, analyze and use information
- Exercise good digital citizenship

Grounded in faith and the teachings of Jesus

- Have an understanding and reverence for scripture and liturgy
- Express spirituality through prayer and worship
- Model Gospel values

Active responsible members of the community

- Participate in service as a response to the awareness of the needs of others
- Apply moral and ethical values to decision making
- Demonstrate integrity and honesty in daily life

Respectful of themselves, others and God's creation

- Value and appreciate the ideas, cultures and beliefs of others
- Nurture mind, body and spirit
- Express compassion and empathy for the needs and feelings of others

Stewards of the environment

- Understand the need to care for the God's creation
- Participate in sustainable activities to improve the environment for this and future generations

School Calendar 2017 – 2018

Students are scheduled for 180 school days. These are important learning days. Please make every effort to schedule trips during holidays.

Thursday, August 17	First day of school –Minimum day
Friday, August 18	Minimum Day
Monday, September 4	Labor Day
Monday, October 23	Fall Holiday
Friday, November 23	Teacher Inservice Day—No School for Students
Wednesday-Friday, Nov. 22-24	Thanksgiving Break
December 21 –January 5	Christmas Break
Friday, January 12	Teacher Inservice Day—No School for Students
Monday, January 15	Martin Luther King, Jr. Holiday
February 19-23	Presidents' Day/Winter Break
Thursday, March 29	Minimum Day
March 30-April 6	Easter Break
Monday, May 28	Memorial Day
Friday, June 8	Last Day of School—11:00 Dismissal

Parent conferences are scheduled for the week of October 16-20.

Early dismissals: (12:45)Every Wednesday

- August 17, 18(See newsletter for K schedule)
- September 15
- Conference week (10/16-20)
- November 17
- * March 29
- * June 8 (11:00 am Dismissal)
- * Extended Care closes at 5:00

School closes: June 8 – 11:00 Dismissal. Extended Care closes at 5:00 pm on the last day of school.

ST. CATHERINE SCHOOL MISSION STATEMENT

St. Catherine Catholic School, an educational ministry of St. Catherine Parish, provides an academically rigorous education grounded in Gospel values. Our curriculum encourages students to achieve their spiritual, academic, social, moral, and physical potential, while adapting to the ever changing technological environment. Enriched by the St. Catherine community of parents, staff, and parishioners, the school prepares all students to live their Catholic faith and respond in a personal way to God and others.

SCHOOL PHILOSOPHY

We at St. Catherine School are members of a Catholic Christian community, who live according to principles which are consistent with the teachings of Jesus Christ and our Catholic Christian heritage.

We believe that parents, as primary educators of their children, together with the teachers, promote education as a lifelong process.

We believe that parents are an integral part of the school community, showing their commitment to the school philosophy through active participation in the school and parish communities.

We believe that every child has a right to learn in an environment which encourages an awareness of God and inspires them to build a personal relationship with Him.

We believe that each child has the right to live out the Gospel values of human dignity, freedom, peace, and social justice, while working toward the life God promises.

We believe that the school should provide an environment in which each child cultivates a strong self-image, develops a positive attitude, recognizes and appreciates his/her uniqueness, and strives toward achieving his/her full potential.

We believe that each child, in the spirit of stewardship, is responsible for using his/her God-given talents, to maintain, and to preserve the world for future generations.

The California Schools in the Diocese of San Jose, mindful of their mission to the love of Christ for all, admit students of any race, color, and national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the schools. The Catholic Schools in the Diocese of San Jose do not unlawfully discriminate on the basis of race, color, national and/or ethnic origin, age, sex or disability in administration of educational policies, scholarship and loan programs, athletic and other school-administered programs.

SCHOOL FACULTY AND STAFF

Pastor	Rev. Jeronimo Gutierrez
Associate Pastor	Rev. Randy Valenton
Priest in Residence	Rev. Russ Roide
Principal	Fabienne Esparza
Vice Principal	Linda Knox
School Secretary	Debbie Mendes
Receptionist	Kim Zimmerman
Bookkeeper	Anne Nguyen
Development Director	Jeff Layne
Campus Minister	Lisa Kellett
School Counselor	Elizabeth Mueller
Kindergarten	Bernice Garcia
Aide	Kelly Guild, Maria Mello
First Grade	Roselynde Rinaldo
Aide	Veronica Aldana
Second Grade	Maureen McManus
Aide	Gloria Gomes
Third Grade	Nikky Fardig
Aide	Dina Purto
Fourth Grade	Malissa Etie
Aide	Miriam Alvarado
Fifth Grade	Angie Lee
Aide	Dana Barone
Sixth Grade	Jennifer Lamontagne
Seventh Grade	Tadon Christopher
Eighth Grade	Sue Quinn
Language Arts/Social Studies	Kris Heiser
Math/Social Studies	Audrey Hager
Math Support	Dawn Tate
Jr. High Support	Kathleen Gomes
Resource	Mary Kelly
Aide	
Music	Marlene Fernandez
Spanish	Carmen Rousselot K-4
	Alicia Cortez 5-8
Educational Technologist	Antonio Silva
Drama Director	Kris Heiser
Assistant	Julie Houle
Physical Education	Karithe Nasser
Athletic Director	Karithe Nasser
Garden Coordinator	Sandie Silva
Head Yard Duty Supervisors	Terry Linder, Kathleen Gomes, Ana Arellano
Extended Care Director	Ana Arellano
Assistant	Angela Sigel
Homework Club	

GENERAL SCHOOL INFORMATION

ADMISSIONS

Applications for grades K-8 for the 2018-2019 school year will be available beginning October 1, 2017. Kindergarten applications for first consideration are due December 18, 2017. Testing for first consideration kindergarten applicants will take place in mid-January. All kindergarten applicants must be five years old by September 1, 2018. Applications for grades 1-8 and the second consideration period for kindergarten (if spaces are available) will be accepted on an ongoing basis. Applicants will be placed on a waiting list if space is not available. Testing for applicants in grades 1-8 will take place in March and on an ongoing basis if space is available. All students are admitted on a probationary basis for the first trimester.

APPOINTMENTS

Parents are encouraged to make dental or medical appointments **after school**, if at all possible. If this is not possible, parents are urged to limit picking their child up early to necessary doctor or dental appointments only. On each occasion a dated note, email or phone call explaining the reason for the early dismissal must be sent to the teacher who will send the note to the office.

Please meet your child at the office and sign the release sheet. Upon return the student must be signed in at the office by the parent. No student may leave the school premises without being signed out by a parent or person on the emergency release list.

BACK TO SCHOOL NIGHT

Back to School Nights are held early in the school year and is one of the required meetings for parents. The purpose of these nights is to allow the teachers time to preview their curriculum, policies and expectations for parents. The dates are posted on the school calendar. It is critical that all parents attend their child's Back to School Night.

BIRTHDAYS

Children who wish to celebrate their birthdays at school must contact the teacher for guidelines for their class. **Please notify the teacher and follow the guidelines before you bring a treat.** Healthier treats are strongly encouraged. Invitations to birthday parties may not be distributed at school. Sending flowers, balloons, etc. to a child must be reserved for "out of school" time. Thank you notes for birthday parties should not be sent to school to be distributed.

BOOKS

All non-consumable books that are taken home are to be covered and recovered as needed. Students with uncovered books will receive a verbal warning followed by a written warning if the book is not covered in a timely manner. Students will be fined for

any unusual wear or damage to books. Students must pay for any lost books. Covers that adhere to the book may not be used. Report cards and diplomas will be held until all textbooks are returned or paid for.

CALENDAR

The school calendar is developed annually according to diocesan policies. A running calendar is posted on the school website. Updates are made as needed.

CELL PHONES AND OTHER ELECTRONIC DEVICES

Students carrying cell phones, must have them in the “off “position and in their backpacks or lockers during school hours. Laptop computers, electronic tablets, Kindles and Nooks may be brought to school only with the permission of the classroom teachers. Fitbits and other fitness tracking devices may be worn for the purpose of tracking activity. Any inappropriate use of a fitness device will result in its being confiscated and will require a parent to pick it up at the office.

Students may not use their personal digital devices during the school day without teacher permission. If these items are brought to school for use after school, they must remain in the students’ backpacks or lockers during the school day. An individual teacher may give permission for these items to be brought to school on a particular day; however, they must remain in the students’ backpacks until the teacher gives the instruction that they may be used. The school does not assume any responsibility for damage, theft or loss of said items. **Any electronic device taken from a student will be turned in to the office and must be retrieved by the student’s parent.**

DAILY TIME SCHEDULE – First bell rings at 7:55 – Students are tardy at 8:00.

Regular Day	Lunch
Kindergarten 8:00 - 2:00	11:30 – 12:10
Grades 1 through 8 8:00 – 3:00	12:00 - 12:40 Grades 1 - 4 12:40 - 1:15 Grades 5 - 8

Morning Recess:

Regular Day	Minimum Day
10:10 - 10:30 Grades 1-4	10:20-10:40
10:44 - 10:54 Grades 5-8	10:07-10:17

Grades K - 8 Dismiss at 12:45 every Wednesday.

The early dismissal on Wednesday is to provide time for staff development, in-service, and updating. There is no change of schedule on rainy days.

EDUCATIONAL TRIPS / FIELD TRIPS

Each year students participate in educational trips in conjunction with the instructional program. While field trips support our academic program, no student has an absolute right to participate in a field trip. Students can be denied participation if they fail to meet academic and/or behavioral requirements. Written permission from the parents/guardian in the form of the **official school field trip form** must be on file with the teacher **before** students are permitted to participate in such trips. A field trip permission form can be found on the website if you have misplaced the one sent home by the teacher. Teachers plan these trips as part of the educational program, and all students are expected to participate unless they do not meet academic or behavioral standards. Students are expected to travel to and from the field trip with their class. Typically expenses for field trips are taken care of by the parents.

All parent drivers and chaperones must be fingerprinted and complete the Safe Environment Training. All drivers must also complete the Driver Info sheet with the car license plate number, description of the car and insurance information, along with a current copy of a driver's license and insurance declaration page. Drivers must be 25 years of age. Chaperones must be at least 21 years old. There must be a seat belt to accommodate each person in the car. Parents must provide booster car seats for their children younger than 8 years old or taller than 4'9". Any student who is required to use a booster car seat and does not have one to use will not be allowed to ride in a car. Children under 12 years old may not sit in the front seat on field trips if the passenger-side air bag is engaged.

Since field trip chaperones are expected to give their full attention to the students they are responsible to supervise, siblings, younger or older are not permitted on field trips; likewise, chaperones should not expect to handle personal business while supervising students. **Drivers are not allowed to make any unscheduled stops (for errands, snacks, etc.) while driving on a field trip.** Drivers and chaperones may not bring firearms on field trips.

EXTENDED CARE

The school's Extended Care Program is open each school day from 7:00 A.M. to 6:00 P.M. The Extended Care room is located at the northwest end of the building. Extended Care also uses the schoolyard for outdoor recreation time. Homework Club is available for students wanting to complete homework in a quiet supervised environment on Mondays, Tuesdays and Thursday from 3:00-4:00 PM for the same hourly fee as Extended Care or as part of an Extended Care package. Children arriving before 7:45 am or at school fifteen minutes after dismissal will be sent to Extended Care.

Please see the information sheet on Extended Care for all policies. This can be obtained on our website or through the Extended Care Coordinator. Fees for Extended Care are set each spring for the following year. For your child's safety, all families will register for Extended Care. The registration fee for Extended Care is \$25.00 and is only billed if your child uses Extended Care at any time during the school year.

Extended Care closes early on days before extended holidays (Christmas, winter break, Easter break). Please check the monthly calendar for specific times. Extended Care closes at 5:00 pm on the last day of school.

FINANCIAL AGREEMENT – See Appendix

FINANCIAL AID – See TUITION ASSISTANCE

GRADE LEVEL MEETINGS

Some classes will have one evening meeting scheduled for parents. These meetings will focus on developmental and curriculum information for that grade level. At least one parent from each class family must attend. Second grade parents will attend sacramental preparation meetings in lieu of a class meeting.

HOME-SCHOOL COMMUNICATION

All Home-School communication is for the purpose of keeping families informed of school activities, policies and procedures. Our website includes links and various documents for parents use. We use three integrated programs for communication purposes: Power School for grades and attendance, InfoSnap for completing forms online, and Parent Square for day to day communication. Each student and parent will have a username and password to access information. Presentations will be made in the fall to train parents and students to use Power School/Parent Square effectively. The completion of forms is required over the summer in order to update emergency, contact and health information. We ask that families refrain from posting school pictures and identifying students on their personal social media accounts.

Parent Updates via Email or Text

Families will receive notifications regarding upcoming activities and events, as well as any pertinent new information, through Parent Square. Parents may adjust their Parent Square settings to receive information at the time on posting on in a daily batch. Parents may choose to receive the school posts through text or email.

Conflict Resolution

Realizing that the parents are the primary educators of their children and that the school works in cooperation with parents to assure continued academic, spiritual, physical, and emotional growth, parents are encouraged to share information with the school, which they deem important for the progress of their child. Information may be shared either in writing, via email or verbally. All communication must be made in a courteous and respectful manner. Any communication that is not being conducted in a respectful manner will be closed and rescheduled with administration, as needed.

Steps for Resolution

- When a question or concern arises, please discuss the issue directly with the teacher or supervisor of the activity. Please make an appointment with the teacher/staff member to be assured of his/her availability.
- If a question or concern remains regarding a disciplinary issue after discussing the matter thoroughly with the teacher, parents may contact the vice principal to arrange an appointment.
- If a question or concern remains after discussing the matter thoroughly with the teacher (and vice principal in the case of a disciplinary issue), parents may contact the principal to arrange an appointment.
- If a question or concern still remains after consultation with the principal and teacher, the pastor and principal will work with the family to help resolve the matter.

INSURANCE

A pamphlet is available explaining coverage provided by the Department of Education of the Diocese of San Jose.

LOCKERS

Lockers will be provided for students in grades 6-8. A one-time fee of \$10.00 is required which covers the rental of a combination lock and basic upkeep of the lockers. Only locks provided by St. Catherine School may be used. Any lock not issued by the school will be removed. A \$10 replacement fee will be charged for any locks that are lost or damaged. All lockers must be locked when the student is not retrieving books. The school has the right to search lockers at any time. Students may not deface lockers in any way. Only painter's tape or magnets may be used to attach anything inside or outside. Any tampering with another student's locker or damaging of any locker is grounds for disciplinary action.

LOST AND FOUND

PTG volunteers coordinate our Lost and Found. Unmarked articles which are found will be kept in the "lost and found" container for one month. If they are not claimed, they will be placed in the uniform exchange or given to the poor.

LUNCH

Hot lunch is available on all regular schedule days, August 22 – June 6, through Choice Lunch. Choice Lunch allows families to order up to the day before (or the morning of with an additional fee) from a variety of choices. Hot lunch is not available on minimum

days (every Wednesday and other days as noted on the calendar). Links to order lunches are on our website.

For students who bring lunches, if a child is unable to eat all of his/her lunch, we ask that it be taken home or the student may place any unopened packaged food and intact fruit in the "Share" bin. Please check with your child to find out if he/she is eating all of his/her lunch and not throwing good food away. Any water brought to school should come in a reusable container. Please, no single use disposable water containers. Leftover food scraps and compostable lunch trays are composted for later use in the garden.

Students will not call home for missing lunches. They will share with friends, get food from the "Share" bin, or you can approve a last minute lunch through Choice Lunch. Any lunch dropped off after the start of the school day may be left in the school office and must be delivered by 11:30. Yard duty personnel will take the lunches to the eating area.

MEDICATION

The school office staff will administer prescription or over the counter medications if the medication is in the original container and a Universal Medical Release is signed and on file in the office. These forms are available at the office and on the website. When any medication is administered, it is entered in a logbook kept in the office.

Children should not be given any type of medicines to carry in their pocket, backpacks, or lunches with the exception of inhalers and cough drops for grades 5-8. If your 5th-8th grader uses an inhaler at school, a prescription medication form must be on file in the office. Fifth through eighth graders may carry their inhalers for use when needed and are expected to use the inhaler in a responsible manner. Students in grades K-4 who use an inhaler at school must also have a prescription medication form on file in the office. Inhalers and cough drops for grades K-4 will be kept in the classroom for ready use. For the safety of all students, all medication (with the exception of inhalers and cough drops) will be administered through the school office.

PARKING LOT: DROP OFF AND PICK UP

For the safety of all, please enter the parking lot at a controlled speed, not to exceed 10 miles per hour. **Please do not use your cell phone while driving in the parking lot.** Left turns out of the parking lot are prohibited during drop off and pick up times. (7:45 am – 8:00 am and 3:00 pm – 3:15 pm) The first bell rings at 7:55. Students arriving after the 8:00 bell rings are tardy and will pick up a tardy slip in the office.

Refer to the map in the appendix of the school for specific directions that pertain to the direction of traffic when dropping off and picking up students. Students serving on the Safety Patrol open doors for the students, assist students using the cross walk, and wave cars forward to keep the traffic flowing. Please respect their directions. They have

volunteered their time to ensure the safety of all students. Teachers and teacher aides are also in front of the school for supervision of the students. Cars may not be left unattended in the drop off area during drop off or pick up time.

Please do not park on the library side of Peak Avenue and wave your children over to the car. Habitual jaywalking will be referred to the Morgan Hill Police Department. Parents and students must use the crosswalk at Peak and Main to cross the street. Parent example is extremely important, not only for your child, but also for other children who may be watching. The parking lot behind the church may not be used as a loading/unloading zone or for parking before school.

Front drop off area--**Students must enter and exit the car on the curb side only.** If your child needs to retrieve an item from the trunk of your car, you must park your car in the lot and use the parking lot crosswalk.

Pick Up--Kindergarten students will wait with the Kindergarten teacher or aide until parents arrive. Students in grades 1 – 5 must wait in front of the school behind the yellow line for pick-up. If a driver is waiting a long time in the pick up line, they are encouraged to park, so other cars can pick up students. Students in grades 6 – 8 (and their siblings) may wait in front of the school or on Peak Avenue for pick-up. If your child has not arrived to the pick up line in 5 minutes, please park your car and wait for your child. **Students who walk home or off campus at the end of the school day, may not return to campus unless an adult brings them back for a school sponsored activity.**

On rainy days, all students will be dismissed from the parking lot side of the school building. The students will be dismissed from the following classrooms:

Grades 1 Dismiss through the front door of school

Grades 2 and 3 - Dismiss through grade 3

Grades 4 and 5 - Dismiss through grade 5

Grade 6 - Dismiss through kindergarten

Grade 7 and 8 - Dismiss from in front of Junior High classrooms

Kindergarten - Dismiss Kindergarten classroom door

Parents should remain in their cars and members of the Safety Patrol will escort the students to their cars.

PLAY EQUIPMENT

Play equipment is provided by the school. Please do not allow your child to bring balls, toys, etc. to school, without the permission of the teacher.

Scooters, bikes and skateboards may not be ridden on campus at any time. If a scooter, bike or skateboard is brought on campus, it must be kept in the bike rack or teacher-designated location until the end of the school day.

REGISTRATION

Registration forms for the following school year will be sent out in the spring. A non-refundable deposit will be required to hold a seat for a child for the following year. Deadlines for forms, deposits and the balance of the registration fees will be posted in the newsletter and on registration forms.

ROOM PARENTS

Parents may volunteer to be a room parent by submitting a Room Parent form. Two or more room parents are selected each year by the teacher and principal from a list of volunteers. Efforts will be made to rotate volunteers from year to year so that everyone will get a chance to participate in this volunteer position. Room parents will meet with the principal at the beginning of the year to clarify the responsibilities of their positions.

SCHOOL PICTURES

Each year an approved studio takes pictures of all the children in school. Parents are given the opportunity to purchase these pictures if they wish, but there is no obligation to do so. School pictures are taken by Michele Gunsky Photography. Eighth graders are also photographed in a gown for their graduation pictures in January.

SCHOOL SUPPLY LIST

The school supply list will be posted on the website. Families may purchase school supplies themselves or order them through schooltoolbox.com. Supplies ordered directly through School Toolbox will be delivered directly to the student's home. All students are expected to bring their purchased supplies on the first day of school.

SUPERVISION BEFORE AND AFTER SCHOOL

Students should not arrive on the school grounds **before 7:45 a.m.** and should leave the premises **by 3:15 p.m.** unless enrolled in Extended Care. No student should be on the school grounds unsupervised. Students who are found to be on campus before 7:45 or after 3:15 will be checked into Extended Care. Students may not leave campus after school and return unless they return for a school sponsored and supervised activity. Also, students may not stay unsupervised on campus waiting for a late activity unless they are signed in to Extended Care. Students attending the EC Homework Club who are not picked up at the designated time will go to Extended Care.

The school does not recommend that students be allowed to "hang out" at the library after school. Many students from other schools are there and there have been incidents where police have been called. Unfortunately, the atmosphere is social, rather than academic. It should not be considered as an alternative to quality day care. Students who do go to the library after school, may not return to the campus that day, except for a supervised school activity.

TECHNOLOGY USER AGREEMENT

The Technology User Agreement will be signed online, along with emergency information through Info Snap.

TELEPHONE

The school telephone is (408)779-9950. A child will not be called to the phone. An important message will be taken for him/her. Children are permitted to use the phone in case of an emergency, only with the permission of the homeroom teacher. Students will not call home for lunches or assignments.

TUITION ASSISTANCE

A tuition assistance program is available for parish families with need. Typically applications are submitted in late winter for tuition assistance for the following year. The Pastor, Principal, and a member of the Parish Finance Committee evaluate the applications and award assistance based on need and availability of funds. New families must apply for tuition assistance at the time of application to the school. A new application must be submitted each year. Watch for more information regarding deadlines for applications in the school newsletter. Any current family suffering financial difficulties, at any given time, is encouraged to make an appointment with the principal to discuss application for tuition assistance.

TUITION AND FEES - See Appendix

USE OF STUDENT PICTURES

While the school reserves the right to use student pictures in publications and on the school's web-site, any parent who does not wish his/her child's picture used must notify the principal in writing at the beginning of the school year. Students will not be identified by name in any pictures used for publications, the website, or social media unless explicit permission is given by a parent.

VISITOR SIGN IN

All visitors who enter the campus during the school day must sign in at the office and wear a nametag. This includes parents, brothers and sisters, grandparents, etc. and other volunteers who are working in the school. This is for the safety of the students and personnel.

PARENT INVOLVEMENT

SCHOOL ADVISORY COUNCIL (SAC)

Purpose: The St. Catherine School Advisory Council is an advisory body for the principal, guiding the educational policies of St. Catherine School, subject to such rules

and regulations that proceed from the Bishop through the Diocesan Superintendent of Schools. The following are the duties and functions of the School Advisory Council:

- To cooperate with and support the Pastor and School Administrator in his/her role as defined by Diocesan guidelines;
- To recommend policies that relate to the overall operation of the school to insure quality Catholic Education;
- To review the school's long range plan;
- To create better understanding and support of Catholic Education and to act as a public relations group in making the work and achievements of the school better known to the entire parish and civic communities;
- To analyze the school budget to determine if it realistically reflects the general financial and physical needs of the school;
- To assist in an annual maintenance review of school buildings and grounds;
- To recommend resources needed for development of educational programs;
- To evaluate its own effectiveness on an annual basis as well as the working relationship between the Pastor, the School Administrator and the School Advisory Council (taken from Advisory Board bylaws).

Board Members are listed on the website.

PARENT TEACHER GUILD (PTG)

Purpose: The purpose of this organization shall be:

- To bring together in a functioning union, parents, principal, pastor, teachers, and others who are interested in undertaking cooperative efforts on behalf of Catholic education;
- To foster a spirit of cooperation between the school and other parish organizations and activities for the benefit of the parish community;
- To broaden an interest in Catholic education within the community;
- To provide a channel of communication between home, school and parish;
- To emphasize the responsibility of home and school in the guidance of the child;
- To promote programs for the growth and welfare of the Catholic child and parents in the home, school and community;
- To provide a network of volunteer services for the school;
- To generate financial support for the school;
- To come together in a spirit of Catholic Christian fellowship

(Taken from the PTG bylaws)

Board Members are listed on the website.

COUGAR ATHLETIC CLUB (CAC)

The purpose of this organization shall be:

- To bring together in a functioning union, parents, principal, pastor, teachers, and other who are interested in undertaking cooperative efforts on behalf of the After School Athletic Program at St. Catherine School;

- To provide a channel of communication among home, school and parish;
- To provide a network of volunteer services for St. Catherine School;
- To come together in a spirit of Christian friendship;
- To provide and coordinate fundraising for the After School Athletic Program at St. Catherine School;
- To foster an appreciation of competitive sports, an understanding of sports and the rules and strategies, and how to compete successfully in sports, displaying good sportsmanship, good character, perseverance, and integrity.

Board Members are listed on the website.

PARENT HOURS PROGRAM

The purpose of the parent hour service program is to involve all the parents of students at St. Catherine School in the activities of the school and/or parish. By spending time in service to a child's school and parish, a powerful message is sent to our students regarding the importance of their education.

A 40 hour minimum has been established for each St. Catherine family (20 hours for single parent families) which will be reported online. In order to remain on Tuition Plan A, this commitment must be fulfilled. Any exceptions to this policy must be sent to the Principal, in writing, by the end of September. Parent hours for the 2017 – 2018 school year can be earned between June 1, 2017 and May 31, 2018. **Parents whose only child is in the 8th grade, must complete their hours by April 30, 2018.** Parent hours may be performed by parents, grandparents, or any live-in relatives who are 18 years or older. St. Catherine students are not eligible to perform Parent Hours on behalf of their families. Each family must work a minimum of six of their service hours on major parish/school fundraisers. Parents not completing their commitment will pay a fee of \$600 as noted on the Financial Agreement. This fee is not prorated.

PARENT VOLUNTEERS

For the safety of our children, all volunteers must sign in at the front desk and wear a name tag while volunteering on campus. All parents who are volunteering during the school day must make arrangements for the care of younger siblings, so their complete attention can be devoted to the supervision and assistance of the students.

All volunteers must be fingerprinted and have completed a Safe Environment Training. The Safe Environment training must be updated every three years through www.Shieldthevulnerable.org. Please contact the school office to schedule an appointment for fingerprinting. Anyone driving students on a field trip or for after school sports must submit an updated Driver Form with license and insurance information. All drivers must be at least 25 years old. High school student volunteers under 18 years old are required to complete the Safe Environment training for teens, but are not required to be fingerprinted.

ADMISSION / ATTENDANCE / HEALTH

ADMISSION POLICY

St. Catherine School, mindful of its mission to the love of Christ for all, admits students of any race, color, national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. St. Catherine School does not unlawfully discriminate on the basis of race, color, national and/or ethnic origin, age, sex or disability in administration of educational policies, scholarship and loan programs, athletic and other school administered programs. Final decision of acceptance is made upon evaluation of results of the entrance test, previous standardized testing, the child's report cards, the student assessment form, parents' involvement in the parish, and the family interview.

When the above criteria are met at reasonable levels, applicants for acceptance to St. Catherine's will be considered in this order:

Applicants for acceptance to St. Catherine's will be considered in this order:

- Siblings of children already enrolled in St. Catherine School and whose families are active, registered members of St. Catherine Parish, attending Sunday liturgy regularly, active in parish life, and financially supporting the parish in a recognizable (checks / envelopes / electronic giving) and meaningful manner.
- Catholic children, whose families are active, registered members of St. Catherine Parish, attending Sunday liturgy regularly, active in parish life, and financially supporting the parish in a recognizable (checks / envelopes / electronic giving) and meaningful manner.
- Catholic children who do not belong to St. Catherine Parish but whose families are active, registered members of other Catholic parishes.
- Non-Catholics who are willing to participate in the school's religious education program.

ATTENDANCE (ABSENCES AND TARDIES)

In order to insure the safety of each students, **absences must be reported by phone call or email to the school office by 9:00 am in the morning.** A message may be left on the school voicemail.

An excused absence is when a student is absent due to illness, medical or dental appointments, or is attending a funeral. Verification of appointments is required from the medical or dental office.

A written excuse is necessary to exempt a student from participation in PE.

Any student who is absent from school or sent home due to illness may not participate in after school activities that day. These include sports, drama, chess club, band, Extended Care, etc. Students must be present from morning recess until the end of the school day in order to participate in afterschool activities.

When a student is out for an excused absence, the student and parents are responsible to get any assignments, notes, etc. from his/her teacher(s) who will determine the due dates, immediately upon return. Homework buddies are assigned in the Jr. High, so students may get homework for the day.

In the lower grades, if a parent wants to pick up his/her child's homework assignments, he/she should request the homework when calling to report the absence. The teachers will make every effort to have the work ready by the end of the school day.

If a child is absent 10 days or more in a trimester, credit may not be given for that trimester. Students with 5 or more unexcused absences a trimester may be considered truant and local authorities will be contacted.

Shadowing – Junior High students who choose to shadow at a high school on a normal school day will be marked absent for the time they are not at school. Students who are shadowing at a high school may participate in after school activities at St. Catherine on the shadow day. All assignments and homework must be turned in the day the student returns to school.

We strongly encourage families to schedule vacation times and medical and dental appointments during the times that school is out of session. Students who are not in school do not receive the full benefit of their education at St. Catherine School.

An unexcused absence includes taking a student out of school for personal reasons (vacations, non-school sporting events, etc.). The school is under no obligation to provide tutoring, make-up work, etc. The family should inform the teacher and the principal in writing of any proposed time away from school. Typically, work will not be provided for the student who is away for an unexcused absence until the student returns. However, students are frequently aware of ongoing assignments and should continue work on those, as well as checking the postings for homework on the website or working with a homework buddy. Students are expected to turn in all assignments when they return to school.

TARDY POLICY

Students are expected to arrive on time each day. Students arriving late for class are disruptive to the teaching / learning process for the student, the teacher, and the entire class. This disruption takes time away from the education of the other students in the class. If a student is excessively tardy, the administration will contact the parents to discuss a solution to the problem. Students in grades 4-8 who reach the 5 tardy mark will be assigned a detention. A student is tardy if he/she arrives after 8:00 am or, for those changing classes, after the time scheduled for the beginning of class. Students who arrive after morning recess will be marked absent half a day.

The first bell rings at 7:55. The expectation is that all students attend morning assembly at 7:55. If a student is tardy, after 8:00 am, he/she must report to the school office before being admitted to class. The tardy will be recorded in the office, and the student

will be sent to class with a late admittance slip. Teachers will not accept students after 8:00 without a late admittance slip. In cases of a major traffic delay or significant weather problem, the principal will determine if tardies will be issued or not. Parent support in getting students to school on time every day is imperative. Habitual tardiness (more than 5/trimester or 15/year) may jeopardize reenrollment for the next year.

EMERGENCIES

Whenever there is a local emergency situation, fire, earthquake, etc., St. Catherine School will follow the public school directives. Please listen to the radio for news about the school schedule. St. Catherine School has an emergency communication system which allows us to send emails and/or phone messages from an off-site location indicating what the emergency is and any steps that are being taken. Please note that in the event of a complete power failure, we may not be able to access our distribution site.

Teachers and administrators will remain with the children until either a parent or designated person picks them up. A checkout system will be provided for parents to sign out their child. The school children will not be evacuated to another location unless we are notified by the Police, Red Cross, or other responsible party that an evacuation is required. In this event the teachers and staff will remain with the children at all times.

The school facility is readied for care of students for up to approximately 24 hours. Emergency kits with necessary supplies are available in each classroom and in Extended Care. Drinking water and necessary emergency equipment are also stored at the school.

As part of the Earthquake Preparedness Program, food and water supplies are provided in case of a disaster. These emergency food supplies are stored in a designated area along with other emergency supplies. Students who need special medication, should send it to the office in a Ziploc bag labeled with both name and grade, along with any instructions for its use. The medications will be stored with the emergency supply of food and water and will be returned at the end of the school year.

EMERGENCY FORMS

Every child must have a completed emergency form in the office. It is critical that parents update the information listed on the form so that it is kept accurate at all times. Parents will complete emergency information directly through Parent Square/Info Snap at the beginning of the year. This should be updated as needed during the school year.

FINGERPRINTING AND SAFE ENVIRONMENT TRAINING FOR VOLUNTEERS

“In compliance with the *Charter for the Protection of Children and Young People* promulgated by the United States Conference of Catholic bishops on June 14, 2002, the Diocese of San Jose requires that all volunteers of parishes, schools, or diocesan agencies or institutions who have supervisory or disciplinary oversight over children or

vulnerable adults submit their fingerprints for a criminal record check as a condition of working in volunteer status. Beginning January 1, 2004, no person in the above category may begin his or her volunteer service with children or vulnerable adults until fingerprint clearance has been returned by the Department of Justice.” USCCB

All volunteers need to be fingerprinted including coaches, yard duty volunteers, those helping in the drama program and other after school activities, volunteers who work in the classrooms, escort children to activities, and those who anticipate driving on a field trip at any time during the year. If you are the parent of a fifth or eighth grade student, and are considering volunteering as a chaperone for Science Camp or Yosemite, you will need to be fingerprinted. If you find yourself in one of the above-mentioned volunteer areas, you must be fingerprinted. You will only have to be fingerprinted once. High schoolers under the age of 18 who volunteer at the school do not need to be fingerprinted, but must complete the Safe Environment Training and present their certificate the first time they volunteer.

All information is kept strictly confidential. The scheduling is done through the school office. Please pick up a sheet requesting the necessary information from the office, and an appointment will be scheduled for you. There is a fee which is paid to the local agency at the time of fingerprinting.

HEALTH

The school provides vision, hearing, speech, and sensory processing screening for students in selected grades each year. The school also provides an annual scoliosis (curvature of the spine) exam for some upper grade classes.

ILLNESS

Students should not be sent to school when they are ill. If your child has a communicable disease (chicken pox, strep, lice, measles, whooping cough, etc.), please inform the office staff when calling in the absence. Children should not return to school if they have experienced vomiting in the past few hours. Students must be fever free for 24 hours before returning to school.

IMMUNIZATIONS

No child will be admitted on the first day of school unless all of the immunization requirements for their age have been met.

INSTRUCTIONAL PROGRAM

AWARDS/HONORS

Honor Roll

Award certificates will be sent home with the report card each trimester to those sixth, seventh and eighth grade students who qualify. Any student earning high honors, honors, or a combination of the two, for all three trimesters will receive a pin at the last award assembly. A student must be working at grade level to be considered for high honors or honors. The following scale will be used to compute awards:

A = 4.0	C+ = 2.3	D- = 0.7
A- = 3.7	C = 2.0	F = 0.3
B+ = 3.3	C- = 1.7	
B = 3.0	D+ = 1.3	
B- = 2.7	D = 1.0	

High Honors: To achieve this recognition, a student must earn at least a 3.7 overall GPA (grade point average) for the following subjects: Religion, Reading, Spelling, English, Math, Science, and Social Studies, with no grade below a “B-” on the report card. Students must receive a “Pass” in all areas graded with a “Pass/Non-pass” indication and they must have an M in Effort, Conduct, and Homework.

Honors: To achieve this recognition, a student must earn at least a 3.3 overall GPA (grade point average) for the following subjects: Religion, Reading, Spelling, English, Math, Science, and Social Studies, with no grade below a “C” on the report card. Students must receive a “Pass” in all areas graded with a “Pass/Non-pass” indication and they must have an M in Effort, Conduct, and Homework.

National Junior Honor Society

St. Catherine School has been granted a charter for a local chapter of this organization on our campus. The purpose of this organization is to create enthusiasm for scholarship and service, to promote leadership, to develop character, and to encourage citizenship in students. Students who are in Grades 7 and 8, who have been attending St. Catherine School for at least one semester are eligible for consideration. Candidates must have a cumulative scholarship average of 3.7 in core subjects of Religion, Language Arts, Mathematics, Science and Social Studies. In addition students must demonstrate outstanding performance in the areas of service, character and leadership. Information and applications will be given to the students who qualify during the first trimester.

8TH Grade Graduation Awards

The following awards are presented during the Sending Ceremony or Graduation Ceremony, to members of the graduating class:

Honor Cords– White cords are presented to students with a cumulative 3.7 GPA grades 6, 7 and 8 and an M in Homework, Conduct and Effort.

St. Catherine Award

This award is given to a St. Catherine School graduate who will be attending a Catholic High School. Students qualify to apply based on grades, effort, conduct, and participation in the St. Catherine community through a variety of activities. Qualified students write and present a speech about their experiences at St. Catherine to the faculty. The awardee presents his/her speech at graduation.

Spirit of St. Catherine Scholarship

This scholarship is sponsored by PTG. The award is presented to an 8th grader who has attended St. Catherine through middle school and meets the participation and grade requirements. Applying students will submit an essay describing how their participation in St. Catherine activities has helped them show the Spirit of St. Catherine.

Knights of Columbus Scholarships - These scholarships are given to students who have shown strength and leadership in their religious training while at St. Catherine School. Students are required to submit an essay on an assigned topic in order to be considered.

The President's Award for Academic Excellence - This award provides individual recognition from the President of the United States and the U.S. Secretary of Education. The students receiving this award have demonstrated outstanding effort, which has enabled them to meet challenging standards of academic excellence according to the federal guidelines published each year.

Academic Subject Awards – Awards are presented in each of the subject areas to students who have shown excellent performance (not necessarily the highest GPA) in that subject. A student may receive more than one academic subject award. The recipients of these awards are determined by the junior high staff.

Daughters of the American Revolution Citizenship Award

This award is presented to a graduate who displays excellent leadership, service, patriotism, honor and courage. It is sponsored by the Daughters of the American Revolution.

David Rodriguez Service Award

This award is presented at graduation, to a student who has exemplified the spirit of service, in word and deed, throughout his/her time at St. Catherine School. The recipient's name is displayed on a plaque in the school lobby.

CURRICULUM

At St. Catherine School curriculum includes all the learning experiences offered to a student under the auspices of the school. Instruction is provided in the following areas:

Religion Language Arts Science
Social Studies Physical Education Spanish
Family Life Fine Arts
Mathematics (through Algebra for qualifying students).

GRADUATION REQUIREMENTS

In order to receive a St. Catherine diploma a student must complete all coursework with a minimum cumulative GPA of 2.0 for grades 6-8. The student must also complete the required service hours for grades 6-8, along with the reflection paper for each year. All financial commitments to the school must be met by the family.

HOMEWORK

Parents should provide a definite time and place to complete homework, minimize weekday activities that interfere with homework time, and encourage the student to develop responsibility for homework assignments. Each student (grades 1-8) is given an assignment notebook at the beginning of the year to be used to record daily homework assignments. Students needing to replace their assignment book may purchase one in the school office for \$5.00.

Homework reinforces a child's ability to continue the work of the classroom. It is assigned to reinforce material already taught and to foster habits of independent study. Homework should take precedence over other extra-curricular activities. Students who chronically fail to complete or turn in homework may be restricted from school sponsored extracurricular activities. You can greatly help your child by seeing that he/she has a quiet area conducive to working independently and by checking that all homework assignments are completed.

The following are **recommended** time allotments for homework per day:

Grades 1 & 2	20 to 30 minutes
Grades 3 & 4	30 to 45 minutes
Grades 5	45 to 60 minutes
Grades 6, 7 & 8	60 to 90 minutes

- Studying, long-term assignments or extra reading are not included in the time allotment.

Some students work more rapidly than others and may complete more assignments in school. Should that be the case, parents should encourage extra study, outside reading, or some other activity which has educational value. Each teacher will inform parents of the homework policy for his/her grade. Each student must have all his/her homework with him/her at the beginning of the school day. It is due at the beginning of class. Students will not phone parents to bring homework to school. Homework **will not be delivered to the classroom by a staff member**. Please help your child develop personal responsibility by making him/her accountable for completing and turning in homework. Students will not be allowed back into the classroom after 3:30 to retrieve forgotten items.

PRAYER SERVICES / LITURGY AND SACRAMENTS

Mass: All students are expected to attend weekly Sunday Mass with their families. As a student body we participate in Eucharistic Celebrations and Prayer Services at appropriate times during the school year, including each First Friday. All family members are invited to join us for these celebrations.

Sacraments of Reconciliation and Eucharist: Students in the second grade will be prepared to receive the Sacraments of Reconciliation and First Eucharist. The decision for the reception of the sacraments will rest with the teacher and parent. All parents are expected to assist in the sacramental preparation of their children and to attend the parent meetings for this purpose. Students in grades 3-8 have the opportunity to receive the sacrament of Reconciliation at least once a year.

PROMOTION/RETENTION

A student who has not achieved sufficient mastery of curricula will not be promoted to the next grade. Every effort will be made to help the student to achieve at reasonable levels. If sufficient mastery is not reached, enrollment in a more appropriate setting may be required.

RESOURCE PROGRAM

The school provides a full time resource teacher and aide to work with students in grades K - 8 who are having difficulty in the areas of math and reading. Students are eligible for this program based on standardized test scores (Iowa Assessments and STAR), reading and math assessments, and the recommendation of the teacher. The program includes the diocesan intervention program for grades K – 4, as well as developing individual Student Success Plans (SSP) to support struggling students. Parents may request that their child be evaluated by the resource teacher by submitting a written request (form available in the office) to the classroom teacher.

St. Catherine School also provides opportunities for students in grades 6-8 who are in need of more challenging activities through the Johns Hopkins Center for Talented Youth and other enrichment activities. These students are identified through standardized test scores and/or teacher recommendation. Families will be notified if their student is eligible for further testing and programs.

SCIENCE CAMP

Students in the 5th grade attend Nature Bridge in Marin for their Science Camp. This program is part of the science curriculum and all students are expected to attend. The three day science camp usually takes place in the spring. Information is given out at a meeting held in September.

STANDARDIZED TESTING

Iowa Assessments

Students in grades 6-8 are annually tested during the month of September using the Iowa Assessments test. We encourage all parents to avoid scheduling doctor or dentist appointments and vacations during this week. It is very important that students participate fully in the testing program.

STAR Assessments

STAR is administered a minimum of three times a year as reading and math benchmarks. These benchmarks are adaptive and taken online to provide information regarding student growth throughout the year.

ACRE Tests

Students in grades five and eight are also given the ACRE (Assessment of Catholic Religious Education) in April. The ACRE test assesses the student's religious knowledge and attitudes.

STUDENT EVALUATION: Progress Reports, Online Grades, Parent Conferences and Report Cards

Progress reports are given between report cards. If a progress report indicates a student is not working up to his/her potential in a particular subject, a parent/teacher conference may be arranged by the teacher or the parent.

Parents with students in grades 6-8 can access grades online through our electronic grade book program. Teachers will send home directions and passwords at the beginning of the year. Please note: any questions regarding specific tests or assignments must be addressed within one week of the grade being posted. Formal parent conferences are arranged each October. However, parents should feel free to request a conference with a teacher anytime during the year. An appointment needs to be made in advance to give the teacher time to prepare adequately.

Report cards are given to students once each trimester. Any requests for grade reconsideration must be made in writing to the teacher within one week of the receipt of the report card. This includes the final report card.

The following diocesan grading system is used at St. Catherine School:

Grades K-5 use standards based report cards

Grades 6, 7, 8

A	100-93	C	76-73
A-	92-90	C-	72-70
B+	89-87	D+	69-67

B	86-83	D	66-63
B-	82-80	D-	62-60
C+	79-77	F	59 and below

SUMMER SCHOOL CONTRACT

If a student's academic progress has not reached a level that will facilitate successful learning in the next school year, summer school or private tutoring may be recommended or required.

YOSEMITE

Students in the 8th grade participate in a week-long program at Yosemite. This program is part of the curriculum and all students are expected to attend the entire program. Information will be given at the 8th grade class parent meeting.

STUDENT ACTIVITIES

In order to be eligible for extra-curricular activities, students must meet basic academic and deportment standards. For all activities, except Student Council, students in grades 6-8 must have earned a minimum GPA of C (2.0) and an AE or higher in Homework, Conduct and Effort on the previous report card. For students in grades 4-5, any child who has a U for any category in the Lifelong Learning Expectations section or homework will be deemed ineligible for extra-curricular activities. Students' grades from 3rd trimester determine eligibility for fall activities for the next school year. Grade standards for Student Council are listed on the officer descriptions published in the Appendix of the Handbook. In addition to eligibility, school attendance is required to participate after school activities on any given day. Please see the section on Attendance for specific policies.

Some student activities require a participation fee. Scholarships are available in case of serious need.

AFTER SCHOOL SPORTS

The school provides an after school sports program for grades 5 - 8. Sports offered include: boys' football and girls' volleyball during the fall trimester, boys' and girls' basketball during the winter trimester, and girls' softball and boys' volleyball during the spring trimester. Girls' and boys' golf as well as track are offered each spring. Watch the monthly communication email for information concerning signups. The same student behavior that is expected at school is also expected during all after school activities. Forms for after school sports will be emailed to all parents of 5th through 8th graders. Sports uniforms must be returned by the assigned deadline or a late fee will be assessed.

Uniforms for organized sports – Student athletes are assigned team uniforms at the beginning of the season. These team uniforms must be laundered and returned to the Athletic Director at the end of the season. Students involved in organized sports may wear the team jersey to school with the rest of his/her school uniform for one “home” game which is assigned.

ALTAR SERVICE

Students in grade 5 and higher are encouraged to be trained for Altar Serving. The only requirement for this ministry is that the student has received First Eucharist. Students can serve at weekday morning, Saturday evening or Sunday masses. Students may also be asked to serve for funeral masses and weddings. Students are encouraged to participate in this very important ministry to Parish Life.

CHESS CLUB

Both instruction and opportunities to play chess are provided to students in Grades K – 8 through the Chess Club. There is a fee for this activity. Watch the newsletter or check the website for more information. The same student behavior that is expected at school is also expected during all after school activities.

COMMUNITY SERVICE HOURS PROGRAM FOR JUNIOR HIGH STUDENTS

Junior high students (Grades 6 – 8) must complete a minimum of 50 hours of community service (outreach to the community) before graduation. (Grade 6 – 10 hours, Grade 7 – 20 hours, Grade 8 – 20 hours) The number of hours will be adjusted for any student entering our school during or after his/her 6th grade year. Reflections and hours are due on or before the date posted in each classroom. Diplomas and/or report cards will be held until the student completes his/her requirement. An 8th grader who has not completed his/her community service requirement will not be allowed to participate in graduation activities.

DRAMA

Each year students have the opportunity to participate in a musical production. Dates for auditions are announced in the newsletter. Parent participation for a wide range of duties is needed. Students learn key concepts in music, dance, drama and collaboration, just to name a few of the benefits. Students may participate as actors, or work behind the scenes as part of the backstage crew. The same student behavior that is expected at school is also expected during all after school activities.

ECOLOGY

The Ecology Club, led by the Ecology Commissioner and a faculty moderator, is for students in grades 4-6 and meets regularly to coordinate the school recycling program. The Ecology Club promotes green practices for the students and school.

ENRICHMENT CLASSES

Various classes will be offered after school as enrichment for our students. Classes vary each trimester and may include seasonal arts/crafts, Cake Decorating, High School Test Prep, Robotics, Coding, Engineering Adventures, public speaking, baton and a variety of art media. Classes are announced through Parent Square. Registration forms are posted on the website.

NATIONAL JUNIOR HONOR SOCIETY (NJHS)

NJHS is an national group which focuses on academic achievement, leadership, character and service. Seventh and eighth grade students who meet the GPA requirements are invited to apply.

NEWSPAPER

Students in Grades 5 – 8 may volunteer to work with the Student Council Commissioner of Newspaper, along with a faculty moderator, to produce a school newspaper several times throughout the school year.

ROSARY CLUB

This group is open to all students in Grades K – 8. It meets once a week throughout the school year to make rosaries that are sent to the missions, our troops abroad and hospitals.

SAFETY PATROL

Students in 5th and 6th grades are eligible to serve on the Safety Patrol. This program is overseen by the fifth grade teacher. Parent permission and teacher recommendation are required. Students who work the morning shift must be able to be at school at 7:45 and, if working the afternoon shift, must be able to stay until 3:15. Students who are unable to make their shifts must find a substitute.

STUDENT COUNCIL

Students in grades 5, 6, 7 & 8 are eligible to serve on Student Council. The various jobs and qualifications are explained to the students by the moderator. Qualifications to run for office are posted in the appendix. Certain grade standards must be maintained throughout the current school year in order to remain in office. Report cards for second trimester and teacher recommendations determine eligibility to run for an office. After a period of campaigning an election is held. The new Student Council is then inaugurated in the late spring. This is a yearlong commitment and students are expected to maintain appropriate grades in order to serve.

YEARBOOK

A team of students, along with the Yearbook Commissioner and assistant, from Grades 6 – 8, and a teacher and/or parent moderator(s) put together the St. Catherine School Yearbook. Each student will receive a yearbook; the yearbook fee is included in the student registration fee. Yearbooks are distributed the last week of school.

CATHOLIC SCHOOL DISCIPLINE

ACADEMIC PROBATION

Students in grades 6-8 earning below a 2.0 GPA or a U in any Lifelong Learning category will be placed on academic probation for the succeeding trimester. For students in grades 4-5, any child who has a U for any category in the Lifelong Learning Expectations section or homework will be deemed ineligible for extra-curricular activities. Being placed on academic probation makes the student ineligible to participate in any extra-curricular activities (including sports, drama, Student Council, enrichment classes and clubs). The student will be placed on an academic contract which will lay out targets for improvement and strategies to enhance success. The student, parent and teacher will sign the contract. The conditions of the contract must be met or additional steps will be taken (up to and including being asked to leave the school).

DISCIPLINE POLICY

The goal of this policy is to help students learn which behaviors are acceptable and which are not, and to help students learn to adjust behaviors for reasonable interaction with others. Each student has a right to learn in a Catholic Christian environment. Parents share the responsibility for guiding their children toward responsible behavior and providing Catholic Christian examples. Teachers have the right to expect student behavior that allows teachers to teach and students to learn. Students, parents and teachers share the responsibility to maintain such an environment.

Discipline is the student's ability to manage oneself within the limits set by school policies and procedures. Parents share the responsibility for discipline equally with teachers. Parents, as the primary educators for their children, realize that there will be times when a student steps from the area of student rights into an area of student irresponsibility. It is the responsibility of the classroom teacher and parents to hold the student responsible to maintain appropriate behavior within the school or classroom. Situations may occur that require action by the teacher and/or the administration that will need parent support and follow-up. When dealing with any issues, all parties are expected to act with courtesy and respect.

Each teacher has developed a set of class rules to meet the needs of his/her individual class. This is also true for our extended care program, PE, Music, Spanish and Resource classes. Students will be held responsible for maintaining these disciplinary

standards during all extra-curricular activities, as well. By choosing to break a rule, a child has also chosen to accept the consequences of his/her behavior. If the disciplinary issue cannot be resolved by the teacher, the student will be referred to the Vice Principal or the Principal. Conduct, whether inside or outside the school, that is detrimental to the reputation of the school is subject to disciplinary action.

At St. Catherine School, the education of a student is a partnership between the parents and the school. Parents are expected to support all school policies. Social media and mass emails are not acceptable forums to voice concerns about students, parents or school policies or actions. Inappropriate use of social media or email that is tied to St. Catherine School may result in the family being asked to leave the school. Just as the parent has the right to withdraw his/her child from the school, the school administration reserves the right to require withdrawal of a student if the administration determines that the partnership is not being maintained. The Principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his/her discretion.

Behavior Concerns During Extracurricular Activities

Students are responsible for maintaining the expected behavior standards during all extracurricular activities and school related functions. Directors, moderators and coaches are provided with behavior forms and will report any behavior concerns to the Vice Principal. The VP will follow up with the concerns. Behaviors and consequences will be documented. These behaviors and consequences will be part of the student's behavior record and may impact the student's Conduct grade and/or his/her privileges to participate in the out of school activities.

School Rules

Students are expected to:

1. Behave respectfully and courteously toward all staff members, adults, and students.
2. Participate positively in the classroom and be attentive to instruction.
3. Respect school property, including textbooks, instructional materials, desks, classrooms, interior and exterior of school, bathrooms, lockers and all athletic equipment.
4. Conform to school uniform regulations.

Disciplinary Consequences

The following are the forms of discipline used at St. Catherine School. All consequences beyond occasional verbal warnings will be documented with information regarding the infraction and consequence being given to the homeroom teacher and Vice Principal will maintain documentation. These discipline records are kept in a file separate from the student's cum file. Students who disrupt class and do not respond to correction classroom procedures will be referred to the Vice Principal or Principal.

Verbal Warnings

A teacher will discuss inappropriate behavior with the student, encouraging the student to understand the consequences of the behavior and to explore more acceptable choices for future behavior. Parents will be informed of the ongoing verbal warnings through an Behavior Referral form that will be sent home and will require a parent signature. Repeated verbal warnings will result in a phone call, email, written warning, detention, and/or a lower conduct grade.

Written Warnings

After one or more verbal warnings or one formal verbal warning, a teacher may choose to send home a formal written warning. This indicates that the student is having difficulty with a specific behavior and needs to make some adjustments. A written warning will be sent on a Behavioral Referral form, and will require a parent signature. More than one written warning during a trimester may result in a detention.

Detention

Detention is a disciplinary procedure taken as a result of one serious incident or continued irresponsible or inappropriate behavior on campus or off campus during school related activities. Detention will result after alternative disciplinary actions have proven ineffective, or when the severity of the offense warrants such a consequence. Parents will be notified when a detention is assigned via a Behavior Referral form sent home for parent signature. Students must have the form signed and returned to the teacher. Detention is held every Thursday, before school, from 7:15 – 7:45, in alternating classrooms.

Before school detention is typically used in grades 4-8. Occasionally, an after school detention may be scheduled. In Grades K-3, any action warranting detention will be handled by the teacher or Vice Principal.

Detention is meant to provide the student with time to reflect on the unacceptable behavior he/she has exhibited. Students must remain quiet throughout the entire time. If a student is late, he/she will serve the remainder of the time that day **and** will receive another detention to be served the next week. Students will be excused from detention **ONLY** if they have a prearranged medical or dental appointment, which has been verified by the parents or are absent from school due to illness. A missed detention for these appointments must be made up. Detentions take precedence over other school-sponsored activities, e.g., practices, games, or Student Council activities.

Behaviors that may warrant detention include but are not limited to:

- Failure to observe school, classroom, or yard rules
- Five (5) tardies in one trimester (grades 4-8)
- Failure to return a signed detention or warning slip the next day
- Multiple written warnings in one trimester
- Gum chewing (before, during or after school) on school premises
- Failure to serve an assigned detention

- Discourteous behavior towards students, staff or other adults (disobedience, sassiness, mimicking, arguing, teasing, taunting, name-calling)
- Violation of other's property (i.e. Teachers'/students' desk, yearbook, lockers, lunches)
- Four (4) uniform violations per trimester
- Cheating – See Cheating section
- Profanity
- Lying
- Forging signatures
- Habitual passing or receiving notes during class time
- Misbehaving in church or at school activities
- Unexcused absence from class or designated areas
- Being disruptive during a fire drill, earthquake/disaster drill, lockdown drill
- Inappropriate use of technology

Multiple detentions indicate a lack of the student's ability to manage himself/herself and may lead to suspension or other serious consequences. Other serious consequences include suspension, community service or work on campus. The more serious consequences are assigned at the discretion of the administration.

Suspension

A student is placed on suspension for serious misconduct, on campus or off campus during school related activities, or for continued misconduct. Suspensions will take place at home or on campus, and the student will be assigned academic work to make up for the loss of class time.

Behaviors that may warrant suspension include but are not limited to :

- Habitual profanity or vulgarity
- Harassment – See Harassment section
- Open or persistent defiance of the authority of the teacher or adult supervisors
- Continued willful disobedience
- Leaving school grounds without permission
- Fighting or excessively aggressive behavior
- Serious lying (determined by the administration and the teacher)
- Cheating – See Cheating section
- Stealing
- Damage to school/parish property
- Threat to any student, school personnel, or school property
- Inappropriate use of technology

Expulsion

The following grounds for expulsion are taken from the Administrative handbook of the Department of Education of the Diocese of San Jose, Section 5177.3.

Grounds for expulsion include:

- Actions gravely detrimental to the physical, moral, and spiritual welfare of other pupils.
- Incurable or disruptive behavior which impedes the progress of the rest of the class.
- Assault, battery, or any threat of force or violence directed toward any school personnel, pupils, or other persons on school property during school related activities.
- Habitual or persistent violation of school regulations
- Use, sale, distribution, or possession of narcotics, controlled substances, cigarettes, or alcoholic beverages.
- Use or possession of firearms or other potentially harmful objects or weapons.
- Gang-related conduct/activity. Gang-related conduct/activity includes, but is not limited to symbols, graffiti, apparel, colors, hazing/initiations, and hand signals commonly associated with gangs.
- Theft, extortion, arson.
- Habitual truancy.
- Malicious damage or destruction of real or personal property at school.
- Hazing.

Behavior Probation

Students who have ongoing behavior issues that less severe consequences have not resolved will be placed on a Behavior Probation and will have a contract which outlines the behaviors of concern and the goals for improved behavior. The conditions must be met or additional steps will be taken (up to and including being asked to leave the school).

Harassment/Bullying – in General

Harassment is unacceptable conduct that is severe, pervasive, and deliberate. Harassment occurs when an individual is subjected to ongoing treatment in a school environment, which is hostile, offensive, or intimidating because of the individual's race, creed, color, national origin, physical ability, or gender. Harassment of any student by any other student or adult, is illegal and will not be tolerated. Bullying or creating a hostile environment is a form of harassment. Various strategies will be used when needed to help students move to more positive behaviors. Authorities will be notified under extreme circumstances.

Sexual harassment: Includes, but is not limited to, unwelcome advances, requests for sexual favors, and other verbal or physical conduct/gestures of a sexual nature. Sexual harassment can be directed toward any person (ie. student, staff member, or adult).

Verbal Harassment: Demeaning comments, sexual statements, questions, slurs, jokes, anecdotes, or epithets, or ongoing derogatory remarks.

Written Harassment: Hateful or obscene letters, notes or invitations; email and text messages which impact our students negatively are illegal and could be referred to civil authorities.

Visual Harassment: Leering, gesturing, or displaying sexually suggestive objects, picture, cartoons, or posters.

CHEATING/PLAGIARISM

Cheating and plagiarism are serious violations of St. Catherine's behavioral expectations. Cheating includes a student either copying another student's work or giving his/her work to another student to copy or use as his/her own either on paper or digitally. Cheating is not acceptable for any type of assignment or project. Plagiarism includes the copying and use of another's work, including published materials and sharing files, and representing that work as one's own. Cheating and plagiarism are dishonest and have a negative impact on other students and the St. Catherine community in general; therefore, such action merits severe consequences. Cheating/plagiarism will be addressed with parents for students in grades K-3. The following consequences will apply for students in grades 4-8.

1. On the first occasion of cheating/plagiarism during the student's time at St. Catherine, the student is counseled by the vice principal as to appropriate behavior and the issue of motivation is addressed. The parent is contacted. The student is assigned a detention and the incident is filed in the student's behavior record with the vice principal. The principal is informed. The student automatically receives no credit (0) on the test, project or assignment.
2. On the second incident of cheating during a student's time at St. Catherine, the parent is contacted and the incident is filed in the student's behavior record with the Vice Principal. The student is counseled by the Principal as to appropriate behavior and the issue of motivation is addressed again. The student automatically receives no credit (0) on the test, project or assignment. The student will be placed on a one day in-house suspension, and is placed on Disciplinary Probation for one trimester. The student will be removed from or be ineligible for Honor Roll or any leadership position or position in which she represents St. Catherine School including Student Council, athletics, and drama productions for the remainder of the school year, term or season as determined by the Principal and Vice Principal. The student will not be eligible for or will be removed from National Junior Honor Society (NJHS) or the honor of the St. Catherine Award.
3. Should a third incident occur during a student's time at St. Catherine School, the student may be dismissed from the school.

SECOND STEP

Second Step is designed to teach children how to understand and manage their emotions, control their reactions, be aware of others' feelings, and have the skills to problem-solve and make responsible decisions. Each grade-level kit includes easy-to-teach, short weekly lessons, engaging songs and games, and daily activities and take-home materials to reinforce learning. The purpose of the program is to promote positive behaviors, while giving students the tools to deal with difficult situations.

VIOLENCE POLICY

St. Catherine Catholic School needs your help in keeping our school safe for everyone. All threats to inflict serious harm to self or others are taken seriously. Our school will respond to any statement of a threatening nature, or any behaviors by individuals that might pose a threat to the well-being of students, staff, or others. Practical jokes of a violent or threatening nature and off-hand comments will not be tolerated. If you become aware of any threatening situation, please report it immediately to a school administrator.

YARD RULES

All students are expected to follow the yard and playground rules, and treat yard supervisors with respect. These rules are discussed at each grade level and are posted on the outside window by the lockers. Discipline may include a verbal warning, a written warning, detention and/or suspension. Serious discipline problems are referred to the vice principal. All teachers and lunchtime yard duty volunteers enforce the yard and playground rules. All teachers, lunchtime yard duty personnel, and Extended Care personnel have the authority to give warnings and detentions. Students participating in the Extended Care program are expected to follow the yard and playground rules.

UNIFORM AND DRESS CODE

UNIFORM POLICY

Student appearance should reflect appropriate Catholic School values. All students are expected to be in clean complete regular uniform daily or, on PE days, in the PE uniform. If there is any reason why a child is not in complete uniform, a note from a parent must be presented to the teacher. Students not in uniform, without a note from a parent, will receive a "uniform violation" notice. This slip is to be signed and returned the next day or a detention will be issued. Four uniform violations will result in a detention and a lowered Conduct grade on the report card.

Any hairstyle, shoes or other clothing that distracts students or interferes with learning will not be allowed. This is determined at the discretion of the faculty.

Only school uniform microfiber pullovers/zips may be worn with uniforms at school. Jackets may be worn to and from school, and at recess. All uniform items, including sweatshirts and jackets, must be marked with the student's name. Please use a permanent marker or printed name tags for this purpose. Unmarked items left at school, will be washed and placed in the uniform exchange on the last Friday of each month. The uniform exchange is held in the foyer of the school on the first Friday of each month.

Uniforms are worn by all students in grades K - 8th grade and are purchased from the Merry Mart, 33 Washington Street, Santa Clara, California (408-296-0423). The store also comes to Morgan Hill during the summer for your convenience.

UNIFORMS – BOYS/GIRLS

Correct sizes must be worn.

- White or navy blue polo shirt (no logo or trim)
- Solid white or navy blue turtleneck shirt
- Navy blue St. Catherine logo microfiber pullover or zip-up
- (Girls) – Marymount plaid jumper #1113, Dennis Brand (Grades K – 3)
- (Girls) - Marymount plaid skirt #868 Dennis Brand (Grades 4 – 8)
- Navy blue twill pants
- (Girls) - Navy blue uniform capris
- Navy blue walking shorts
- Navy blue or black belt with standard buckle (Grades 1 – 8) – may be worn with shorts and pants.
- (Optional) – navy blue cardigan sweater - School Apparel or Elder Brands
- (Optional) – navy blue St. Catherine hooded jacket with logo
- Girls are highly encouraged to wear navy blue bike shorts under their uniform skirts and jumpers
- (Optional) – St. Catherine cap

Jumpers and Skirts – Skirt length must be modest and functional for school, typically an inch or two above the knee. Short skirts will need to be rehemmed to an appropriate length.

Socks - White, blue or black socks, tights, or leggings. Socks may have a stripe(s), either horizontal at the top or vertical (such as elite socks) in the back, but the stripes must be white, blue or black. Socks should be plain, other than stripe(s), with **no** embellishments, such as added buttons, designs or trim.

Shoes – Sturdy, rubber-soled or athletic shoes in the following solid or combination of colors: blue, black, brown, tan, gray or white. No fluorescent, prints or plaids uppers. No shoes with lights or wheels.

Jewelry - Students may wear one thin chain with a religious medal or cross (tucked in), watches, and one pair of stud earrings (girls). For safety reasons – NO jewelry is allowed on PE days (with the exception of stud earrings.)

Hair - Hair should be neat, clean and natural in color. Any student who colors, bleaches or highlights his/her hair will not be allowed to return to school until his/her hair and been returned to a natural color. Boys' hair may be no longer that the top of the shirt collar. Boys must be clean shaven.

Makeup, including nail polish, is not to be worn to school by students, unless explicit permission is given by the teacher or principal.

Scout uniforms are permitted and encouraged on meeting days. School uniforms must be worn on Mass and Prayer Service Days.

Class color t-shirts may be worn on days as noted on the school calendar or schedule by classroom teachers.

PE UNIFORM FOR BOYS AND GIRLS

All students, K – 8 will wear PE uniforms. The PE uniform consists of:

- Gray Cougar T-shirt from Merry Mart (no other Cougar T-shirts allowed for PE)
- Solid navy blue mesh PE shorts or sweatpants with SCS logo
- Cougar logo sweatpants available at Merry Mart
- Athletic shoes in the approved uniform colors, fastened securely

Soles may not be black due to the restrictions on the Parish Center floor.

Students are asked to wear non-marring athletic (court) shoes for PE in the gym.

Students must wear their PE uniforms to school on the two designated PE days. Polos and t-shirts must be tucked in except when in PE class or at recess. Any student who is not in complete PE uniform will receive a uniform violation. Four uniform violations will result in a detention.

FREE DRESS PASS DAYS

Free dress passes are given occasionally. These may be used on the day designated on the Free Dress Pass. Free dress days may also be earned through the purchase of SCRIP. The dates for the SCRIP free dress days will be published on the monthly calendar. If free dress falls on a PE day, students must wear appropriate clothes and shoes to be able to participate in PE.

FREE DRESS GUIDELINES

In order to provide the students and parents with guidelines for Free Dress Pass Days the faculty has created the following policy. The overall guide that students and parents

should follow is that the clothing selected should be appropriate to wear to a Catholic elementary school.

- Students may wear jeans (unless otherwise instructed) that are clean and in good repair. Jeans must fit appropriately (not skin tight, i.e. no jeggings).
- Graphics or logos on shirts must be appropriate for a Catholic elementary school. Graphics relating to drugs, alcohol, gang symbols, etc. are not permitted.
- Shirts must cover midriffs at all times. Low cut, spaghetti strap, bare shoulder, or tank top style shirts are not permitted.
- Shorts, skirts and dresses need to be an appropriate length for Catholic school (modest, not too short). – just above the knee. For Jr. High yoga pants and leggings are not appropriate school attire.
- Socks or tights must be worn with shoes. For safety reasons platform shoes, clogs and sandals without a back strap may not be worn.

These guidelines also apply to Extended Care. For safety reasons, students in Extended Care will remain in their school uniforms.

Teachers will go over these guidelines with their students. Students who come to school in inappropriate attire on Free Dress Days will be sent to the office. Clothing will be obtained for these students from the uniform exchange.

In all cases, the faculty and administration reserve the right to final judgment on uniform and dress code issues. Students may be excluded from assemblies or other activities if they are not properly attired. Repeated violations of the uniform code can only be viewed as a deliberate choice by the student and/or parent and will be dealt with by the Principal.

DANCE DRESS CODE

Attire for dances is typically dressy. If the theme indicates a particular type of dress, students will be informed. The following are not allowed for dances:

- No baggy, low-riding, oversized, or skin-tight pants.
- No jeans.
- No hats may be worn inside the dance.
- No t-shirts with inappropriate writing/pictures
- No tank tops, halter tops, strapless tops, low-cut tops, or spaghetti straps.
- No short-shorts or extremely short mini-skirts (walking shorts only)
- No beach attire.

THE PRINCIPAL RETAINS THE RIGHT TO AMEND THIS HANDBOOK AS NECESSARY. PARENTS WILL BE NOTIFIED IF THIS OCCURS DURING THE SCHOOL YEAR.

**ST. CATHERINE SCHOOL
TUITION & FEES FOR 2017-2018**

PLAN A A practicing Catholic family, registered in the Parish, in which the child is baptized Catholic, registered in the Parish, attending Sunday Liturgy regularly, active in Parish Life, financially supporting the parish in a meaningful way, and fulfilling the 40 hour parent service by sharing time and talent with the Parish and School communities.

	<u>ANNUAL COST</u>	<u>MONTHLY COST</u>
1 Child	\$ 7,660.00	\$ 766.00 (Aug-May)
2 Children	\$14,200.00	\$1,420.00 " "
3 Children	\$19,600.00	\$1,960.00 " "
4 Children	\$24,000.00	\$2,400.00 " "

Plan C The child is not baptized Catholic and/or the family is not participating in the Parish as described in Plan A.

	<u>ANNUAL COST</u>	<u>MONTHLY COST</u>
1 Child	\$11,400.00	\$ 1,140.00 (Aug-May)
2 Children	\$21,050.00	\$ 2,105.00 " "

In addition to the regular tuition, the following requirements must be met:

- Each family is expected to purchase SCRIP, which can be purchased via preorder, before school on Tuesdays, after school on Wednesdays and Thursdays.
- Each family is required to contribute 40 hours (20 hours for single parent families) of service to St. Catherine School during the year. (See Financial Agreement for further information.) A list of activities that will fulfill this requirement is provided by P.T.G.
- Each family is expected to contribute to the Annual Fund.

GENERAL FEES FOR 2017-2018—Full amount due June 15, 2017 (unless special arrangements are made with the principal) or 10 days after acceptance. Fees paid after June 1 without arrangements will incur an additional fee of \$50. These fees are non-refundable.

Registration Fee (per child) **\$425.00**

The Registration Fee covers items such as Student Accident Insurance, CTN, diocesan assessments, standardized testing and accreditation costs, as well as textbooks, instructional materials and supplies, emergency supplies and a portion of our technology costs.

Family Fee (per family)

This fee covers funds for PTG dues, Tuition Assistance Fund and playground supervision. **\$ 50.00**

SCIENCE CAMP: Fifth grade students attend Science Camp each year. Last year's cost was \$280.00. This cost may go up slightly for next year. Please note this fee will be due December 1st.

YOSEMITE TRIP: Eighth grade students participate in a trip to the Yosemite Institute each year. Last year's cost was \$550.00. This cost may go up slightly for next year.

GRADUATION: A fee of \$100.00 is required of all 8th grade students. This fee covers the cost of diplomas, decorations, class composite, class retreat, and other special events for the graduates.

**ST. CATHERINE SCHOOL
FINANCIAL AGREEMENT
2017-2018**

Family Name: _____

Student Names: _____ Grade in 17-18 _____

In consideration of the mutual acceptance of this agreement by St. Catherine School and the undersigned, the undersigned agrees to pay the 2017-2018 tuition and fees as specified in this agreement and on the accompanying "Tuition and Fee Schedule."

Fees may be paid by cashier's check, money order, credit card or personal check. There is a \$25.00 service charge on all checks returned to the school. Tuition will be paid through SMART Tuition Management Services. Tuition is due monthly over a ten month period beginning in August. Late payments for tuition will result in a charge of \$55.00. Any late charges for tuition will be paid through SMART.

It is understood by the undersigned parent(s) or guardian(s) of the above named student(s) that this financial contract is an agreement with St. Catherine School to provide educational service for the tuition, fees, service hours and other charges during the 2016-2017 school year.

TUITION PLANS

Families are placed on a tuition plan based on the following criteria:

PLAN A A practicing Catholic family in which the child(ren) is baptized Catholic, registered in the Parish, attending Sunday liturgy regularly, active in Parish Life, financially supporting the parish in a meaningful way through the Offertory Envelope system, and fulfilling the 40 hour parent service requirement by sharing time and talent with the Parish and School communities.

PLAN C The child is not baptized Catholic and/or the family is not participating in a parish as described in Plan A as described by the Parish, and fulfills the 40 hour parent service requirement by sharing time and talent with the Parish and School communities.

SERVICE HOURS

Each family is required to complete forty hours (twenty hours per single parent family) of service to the Parish and/or School. Hours must be completed by June 1st of the school year. A minimum of six of the service hours must be with major school fundraisers. Any family choosing not to complete the required hours will pay \$600 in lieu of this commitment. Completion of service hours or payment is required before reregistration for the following school year is finalized.

OTHER COMMITMENTS

- Each family is required to support the school by purchasing a minimum of \$200 of SCRIP for the year or pay a \$25 SCRIP fee.
- Attendance at Back to School Night and State of the School is required.
- Parents are expected to read and respond to communications sent home by a teacher and/or administrator. Key communications are posted on Parent Square and through emails.
- Each family is expected to support the Annual Fund.

FINANCIAL POLICIES

1. All previous financial commitments with the school must be paid in full or approved arrangements must be made in order for a student to return to school the following year.
2. Registration/Family fees are non-refundable.
3. Tuition payments are due on the date selected through the SMART Tuition agreement. Late payments will result in a charge of \$55.00.
4. All financial commitments for eighth graders must be met by May 15, 2018. If these commitments are not met, the student will not participate in graduation activities.
5. St. Catherine School has the right to take legal action to collect school tuition or fees. Parents/guardians will be responsible for all costs of collection, including court expenses and reasonable attorney fees.
6. You will be charged for the repair or replacement of any books or equipment, including technology, assigned to your child that are not returned in good condition.
7. Should a student leave St. Catherine School before the end of the school year, tuition will be prorated for the number of days the student was enrolled based on a 180 day school year. Parents/guardians are responsible for any unpaid tuition at the time of withdrawal. If a parent/guardian has paid in excess of the amount due, the balance will be refunded. Written notification of withdrawal must be given to the school at least two weeks before the withdrawal date.

FINANCIAL OBLIGATIONS

Parents/guardians who refuse to pay tuition and/or fail to make financial arrangements with the Principal or Pastor will be regarded as parents evidencing a non-cooperative attitude and their child will be dropped from the rolls.

I have read the St. Catherine Financial Agreement as stated above. I agree and understand that in order for my child(ren) to remain in good standing at St. Catherine School, I will be required to fulfill the terms and conditions in the agreement for the 2017-2018 school year, and I hereby agree to fulfill all of said terms and conditions.

Please sign and return to the school office.

Signature of Parent/Guardian

Date

Signature of Parent/Guardian

Date

Please retain a copy of this agreement for your personal file.

ST. CATHERINE SCHOOL
FIELD TRIPS--PARENTAL PERMISSION FORM

ACTIVITY _____

CHILD'S NAME _____ PHONE _____

ADDRESS _____ GRADE _____ BIRTHDATE _____

PARENT/GUARDIAN'S NAME _____ HOME PHONE _____

ADDRESS _____ CELL PHONE _____

PERSON(S) (OTHER THAN PARENT) TO NOTIFY IN CASE OF EMERGENCY:

NAME _____ PHONE _____

I, the parent (guardian) of the above named Child, hereby, give my permission for his/her participation in the activity named above. I agree to direct my child to cooperate and conform with the directions and instructions of the parish, school or Diocesan personnel responsible for the activity.

I have the following medical insurance that would cover any hospital, medical and related costs and expenses in the event of illness or accident of an emergency nature, as follows:

In the event my child is injured or becomes ill and requires emergency medical attention any resulting hospital, medical or related costs and expenses will first be paid by the medical insurance or benefit plan of mine or my spouse.

I am not aware of any medical condition of my child which would render it inappropriate for him/her to participate in any such activity.

I, hereby give permission to the physician selected by the youth activities supervisory personnel then present to render medical treatment deemed necessary and appropriate by the physician.

Execution of this document is not a waiver of any rights against any responsible party in the event of an accident caused by a third party, including an employee of the Diocese of San Jose.

PARENT/GUARDIAN'S SIGNATURE

DATE

PARENT/GUARDIAN SIGNATURE

DATE

I can drive: ____yes ____no. I can take ____ children in the back seats.

Driver Name _____ Make/Model Car _____

I understand I must provide each child with his/her own seat belt. Since field trip chaperones are expected to give their full attention to the students they supervise, siblings are not permitted on field trips. I have been fingerprinted and completed Shield the Vulnerable.

Parent Name _____

FIELD TRIP DRIVER INFORMATION SHEET

With this completed form, please include a copy of your driver's license, and a copy of your current declaration of insurance coverage. This information will be kept on file in the school office. *All volunteers must have been cleared through our fingerprint process and completed Shield the Vulnerable training during the past three years.*

DRIVERS

Driver Name _____ Birthdate _____
Address _____ Zip _____ Cell Phone _____
Driver's License No. _____ Exp. Date _____

VEHICLE THAT WILL BE USED

Make of Vehicle _____ Model of Vehicle _____
Year of Vehicle _____
License Plate _____ Registration Date _____

INSURANCE INFORMATION

When using a privately owned vehicle, the insurance coverage is the limit of the insurance policy covering that specific vehicle.

INSURANCE COMPANY

Company Name _____
Liability limits of policy _____ Expiration Date _____

***Please note: The minimal liability limit required for privately owned vehicles is 100,000/300,000. You are responsible for advising the office of any lapse or change of your driver's license or insurance.**

CERTIFICATION:

I certify that the information given on form is true and correct to the best of my knowledge. I understand that, as a volunteer driver, I must be 25 years of age or older, possess a valid driver's license, have the proper and correct license and vehicle registration, and have the required coverage in any vehicle used to transport students. Additionally, my fingerprints have been submitted and cleared through the Diocese of San Jose and I have completed Shield the Vulnerable training in the past three years.

Driver's Signature

Date

Student Council Requirements

Students will have the opportunity to run for Student Council offices in early May. Please note the following requirements to run for office. Scholastic grades for Student Council positions must average C or above in each subject with the exception of the following offices which have specific requirements:

President: must have a B or better in all subject areas, and be a current 7th grader with previous Student Council experience

Vice President: must have a B or better in all subject areas, and be a current 6th or 7th grader with previous Student Council experience

Treasurer: must have a B or better in Math and be a current 6th or 7th grader

Secretary: must have a B or better in written language and be a current 6th or 7th grader

Religion Commissioner: must have a B or better in Religion and be a current 6th or 7th grader

Spirit Commissioner: a current 6th or 7th grader

Newspaper: must have a B or better in written language and be a current 6th or 7th grader

Yearbook Commissioner: must have a B or better in written language and be a current 6th or 7th grader

For the positions below, if the student is in 4th or 5th grade, he/she must Meet Expectations for Life Long Learning Skills (Collaborative worker, Self-directed learner, Contributing citizen and Homework). Students in grades 6 or 7 must have a B average or better in academic subjects. Students on a Daily Report are not eligible to run for office.

Newspaper Assistant: be a current 5th or 6th grader

Assistant Yearbook Commissioner: be a current 5th or 6th grader

Technology Commissioner: be a current 5th, 6th or 7th grader

Assistant Spirit Commissioner: a current 4th, 5th or 6th grader

Athletics Commissioner: must have a P in PE and be a current 5th or 6th grader

Ecology Commissioner: a current 5th, 6th or 7th grader and must have participated in Ecology Club

Commissioners of Kinder, First, Second and Third: current 4th graders

In addition to the above requirements, all office holders must maintain a B- or better in Homework, Conduct and Effort on trimester report cards. Any officer who does not maintain the required standards, will relinquish his/her position. A copy of the second trimester Report Card must be attached to all applications.