



2023/24

Student & Parent Handbook

Faculty & Staff

Pastor	Father Sergio Ovando
Principal	Melissa Sidebotham
Assistant Principal	Jennifer Lamontagne
Recruitment, Retention & Marketing Director / Development Director	Jennifer Laws
School Office Manager	Tracy Delgado
School Office Assistant	Julia McInerney
School Technology Manager	Jose Nicdao
Campus Minister	Lisa Kellett
School Accountant	Anne Nguyen
Parochial Vicar	Monsignor Francisco Rios
Parochial Vicar	Father Mendie Nguyen
Transitional Kindergarten Teacher	Bernadette Simmonds
Transitional Kindergarten Aide	Angela Sigel
Transitional Kindergarten Aide	LaRissa Mazzulla
Kindergarten Teacher	Bernice Garcia
Kindergarten Aide	Kelly Guild
First Grade Teacher	Gloria Gomes
First Grade Aide	Veronica Aldana
Second Grade Teacher	Kevin Batangan
Second Grade Aide	Dana Barone
Third Grade Teacher	Melanie Lane
Third Grade Aide	Fabian Herrera
Fourth Grade Teacher	Hyerim Ryoo
Fourth Grade Aide	Melissa Rangel
Fifth Grade Teacher	Malissa Etie
Fifth Grade Aide	Miriam Alvarado
Sixth Grade Teacher	Mayuri Amarnath
Seventh Grade Teacher	Meredith McElroy
Eighth Grade Teacher	Tadon Christopher
Junior High Social Studies / Junior High Math Teacher	Paolo Madrid
Music	Amanda Dieck
Spanish Teacher, K-4	Susana Paredes
Spanish Teacher, 5-8	Anthony Grant
Physical Education Teacher / Athletic Director	Michael Lango
Resource Teacher	Yvonne Trevino
Resource Aide	Theresa Chavez
Drama Director	Kris Heiser
Drama Assistant	Julie Houle
Extended Care	Luisa Rodriguez
Extended Care	Laurel Colton
Garden Coordinator	Andréa Sanchez

Dear Students and Parents/Guardians,

Welcome to St. Catherine of Alexandria School. Whether you have recently joined our community or have been with us for some time, we are excited to begin a new school year with you and your family. In order to support all members of our community, we are providing you with this Student & Parent Handbook to inform you of important school policies and procedures.

We ask that you begin the year by reading it thoroughly to understand these important policies. In the case of students who may not yet be able to read independently, we encourage parents and students to read the handbook together. Adherence to the provisions in the Student & Parent Handbook is considered to be a contract between the student, parents/guardians, and the School.

This document is not a comprehensive compilation of all school policies and procedures and does not cover all possible circumstances and exceptions that may arise. Please address any specific questions regarding the interpretation or applicability of school policies and procedures to the Principal. Please note, the Principal is the final recourse and reserves the right to amend this handbook. Parents will be notified of amendments.

We ask that all students and their parents read the Student & Parent Handbook and electronically sign the Student & Parent Policies Agreement Form no later than **Friday, September 8th**. The sign off procedure is posted on ParentSquare with instructions.

Again, welcome to St. Catherine of Alexandria School!

Ms. Melissa Sidebotham
Principal

The History of St. Catherine School

Founded in 1963, under the direction of the Sisters of the Presentation of the Blessed Virgin Mary, St. Catherine School was Morgan Hill's first Catholic school. Led by Principal Sister Mary Kieran O'Connor, PBVM, St. Catherine School opened its doors on September 3, 1963 and welcomed a total of 52 students attending First and Second Grade. Sister Mary Barbara taught 24 First Graders, while Sister Mary Kieran taught 28 Second Graders. We're much larger today, however our school continues to hold dear the importance of a secure, supportive educational experience that fosters a strong sense of community. This sense of belonging has continued to grow throughout the years, and is visible in the commitment of our faculty, staff, Parish priests and parents dedicated to our students and our beloved school.

Our 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 that 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.

Our Mission

St. Catherine School 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.

Our Schoolwide 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

- Effective use of technology to communicate, create, and collaborate, employing tools appropriate to the task
- Access, explore, analyze and use information appropriate for the task
- 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 in response to the needs of others
- Apply moral and ethical values to decision making
- Demonstrate integrity and honesty in daily life

RESPECTFUL OF THEMSELVES, OTHERS & GOD'S CREATION

- Value and appreciate the ideas, cultures and beliefs of others
- Nurture mind, body and spirit
- Express compassion, kindness 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

Table of Contents

Academic Integrity Policy	8
Academic Program	8
Accreditation	8
Admission Policies	9
After School Activities	10
Arrival/Dismissal Procedures	13
Attendance	16
Anti-Harassment and Anti-Bullying Policy	17
Verbal, Visual and Physical Harassment Defined and Prohibited	18
Calendar 2023/24	20
Camera Use and Video Policy	20
Child Custody	21
Code of Christian Conduct	21
Communication	22
Confidentiality	23
Conflict Resolution	23
Daily Schedule Information	24
Discipline Code for Student Conduct	24
Dress Code	25
Drug and Alcohol Policies	29
Electronic Devices	30
Emergency/Crisis Information	30
Extended Care Program	31
Field Trips	31
Financial Policies	32
Fundraising Activities	34
Grading and Reporting	34
Home Study	37
Mandated Reporters	38
Media/Public Relations	38
Medications	39

Money	40
Parents as Partners	40
Parent Involvement	42
Parent Contact with Students during the School Day	43
Parent Organizations.....	43
Re-Enrollment	45
Release of Students (During the School Day)	45
Resources for Students and Families in Crisis	45
Student Health	46
Student Information System	47
Student Life	47
School Publications	49
School’s Right to Amend	49
Social Media and Digital Communications	49
Standardized Testing	50
Visitor Policy	50
Volunteer/Vendor Requirements	50
Withdrawals and Transfers	51
Parent/Student Policies Agreement Form Preview	52

Academic Integrity Policy

Personal integrity is demonstrated by being honest and truthful in one's decisions and actions. Academic integrity is a significant component of personal integrity. It is important that students realize that each decision to copy, cheat or plagiarize not only violates the academic integrity policy, but diminishes personal integrity and compromises relationships with fellow students, teachers and parents as well. Further, assessments are vital to measuring a student's growth and progress towards mastery. Academic dishonesty affects a teacher's ability to assess where students need support, extension, or formative feedback essential to learning.

Theft of academic material, cheating, copying, and plagiarism are violations of academic integrity. Additionally, inappropriate parental involvement in projects, assignments, and other assessments may be considered violations of academic integrity.

Academic dishonesty will be addressed as a disciplinary concern. Students who are found to have engaged in academic dishonesty will be required to provide evidence of their actual level of learning. Note that representing AI as your own work is considered academic dishonesty.

Academic Program

Core academic classes include English Language Arts, Mathematics (through Algebra, for qualifying students), Reading, Religion, Science and Social Studies. Courses, grade level content, curriculum and instructional materials are aligned with [California Common Core State Standards](#). All religion courses are based in the Catechism of the Catholic Church and approved by the Bishop of the Diocese of San Jose.

Additional co-curricular classes include Spanish, Music, Fine Arts, Physical Education and Family Life.

COMMUNITY SERVICE HOURS PROGRAM FOR JUNIOR HIGH STUDENTS.

Junior high students (Grades 6 through 8) must complete a required minimum of 50 hours of community service outreach before graduation. Over the course of Junior High, these are the requirements for each grade level: Sixth Grade = 10 hours, Seventh Grade = 20 hours and Eighth Grade = 20 hours. The number of hours will be adjusted for any student entering our school during or after his/her Sixth Grade year. Written reflection essays and service hours are due on or before the date posted in each Google classroom. Diplomas and/or report cards will be held until the student completes his/her requirement. An Eighth Grader who has not completed his/her community service requirement will not be allowed to participate in graduation activities.

PARENT PARTNERSHIP

There may be times when parents, teachers, students or administration may notice that a student is struggling. That struggle could be with schoolwork, concepts, friendships, behaviors, etc. All parties are encouraged to request a conference to support the student's success.

Accreditation

The School is accredited by the Western Catholic Education Association (WCEA) and the Western Association of Schools and Colleges (WASC).

Admission Policies

Roman Catholic Schools in the Diocese of San Jose base their educational purpose and all their activities on the Christian teaching of the essential equality of all persons as rooted in God's love.

Catholic Schools in the Diocese of San Jose, mindful of its mission to be a witness to the love of Christ for all, admits students of any race, color and national and/or ethnic origin to all the rights, privileges and activities generally accorded or made available to students at the School. The School does not discriminate on the basis of race, color, national and/or ethnic origin, age, sex, or disability in the administration of educational policies, scholarship and loan programs, and athletic and other School administered programs.

This policy is subscribed to by all Catholic elementary Schools in the Diocese of San Jose, whether owned or operated by the Parishes within the Diocese, the Department of Catholic Schools, or religious communities.

California law requires a child to be six years old on or before September 1 to be legally eligible for First Grade (EC Section 48010). As such, students must be five years old on or before September 1 to be eligible for Kindergarten and four years old on or before September 1 to be eligible for Transitional Kindergarten.

THE ADMISSIONS PROCESS

- Applications for the next school year for Transitional Kindergarten through Grade 8 will be available from early October.
- Applications for first consideration will be due in early December.
- TK Meet & Greets and Kindergarten readiness assessments will take place in December / January.
- Applications for Grades 1 through 8 and the second consideration period for TK and Kindergarten (if spaces are available) will be accepted on an ongoing basis.
- Entrance assessments for applicants in Grades 1 through 8 will take place in February, with decisions shared in March / April.
- If space is not available in a particular grade, applicants will be placed on a wait list.
- Acceptance decisions are made upon evaluation of the entrance assessment results, previous standardized testing, the child's report cards, the student assessment form and the parents' involvement in the Parish.

When the above criteria are met at reasonable levels, applicants for acceptance to St. Catherine School 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-Catholic families who are willing to participate in the school's religious education program.

After School Activities

A range of after school activities are available to students. The school asks that families consider their ability to fully participate in an activity before signing up. Several of our options require large time commitments and are likely to conflict.

If a student is engaged in school-sponsored programs or activities, the student is expected to follow School policy. Directors of individual activities may also issue rules of behavior, which recognize the special nature of non-classroom activities.

Parents are expected to pick up their children at the end of the program or activity; alternatively, their child may attend Extended Care up to 6pm. Students will only be released to a parent, or a person previously specified by the parent.

Activities with program fees are expected to be paid in full upon being invoiced. Past due balances may result in your child not being allowed to participate in the program until their accounts are brought up to date. Scholarships are available in some situations of need; please speak with the Principal in this instance.

AFTER SCHOOL SPORTS

St. Catherine School provides a robust after-school sports program for students in Grades 5 through 8. Information regarding sign-ups and associated fees will be shared on ParentSquare.

- | | | |
|-----------------|----------------------|-------------------|
| • Fall | Boys' Flag Football | Girls' Volleyball |
| • Winter | Boys' Basketball | Girls' Basketball |
| • Spring | Girls' Flag Football | Co-ed Golf |
| | Boys' Volleyball | Co-ed Track |

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 by the deadline or a late fee of \$50 will be charged to the family's TADS tuition management account.

ALTAR SERVICE

Students in Grade 3 and higher are encouraged to be an Altar Server. The only requirement for this ministry is that the student has received First Eucharist and has gone through the training program. Students will be asked to serve at weekday morning, Saturday evening or Sunday Masses. Students will also be asked to serve for funeral Masses and weddings. Students are encouraged to participate in this very important ministry to Parish Life.

DRAMA

Each year students have an opportunity to participate in a theatrical production. In the fall, there's a production for Kinder through Grade 8 and in the spring, for Grades 6 through 8. Audition dates are posted on ParentSquare. Students learn key concepts in music, dance, performance, collaboration and more. Students may participate as actors, or work behind the scenes as part of the backstage crew. Parent volunteers are welcomed; there are a wide range of duties. This is a fee-based club.

ECOLOGY CLUB

The Ecology Club, led by the Ecology Commissioner and a faculty moderator, is for students in Grades 4 through 6. The Ecology Club promotes green practices for the students and school. They meet regularly to coordinate the school recycling program and support school garden activities, such as fresh produce deliveries from the school garden to Reach Out.

HIGH SCHOOL PLACEMENT TEST PREP (HSPT)

In September through January, we offer our Eighth Grade students an after school prep class for the HSPT. This is a test for those applying to Catholic or private high school. Students will review all key areas of the HSPT and learn a variety of test taking strategies to promote success on the test. Students are required to purchase a study book. This is a fee-based class.

NATIONAL JUNIOR HONOR SOCIETY (NJHS)

NJHS is a national group which focuses on academic achievement, leadership, character and service. Students in Grades 7 and 8 who meet the GPA requirements are invited to apply.

ROBOTICS CLUB

St. Catherine School offers Robotics Club from Grade 4 through Grade 8. It meets Tuesdays and Fridays during the school year, from August through February. Teams who qualify for Regionals will continue through March and those who qualify for Worlds continue through May. The majority of students work with the VEX IQ platform and compete in teams at Bay Area tournaments, as well as Regional and World events for those teams that qualify. Advanced students who excel in VEX IQ are offered the opportunity to work on the VEX VRC platform, which is more complex and allows for greater customization for their robot. This is a fee-based club.

ROSARY CLUB

This activity is open to all students in TK through Grade 8. It meets twice a month throughout the school year to make rosaries that are sent to the missions, our troops abroad, hospitals and various other organizations. The schedule for the year will be published and shared with families who sign up for Rosary Club.

SAFETY PATROL

Students in Grades 5 and 6 are eligible to serve on the Safety Patrol. This program is overseen by the 5th Grade teacher. Parent permission and a teacher recommendation is required. Students who work the morning shift must be able to be at school at 7.35am and, if working the afternoon shift, must be able to stay until 3.25pm. Students who are unable to make their shifts must find a substitute to fill in for them.

ST. CATHERINE TWIRLERS

Our St. Catherine Twirlers is run by Ms. Linda Aguilar on campus two days a week during the school year. It is a fee-based club that is paid directly to Ms. Aguilar. The students perform in a variety of parades during the school year, including the Morgan Hill Christmas Parade and the Morgan Hill Freedom Fest Parade in the summertime.

STUDENT COUNCIL

Students in Grade 5 through Grade 8 are eligible to serve on Student Council. Certain academic grade standards must be maintained throughout the current school year to remain in office. Report cards for second trimester and teacher recommendations determine eligibility to run for an office. After a period of campaigning in May, a schoolwide election is held, and the new Student Council is then inaugurated. This is a year-long commitment for students.

YEARBOOK CLUB

The St. Catherine School Yearbook is developed by the Yearbook Commissioner and Assistant Commissioner, who are elected as part of Student Council. Along with a team of student volunteers from Grades 6 through 8, they are guided by an advisor(s).

- Students will have the opportunity to learn about content creation, design and photography.
- Monthly team meetings and one-to-one content / design reviews with students take place based on print deadlines.
- All students in Grades 6 through 8 are invited to submit cover designs for the Yearbook based on that year's theme. A call for entries is announced in October directly to the students and on ParentSquare.
- Every St. Catherine student receives a yearbook; the yearbook fee is included in the annual registration fee. Eighth Graders receive their yearbooks first during Graduation Week, and TK through Grade 7 receive their yearbooks the last week of school.

Arrival/Dismissal Procedures

DAILY TIMINGS

- **Morning Drop Off** is between 7.40am and 7.50am. TK and Kinder students report to their classrooms and students in Grades 1 through 8 report to the back of school for Morning Assembly. The Tardy Bell is 7.55am and gates to enter school will be closed at that time.
- **Afternoon Pick Up** is staggered based on the different grades:
 - TK and Kinder – 2pm M/T/Th/F, 12.30pm W
 - Grades 1 through 5 – 3pm M/T/Th/F, 12.30pm W
 - Grades 6 through 8 – 3.10pm M/T/Th/F, 12.30pm W
- **Members of our team are always present.** They are located at the front and rear of the school for student supervision, as they arrive for Morning Assembly and depart at the end of the day.
- **No student should ever be on the school grounds unsupervised.** Students may not arrive on campus before 7:40am and should leave the premises no later than 15 minutes after their dismissal time, unless enrolled in Extended Care. Students who are found during these times will be checked into Extended Care.

SAFETY

For the safety of our entire St. Catherine community:

- **ALWAYS** enter any school parking lot at a slow speed.
- **LEFT TURNS** into and out of the parking lot are prohibited during drop off and pick up times.
- **IF YOU NEED TO PARK DURING DROP OFF OR PICK UP**, parking is **ONLY** available in the Parish Center parking lot.
- **CELL PHONE USE** while driving on campus is prohibited.
- **PETS ARE ONLY ALLOWED ON CAMPUS IN THE CAR DRIVE THRU.** Please do not bring pets on campus by foot. All pets are welcome at the Blessing of the Animals for the Feast of St. Francis, held in October annually.

MORNING DROP OFF OPTIONS

- **MORNING PARK + WALK**

To Park + Walk your student into school in the morning:

- **Families may ONLY park in the Parish Center parking lot.** The front of school parking lot is not available for parking at Morning Drop Off.
- **Families may** walk their student onto campus via the back gate by Reach Out OR the path between the Rectory and Parish Center. Please do not use the sidewalk on Peak Avenue. This is due to driveway traffic; we want to keep everyone safe.
- **Park + Walk is mandatory for all TK students.** All TK families are to park in the Parish Center parking lot, walk their child to the TK classroom and sign them in/out daily. Parents must be present; siblings may not sign in a TK student. Please hold your TK's hand in the parking lot and on campus to ensure they don't run off.

- **MORNING DRIVE THRU**

To use the Morning Drive Thru to drop your student off:

- **K through Grade 8:** use the Front of School Drive Thru only.
- **The Junior High Peak Avenue Drive Thru has been discontinued.**
- All students **MUST** exit/enter the car on the curbside only.
- To keep traffic moving swiftly, backpacks and bags must be in the car with students. If students need to retrieve items from the trunk, parents must park their car in the Parish Center parking lot and follow Park + Walk guidelines.

- **STUDENT WALKERS + CYCLISTS**

- Students may walk or ride their bike to/from school with parent permission. A parent permission form will be provided upon request.
- Once on campus, students are asked to walk their bicycles and park them in the bike rack behind the school.
- Parents and students who ride bikes to school are expected to follow safety rules.

INTRODUCING THE AFTERNOON PICK UP “SAFE DISMISSAL SYSTEM”

We are introducing a new “Safe Dismissal System” for Afternoon / Extended Care / Extra Curricular Pick Up.

- Families will be provided with two placards for each child in their family.
- Parents will be asked to present the placard or photo ID when they Park + Walk, or when using the Drive Thru, place the placard for each child being picked up on their dashboard.
- Upon presentation of the placard or photo ID, student(s) will be called for by one of our team.

AFTERNOON PICK UP PROCESS

- Students will be dismissed via the locations listed below. Parents should follow the Safe Dismissal System and present their placard or photo ID to a member of our team, who will call for the student(s).
 - **TK** - Dismiss through Extended Care
 - **Kinder** - Dismiss through Kinder
 - **Grade 1** - Dismiss through the Milani Gate
 - **Grade 2** - Dismiss through the Milani Gate
 - **Grade 3** - Dismiss through Grade 3
 - **Grade 4** – Dismiss through Grade 4
 - **Grade 5** - Dismiss through Kinder on M/T/Th/F and Extended Care on W
 - **Grades 6, 7 and 8** - Dismiss from the Covered Lunch Area
- Students may not leave campus after school and then return, unless they are brought back to campus by an adult for a supervised, school-sponsored activity.
- Students may not remain on campus unsupervised waiting for a late activity; they must attend Extended Care.
- The School does not recommend that students be allowed to “hang out” at the Morgan Hill Library after school; it should not be considered an alternative to Extended Care. Students who go to the library after school may not return to the campus that day, unless they are brought back to campus by an adult for a supervised, school-sponsored activity.

AFTERNOON PICK UP OPTIONS

- **AFTERNOON PARK + WALK**
 - **ON MON/TUES/THURS/FRI at 2PM for TK or Kinder students**
 - **Park in the Front of School parking lot** and pick up student(s) from Extended Care (for TK) or the Kinder classroom. Present your placard or photo ID, and your student will be released.
 - **ON MON/TUES/THURS/FRI at 3PM for TK/Kinder (attending Extended Care) through Grade 8**
 - **Park in the Parish Center parking lot** and pick up your student from the areas listed on page 14. Present your placard or photo ID, and your student(s) will be released to you.
 - **ON WEDS from 12.30PM for TK through GRADE 8**
 - **Park + Walk for TK through Grade 8 must park in the Parish Center parking lot** and pick up your student from the areas listed on page 14. Present your placard or photo ID, and your student(s) will be released to you.
 - **TK students must be signed out.** Parents must be present; siblings may not sign out a TK student. Please hold your TK's hand in the parking lot and on campus to ensure they don't run off.
- **AFTERNOON DRIVE THRU**

To use the Afternoon Drive Thru to pick up your student(s), please place a placard on your dashboard for all students being picked up.

 - **Kinder (attending Extended Care) through Grade 8:** use the Front of School Drive Thru only.
 - **The Junior High Peak Avenue Drive Thru has been discontinued.**
 - All students MUST exit/enter the car on the curbside only.
- **STUDENT WALKERS + CYCLISTS**
 - Students may walk or ride their bike to/from school with parent permission. A parent permission form will be provided upon request.
 - At the end of the day, students who walk or cycle will check out with their homeroom teacher before leaving campus.
- **EXTENDED CARE STUDENTS**
 - Please follow the normal pick up procedure for Extended Care. We ask that you present your student placard or photo ID when picking up your child.

Attendance

In the State of California, full-time education is compulsory from age six to age eighteen. Regular attendance is the responsibility of the child(ren)'s parent or guardian.

When a child is absent, parents are required to contact the Front Office of the School by phone or email, no later than 9am. A message may be left on the school voicemail. If sending an email, please use office@stcatherinemh.org

EXCUSED ABSENCE

- A child is legally absent from School for the following reasons: illness, quarantine under the direction of a county or city health officer, for the purpose of having medical, dental, optometric, or chiropractic services rendered. Funerals and high school shadow days are also excused absences. All other absences are unexcused.
- Written verification from the medical or dental office is required. A written doctor's note is necessary to exempt a student from participation in PE class.
- We encourage parents to make appointments after school hours when possible, so the students do not miss learning time.
- If a student needs to leave campus during the day, parents will be required to sign their student out before leaving and back in upon return. No student may leave campus without being signed out by a parent or person on the emergency release list.
- **Any student who is absent from school or sent home due to illness may not participate in after school activities that day.** Students must be at school no later than 10:00 am to participate in after school activities that day. This includes sports, drama, robotics, Extended Care, etc.
- When a student has an excused absence, the student / parents are responsible for getting missed work from the teacher(s) who will determine due dates, immediately upon return.

SHADOW DAYS

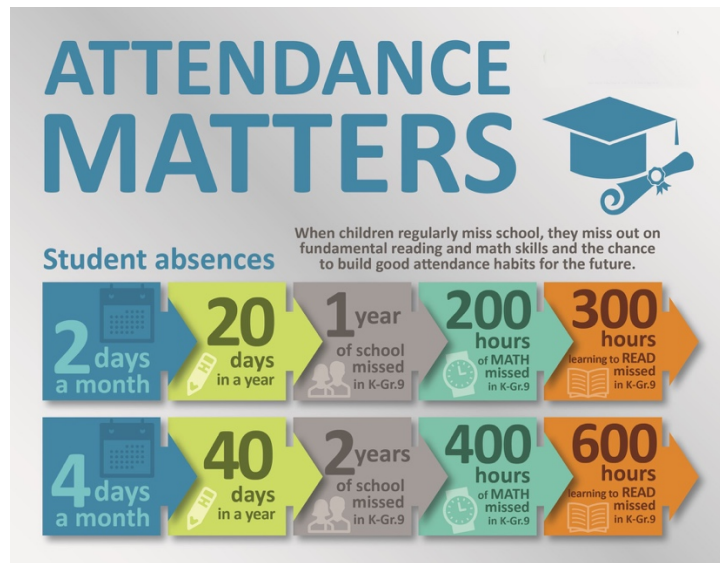
- Junior High students who shadow at a high school on a normal school day will be marked "Absent, Excused" for the time they are not at school.
- Students who are shadowing at a high school may participate in after school activities at St. Catherine on the Shadow Day.
- Students are responsible for turning in their schoolwork due that day and making up the work they missed.

UNEXCUSED ABSENCES

- Family vacations are not to be planned for those days when School is in session. The School provides families with an annual calendar to ensure this does not happen.
- If it is necessary for a child to be dismissed during the school day, the parent (or an adult 18 years of age or older chosen by the parent) must come to the School office to sign out the child. The School should be informed ahead of time.

TARDY POLICY

- Students are expected to arrive on time every day. Late arrival is disruptive to teaching and the learning process for students and the teacher; it takes time away from the education of the entire class. Parental support is imperative to getting students to school on time every day. If a student is excessively tardy, parents will be contacted to discuss a solution to this problem.
- When a student is tardy, he/she must report to the Front Office before being admitted to class. The tardy will be recorded in the office, and the student will be sent to class with a Tardy Slip. Teachers will not accept tardy students after the class start time without a Tardy Slip. In cases of a major traffic delay or significant weather problems, the Principal will determine if a tardy will be issued or not.



Anti-Harassment and Anti-Bullying Policy

St. Catherine School is committed to providing a safe school environment that respects Catholic values where all members of the community are treated with dignity and respect, and that is free from harassment and bullying in any form. Harassment or bullying of any student by any other student, teacher, coach, staff member, or School volunteer is prohibited. Specifically, bullying or harassment on the basis of actual or perceived traits or characteristics: age, color, national origin, race, religion, physical or mental disability, medical condition, sex, sexual orientation, physical attributes, political party preference, political belief, socioeconomic status, or familial status is prohibited. The School is committed to responding promptly to all allegations of prohibited bullying or harassment, and further commits to taking all reasonable steps to eliminate any ongoing harassment.

No employee, volunteer or student shall engage in harassing behavior based on this list of traits or characteristics, or in bullying for any reason. Harassing conduct by students towards other students or towards School employees may result in corrective or disciplinary action, up to and including suspension or expulsion from the School. Harassment of students by employees will result in corrective or disciplinary action, up to termination of employment. This policy may be applied to both on-campus and off-campus conduct.

Harassment can take many forms, and may include verbal, written, physical, or visual conduct. What constitutes harassment is determined from the perspective of a reasonable person with the characteristic on which the harassment is based. What one person may consider acceptable behavior, or

an innocent joke, may reasonably be viewed as harassment by another person. Therefore, students should consider how their words and actions might reasonably be viewed by other individuals. It is important to note that harassment can occur even if there is no intent to harm, or when the conduct is not directed at one individual.

Verbal, Visual & Physical Harassment, Defined & Prohibited

Harassment on the basis of any legally protected characteristic, as identified above, is prohibited, including:

1. Verbal conduct, including threats, epithets, derogatory comments or slurs, whether communicated verbally, in writing, electronically (such as email, instant message, text message, digital images, website postings - including social media) that intimidates, abuses or humiliates another based on an individual's protected characteristic, and that the reasonable person would also find to be intimidating, abusive, or humiliating;
2. Visual conduct, including derogatory posters, photographs, cartoons, drawings or gestures designed to intimidate, abuse or humiliate another based on protected characteristics;
3. Physical conduct, including intimidating conduct, touching a person or a person's property, hazing, assault, stalking, unwanted touching or blocking normal movement because of an individual's protected characteristic;
4. Offensive and unwanted communication via electronic media of any type of images, words, or threats that are sexual, or related to a protected characteristic.

BULLYING DEFINED AND PROHIBITED

"Bullying" means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as: unwanted purposeful written, verbal, nonverbal, or physical behavior, including but not limited to any threatening, insulting, or dehumanizing gesture, by an adult or student, that has the potential to create an intimidating, hostile, or offensive educational environment or cause long term damage; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation, is carried out repeatedly and is often characterized by an imbalance of power.

Bullying may involve, but is not limited to:

- Unwanted teasing
- Threatening
- Intimidating
- Stalking
- Cyber stalking
- Cyberbullying
- Physical violence
- Theft
- Sexual, religious or racial harassment
- Public humiliation
- Destruction of school or personal property
- Social exclusion, including incitement and/or coercion
- Rumor or spreading falsehoods

Students should keep in mind that sending or receiving nude images may also be a criminal act, as it is against the law to possess, produce, or distribute obscene matter depicting children under 18 years of age.

PROTECTION AGAINST RETALIATION AND FALSE REPORTING

Retaliation is any form of intimidation, reprisal, or harassment directed against a student who: reports sexual misconduct, discrimination, harassment, or bullying; provides (or could provide) information during an investigation of such behavior; or witnesses or has reliable information about such behavior. Retaliation against any individual for reporting violations of the policy, or for participating in an investigation, will not be tolerated. Each retaliatory offense will be investigated and, if appropriate, sanctioned. A student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion.

Retaliation against a person because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding is prohibited.

An individual who knowingly files a false bullying or harassment complaint and a person who gives knowingly false statements in an investigation shall be subject to discipline by appropriate measures.

DISCRIMINATION, HARASSMENT, RETALIATION AND ABUSIVE CONDUCT COMPLAINT PROCEDURE

Any student who believes that he/she has been harassed, discriminated against, or subjected to retaliation or abusive conduct should immediately report their concerns to any School employee. When a report is received, the School will review the complaint in a fair, timely, thorough and objective manner and will respond in a manner that provides all parties appropriate due process and reaches reasonable conclusions based on the evidence collected. In the case of anonymous reports, the School will take reasonable steps to address the reported conduct, but the School's ability to do so may be limited, depending on the nature of the information received.

If the complaint relates to an area where the School employee has a reasonable suspicion of child abuse or neglect, he/she must immediately file a mandatory report, and the information will be provided to Child Protective Services (CPS) or other outside agencies/parties per state law. The outside agency will then determine the appropriate course of action.

Whether or not a complaint is referred to an outside agency, any complaint alleging a potential violation of this policy will be referred directly to the Principal.

When the allegations, if true, might result in a suspension or expulsion, the School will investigate the allegations. All members of the School community are expected to cooperate fully with any investigation under the Anti-Harassment and Anti-Bullying policy. In conducting an investigation, the School will take the following steps:

- Notice to the accused student and his/her parents, including a basic overview of the allegations, the name of the victim/complainant (if necessary and appropriate), the date and location of the incident, and a reminder of School's prohibitions against retaliation;
- The opportunity for both parties to offer relevant evidence and to suggest relevant witnesses;
- An opportunity for the respondent to meaningfully respond to the allegations;
- A thorough and neutral review of the evidence gathered;
- Additional interviews of either party or any witness, if appropriate (i.e., should new facts come to light during the course of an investigation, there might be a second interview with either party);

- In the event there is a finding of responsibility, a determination of sanctions that are reasonably calculated to end the harassment and prevent its recurrence will be made;
- Communication to all parties at the conclusion of the investigation process, with an overview of the process used and the rationale for the conclusion(s).

Upon completion of the review, the School will communicate its conclusion to both parties. If the School determines that this policy has been violated, remedial action will be taken, commensurate with the severity of the offense, up to and including student expulsion or employment termination. Appropriate action will also be taken to deter any such conduct in the future.

Calendar 2023/24

Below is the basic school calendar for the 2023/24 school year. The start, finish and holiday dates are listed below for your planning purposes. Students are scheduled for 181 school days. These are important learning days. Please make every effort to schedule trips during holidays.

Weds 8/16/23	First Day of School, 12.30 Dismissal	Tues 2/20 to Fri 2/23/24	Winter Break, No School
Thurs 8/17/23	Minimum Day, 12.30 Dismissal	Fri 3/1/24	Last Day of Second Trimester
Fri 8/18/23	Minimum Day, 12.30 Dismissal	Thurs 3/28/24	Holy Thursday, 12.30 Dismissal
Mon 9/4/23	Labor Day, No School	Fri 3/29/24	Good Friday, No School
w/c 10/2/23	Conference Week, 12.30 Dismissal Monday through Friday	Mon 4/1 to Fri 4/5/24	Easter Break, No School
Fri 10/13/23	Diocese Collaboration Day, No School	Mon 4/15/24	Diocese Collaboration Day, No School
Fri 11/10/23	Last Day of First Trimester	Fri 5/3/24	Principal's Discretionary Day, No School
Weds 11/22 to Fri 11/24/23	Thanksgiving Break, No School	Fri 5/24/24	Principal's Discretionary Day, No School
Thurs 12/21 to Fri 1/5/24	Christmas Break, No School	Mon 5/27/24	Memorial Day, No School
Mon 1/8/24	Back to School	Fri 5/31/24	8th Grade Graduation Day
Mon 1/15/24	Dr. Martin Luther King, Jr. Day, No School	Fri 6/7/24	Last Day of School
Mon 2/19/24	Presidents' Day, No School		

Camera Use and Video Policy

A parent and/or student may never take photographs or video while at School unless expressly authorized and permitted by a School employee for a co-curricular activity or academic class.

Child Custody

At the time of School entry or at any other time when a change in custody status/arrangements occurs, it is the responsibility of the parent(s) to provide the Principal with a copy of the legal document from the parent for any student for which there is a legal custody agreement or for any student not residing with his/her parent.

School communication with the appropriate guardian is essential. Accordingly:

- Custodial parents must identify in writing other adults who may have access to information regarding their child.
- Non-custodial parents may receive information (when requested) regarding the child unless specific documentation to the contrary is provided in the legal custody agreement.

In cases of legal separation and/or divorce, California state law gives the custodial parent/guardian and non-custodial parent/guardian with visitation rights the right to access and examine student records. However, only the custodial parent/guardian may consent to the release of records and has the right to challenge the content of the records and to write responses to information regarding disciplinary action. A non-custodial parent/guardian without visitation rights has no right of access to records of any kind.

Non-custodial parents may pick up a child only if written permission has been granted by the custodial parent.

Code of Christian Conduct

Students can best receive a quality, morally based education if students, parents/guardians, and School officials work together. Normally, these parties can resolve their differences. In some rare instances, however, the School may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

As an express condition of enrollment, students and parents/guardians shall follow standards of conduct that are consistent with the Christian principles of the School, as determined by the School in its discretion. These principles include but are not limited to any policies or procedures set forth in the Student & Parent handbook.

These Christian principles include but are not limited to:

- Parents/guardians are expected to work courteously and cooperatively with the School to assist the student in meeting the academic, moral, and behavioral expectations of the School.
- Students and parents/guardians may respectfully express their concerns about the School operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
- In a place where a School employee is required to be in the course of his/her duties, any parent/guardian or other person whose conduct materially disrupts class work or extracurricular activities or involves substantial disorder may be guilty of a misdemeanor.
- Any parent / guardian or other person could risk his/her child's continuation in School if he or she insults or abuses the Principal or any teacher in the presence of students, parents / guardians, or other School personnel while on School premises, public sidewalks, public streets,

other public ways adjacent to School premises, or at some other place if the Principal or teacher is required to be there in connection with assigned School activities.

These expectations for students and parents/guardians include but are not limited to all School-sponsored programs and events (e.g., extended care, athletics, and field trips).

Note: these provisions do not apply to any otherwise lawful employee-concerted activity, including but not limited to picketing and distributing handbills.

The School reserves the right to determine, in its discretion, when conduct is severe enough to warrant immediate action without warning and/or without an intermediate step short of withdrawal.

Communication

Parents are the child's first teachers and our partners in education. Therefore, regular communication between parents/guardians and the School is an essential part of a child's School experience. Scheduled parent conferences allow teachers and parents to discuss student achievement as well as to develop means to assist students in areas of difficulty.

Teachers are expected to be reasonably available to parents throughout the School year in order to keep open the lines of communication in the best interest of the students. A parent may request a meeting with a teacher at any time by simply sending a note to the teacher in question and the teacher will arrange for this meeting outside class time at a mutually convenient time. The meeting should take place in the classroom or someplace that ensures privacy; never in a hallway or on the street. A parent who is refused such a meeting should notify the Principal.

Parent-teacher conferences will be scheduled each year in conjunction with trimester 1 report card distribution to provide an opportunity for in-depth discussion of student growth.

Parents should expect regular, transparent communication from both School leadership and classroom teachers in the form of email, the School communication system, and other reliable means of written communication.

At St. Catherine School, we use three platforms for communication purposes:

- **TADS** is used for annual re-enrollment and keeping documentation up to date.
- **Educate** is used for grades and attendance. Parents and junior high students will have a username and password to review and track grades.
- **ParentSquare** is used for day-to-day communications, the school calendar and school directory. Families will receive ParentSquare notifications regarding upcoming activities and events, as well as any pertinent new information. Parents may adjust their ParentSquare settings to receive information at the time of posting or in a daily batch. Parents may choose to receive the school posts through text, email or both.
- All school parents will be provided a username and password to access these three platforms.

Confidentiality

There is a professional, legal and moral ethic that requires all persons to safeguard all student information of a privileged nature.

It is imperative that such information be regarded as a sacred trust.

- If there is evidence of knowledge that could impact the health or safety of any person, the School employee has the responsibility to share the information with the Principal.
- Under California Penal Code Section 11165.7, School employees are required to report when they have reasonable cause to suspect that a child coming before them in their professional or official capacity is an abused or maltreated child (See MANDATED REPORTERS on page 38).

The rules that govern privileged information apply, as well, to any personal or academic information that is discovered through daily classroom instruction or other social interaction with students, parents or peers. Always, the sense of confidentiality should prevail.

Conflict Resolution

Conflicts may occur among students, parents/guardians, and School staff, and all parties are encouraged to resolve these conflicts when they occur. However, if the involved parties are unable to resolve their conflicts, families may use the complaint review process for additional assistance. All those participating in the complaint review process are responsible for striving toward reconciliation and acting in good faith in the spirit of the Gospels. Legal representation is not permitted at any meeting or mediation of the complaint review process. Any person filing a complaint is to be free from restraint, coercion, discrimination, or reprisal in any form.

ADDRESSING COMPLAINTS AT THE LOCAL LEVEL: SCHOOLS

First, the person bringing the complaint must try to resolve the complaint in good faith by discussing it with the people who are directly involved at the School. We ask that parents approach the teacher or supervisor of the activity in the first instance. If discussing in person, please make an appointment to be assured of their availability. All communication in writing or verbally must be made in a courteous and respectful manner. Any communication that is not being conducted in a respectful manner will be closed and discussion will be rescheduled with administration, as needed.

Next, if the complaint is not resolved, the person bringing the complaint should follow the School's established chain of command to seek resolution (or if the Principal is the subject of the complaint, the Pastor, where applicable). Please arrange an appointment to discuss.

After reviewing the facts and facilitating discussion of the problem, the Principal will respond to the person bringing the complaint. If a question or concern remains after consultation with the Principal and teacher, the Pastor and Principal will work with the family to help resolve the matter.

ESCALATING COMPLAINTS TO THE CENTRAL LEVEL: DEPARTMENT OF CATHOLIC SCHOOLS

If the complaint is not resolved at the local level, the complainant may request additional review in writing to the associate superintendent at the Department of Catholic Schools.

The associate superintendent will review the complaint (with such consultation as may be appropriate) in a timely fashion and will endeavor to resolve the matter in keeping with the policies and/or regulations of

the Diocese and School. If an agreed-upon outcome is not possible, the associate superintendent shall make a final and binding determination, and communicate that determination to all parties.

Daily Schedule Information

The following schedule will be observed by all grades. On Wednesdays, classes will be dismissed at 12.30pm to free teachers for professional development and collaboration.

Regular Days – Mon, Tues, Thurs, Fri		Minimum Days – Weds	
TK and Kinder Grades 1-5 Grades 6-8	7.55am to 2.00pm 7.55am to 3.00pm 7.55am to 3.10pm	TK and Kinder Grades 1-5 Grades 6-8	7.55am to 12.30pm
Morning Recess		Lunch	
TK, Kinder and Grade 1 Grades 2-5 Grades 6-8	9.40am to 10.00am 10.00am to 10.20am 10.30am to 10.45am	TK, Kinder, Grade 1 Grades 2-5 Grades 6-8	11.25am to 12.00pm 12.00pm to 12.35pm 12.35pm to 1.05pm

- **Students must not arrive on the School campus prior to 7.40am** and parents must arrange for pickup at dismissal times.
- **Before 7.40am and after 3.25pm (after 12.45pm on a Minimum Day)**, the School does not have staff available to watch out for problems or to supervise children on School grounds. Students who are present at these times will be sent to Extended Care. Our Extended Care program is available from the hours of 7am to 7.40am and 2pm to 6pm (from 12.30pm on a Minimum Day) for an additional fee. See EXTENDED CARE on page 31 for further information.
- **From Drop Off at 7.40am**, all students are to report to the school playground for Morning Assembly, with the exception of TK and Kinder, who report to their classrooms.
- **To avoid interruption during the School day**, any messages, forgotten lunches, books, etc., must be taken to the Front Office while School is in session, and not to the classrooms. The Front Office will ensure that the child receives their items.
- For full details, please see ARRIVAL AND DISMISSAL PROCEDURES on page 13.

Discipline Code for Student Conduct

The goal of discipline in a Catholic School is for students to learn self-discipline, which strengthens and promotes the values incorporated in our Catholic faith community. As the School builds community, it develops in students the awareness that sensible rules serve to safeguard the individual's freedom and provide an atmosphere conducive to learning. Disciplinary measures should have as an end the development of the human person who respects oneself, other persons and those in authority.

By enrolling a child in an elementary School in the Diocese of San Jose, the parent agrees to be supportive of the rules and regulations that we deem as critical in the spiritual, academic, and behavioral growth of the child. Additionally, parents and students understand that they are held responsible to the [DSJ Youth Code of Conduct](#). Classrooms will base their rules in alignment with this, but in the students' own words for understanding and community building.



DIOCESE OF SAN JOSE

Youth Code of Conduct

- **Every youth is expected to act in a Christ-like manner.**
- **Every youth is expected to follow the rules and policies as given.**
- **Every youth is expected to cooperate with classmates, teachers, peers and youth leaders.**
- **Every youth is expected to communicate in an appropriate manner.**
- **Every youth is expected to be respectful.**
- **Every youth is expected to respect personal boundaries and property of others.**
- **Every youth is expected to promote and support a safe, fun and healthy environment through positive participation.**
- **Youth will not tolerate abuse of any kind, from anyone.**

Office for the Protection of Children & Vulnerable Adults (OPCVA)
1150 North First Street • Suite 100 • San Jose, California 95112-4966
(408) 983-0113 • www.dsj.org • Fax (408) 983-0203

Teachers support students directly for minor classroom disruptions (i.e., not coming prepared to class; not being in the complete School uniform; not completing assigned practice at home; minor verbal disputes with other classmates; etc.). Parents are notified of classroom problems by the teacher and are asked to help the teacher to ensure that inappropriate behavior is modified.

School employees are not permitted to use corporal punishment on any child. Perceived acts of corporal punishment should be reported to the Principal of the School immediately by students and/or parents.

It happens that some classroom discipline issues are referred to the administration of this School. This would include chronic minor problems listed above or major problems (i.e., chronic lateness; verbal abuse of the teacher by a child; signs of disrespect to a teacher or another adult on the staff; fighting; physical, sexual, or verbal harassment or bullying of a fellow student; violent behavior; stealing; smoking; vandalism; or the possession of drugs, drug paraphernalia, cigarettes, alcohol, dangerous items or a weapon). The administration handles such matters in a variety of ways depending on the severity of the incident.

The School employs a progressive discipline system for minor acts of misbehavior in order to encourage students to change inappropriate behavior. School administrators and faculty will work in partnership with families to create support plans for students exhibiting inappropriate behavior, supporting whole-child growth and development. Plans may include (but are not limited to) more frequent meetings with students and parents, additional accountability measures, and qualified external professionals as necessary. Repeated violation of these rules and regulations may result in suspension from School or the non-re-registration of the child for the next School year.

For more serious acts of misbehavior such as, but not limited to, fighting, stealing, vandalism, and harassment, the student may immediately be suspended for a period of one to five days, or as long as an investigation is active. In cases of vandalism, the parent must pay the full cost of the repair or replacement of the item before the child may return to School. In cases of theft, the item is either returned in good condition or the cost of replacement is borne by the parent.

In cases where a child engages in a fight which causes injury to another child or adult, the police may be summoned and then, the parents will be notified. Likewise, the possession of drugs or alcohol by a child is reported to the police. The School reserves the right to request an expulsion by the Department of Catholic Schools for such an offense.

In cases in which a child brings a weapon (or an item that may be used as a weapon) to School, the police are summoned, and then the parents are called. The School reserves the right to request expulsion by the Department of Catholic Schools for any serious offense.

Individual-directed threats of violence or harm communicated directly or indirectly by any means, as well as building-directed threats of violence or harm communicated directly or indirectly by any means (e.g., shooting, bomb threats), or to harm students, employees, or visitors are taken seriously. Upon knowledge of the threats, the Principal will notify the Department of Catholic Schools and call the parents. The Principal, in consultation with the Department of Catholic Schools, will determine the course of action to be taken up to and including calling law enforcement, requiring a mental health referral and/or expulsion.

It is the expectation of this School that student behavior is exemplary both on and off School grounds, during school, extracurricular activities or out in the community. A student always represents the entire School community. Therefore, the School reserves the right to discipline students for acts such as, but not limited to stealing, fighting, vandalism, bullying or any other type of threatening or inappropriate misconduct (personally, via telephone, or the internet). Such misconduct could result in punishments including suspension and/or expulsion.

Lastly, a child's arrest for a crime on or off School grounds, within or beyond the vicinity of the School, at any time could result in the child's suspension or expulsion. A child's conviction of a crime on or off School grounds, within or beyond the vicinity of the School, may result in a child's expulsion.

Dress Code

The School uniform confirms attendance at the School and is a symbol of unity within the School community. It minimizes distractions in the learning process. It is important that students take pride in their appearance by wearing the complete uniform and always remember that by wearing it, students are representing the School. Student behavior should be a credit to both them and the School community.

ST. CATHERINE SCHOOL 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, wearing the PE uniform. School uniform shirts and PE shirts should be tucked in during the day, except during PE class or at recess.

All uniform items 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 placed in the Uniform Exchange on the last Friday of each month.

Formal uniforms are to be worn at all school Masses and Prayer Service days.

ST. CATHERINE SCHOOL UNIFORM IN DETAIL

Uniforms are worn by all students in TK through Grade 8 and correct sizes must be worn. The following guidelines apply to school and Extended Care. Students may not change out of their school uniform and into play clothes for Extended Care.

St. Catherine Branded Clothing

The following St. Catherine branded items must be purchased from Merry Mart in Santa Clara, located at 33 Washington Street. Their phone number is 408-296-0423 and parents can shop online at merrymartuniforms.com

Marymount plaid jumper #1113, Dennis Brand	Required, girls in TK through Grade 3
Marymount plaid skirt #868 Dennis Brand	Required, girls in Grades 4 through 8
Navy blue fleece pullover or zip-up, with St. Catherine logo	Required, if student wants an extra layer
PE T-Shirt, gray with St. Catherine Cougar logo	Required, all grades
PE shorts, solid navy blue mesh with St. Catherine School logo	Required, all grades
PE sweatpants, solid navy blue with St. Catherine School logo	Optional, all grades
St. Catherine hooded navy blue jacket with logo	Optional, all grades
St. Catherine cap, worn only outside	Optional, all grades

Non-Branded Clothing

The following St. Catherine branded items may be purchased from any clothing retailer.

Solid white or navy blue polo shirt with no logo or trim	Required, all grades
Solid white or navy blue turtleneck shirt with no logo or trim	Optional, all grades
Navy blue or black bike shorts or leggings under skirts or jumpers	Required, girls
Navy blue twill pants or knee length walking shorts	Required, boys Optional, girls
Navy blue cardigan sweater, School Apparel or Elder Brands	Optional, all grades
Navy blue or black belt with a standard buckle may be worn with shorts and pants	Optional, Grades 1 through 8

Jumpers and Skirts. Skirt length must be modest and functional for school, typically no more than two inches above the top of the knee. Skirts need to be hemmed to an appropriate length. Girls must wear navy blue or black bike shorts or leggings underneath their uniform skirts or jumpers.

Pullovers, Zip-Ups and Jackets. Only St. Catherine-branded fleece pullovers or zip-ups may be worn with uniforms in the classrooms. Regular jackets may be worn to and from school, and at recess.

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

Shoes. Sturdy, rubber-soled or athletic shoes in the following solid or combination of colors: blue, black, brown, tan, gray or white. No fluorescents, prints or plaids uppers, such as some Vans styles. No shoes with lights or wheels. No boots. For further shoe guidelines, please see PE UNIFORM FOR STUDENTS below and FREE DRESS DAYS AND JUNIOR HIGH DANCE DRESS CODE on page 29.

Jewelry. Students may wear one thin chain with a religious medal or cross (tucked in), a watch (no smartwatches), and one pair of stud earrings (girls) for safety reasons. No hair accessories or bracelets are allowed to be worn on the wrist. NO jewelry is allowed on PE days (except for stud earrings).

Hair. Hair should be neat, clean and natural in color. Boys must be clean shaven.

Makeup, including nail polish, is not to be worn to school by students.

Class Color Spirit T-shirts may be worn on days scheduled by the teacher or school, such as school spirit days or field trips. They may not be worn for PE class.

PE Uniform for Students. All students in TK through Grade 8 must wear their PE uniform to school on designated PE class days.

- Students may wear their Walkathon or Readathon t-shirts for PE class. Shirts from any year may be worn, as long as they fit properly. Students may not wear their Class Color Spirit T-shirts on PE days.
- 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.

Free Dress Days. Free dress days are given to students on certain occasions. If the free dress day falls on a PE day, students must wear appropriate clothes and shoes to participate in PE class. The free dress day is chosen by the Principal and is not transferrable to another day.

Free dress days may also be earned through the purchase RaiseRight gift cards. The monthly RaiseRight free dress days is chosen by the Principal and published on ParentSquare. It is not transferrable to another day and there are no make-up dates. Parents may purchase RaiseRight in any denomination. We offer two incentives to purchase RaiseRight:

- Buy \$200 in RaiseRight, get one free dress pass in designated month
- Buy \$1,000 in RaiseRight, get 5 consecutive monthly free dress passes

Free Dress Days and Junior High Dance Dress Code. To provide students and parents with guidelines for Free Dress Days and Junior High Dances, the faculty has created the following policy. The overall guidance for students and parents to follow is that clothing should be appropriate to wear at a Catholic elementary school.

- Students may wear solid color jeans (unless otherwise instructed) that are clean and in good repair — no holes or ripped jeans, even with fabric underneath. Jeans must fit appropriately and may not be baggy, low-riding or oversized. They may not be skin-tight, i.e., no jeggings, leggings or yoga pants.
- Leggings are only permitted when worn under shorts, a skirt or dress, in lieu of tights. Leggings and yoga pants may not be worn on their own by any student in any grade.

- 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. No crop / tank / halter / strapless / low-cut tops or spaghetti straps.
- Shorts, skirts and dresses need to be an appropriate length for Catholic school, i.e., modest, not short and just above the knee. No short-shorts, micro mini-skirts or mini-dresses.
- Socks or tights must be worn with shoes.
- Platform shoes, slippers, clogs, open-toed shoes, sandals and slip-ons may not be worn for safety reasons.

Teachers will go over these guidelines with their students. Students who come to school in inappropriate attire on non-uniform days will be sent to the Front Office. Clothing will be obtained for these students from the Uniform Exchange. If nothing can be found in the Uniform Exchange, the parent will be called to bring appropriate attire.

In all cases, the faculty and administration reserve the right to final judgment on uniform and dress code issues.

Drug and Alcohol Policies

In recognition of the seriousness of drug and alcohol problems to which children are exposed, the School will follow the policy as stated below:

- If a teacher suspects that a child is under the influence of either drugs or alcohol, the matter will be referred to the Principal immediately;
- The Principal will verify the teacher's observation and will notify parents;
- If the student confirms suspicion or appears unstable, student should be brought to the attention of a medical professional;
- If necessary, the Principal will call 911;
- The police may be called if the student is in possession of an illegal substance;
- Parents must pick up the child immediately should it be determined that the suspicion is founded. Parents will be expected to follow the recommendations of the School Principal if the child is to continue in the School; and
- Any student who appears to be under the influence of alcohol or any drug, and appears at a School function in questionable condition, will be barred from attending or participating in that School function, such as a ceremony, party, dance, or School outing.
- Parents will be notified and appropriate action will be taken, which may include suspension or expulsion from the School.

Electronic Devices

Electronic devices may be dynamic tools in the 21st century School environment, but only when used appropriately by faculty, administration, staff, and students.

The use of electronic devices by faculty, administration, staff and students must be appropriate to the educational setting, and may not distract the student, other students, or the class as a whole during the course of the School day and after School. (i.e., cell phones, iPads, iPhones, Smartwatches, and other personal electronic devices). Given our access to phones and tech at school, we request that students keep their personal devices at home to avoid loss, theft, damage or inappropriate use.

In the event an electronic device, including a student cell phone, is believed to contain evidence of a violation of School policy and/or a threat to the School community, the individual possessing the electronic device is obliged to grant the administration of the School access to the device and the information on the device to ensure compliance with policy and the safety of the School.

Inappropriate use of any electronic device may result in serious consequences as stated in the School's Technology Use Policy.

The St. Catherine School policy regarding personal technology is as follows:

- Cell phones should be switched off on campus. Teachers will collect cell phones from students at the beginning of the school day and return them at the end of the school day. Students may not access their cell phones during the school day.
- Laptops, tablets and e-readers may be brought to school only with the permission of the homeroom teacher and must remain in student's backpack. They may only be used during the school day with teacher permission.
- Fitbits and other fitness tracking devices may be worn for the purpose of tracking activity.
- Smart devices, including smartwatches, may not be worn at school. If a student wears a smartwatch to school, it will be taken by the teacher and held until the end of the school day. To avoid this situation, please do not allow your student to come to school with a smartwatch.
- Wireless devices such as Bluetooth headphones and earbuds are not allowed at any time. Students are to use plug-in headphones when required by the teacher.
- The school does not assume any responsibility for damage, theft or loss of personal tech items.
- **Any electronic device taken from a student for misuse will be turned in to the Front Office and must be collected by the student's parent.**
- The Technology User Agreement for all students is signed online as part of the school registration process.

Emergency/Crisis Information

All actions taken shall be for the safety and well-being of both students, faculty and staff members. In the event of a major disaster, the School will not be dismissed and children will remain under the supervision of School authorities. Students are to be released only according to a predetermined plan and only to persons authorized by parents/guardians.

In the event of a local emergency situation, for example a fire or earthquake, 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

Parents complete Emergency Form information during the registration process each year. Every child must have a completed emergency form in order to attend school. It is critical that parents update the information as needed during the school year, so that it is kept accurate at all times.

Extended Care Program

St. Catherine School's Extended Care Program is open in the mornings from 7am to 7.40am and in the afternoons on Mondays, Tuesdays, Thursdays and Fridays 2pm to 6pm. On Wednesdays, it is open from 12.30pm to 6pm. The Extended Care room is located at the northwest end of the building, next to Kinder. Extended Care also uses the schoolyard for outdoor recreation time. Children arriving on campus before 7.40am or at school fifteen minutes after dismissal will be sent to Extended Care.

Please see the Extended Care information sheet for all policies. This can be found on ParentSquare, our website or at the Front Office. The registration fee for Extended Care is \$40.00 and is billed to the family TADS tuition management account the first time a child uses Extended Care during the school year.

Extended Care is not available on the day before major vacations and last day of the school year. Please see the ParentSquare calendar for specific dates/times. These dates will also be announced.

Field Trips

Field trips must serve an educational purpose and their value should be an integral part of the School's instructional program. Field trips broaden the students' educational experiences. Field trips are privileges given to students; no student has a right to a field trip.

It is the policy of the Schools within the Diocese that out-of-state trips, trips to water parks, amusement parks, beaches/pools, and ski slopes are strictly prohibited.

- Field trips are designed to correlate with teaching units and to achieve curricular goals.
- Field trips vary on each grade level.
- Field trips are permissible when advanced planning, location, and the experience ensure a successful learning opportunity.
- Individual teachers, in consultation with the administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor conduct or behavior.
- Hard copy of the Diocesan permission form, signed by the parent, is required before a child will be permitted to attend a field trip and will be provided to families. This permission form must be returned to school. Emailed, verbal or faxed permission forms cannot be accepted.
- Transportation to/from field trip destinations is via chartered bus. All students and chaperones are expected to travel to/from the field trip with their class; there are no exceptions to this requirement.
- All parent chaperones must have their volunteer requirements completed and on record with the Front Office. Since field trip chaperones are expected to give their full attention to the students they are supervising, we do not permit siblings, younger or older children on field trips. Likewise, chaperones may not handle personal business while supervising students. Chaperones may not bring firearms, drugs or alcohol on field trips.
- Typically expenses for field trips, including entrance and bus fees, are paid for by parents and will be charged to their TADS tuition management account.

Science Camp. Students in the Fifth Grade attend NatureBridge 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. Full details will be shared on ParentSquare.

Yosemite. Students in the Seventh Grade participate in a six day 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 Seventh Grade class parent meeting. Full details will be shared on ParentSquare.

Washington, DC. The Eighth Grade travels to Washington, DC for an educational week in the spring, sponsored by their parents and through a private tour company. This is not a school-sponsored field trip.

Financial Policies

ENROLLMENT FEES

The School assesses enrollment fees each School year and they must be paid before any student can attend. The enrollment fee secures a child's seat in his/her classroom, while also allowing School administrators and teachers to prepare for the School year in advance of tuition payments by families. The enrollment fee is non-refundable once paid. Should a family choose not to attend St. Catherine School after completing enrollment or should a student attend for only a partial year, the fees cannot be refunded.

TUITION

Tuition is charged to support the learning environment of all children attending St. Catherine School. Tuition supports the School's regular day-to-day operations and long-term sustainability.

We offer the following payment plan options. Note, there are no discounts for choosing one payment plan over another.

- Single payment in August
- Semi-annual payments in August and January
- Quarterly payments in August, November, February and May
- 10 monthly payments in August through May

Families choose their preferred tuition payment plan when completing the Tuition Agreement in the TADS tuition management system. All tuition payments are made through TADS and are due on 5th or 20th of the month.

A late fee of \$50 is assessed by the tuition management system on Day 7 of the month if the tuition payment is not made.

Tuition and fees are considered delinquent if charges are one month past due. A meeting with the Principal will be scheduled with any family whose account is delinquent with the goal of reaching alternative arrangements to prevent families from falling further behind. Should an account fall two months delinquent, a meeting with the family, the Principal and the Pastor will be scheduled.

If a family's financial obligations are not fulfilled at the time of enrollment for the following School year and the family has not established and/or maintained a suitable payment schedule, student(s) will not be permitted to enroll for the next School year.

The School reserves the right to do any of the following with regard to the payment of past due accounts for which no payment arrangements have been made:

- Deny a student enrollment for the following semester
- Deny a graduating student participation in graduation ceremonies and/or withhold a diploma

In addition to tuition, St. Catherine School charges incidental fees for the use of Extended Care, to participate in Athletics, and for other extracurricular and incidental class fees that may surface during the School year. These fees will be added, as appropriate, to the family's TADS tuition management account unless other prior arrangements have been made. Payment of these fees are due at the time indicated on TADS.

TUITION ASSISTANCE

A Tuition Assistance program is available for those with demonstrated financial need. Typically, applications are submitted at the initial application or at re-enrollment for the following year. Applications are evaluated and awarded based on need and availability of funds. A new application for tuition assistance must be submitted each year. Look for more information regarding deadlines for applications in school communications. Any current family suffering financial difficulties, at any given time, is encouraged to make an appointment with the Principal to discuss applications for tuition assistance.

Fundraising Activities

Fundraising activities provide an opportunity to create engagement among St. Catherine School families and the larger Parish community. Fundraising activities also provide additional funding to the School to support School programming, campus improvements, extracurricular activities and tuition assistance.

St. Catherine School Fundraising includes the following events and activities. Further information is provided on ParentSquare, as the event planning begins.

- St. Catherine School Annual Appeal
- Annual Walkathon, typically in October
- Annual Readathon, typically in February
- Cougar Gala, typically in April
- Parish and School Annual Holiday Sweepstakes, typically in November / December
- Parish and School Golf Tournament, typically in May
- RaiseRight, a gift card fundraising program

Grading and Reporting

Teachers are responsible for the evaluation of each student's progress through the continuum of skills and the sequence adopted by the School for each area of the curriculum. A variety of techniques and means should be utilized for demonstration of mastery and level of achievement. To achieve this, the following guidelines are expected for measuring, grading, and reporting student progress:

- Student behaviors (including, but not limited to, effort, participation, adherence to class rules) will be excluded as a factor in grade calculation. Instead, they will be addressed in Lifelong Learning Skills.
- When evidence of learning is missing, teachers will work to obtain evidence of that student's learning. Teachers will not penalize students or use a lack of evidence as a factor in grade calculation. If repeated and documented attempts have been made to gather evidence and none was given, the standard or grade will state "Not Assessed" or "Incomplete" until evidence is gathered.
- Prior to retesting, students must have completed their practice prior to the retest to be eligible.
- Academic dishonesty will be addressed as a disciplinary concern. Students who are found to have engaged in academic dishonesty will be required to provide evidence of their actual level of learning. Please see ACADEMIC INTEGRITY POLICY on page 8 for further information.
- To the greatest extent possible, student compliance (completing and submitting work on time, etc.) will be addressed outside the context of academic grades. For further information, please see the PARENT PARTNERSHIP section in ACADEMIC PROGRAMS on page 8.
- Teachers must provide clear descriptions of mastery expectations for each activity, lesson, and unit of study; grades will be based on individual student's mastery of these objectives.
- Students will be allowed multiple opportunities to demonstrate mastery, including retakes and revisions of assessments. If this runs into deadlines for report cards, please see the second bullet of this section.

In addition to ongoing, proactive, and transparent communication of student progress, the School has the obligation to report student progress to the parents of each child through a regular and established procedure at the end of each academic trimester.

STUDENT EVALUATION

Progress Reports. 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.

Grades. Parents with students in Grades 6 through 8 can access grades online through Educate. 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.

Parent Conferences. 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. Please refrain from asking teachers questions about your child while teachers are actively supervising or teaching. Your questions are important and deserve our full attention.

Report Cards. 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:

- TK through Grade 5 will use Standards-Based Grading. Also known as Mastery-Based Grading, this system evaluates a student's progress toward mastering specific learning targets called Standards.
- Grades 6, 7 and 8 will use the following grading system.
Note: St. Catherine School Junior High will be moving to Standards-Based Grading for the 2024/25 academic year.

A	100-93	C	76-73	Pass	70 & above
A-	92-90	C-	72-70	Not Pass	Below 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		

Academic Probation. When a student is identified as struggling, (i.e., below a 2.0 GPA or not keeping up with timely classwork and standards mastery) they will be placed on a Student Success Plan. This plan will be created as a team by the teacher, parents, student (as appropriate) and with Administration help (if needed). Students may need to receive outside help or cut back on activities so they can focus on their studies, temporarily or long term.

AWARDS AND 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. 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, Conventions of Language, Writing / Speaking / Listening, 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/Not-pass” indication and they must have an “M” in all “General Behavior Expectations / Lifelong Learning Skills” on the report card.

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, Conventions of Language, Writing / Speaking / Listening, 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/Not-pass” indication and they must have an “M” in all “General Behavior Expectations / Lifelong Learning Skills” on the report card.

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, Reading, Conventions of Language, Writing / Speaking / Listening, Math, Science, and Social Studies and an “M” in all General Behavior Expectations. 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.

PROMOTION AND 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 to work with students who are having difficulty in the areas of math and reading. Students are eligible for this program based on standardized test scores (STAR), reading and math assessments, and the recommendation of the teacher. The program provides needed intervention for Kinder through Grade 8, as well as developing individual Student Success Plans (SSP) and goals to support struggling students. Parents may request that their child be evaluated by the Resource Teacher by submitting a written request to the classroom teacher.

EIGHTH GRADE GRADUATION AWARDS

Honor Cords. White cords are presented to students who achieve a cumulative 3.7 GPA and an “M” in all “General Behavior Expectations / Lifelong Learning Skills” on their report cards for every term in Grades 6, 7 and 8.

St. Catherine Award. This award is given to an Eighth Grader 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 Eighth Grader who has attended St. Catherine through middle school and meets the participation and grade requirements. Applying students submit an essay describing how their participation in St. Catherine activities has helped them show the Spirit of St. Catherine.

Academic Subject Awards. Awards are presented in 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 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.

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, and not necessarily the most service hours performed.

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

Home Study

While we strive to have the majority of learning happen in the classroom, there will be times when classwork will need to have a home component. As such, practice should be planned intentionally as part of the larger learning plan to support student mastery. Studying at home should be assigned:

- to reinforce and practice concepts and skills that have been presented in class;
- to foster the student's creativity and discipline through enrichment projects or research;
- to prepare students for a new concept;
- to train the student to work independently and to accept responsibility for completing a task.

Apart from make-up work, studying for an additional attempt to collect evidence of mastery, and/or long-term assignments, studying at home should be limited over weekends and school vacations. Whenever students have several teachers, a cooperative faculty plan for assignments will be developed.

Parents should provide a scheduled time and place to complete practice, minimize weekday activities that interfere with studying at home, and encourage the student to develop responsibility for classwork and practice assignments.

Each student in Grades 1 through 8 is given a Planner at the beginning of the year for the purpose of managing, tracking and planning schoolwork, activities and commitments. Students who need to replace their Planner may purchase one in the Front Office for \$5.

The following are recommended time allocations for studying at home. Long-term assignments or extra reading are included in these time allocations. If you find that your child is routinely spending more time than this, a conference is encouraged.

- TK & Kinder Minimal
- 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

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.

Mandated Reporters

California State Law, Article 2.5 of the Penal Code, provides reporting requirements for child abuse whether sexual abuse, physical non-accidental injury or neglect. School personnel will comply with those requirements promptly and exactly as required by law.

Media/Public Relations

School students may appear in School-produced media releases, School publications, other public media outlets, and any other School-related social media outlets as well as on the following:

- Website:** stcatherinemh.org
Facebook: @StCatherineSchoolMorganHill
Instagram: @St_Cats

Note: St. Catherine School does not participate in Twitter/X social media.

Any such photograph and/or video recordings become the property of the School and may be used for educational, instructional or promotional purposes in broadcast and electronic media formats now existing or created in the future.

The School, as well as its representatives, agents, employees, administrators, managers, trustees, and directors, are released from any and all claims and demands related to publication, dissemination or use of a student's story or media image(s), including, but not limited to, any and all claims for invasion of privacy, royalties, infringement of a child's right of publicity, defamation, libel, false light and/or any other personal and/or property rights. Such images/recordings are the sole property of the School and revocation of this release does not extend retroactively to images/recordings which have already been disseminated, but only to future use.

Parents who do not want their students to appear in such media must indicate this in the media release form shared with families annually at re-registration.

The School must own and control all of its internet presence including all social media. Individuals or groups may not personally launch anything that can be regarded as owned, sponsored, endorsed, or supported by the Parish, School, or any related or affiliated ministry. Individuals or groups may not host any School website on their own domain or with a web hosting service that does not have a contract with the School itself. Those who violate this section will be asked to shut down their site or turn it over to the School.

Medications

The Diocese of San Jose strongly recommends that Schools do not administer medication to students unless absolutely necessary. If Schools must administer medication, students may only be administered medications that are prescribed for them personally by a licensed physician. Any medications they bring to School that are not prescribed for them will be confiscated and the student may be subject to appropriate discipline. The School shall not furnish medications. All medications administered at School shall be provided by the parents/guardians.

- The official “Medication Authorization and Permission Form” must be provided. This form, which states the nature of the medication, must be signed and dated by the doctor and the parents/guardians. The form may be obtained from the Front Office, ParentSquare or the School website.
- Medication administered at School must be in the original packaging or container and the original label, and shall be stored in the School office unless a student is required to carry the medication on his/her person.
- Generally, the student shall come to the office for medication.
- Because of the risk of students sharing medications, students may not carry medication of any kind to be self-administered at School. If a student is seriously at risk without an EpiPen or inhaler on his/her person, the student may receive special consideration.
- A student may not be given medicine prescribed for other family members.
- These medication regulations apply to both prescription and non-prescription medications.
- A student who is diabetic is allowed to test his/her blood sugar at School in the health room or office and self-administer medication as necessary. If a student is too young or otherwise unable to self-test his/her blood sugar, arrangements may be made to have the student's family or a trained staff member assist with testing. All medications must be kept in the School office or nurse's office and appropriately labeled as described above. School employees may not administer injections to a diabetic student except in emergencies, unless other arrangements are made in advance.

If parents/guardians do not complete the “Medication and Authorization Form” by indicating the student's prescribed medication, the parents/guardians will have to come to School and personally administer that medication.

Money

Money that is brought to School for a specific purpose (class trip, book fair, bake sale, etc.) must be put into an envelope with the child's name, grade, and amount. If a student does bring money to School, the money should be kept on the student's person and not left in the School bag, coat pocket, lunch box, or desk. The School cannot be, and is not, responsible for lost money.

Parents as Partners

Just as the parents look to the School to provide the facilities and the trained personnel that are essential to their child's proper development, so the School looks to the parents to assume active responsibilities that cannot be delegated to others.

No School can be wholly effective in teaching the values of religion and the virtues of honesty, respect for authority, consideration for the rights and property of others, and standards of personal morality and integrity unless these principles have been established, upheld, and valued in the home. If parents cooperate with the School, instill respect for the integrity of its teachers and administration, and actively support their authority in the home, this is likely to be reflected in the positive attitudes of their children. Parents are invited and encouraged to participate in the spiritual and academic programs developed for the education of their children. The wide spectrum of this involvement includes participation in School celebrations of prayer and liturgy, volunteer work, participation in parent-teacher conferences, attendance at meetings and seminars designed to help parents assist their children at home, and active involvement in the School's parent organization.

Parents are asked to take an active role in their child's education by:

- assisting their child in his/her academic and moral development by carefully reviewing class work, test results, progress reports, and report cards; supervising home study; and reinforcing School policies.
- explaining and reviewing periodically the School behavior code with their child. Parents should discuss School disciplinary episodes in relation to the School behavior code.
- recognizing their child's talents and interests so they may be developed in cooperation with the classroom teachers.
- seeing that the dress code, including gym uniform, is enforced, and insisting that children dress according to Christian virtue.
- insisting on their child's regular School attendance, punctuality and on complying with attendance rules and procedures.
- making all tuition and fee payments on time and participating in fundraising activities.
- providing proper supervision at home, and not tolerating harassment, inappropriate or violent behavior, or viewing of such in videos, movies, song lyrics, and on the internet.
- teaching their child respect for law, for authority, for the rights of others, and for public and private property. This includes showing respect for the work of others by not tolerating cheating in any circumstance.

- arranging for a time and place for their child to complete practice assignments.
- working with the School in a cooperative effort to carry out recommendations made in the best interest of their child, including those related to educational evaluations and counseling.
- attending all Parent-Teacher Conferences and other School meetings.
- by always interacting in a respectful manner when speaking with or about the administration, teachers and staff of the School. Verbal abuse or physical harassment may result in your child being required to withdraw from the School immediately or not being allowed to re-register for the following year.

We seek to provide an atmosphere where all are welcome and ideas are exchanged with the intent to listen to and be heard by both sides. We seek to maintain a safe, harassment-free workplace for our students, faculty, and staff. We encourage positive communication and discourage volatile, hostile, or aggressive actions. Parents who engage in phone and email mass communications without the approval of the administration do not promote open dialogue nor show respect for our parents, teachers or administration. No meeting regarding School matters should be called by a parent or small group of parents without prior administrative approval.

Any individual who disrupts or threatens to disrupt School/office operations, threatens the health and safety of students or staff, willfully causes property damage, uses loud, abusive, or offensive language or who has otherwise established a continued pattern of unauthorized entry on School property, will be directed to leave School property by the School's Principal or administrative designee. Should the individual persist, law enforcement officials will be called.

The School reserves the right to determine when a parent's actions fall short of meeting the mission and philosophy of the School. Failure to follow these principles will result in a verbal or written warning to parent/guardian. The School reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate disciplinary action. This disciplinary action may include but is not limited to the suspension of parent/guardian's privilege to come on campus and/or participate in School activities. In more severe incidents, repeated conflicts or breaches of the code of conduct the administration may require parents/guardians to withdraw their child from the School with or without previous warning.

During the school year, there are several meetings that parents are required to attend:

- **Back to School Night.** There are two Back to School Night sessions: TK through Grade 5 and Grades 6-8. The purpose of these August meetings is to allow the teachers time to preview their curriculum, policies and expectations for parents at the start of the school year. It is critical that all parents attend their child's Back to School Night in person.
- **Grade Level Meetings.** Some classes may have an evening meeting scheduled for parents, such as Junior High Boot Camp. 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 for First Holy Communion in lieu of a class meeting.

Parent Involvement

PARENT HOURS VOLUNTEER PROGRAM

The purpose of the Parent Hours Volunteer Program is to involve all the parents of St. Catherine School students 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.

All Parent Hours are to be recorded in ParentSquare; look for the section "Volunteer Hours" under "Participate" on the site.

- A 40 hour minimum has been established for each St. Catherine family. Single parent families require a minimum of 20 hours. For families with joint custody, each parent completes a minimum of 20 hours. Any exceptions to this policy must be sent to the Principal, in writing, by the end of September.
- Parent Hours for the 2023/24 school year can be earned between July 1, 2023 and May 15, 2024. These dates apply to families in all grades.
- Parent Hours may be performed by parents, grandparents, or any relatives who are 18 years or older. St. Catherine students are not eligible to perform Parent Hours on behalf of their families.
- Parents not completing their Parent Hours commitment will pay a fee of \$600 at the end of the school year. This fee is not prorated.

PARENT VOLUNTEER REQUIREMENTS

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 or grandparents who are volunteering or coaching at school must make arrangements for the care of younger children, so their complete attention can be devoted to the supervision of the students. It is the School's expectation that parents refrain from using their cell phones when supervising students in any activity.

All adult volunteers must complete the following tasks to volunteer at St. Catherine School. Please note, high school student volunteers under 18 years old are not required to be fingerprinted, but do need to complete all other requirements, including a teen version of safe environment training.

- **Be fingerprinted.** Complete a Live Scan form (on school website) and take it to a Live Scan location. Live Scan will share the results directly with the Diocese of San Jose, who will then share results with the school. We'll be in touch once we receive them, so that you know they're done. Fingerprinting is one and done; it doesn't need to be repeated.
- **Complete the Safe Environment training course.** All volunteers are required to complete the VIRTUS Online course, "Protecting God's Children Maltreatment Awareness Session 3.2_San Jose." This course needs to be re-taken every 3 years. A Safe Environment certificate must be sent to the office once completed. You can take the course via this website: virtusonline.org
- **Complete the Volunteer Activity Waiver Form.** This form needs to be completed once.
- **Complete the TB Risk Assessment Questionnaire and Certificate of Completion for TB Risk Assessment.** This form needs to be completed every 4 years.

ROOM PARENTS

Two Co-Head Room Parents are selected each year by the Teacher and Principal. If a Room Parent has more than one child in the school, they can only be Room Parent for one grade that year. Efforts will be made to rotate Room Parents from year to year, so that everyone will get a chance to participate in this

volunteer position, if they wish. Room Parents should enlist help from other parents in their grade to support class activities, be inclusive and build community within their grade.

Co-Head Room Parents will meet with the Principal and the Development Office at the beginning of the year to clarify the responsibilities of their positions. Key responsibilities include the coordination of donations for the Christmas Spirit of Giving and the Gala Auction item, as well as supporting other activities identified by the Teacher. Co-Head Room Parents will also serve as the PTG Grade Representatives and attend the PTG Steering Group meetings whenever possible.

Parent Contact with Students during the School Day

It is our expectation that arrangements for transportation and other family business be handled outside of School. The School's office staff may not relay personal messages about transportation, appointments, etc. to students.

During the School day, students are not allowed to check their cell phones for text or voicemail messages. Therefore, parents must refrain from contacting their students during the School day via cell phone. If there is an emergency and a parent needs to contact their student, they may call the main office on 408.779.9950.

Parent Organizations

Parent organizations in elementary schools are important: they promote parent/guardian support for the School program, increase mutual understanding between the School and parents/guardians, build a sense of School community, and assist in the financial support of the School.

Parent organizations:

- Are advisory in nature
- Have no legal status apart from the School and therefore may not be separately incorporated
- Function in accordance with a written constitution and bylaws that comply with Diocesan policy that govern the structure and operation of such an organization

St. Catherine School offers the following opportunities for parents to get involved.

SCHOOL ADVISORY COUNCIL (SAC)

St. Catherine SAC 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. An invitation to apply for SAC will be published on ParentSquare when openings are available.

The following are the duties and functions of SAC:

- To cooperate with and support the Principal and Pastor in his/her role as defined by Diocesan guidelines;
- To recommend policies that relate to the overall operation of the school to ensure 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 Principal and Pastor and SAC (taken from Advisory Board bylaws).

PARENT TEACHER GUILD (PTG)

The purpose of the PTG 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.

COUGAR ATHLETIC CLUB (CAC)

The purpose of CAC 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 student athletes at St. Catherine School;
- To come together in a spirit of Catholic Christian fellowship;
- 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 rules and strategies, and how to compete successfully in sports, displaying good sportsmanship, good character, perseverance, and integrity.

Re-enrollment

Re-enrollment for the next school year will be sent out in February via an email from the Principal. If the required non-refundable re-enrollment fee is not paid by the due date as outlined by the School, the School may not be able to guarantee a seat for your child for the upcoming School year.

Release of Students (During the School Day)

During the school day, the School will only dismiss a student into the direct custody of a parent/guardian or an adult (18 years or older) designated by the parent/guardian. When requesting to release a student, the parent/guardian or an adult designated by the parent/guardian must come to the School office to sign out the student.

In the event of a student illness during the school day, the parent/guardian or an adult designated by the parent/guardian must come to the School and take the child. If the parent/guardian cannot be contacted, the office staff will contact the name listed on the child's emergency contact record. Emergency records are completed annually and must be updated as necessary.

Resources for Students and Families in Crisis

[Santa Clara County Services for Children & Young Adults](#)

Other Resources:

Bill Wilson SOS Crisis Hotline

Crisis Hotline

Phone: (408) 278-2585

Community Solutions SOS Crisis Hotline *Local Hotline for Youth in Crisis*

Phone: (408) 683-4118

Crisis Text Line

Support for Youth in Crisis

Phone: Text BAY to 741741

www.crisisextline.org

National Suicide Prevention Lifeline

Suicide Hotline

Phone: (800) 273-8255

Child and Adolescent Mobile Crisis

In-Home Crisis Response Team for Youth in Crisis Phone: (408) 379-9085

Alum Rock Counseling and Mobile Crisis Service

Crisis Response Team to Respond In-Home for Youth in Crisis

Phone: (408) 294-0579

Short term Emergency Assessment and Stabilization for Youth in Crisis

Phone: (408) 364-4083

American Foundation for Suicide Prevention *Suicide Prevention Info and Resources* afsp.org

Psychology Today

Broad-based Info and Therapist Locator www.psychologytoday.com

Santa Clara County Mental Health

Phone: (800) 704-0900

Santa Clara County Mental and Behavioral Health Resources

Mental Health Resources in Santa Clara County

santaclara.networkofcare.org/mh/services/category.aspx?cid=8247&targetgrp

National Health Council for Behavioral Health

www.thenationalcouncil.org

Student Health

IMMUNIZATIONS

Students are required to have all vaccinations as required by the Department of Health before admission to and for continued attendance at the School. It is the responsibility of the parents and their personal physician to ensure that, as immunization requirements change, students are kept current in their schedule.

Families seeking a medical exemption to any of the immunization laws for students in California must follow [CDPH protocols and laws](#).

HEALTH SCREENING

The school provides vision, hearing and speech 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. Parents will receive a notification of when these screenings will be taking place.

ILLNESS

If your child has a communicable disease (COVID-19, chicken pox, strep, lice, measles, whooping cough, etc.), please inform the office staff when calling in the absence.

- Children may not return to school if they have experienced vomiting in the past 24 hours.
- Students must be fever free without fever reducing medication for 24 hours before returning to school.
- For illnesses requiring antibiotics, students may return to school 24 hours after starting an antibiotic treatment.

Student Information System

Schools are responsible for managing the Student Information Systems (SIS) to ensure home to School-based collaboration. These tools allow parents and students access to the student's grades and attendance record. Parents and students in Grades 6 through 8 may access the site with a School-issued username and password. Teachers are responsible for inputting students' grades and learning data into the SIS in a timely manner, and parents are responsible for monitoring their students' progress. Parents are encouraged to reach out to teachers and School administrators for clarification and understanding of student data received through the SIS.

Student Life

BIRTHDAYS

Children who wish to celebrate their birthday at school must contact the teacher for guidelines for their class. **Please notify the teacher and follow the guidelines before you bring a treat.** Invitations to birthday parties may not be distributed at school, unless the whole class is invited. Thank you notes for gifts should also not be sent to school for distribution, unless every student in the class is receiving one. Sending flowers, balloons, etc. to a child must be reserved for "out of school" time.

BOOKS

All non-consumable books that are taken home are to be covered and re-covered during the school year as needed. Covers that adhere to the book may not be used. Students will be fined for any unusual wear or damage to books. Students must pay for any lost books. Report cards and diplomas will be held until all textbooks are returned or paid for.

LOCKERS

Lockers are provided for students in Grade 6 through 8. They'll have access to lockers before/after school, during recess, lunch and passing periods. All lockers must be locked when the student is not retrieving books.

- A one-time fee of \$10 covers the rental of a combination lock and basic upkeep of the lockers. This fee will be billed through TADS tuition management system. 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.
- 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. Families will be charged for any damage to lockers beyond normal use.
- 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. Found unmarked articles 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 donated to those in need.

LUNCH

Parents are expected to provide lunch for their child daily, whether packing a lunch or purchasing one.

- [ChoiceLunch](#) is available on all regularly scheduled days, from August 21, 2023 to June 6, 2024. ChoiceLunch allows families to order up to the morning of the school day from a variety of

options. ChoiceLunch is not available on Minimum Days (every Wednesday and other days as noted on the calendar).

- Alternatively, students bring a packed lunch to school. If a child who brings a packed lunch is unable to eat all of his/her lunch, we ask that it be taken home.
- All students should have a refillable water bottle at school, filled with water only. Students may fill up their water bottles at one of three hydration stations on campus. **Please, don't send students with single-use disposable water containers.**

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 behind the school.

SCHOOL PORTRAITS

Each year an approved studio takes portraits of all enrolled children at school. Parents are given the opportunity to purchase these photographs if they wish, but there is no obligation to do so. Eighth Graders are also photographed in January for their graduation portrait wearing a graduation gown.

SCHOOL SUPPLY LISTS

The school supply list will be posted on ParentSquare. Families may purchase school supplies from any retailer. All students are expected to bring their purchased supplies with them on the first day of school. The lower grades will be given assistance bringing the items to the classrooms.

SACRAMENTAL PREPARATION AND CELEBRATIONS

All sacramental preparation and celebrations are in collaboration with St. Catherine Church. The decision for the preparation and reception of the sacraments will rest with the parent in conversation with the Teacher, Faith Formation Director and the Pastor. All parents are expected to assist in the sacramental preparation of their children and to attend the parent meetings for this purpose.

Baptism. Baptism preparation for students under seven years of age begins with a meeting with the Pastor. Baptism preparation for students seven years and older is through the Rite of Christian Initiation of Adults adapted for children, with arrangement through the Faith Formation Office.

First Reconciliation and First Holy Communion. Catholic students in the Second Grade will be prepared for these Sacraments. Catholic students in Grades 3 through 8 who have not yet celebrated Reconciliation and First Holy Communion will have the opportunity to prepare for the Sacraments as well.

Reconciliation. Catholic students in Grades 3 through 8 can receive the sacrament of Reconciliation at school at least once a year.

Mass. All Catholic 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 of the month. All family members are invited to join us for these celebrations. Classes are scheduled to attend a morning Mass once weekly, unless an all-school Mass is planned for that week. For every school Mass, students wear their formal uniform. PE uniforms may only be worn for the weekly morning Masses.

School Publications

All student or parental publications, such as ParentSquare posts or other promotional materials, are subject to review and approval by the School administration prior to publication. The Principal must have on file all current log-in information for any digital publication, email or social media accounts that represent or use the School name. Parents, volunteers and external consultants must submit any and all posts for approval in advance. Maintaining a positive public image for the School is the responsibility of the Principal.

School's Right to Amend

The School reserves the right to amend this handbook without prior notice. Notice of amendments will be sent as necessary.

Social Media and Digital Communications

St. Catherine School students, with parental or guardian approval, may appear in school-produced media releases, school or Diocesan publications, school or Diocesan websites, and any other school or diocese social media outlets as well as on the following:

Website: stcatherinemh.org
Facebook: @StCatherineSchoolMorganHill
Instagram: @St_Cats

Website: dsj.org
Facebook: @DioceseSanJose
Instagram: @DioceseSanJose
Twitter: @DioceseSanJose

Any such photograph and/or video recordings become the property of St. Catherine School and the Diocese of San Jose and may be used for educational, instructional or promotional purposes in broadcast and electronic media formats now existing or created in the future.

St. Catherine School and the Diocese of San Jose, as well as its representatives, agents, employees, administrators, managers, trustees, and directors, are released from any and all claims and demands related to publication, dissemination or use of a student's story, name, or likeness, including, but not limited to, any and all claims for invasion of privacy, royalties, infringement of a child's right of publicity, defamation, libel, false light and/or any other personal and/or property rights. Such images/recordings are the sole property of St. Catherine School and the Diocese of San Jose and revocation of this release does not extend retroactively to images/recordings which have already been disseminated, but only to future use.

The school must own and control all internet presence including all social media profiles and websites. Parents who do not want their students to appear in such media must indicate this in the media release form shared with families as part of enrollment and re-enrollment.

Individuals or groups may not personally launch anything that can be regarded as owned, sponsored, endorsed, or supported by the Parish, School, or any related or affiliated ministry with school or Diocesan logos. Individuals or groups may not host any school website on their own domain or with a

web hosting service that does not have a contract with the school itself. Those who violate this section will be asked to shut down their site or turn it over to the school.

Please see page 20, CAMERA USE AND VIDEO POLICY for further guidelines.

Standardized Testing

The School will administer Renaissance STAR testing as planned annually by the Department of Catholic Schools during the assigned testing windows. Individual test results will be given to students and their parents and will be analyzed by teachers, administration, and the Department of Catholic Schools.

STAR Tests. Data from STAR Testing is used to inform instructional decisions and targeted learning support of students.

ACRE Tests. Students in Fifth and Eighth Grades are also given the ACRE (Assessment of Catholic Religious Education) in April. The ACRE test assesses the student’s religious knowledge and attitudes.

Visitor Policy

The School welcomes parent and community involvement and Schools are often centers for the surrounding community. However, it is the responsibility of the School to ensure that the environment is safe, secure, and conducive to learning. Schools are not considered open to the public, or a public forum. Instead, Schools are considered a “limited public forum” and may limit public access in accordance with reasonable regulations set by the School.

Visitors are encouraged to make an appointment with the School employee they would like to speak with to ensure accessibility and availability.

All visitors who enter St. Catherine School campus during the school day must sign in at the Front Office and wear a visitor lanyard. This includes parents, family members, yard duty volunteers, coaches and other volunteers who are working in the school. This is for the safety of the students and personnel, as well as the visitors, so that they can be identified in an emergency.

Volunteer/Vendor Requirements

Our School is fortunate to have community members willing and able to support our School through volunteer efforts and enrichment activities. All volunteers and vendors must comply with the [DSJ School Volunteer / Vendor Requirements](#) before serving in any elementary School in the Diocese of San Jose.

We require all adults affiliated in any way with the School to maintain appropriate adult-student relationships at all times, both on and off campus. All interactions between members of the School community should be based on mutual respect and trust and should be consistent with the mission and values of the School. Every member of our community should expect an environment free of abuse, misconduct, and harassment, where appropriate employee-student boundaries are respected and maintained. This [code of conduct](#) applies to adults working with youth and minors.

Please see PARENT VOLUNTEER REQUIREMENTS on page 42 for St. Catherine volunteer requirements in full detail.

Withdrawals and Transfers

A transfer request must be obtained from the school office. All books must be returned. All bills must be paid before records are transferred to another school.

When a student transfers from one school to another, or enters high school, the new school may request a copy of the permanent record and health card from the former School. Schools may disclose a student's cumulative record (i.e., permanent record, attendance record, test results) to another school with legitimate educational interest if a written request is made and when a custodial parent/guardian has given written permission for the release of the child's records. Parent/guardian signature is required for release of a student's confidential file (i.e., special education records, psychological reports, disciplinary records, anecdotal information, or reports by the School counselor).

Under California law, a private school cannot refuse to provide student records to a requesting elementary School or high School because of any outstanding charges, including tuition or fees that the student or parents/guardians owe.

However, in accordance with School policy, the School may withhold from parents/guardians the grades, diploma, or transcripts of a student pending the payment of certain amounts for damaged property, the return of loaned property, or unpaid tuition or fees.

The School reserves the right to request the parent to withdraw his/her child from the School due to serious disciplinary issues.

THE AGREEMENT BELOW IS A PREVIEW OF WHAT WILL BE SENT TO ALL FAMILIES ELECTRONICALLY FOR COMPLETION.

PLEASE SUBMIT THE ELECTRONIC FORM ONLY BY FRIDAY, SEPTEMBER 8TH

Parent/Student Policies Agreement Form

Our family has received or accessed online and read the St. Catherine School Student & Parent Handbook. We are aware of, understand, and agree to follow the policies and procedures stated in the Handbook. We acknowledge that the school has the right to amend the Handbook during the school year as needed and notify us of any amendments, and we agree to follow the policies and procedures as may be added or amended. We understand that we may be asked to withdraw our child(ren) from the school or our child(ren) may not be invited to return the following year, if we fail to fulfill our responsibilities and obligations under the Handbook and any additions and amendments that may be made. Our signatures below indicate our commitment to fulfill our responsibilities and obligations according to the requirements of the Handbook.

Parent/Guardian's Signature (1) _____ Date _____

Parent/Guardian's Signature (2) _____ Date _____

Print student names and grades:

Student's Name _____ Grade _____

Signature if Student is in Grade 2 or higher _____

Student's Name _____ Grade _____

Signature if Student is in Grade 2 or higher _____

Student's Name _____ Grade _____

Signature if Student is in Grade 2 or higher _____

Student's Name _____ Grade _____

Signature if Student is in Grade 2 or higher _____