St. Catherine Catholic School

17500 Peak Avenue

Morgan Hill, CA 95037

408-779-9950

www.stcatherinemh.org

HANDBOOK FOR STUDENTS AND PARENTS

2020 – 2021

St. Catherine Catholic School is fully accredited by the Western Catholic Education Association and the Western Association of Schools and Colleges
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St. Catherine 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 and 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
**SCHOOL CALENDAR 2020-2021**

The basic school calendar for the 2020-2021 has been approved. The beginning, ending and holiday dates are listed below for your planning purposes. Students are scheduled for 180 school days. These are important learning days. Please make every effort to schedule trips during holidays.

- **Wednesday, August 19**  
  First day of school
- **Monday, September 7**  
  Labor Day
- **Friday, October 9**  
  Professional Development for Teachers--No School for Students
- **Wednesday-Friday, Nov. 25-27**  
  Thanksgiving Break
- **December 21 –January 4**  
  Christmas Break
- **Monday, January 11**  
  Professional Development for Teachers--No School for Students
- **Monday, January 18**  
  Martin Luther King, Jr. Holiday
- **February 15-19**  
  Presidents' Day/Winter Break
- **Friday, March 19**  
  Professional Development for Teachers--No School for Students
- **April 2-9**  
  Easter Break
- **Monday, May 31**  
  Memorial Day
- **Thursday, June 10**  
  Last Day of School

Parent conferences are scheduled for the week of October 12-16.

**Early dismissals:**

- **K 12:20**  
  Grades 1-8 12:30
  Every Wednesday
  Conference week (10/12-16)
  Also as noted on the calendar
  *June 10 (11:00 am Dismissal)*

**School closes:**

- June 10 – 11:00 Dismissal. Extended Care closes at 5:00 pm on the last day of school.
ST. CATHERINE SCHOOL
MISSION STATEMENT

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

SCHOOL PHILOSOPHY

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

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

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

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

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

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

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

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

Pastor: Rev. Sergio Ovando
Associate Pastor: Rev. Francisco Rios
Associate Pastor: Rev. Francis Kalaw
Principal: Fabienne Esparza
Vice Principal: Linda Knox
School Secretary: Debbie Mendes
Receptionist: Melissa Rangel
Bookkeeper: Anne Nguyen
Development Director: Jennifer Laws
Campus Minister: Lisa Kellett
School Counselor: Diana Karpavage
Kindergarten: Bernice Garcia
Aide: Kelly Guild
First Grade: Gloria Gomes
Aide: Veronica Aldana
Second Grade: Macey Dunne
Aide: Colbey Hill
Third Grade: Audrey Hager
Aide: LaRissa Mazzulla
Fourth Grade: Malissa Etie
Aide: Miriam Alvarado
Fifth Grade: Tien Pham
Aide: Dana Barone
Sixth Grade: Denise Brady
Seventh Grade: Yvonne Trevino
Eighth Grade: Anne Nowell
Language Arts/Social Studies: Kris Heiser
Math/ELA Support: Paolo Madrid
Resource: Kim Vollrath
Music: Susana Paredes K-4
Alicia Cortez 5-8
Educational Technologist: Antonio Silva
Drama Director: Kris Heiser
Assistant: Julie Houle
Physical Education: Karithe Nasser
Athletic Director: Karithe Nasser
Garden Coordinator: Karithe Nasser
Head Yard Duty Supervisors: Angela Sigel, Gemma Guzman
Extended Care Director: Angela Sigel
Assistant: Angela Sigel
Homework Club: Miriam Alvarado and Kelly Guild
GENERAL SCHOOL INFORMATION

ADMISSIONS
Applications for grades K-8 for the 2020-2021 school year will be available beginning October 1, 2020. Kindergarten applications for first consideration are due December 18, 2020. Testing for first consideration kindergarten applicants will take place in mid-January. All kindergarten applicants must be five years old by September 1, 2021. Applications for grades 1-8 and the second consideration period for kindergarten (if spaces are available) will be accepted on an ongoing basis. Applicants will be placed on a waiting list if space is not available. Testing for applicants in grades 1-8 will take place in March and on an ongoing basis if space is available. All students are admitted on a probationary basis for the first trimester.

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

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

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

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

BOOKS
All non-consumable books that are taken home are to be covered and recovered as needed. Students with uncovered books will receive a verbal warning followed by a written warning if the book is not covered in a timely manner. Students will be fined for
any unusual wear or damage to books. Students must pay for any lost books. Covers that adhere to the book may not be used. Report cards and diplomas will be held until all textbooks are returned or paid for.

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

CELL PHONES AND OTHER ELECTRONIC DEVICES
Students carrying cell phones, must have them in the “off” position and in their backpacks or lockers during school hours. Laptop computers, electronic tablets, Kindles and Nooks may be brought to school only with the permission of the classroom teachers. Fitbits and other fitness tracking devices may be worn for the purpose of tracking activity. Smart devices, including watches, may not be worn to school. Smart devices will confiscated and will require a parent to pick them up at the office.

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

DAILY TIME SCHEDULE – First bell rings at 7:50 – Students are tardy at 7:55.

<table>
<thead>
<tr>
<th>Regular Day</th>
<th>Lunch</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kindergarten</td>
<td>11:20 – 12:00</td>
</tr>
<tr>
<td>7:50 - 2:00</td>
<td></td>
</tr>
<tr>
<td>Grades 1 through 8</td>
<td></td>
</tr>
<tr>
<td>Grades 1-5</td>
<td>11:50 - 12:25</td>
</tr>
<tr>
<td>7:50 – 3:00</td>
<td>Grades 1 – 3</td>
</tr>
<tr>
<td></td>
<td>12:15 - 12:50</td>
</tr>
<tr>
<td>Grades 6-8</td>
<td>Grades 4-5</td>
</tr>
<tr>
<td>7:50-3:10</td>
<td>12:40 - 1:10</td>
</tr>
<tr>
<td></td>
<td>Grades 5 - 8</td>
</tr>
</tbody>
</table>

Morning Recess:

<table>
<thead>
<tr>
<th>Regular Day</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>9:40 - 10:00</td>
<td>Grades 1-3</td>
</tr>
<tr>
<td>10:00-10:20</td>
<td>Grades 4-5</td>
</tr>
<tr>
<td>10:22 - 10:32</td>
<td>Grades 5-8</td>
</tr>
<tr>
<td>Grades K – 8</td>
<td>Dismiss at 12:30 every Wednesday.</td>
</tr>
</tbody>
</table>

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

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

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

EXTENDED CARE
The school’s Extended Care Program is open each school day from 7:00 A.M. to 6:00 P.M. The Extended Care room is located at the northwest end of the building. Extended Care also uses the schoolyard for outdoor recreation time. Homework Club is available for students wanting to complete homework in a quiet supervised environment on Mondays, Tuesdays and Thursday from 3:10-4:10 PM for the same hourly fee as Extended Care or as part of an Extended Care package. Children arriving before 7:45 am or at school fifteen minutes after dismissal will be sent to Extended Care.

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

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

FINANCIAL AGREEMENT – See Appendix

FINANCIAL AID – See TUITION ASSISTANCE

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

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

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

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

Steps for Resolution
• When a question or concern arises, please discuss the issue directly with the teacher or supervisor of the activity. Please make an appointment with the teacher/staff member to be assured of his/her availability.

• If a question or concern remains regarding a disciplinary issue after discussing the matter thoroughly with the teacher, parents may contact the vice principal to arrange an appointment.

• If a question or concern remains after discussing the matter thoroughly with the teacher (and vice principal in the case of a disciplinary issue), parents may contact the principal to arrange an appointment.

• If a question or concern still remains after consultation with the principal and teacher, the pastor and principal will work with the family to help resolve the matter.

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

LOCKERS
Lockers will be provided for students in grades 6-8. A one-time fee of $10.00 covers the rental of a combination lock and basic upkeep of the lockers. This fee will be billed through SMART Tuition. 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. Families will be charged for any damage to lockers beyond normal use. All lockers must be locked when the student is not retrieving books. The school has the right to search lockers at any time. Students may not deface lockers in any way. Only painter’s tape or magnets may be used to attach anything inside or outside. Any tampering with another student’s locker or damaging of any locker is grounds for disciplinary action.

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

LUNCH
Parents are expected to provide lunch for their child each day, whether packing a lunch or purchasing one. Hot lunch is available on all regular schedule days, August 24 –
June 8 through Choice Lunch. Choice Lunch allows families to order up to the day before (or the morning of with an additional fee) from a variety of choices. Hot lunch is not available on minimum days (every Wednesday and other days as noted on the calendar). Links to order lunches are on our website.

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

Students will not call home for missing lunches. They will share with friends, get food from the “Share” bin, or you can approve a last minute lunch through Choice Lunch. Any lunch dropped off after the start of the school day may be left in the school office and must be delivered by 11:20. Yard duty personnel will take the lunches to the eating area.

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

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

PARKING LOT: DROP OFF AND PICK UP
For the safety of all, please enter the parking lot at a controlled speed, not to exceed 10 miles per hour. Please do not use your cell phone while driving in the parking lot. Left turns out of the parking lot are prohibited during drop off and pick up times. (7:40 am – 7:55 am and 3:00 pm – 3:25 pm. The first bell rings at 7:50. Students arriving after the 7:55 bell rings are tardy and will pick up a tardy slip in the office.

Refer to the map in the appendix of the school for specific directions that pertain to the direction of traffic when dropping off and picking up students. Students serving on the
Safety Patrol open doors for the students, assist students using the cross walk, and wave cars forward to keep the traffic flowing. Please respect their directions. They have volunteered their time to ensure the safety of all students. Teachers and teacher aides are also in front of the school for supervision of the students. Cars may not be left unattended in the drop off area during drop off or pick up time.

Please do not park on the library side of Peak Avenue and wave your children over to the car. Habitual jaywalking will be referred to the Morgan Hill Police Department. Parents and students must use the crosswalk at Peak and Main to cross the street. Parent example is extremely important, not only for your child, but also for other children who may be watching. The parking lot behind the church may not be used as a loading/unloading zone or for parking before school. Any parent bringing an animal to school during drop off or pick up is asked to be alert to children who are fearful around animals and to pick up after their pets.

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

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

On rainy days, all students will be dismissed from the parking lot side of the school building. The students will be dismissed from the following classrooms:
Grades 1 Dismiss through the front door of school
Grades 2 and 3 - Dismiss through grade 3
Grades 4 and 5 - Dismiss through grade 5
Grade 6 - Dismiss through kindergarten
Grade 7 and 8 - Dismiss from in front of Junior High classrooms
Kindergarten - Dismiss Kindergarten classroom door
Parents should remain in their cars and members of the Safety Patrol will escort the students to their cars.

PLAY EQUIPMENT
Play equipment is provided by the school. Please do not allow your child to bring balls, toys, etc. to school, without the permission of the teacher.
Scooters, bikes and skateboards may not be ridden on campus at any time. If a scooter, bike or skateboard is brought on campus, it must be kept in the bike rack or teacher-designated location until the end of the school day.

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

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

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

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

SUPERVISION BEFORE AND AFTER SCHOOL
Students should not arrive on the school grounds before 7:40 a.m. and should leave the premises by 3:20 p.m. unless enrolled in Extended Care. No student should be on the school grounds unsupervised. Students who are found to be on campus before 7:40 or after 3:20 will be checked into Extended Care. Students may not leave campus after school and return unless they return for a school sponsored and supervised activity. Also, students may not stay unsupervised on campus waiting for a late activity unless they are signed in to Extended Care. Students attending the EC Homework Club who are not picked up at the designated time will go to Extended Care.

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

TECHNOLOGY USER AGREEMENT
The Technology User Agreement will be signed online, along with emergency information through PowerSchool.

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

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

TUITION AND FEES - See Appendix

USE OF STUDENT PICTURES
While the school reserves the right to use student pictures in publications and on the school’s web-site, any parent who does not wish his/her child’s picture used must indicate that preference one PowerSchool as part of the annual registration process. Students will not be identified by name in any pictures used for publications, the website, or social media unless explicit permission is given by a parent.

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

SCHOOL ADVISORY COUNCIL (SAC)
Purpose: The St. Catherine School Advisory Council is an advisory body for the principal, guiding the educational policies of St. Catherine School, subject to such rules and regulations that proceed from the Bishop through the Diocesan Superintendent of Schools. The following are the duties and functions of the School Advisory Council:
• To cooperate with and support the Pastor and School Administrator in his/her role as defined by Diocesan guidelines;
• To recommend policies that relate to the overall operation of the school to insure quality Catholic Education;
• To review the school’s long range plan;
• To create better understanding and support of Catholic Education and to act as a public relations group in making the work and achievements of the school better known to the entire parish and civic communities;
• To analyze the school budget to determine if it realistically reflects the general financial and physical needs of the school;
• To assist in an annual maintenance review of school buildings and grounds;
• To recommend resources needed for development of educational programs;
• To evaluate its own effectiveness on an annual basis as well as the working relationship between the Pastor, the School Administrator and the School Advisory Council (taken from Advisory Board bylaws).

Board Members are listed on the website.

PARENT TEACHER GUILD (PTG)
Purpose: The purpose of this organization shall be:
• To bring together in a functioning union, parents, principal, pastor, teachers, and others who are interested in undertaking cooperative efforts on behalf of Catholic education;
• To foster a spirit of cooperation between the school and other parish organizations and activities for the benefit of the parish community;
• To broaden an interest in Catholic education within the community;
• To provide a channel of communication between home, school and parish;
• To emphasize the responsibility of home and school in the guidance of the child;
• To promote programs for the growth and welfare of the Catholic child and parents in the home, school and community;
• To provide a network of volunteer services for the school;
• To generate financial support for the school;
• To come together in a spirit of Catholic Christian fellowship (Taken from the PTG bylaws)

Board Members are listed on the website.
COUGAR ATHLETIC CLUB (CAC)
The purpose of this organization shall be:

• To bring together in a functioning union, parents, principal, pastor, teachers, and other who are interested in undertaking cooperative efforts on behalf of the After School Athletic Program at St. Catherine School;
• To provide a channel of communication among home, school and parish;
• To provide a network of volunteer services for St. Catherine School;
• To come together in a spirit of Christian friendship;
• To provide and coordinate fundraising for the After School Athletic Program at St. Catherine School;
• To foster an appreciation of competitive sports, an understanding of sports and the rules and strategies, and how to compete successfully in sports, displaying good sportsmanship, good character, perseverance, and integrity.

Board Members are listed on the website.

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

A 40 hour minimum has been established for each St. Catherine family (20 hours for single parent families) which will be reported online. For families with joint custody, each parent completes twenty hours. Any exceptions to this policy must be sent to the Principal, in writing, by the end of September. Parent hours for the 2018 – 2019 school year can be earned between May 1, 2019 and May 1, 2020. **Parents whose only child is in the 8th grade, must complete their hours by April 15, 2021.** Parent hours may be performed by parents, grandparents, or any live-in relatives who are 18 years or older. St. Catherine students are not eligible to perform Parent Hours on behalf of their families. Each family must work a minimum of six of their service hours on major parish/school fundraisers. Parents not completing their commitment will pay a fee of $600 as noted on the Financial Agreement. This fee is not prorated.

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

All volunteers must be fingerprinted and have completed a Safe Environment Training. The Safe Environment training must be updated every three years through https://www.virtusonline.org/virtus/23188/reg_2.cfm?theme=0. Please contact the school office to schedule an appointment for fingerprinting. Anyone driving students on a field trip or for after school sports must submit an updated Driver Form.
with license and insurance information. All drivers must be at least 25 years old. High school student volunteers under 18 years old are required to complete the Safe Environment training for teens, but are not required to be fingerprinted.

ADMISSION / ATTENDANCE / HEALTH

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

When the above criteria are met at reasonable levels, applicants for acceptance to St. Catherine’s will be considered in this order:
Applicants for acceptance to St. Catherine’s will be considered in this order:
• Siblings of children already enrolled in St. Catherine School and whose families are active, registered members of St. Catherine Parish, attending Sunday liturgy regularly, active in parish life, and financially supporting the parish in a recognizable (checks / envelopes / electronic giving) and meaningful manner.
• Catholic children, whose families are active, registered members of St. Catherine Parish, attending Sunday liturgy regularly, active in parish life, and financially supporting the parish in a recognizable (checks / envelopes / electronic giving) and meaningful manner.
• Catholic children who do not belong to St. Catherine Parish but whose families are active, registered members of other Catholic parishes.
• Non-Catholics who are willing to participate in the school’s religious education program.

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

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

A written excuse is necessary to exempt a student from participation in PE.
Any student who is absent from school or sent home due to illness may not participate in after school activities that day. Students must be at school no later than 10:00 am in order to participate that day. These include sports, drama, chess club, band, Extended Care, etc. Students must be present from morning recess until the end of the school day in order to participate in afterschool activities.

When a student is out for an excused absence, the student and parents are responsible to get any assignments, notes, etc. from his/her teacher(s) who will determine the due dates, immediately upon return.

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

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

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

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

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

TARDY POLICY
Students are expected to arrive on time each day. Students arriving late for class are disruptive to the teaching / learning process for the student, the teacher, and the entire class. This disruption takes time away from the education of the other students in the class. If a student is excessively tardy, the administration will contact the parents to discuss a solution to the problem. Students in grades 4-8 who reach the 5 tardy mark will be assigned a detention. A student is tardy if he/she arrives after 7:55 am or, for
those changing classes, after the time scheduled for the beginning of class. Students who arrive after morning recess will be marked absent half a day.

The first bell rings at 7:50. The expectation is that all students attend morning assembly at 7:50. If a student is tardy, after 7:55 am, he/she must report to the school office before being admitted to class. The tardy will be recorded in the office, and the student will be sent to class with a late admittance slip. Teachers will not accept students after 7:55 without a late admittance slip. In cases of a major traffic delay or significant weather problem, the principal will determine if tardies will be issued or not. Parent support in getting students to school on time every day is imperative. Habitual tardiness (more than 5/trimester or 15/year) may jeopardize reenrollment for the next year.

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

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

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

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

EMERGENCY FORMS
Parents complete emergency forms during the registration process each year. Every child must have a completed emergency form in the office. It is critical that parents update the information listed on the form so that it is kept accurate at all times. Parents
will complete emergency information directly through PowerSchool at the beginning of the year. This should be updated as needed during the school year.

FINGERPRINTING AND SAFE ENVIRONMENT TRAINING FOR VOLUNTEERS

“In compliance with the Charter for the Protection of Children and Young People promulgated by the United States Conference of Catholic bishops on June 14, 2002, the Diocese of San Jose requires that all volunteers of parishes, schools, or diocesan agencies or institutions who have supervisory or disciplinary oversight over children or vulnerable adults submit their fingerprints for a criminal record check as a condition of working in volunteer status. Beginning January 1, 2004, no person in the above category may begin his or her volunteer service with children or vulnerable adults until fingerprint clearance has been returned by the Department of Justice.” USCCB

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

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

HEALTH

The school provides vision, hearing 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.

ILLNESS

Students should not be sent to school when they are ill. If your child has a communicable disease (chicken pox, strep, lice, measles, whooping cough, etc.), please inform the office staff when calling in the absence. Children should not return to school if they have experienced vomiting in the past few hours. Students must be fever free for 24 hours before returning to school. For illness requiring antibiotics, students may return to school 24 hours after starting antibiotic treatment.
IMMUNIZATIONS
No child will be admitted on the first day of school without documentation of all required immunizations for his/her age, unless the child has a medical waiver. According to state law, personal belief exemptions are not allowed for students entering school after January 1, 2016. Exemptions are in place until the child enters 7th grade.

INSTRUCTIONAL PROGRAM

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

\[
\begin{align*}
A & = 4.0 \\
A- & = 3.7 \\
B+ & = 3.3 \\
B & = 3.0 \\
B- & = 2.7 \\
C+ & = 2.3 \\
C & = 2.0 \\
C- & = 1.7 \\
D+ & = 1.3 \\
D & = 1.0 \\
D- & = 0.7 \\
F & = 0.3
\end{align*}
\]

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/Non-pass” indication and they must have an M in all General Behavior Expectations 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/Non-pass” indication and they must have an M in all General Behavior Expectations 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. In addition students must demonstrate outstanding performance in the areas of service, character and leadership. Information and applications will be given to the students who qualify during the first trimester.

8TH Grade Graduation Awards
The following awards are presented during the Sending Ceremony or Graduation Ceremony, to members of the graduating class:

Honor Cords – White cords are presented to students with a cumulative 3.7 GPA grades 6, 7 and 8 and an M in all General Behavior Expectations on the report card.

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

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

Knights of Columbus Scholarships - These scholarships are given to students who have shown strength and leadership in their religious training while at St. Catherine School. Students are required to submit an essay on an assigned topic in order to be considered. In order to apply, the student must be attending a Catholic high school.

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

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

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

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

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

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

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

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

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

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

<table>
<thead>
<tr>
<th>Grades 1 &amp; 2</th>
<th>20 to 30 minutes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grades 3 &amp; 4</td>
<td>30 to 45 minutes</td>
</tr>
<tr>
<td>Grades 5</td>
<td>45 to 60 minutes</td>
</tr>
</tbody>
</table>
Grades 6, 7 & 8  60 to 90 minutes

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

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

**PRAYER SERVICES / LITURGY AND SACRAMENTS**

**Mass:** All students are expected to attend weekly Sunday Mass with their families. As a student body we participate in Eucharistic Celebrations and Prayer Services at appropriate times during the school year, including each First Friday. All family members are invited to join us for these celebrations. Classes are scheduled to attend a morning mass once weekly, unless an all school mass is planned that week. For all school masses, students wear their formal uniform. PE uniforms may be worn for the weekly 8:15 masses.

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

**PROMOTION/RETENTION**

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

**RESOURCE PROGRAM**

The school provides a full time resource teacher and aide to work with students who are having difficulty in the areas of math and reading. Students are eligible for this program based on standardized test scores (Iowa Assessments and STAR), reading and math assessments, and the recommendation of the teacher. The program includes a formal intervention program for grades K – 4, as well as developing individual Student Success Plans.
Plans (SSP) 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.

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

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

**STANDARDIZED TESTING**

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

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

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

**STUDENT EVALUATION: Progress Reports, Online Grades, Parent Conferences and Report Cards**
Progress reports are given between report cards. If a progress report indicates a student is not working up to his/her potential in a particular subject, a parent/teacher conference may be arranged by the teacher or the parent.

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

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

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

**Grades K-5** use standards based report cards

<table>
<thead>
<tr>
<th>Grades 6, 7, 8</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A 100-93</td>
<td>C 76-73</td>
</tr>
<tr>
<td>A- 92-90</td>
<td>C- 72-70</td>
</tr>
<tr>
<td>B+ 89-87</td>
<td>D+ 69-67</td>
</tr>
<tr>
<td>B 86-83</td>
<td>D 66-63</td>
</tr>
<tr>
<td>B- 82-80</td>
<td>D- 62-60</td>
</tr>
<tr>
<td>C+ 79-77</td>
<td>F 59 and below</td>
</tr>
</tbody>
</table>

**SUMMER SCHOOL CONTRACT**

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

**WASHINGTON DC**

The 8th grade travels to Washington, DC for an educational week in the spring. This program is part of the curriculum and all students are expected to attend the entire program. Information will be given at the 8th grade class parent meeting.

**YOSEMITE**

Students in the 7th grade participate in a week-long program at Yosemite. This program is part of the curriculum and all students are expected to attend the entire program. Information will be given at the 7th grade class parent meeting.

**STUDENT ACTIVITIES**

In order to be eligible for extra-curricular activities, students must meet basic academic and deportment standards. For all activities, except Student Council, students in grades 6-8 must have earned a minimum GPA of C (2.0), and an AE or higher in all General Behavior Expectations on the previous report card. Students earning a NP in Music, PE or Spanish will be deemed ineligible for extra-curricular activities. For students in grades 3-5, any child who has a U for any category in the Lifelong Learning Expectations section, Music, PE, Spanish or Homework is ineligible. Being placed on academic...
probation makes the student ineligible to participate in any extra-curricular activities (including sports, drama, Student Council, enrichment classes and clubs). Students’ grades from 3rd trimester determine eligibility for fall activities for the next school year. Grade standards for Student Council are listed on the officer descriptions published in the Appendix of the Handbook. Eligibility rules apply to all extra-curricular activities except Safety Patrol and Altar Serving. In addition to eligibility, school attendance is required to participate after school activities on any given day. Please see the section on Attendance for specific policies.

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

**AFTER SCHOOL SPORTS**
The school provides an after school sports program for grades 5 - 8. Sports offered include: boys’ football and girls’ volleyball during the fall trimester, boys’ and girls’ basketball during the winter trimester, and girls’ softball and boys’ volleyball during the spring trimester. Girls’ and boys’ golf as well as track are offered each spring. Watch the monthly communication email for information concerning signups. The same student behavior that is expected at school is also expected during all after school activities. Forms for after school sports will be emailed to all parents of 5th through 8th graders.

**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 will be charged. Students involved in organized sports may wear the team jersey to school with the rest of his/her school uniform for one “home” game which is assigned.

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

**BATON--ST. CATHERINE TWIRLERS**
The St. Catherine Twirlers meet on Wednesdays after school to learn baton skills and choreography. They participate in a variety of parades and competitions during the year.

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

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

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

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

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

HONOR CHOIR
Students in grades 5-8 may audition for Honor Choir. The group meets during lunch and sings at First Friday and some other masses. They also perform for various community events, as well as the diocesan Choral Festival/

NATIONAL JUNIOR HONOR SOCIETY (NJHS)
NJHS is an national group which focuses on academic achievement, leadership, character and service. Seventh and eighth grade students who meet the GPA requirements are invited to apply.
ROBOTICS
St. Catherine School field elementary (grades 4-5) and middle school (grades 6-8) VEX IQ Robotics teams which compete in Bay Area tournaments, as well as national and world events for which teams qualify. For more advanced students, a VEX EDR is offered by invitation.

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

SAFETY PATROL
Students in 5th and 6th grades are eligible to serve on the Safety Patrol. This program is overseen by the fifth grade teacher. Parent permission and teacher recommendation are required. Students who work the morning shift must be able to be at school at 7:40 and, if working the afternoon shift, must be able to stay until 3:20. Students who are unable to make their shifts must find a substitute.

SPEECH AND DEBATE
Speech and Debate classes are offered by Rose Debate on Wednesdays after school. Students in grade 5-8 may participate.

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

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

CATHOLIC SCHOOL DISCIPLINE

ACADEMIC PROBATION
Students in grades 6-8 earning below a 2.0 GPA will be placed on academic probation for the succeeding trimester. The student will be placed on an academic contract which will lay out targets for improvement and strategies to enhance success. The student,
parent and teacher will sign the contract. The conditions of the contract must be met or additional steps will be taken (up to and including being asked to leave the school).

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

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

Each teacher has developed a set of class rules to meet the needs of his/her individual class. This is also true for our extended care program, PE, Music, Spanish and Resource classes. By choosing to break a rule, a child has also chosen to accept the consequences of his/her behavior. If the disciplinary issue cannot be resolved by the teacher, the student will be referred to the Vice Principal or the Principal. **Conduct, whether inside or outside the school, that is detrimental to the reputation of the school is subject to disciplinary action.**

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

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

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

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

**Verbal Warnings**
A teacher will discuss inappropriate behavior with the student, encouraging the student to understand the consequences of the behavior and to explore more acceptable choices for future behavior.

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

**Detention**
Detention is a disciplinary procedure taken as a result of one serious incident or continued irresponsible or inappropriate behavior on campus or off campus during school related activities. Detention will result after alternative disciplinary actions have proven ineffective, or when the severity of the offense warrants such a consequence. Parents will be notified when a detention is assigned via a Behavior Referral form sent home for parent signature. Students must have the form signed and returned to the teacher, along with a detention fee of $20. Detention is held every Thursday, before school, from 7:00 – 7:40, in alternating classrooms. Parents must sign their student into detention.
Before school detention is typically used in grades 4-8. Occasionally, an after school detention may be scheduled. In Grades K-3, any action warranting detention will be handled by the teacher or Vice Principal.

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

Behaviors that may warrant detention include but are not limited to:
- Failure to observe school, classroom, or yard rules
- Five (5) tardies in one trimester (grades 4-8)
- Failure to return a signed detention or warning slip to the homeroom teacher the next day
- Multiple written warnings in one trimester
- Failure to serve an assigned detention
- Discourteous behavior towards students, staff or other adults (disobedience, sassing, mimicking, arguing, teasing, taunting, name-calling)
- Violation of other’s property (i.e. Teachers’/students’ desk, yearbook, lockers, lunches)
- Four (4) uniform violations per trimester
- Cheating – See Cheating section
- Profanity
- Lying
- Forging signatures
- Misbehaving in church or at school activities
- Unexcused absence from class or designated areas
- Being disruptive during a fire drill, earthquake/disaster drill, lockdown drill
- Inappropriate use of technology

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

**Suspension**

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

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

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

**Expulsion**

The following grounds for expulsion are taken from the Administrative handbook of the Department of Catholic Schools of the Diocese of San Jose.

Grounds for expulsion include:

- Actions gravely detrimental to the physical, moral, and spiritual welfare of other pupils.
- Incorrigible or disruptive behavior which impedes the progress of the rest of the class.
- Assault, battery, or any threat of force or violence directed toward any school personnel, pupils, or other persons on school property during school related activities.
- Habitual or persistent violation of school regulations
- Use, sale, distribution, or possession of narcotics, controlled substances, cigarettes, or alcoholic beverages.
- Use or possession of firearms or other potentially harmful objects or weapons.
- Gang-related conduct/activity. Gang-related conduct/activity includes, but is not limited to symbols, graffiti, apparel, colors, hazing/initiations, and hand signals commonly associated with gangs.
- Theft, extortion, arson.
- Habitual truancy.
- Malicious damage or destruction of real or personal property at school.
- Hazing.
**Daily/Weekly Check-in**
In some cases, students benefit from a daily or weekly check-in with the teacher. The information is then sent to the parent. This allows the student to reflect on their actions and to understand the perspective of the teacher in regard to behavior expectations.

**Behavior Contract**
Students who have ongoing behavior issues that less severe consequences have not resolved will be placed on a Behavior Contract and will have a contract which outlines the behaviors of concern and the goals for improved behavior. Progress will be reviewed at the end of the trimester. If the conditions are not met, additional parameters may be built into the contract or the student may be asked to leave the school.

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

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

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

  **Physical Harassment:** Continuous incidents of poking, touching, pulling hair.

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

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

1. On the first occasion of cheating/plagiarism during the student’s time at St. Catherine, the student is counseled by the vice principal as to appropriate behavior and the issue of motivation is addressed. The parent is contacted. The student is assigned a detention and/or along with three additional hours of service, and the incident is filed in the student’s behavior record with the vice principal. The principal is informed. The student be required to redo the assignment/test, but will not receive more than 50% credit.

2. On the second incident of cheating during a student's time at St. Catherine, the parent is contacted and the incident is filed in the student's behavior record with the Vice Principal. The student is counseled by the Principal as to appropriate behavior and the issue of motivation is addressed again. The student be required to redo the assignment/test, but will not receive more than 50% credit. The student will be placed on a one day in-house suspension, and is placed on Disciplinary Contract for one trimester. The student will be removed from or be ineligible for Honor Roll or any leadership position or position in which she represents St. Catherine School including Student Council for the remainder of the school year, term or season as determined by the Principal and Vice Principal. The student will not be eligible for or will be removed from National Junior Honor Society (NJHS) or the honor of the St. Catherine Award.

3. Should a third incident occur during a student's time at St. Catherine School, the student may be dismissed from the school.

VIOLENCE POLICY
St. Catherine Catholic School needs your help in keeping our school safe for everyone. All threats to inflict serious harm to self or others are taken seriously. Our school will respond to any statement of a threatening nature, or any behaviors by individuals that might pose a threat to the well-being of students, staff, or others. Practical jokes of a violent or threatening nature and off-hand comments will not be tolerated. If you become aware of any threatening situation, please report it immediately to a school administrator.
YARD RULES
All students are expected to follow the yard and playground rules, and treat yard supervisors with respect. These rules are discussed at each grade level and are posted on the outside window by the lockers. Discipline may include a verbal warning, a written warning, detention and/or suspension. Serious discipline problems are referred to the vice principal. All teachers and lunchtime yard duty volunteers enforce the yard and playground rules. All teachers, lunchtime yard duty personnel, and Extended Care personnel have the authority to give warnings and detentions. Students participating in the Extended Care program are expected to follow the yard and playground rules.

UNIFORM AND DRESS CODE

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

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

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

Uniforms are worn by all students in grades K - 8th grade and are purchased from the Merry Mart, 33 Washington Street, Santa Clara, California (408-296-0423). Formal uniforms will be worn on all school mass and prayer service days.

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

Jumpers and Skirts – Skirt length must be modest and functional for school, typically no more than two above the top of the knee. Short skirts will need to be rehemmed to an appropriate length. Girls are strongly encouraged to wear shorts underneath uniform skirts.

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

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

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

Hair - Hair should be neat, clean and natural in color. Any student who colors, bleaches or highlights his/her hair will not be allowed to return to school until his/her hair has been returned to a natural color. To minimize distractions, hair accessories must be simple, no larger than 5 inches across. Headbands with cat ears, pom poms, unicorn horns, etc. are not allowed. Boys’ hair may be no longer that the top of the shirt collar. Boys must be clean shaven.

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

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

Class color t-shirts may be worn on days as noted on the school calendar or schedule by classroom teachers.
PE UNIFORM FOR BOYS AND GIRLS
All students, K – 8 will wear PE uniforms. The PE uniform consists of:
- Gray Cougar T-shirt from Merry Mart (no other Cougar T-shirts allowed for PE)
- Solid navy blue mesh PE shorts or sweatpants with SCS logo
- Cougar logo sweatpants available at Merry Mart
- Athletic shoes in the approved uniform colors, fastened securely

Soles may not be black due to the restrictions on the Parish Center floor.
Students are asked to wear non-marring athletic (court) shoes for PE in the gym.

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

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

FREE DRESS GUIDELINES
In order to provide the students and parents with guidelines for Free Dress Pass Days the faculty has created the following policy. The overall guide that students and parents should follow is that the clothing selected should be appropriate to wear to a Catholic elementary school.
- Students may wear jeans (unless otherwise instructed) that are clean and in good repair. Jeans must fit appropriately (not skin tight, i.e. no jeggings).
- Graphics or logos on shirts must be appropriate for a Catholic elementary school. Graphics relating to drugs, alcohol, gang symbols, etc. are not permitted.
- Shirts must cover midriffs at all times. Low cut, spaghetti strap, bare shoulder, or tank top style shirts are not permitted.
- Shorts, skirts and dresses need to be an appropriate length for Catholic school (modest, not too short) – just above the knee. For Jr. High yoga pants and leggings are not appropriate school attire.
- Socks or tights must be worn with shoes. For safety reasons platform shoes, clogs and sandals without a back strap may not be worn.
These guidelines also apply to Extended Care. For safety reasons, students in Extended Care will remain in their school uniforms.

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

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

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

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

**THE PRINCIPAL RETAINS THE RIGHT TO AMEND THIS HANDBOOK AS NECESSARY. PARENTS WILL BE NOTIFIED IF THIS OCCURS DURING THE SCHOOL YEAR.**
ST. CATHERINE SCHOOL
TUITION & FEES FOR 2020-2021

**PLAN A**  A practicing Catholic family, registered in the Parish, in which the child is baptized Catholic, attending Sunday Liturgy regularly, active in Parish Life, and financially supporting the parish in a meaningful way.

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<th>ANNUAL COST</th>
<th>MONTHLY COST</th>
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<tr>
<td>1 Child</td>
<td>$ 9,070.00</td>
<td>$ 907.00 (Aug-May)</td>
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<tr>
<td>2 Children</td>
<td>$16,870.00</td>
<td>$1,687.00</td>
</tr>
<tr>
<td>3 Children</td>
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<td>$2,312.00</td>
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<tr>
<td>4 Children</td>
<td>$29,010.00</td>
<td>$2,901.00</td>
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**Plan C**  The child is not baptized Catholic and/or the family is not participating in the Parish as described in Plan A.

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<tr>
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<th>ANNUAL COST</th>
<th>MONTHLY COST</th>
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<tr>
<td>1 Child</td>
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<td>$ 1,353.00 (Aug-May)</td>
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<tr>
<td>2 Children</td>
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<td>$ 2,706.00</td>
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In addition to the regular tuition, the following requirements must be met:

- Each family is expected to purchase $500 of SCRIP, or pay $125 by April 30, 2021.
- Each family is required to contribute 40 hours (20 hours for single parent families) of service to St. Catherine School during the year. Families who do not complete the required hours by May 20, 2021 will pay a $600 fee. For more details, see the Financial Agreement.
- Each family is expected to contribute to the Annual Fund.

**REGISTRATION FEE FOR 2020-2021**—Full amount due June 15, 2020 (unless special arrangements are made with the principal) or 10 days after acceptance. Fees paid after June 1 without arrangements will incur an additional fee of $50. These fees are non-refundable.

**Registration Fee (per child)**  $500.00

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

**SCIENCE CAMP:** Fifth grade students attend Science Camp each year. Last year's cost was $350. This cost may go up slightly for next year. Please note this fee will be due December 1, 2020.

**Yosemite Trip:**  Seventh grade students participate in a trip to the Yosemite Institute each year. Last year’s cost was $680.00. This cost may go up slightly for next year. Payments will be due by December 1, 2020. Classes may fundraise for this trip.

**Washington D.C.:**  Eighth grade students participate in a trip to Washington D.C. This year’s cost will be $2,780. Payments will be due by December 1, 2020. Classes may fundraise for this trip.

**Graduation:**  A fee of $100.00 is required of all 8th grade students. This fee covers the cost of diplomas, decorations, class composite, class retreat, and other special events for the graduates. This fee will be billed in September.
ST. CATHERINE SCHOOL
FINANCIAL AGREEMENT
2020-2021

Family Name: ____________________________________

Student Names: ___________________________ Grade in 20-21 ________

In consideration of the mutual acceptance of this agreement by St. Catherine School and the undersigned, the undersigned agrees to pay the 2020-2021 tuition and fees as specified in this agreement and on the accompanying "Tuition and Fee Schedule."

Fees may be paid by cashier's check, money order, credit card or personal check. There is a $35.00 service charge on all checks returned to the school. Tuition will be paid through SMART Tuition Management Services. Tuition is due monthly over a ten month period beginning in August. Late payments for tuition will result in a charge of $55.00. Any late charges for tuition will be paid through SMART.

It is understood by the undersigned parent(s) or guardian(s) of the above named student(s) that this financial contract is an agreement with St. Catherine School to provide educational service for the tuition, fees, service hours, Scrip requirement and other charges during the 2020-2021 school year.

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

PLAN A  A practicing Catholic family in which the child(ren) is baptized Catholic, registered in a Parish, attending Sunday liturgy regularly, active in Parish Life, financially supporting the parish in a meaningful way through the Offertory Envelope system or online giving, meeting the Scrip requirement or fee, giving to the Annual Appeal, and fulfilling the 40 hour (20 hours for single parents) parent service requirement by sharing time and talent with the Parish and School communities.

PLAN C  The child is not baptized Catholic and/or the family is not participating in a parish as described in Plan A. Families on Plan C must meet the Scrip requirement or fee, give to the Annual Appeal, and fulfill the 40 hour (20 hours for single parents) parent service requirement by sharing time and talent with the Parish and School communities.

VOLUNTEER HOURS
Each family is required to complete forty hours (40) of service to the Parish and/or School. Single parent families will complete twenty (20) hours. For families with joint custody, each parent completes twenty hours. Hours must be completed by May 20, 2021. A minimum of six of the service hours must be with major school fundraisers (for joint custody families, a total of six major fundraising hours between the parents). Any family choosing not to complete the required hours will pay $600 in lieu of this commitment which will be billed through SMART Tuition. Completion of service hours or payment is required before reregistration for the following school year is finalized.
OTHER COMMITMENTS

- Each family is required to support the school by purchasing a minimum of $500 of SCRIP for the year or pay a $125 SCRIP fee. Purchases to meet this requirement must be made by April 30, 2021.
- Attendance at Back to School Night and State of the School is required.
- Parents are expected to read and respond to communications sent home by a teacher and/or administrator. Key communications are posted on ParentSquare and through emails.
- Each family is expected to support the Annual Fund.

FINANCIAL POLICIES

1. All previous financial commitments with the school must be paid in full or approved arrangements must be made in order for a student to return to school the following year.
2. Registration/Family fees are non-refundable.
3. Tuition payments are due on the date selected through the SMART Tuition agreement. Late payments will result in a charge of $55.00.
4. All financial commitments for eighth graders must be met by May 15, 2021. If these commitments are not met, the student will not participate in graduation activities.
5. St. Catherine School has the right to take legal action to collect school tuition or fees. Parents/guardians will be responsible for all costs of collection, including court expenses and reasonable attorney fees.
6. Families will be charged for the repair or replacement of any books or equipment, including technology, assigned to your child that are not returned in good condition.
7. Should a student leave St. Catherine School before the end of the school year, tuition will be prorated for the number of days the student was enrolled with a two week notice of withdrawal based on a 180 day school year. Parents/guardians are responsible for any unpaid tuition at the time of withdrawal. If a parent/guardian has paid in excess of the amount due, the balance will be refunded. Written notification of withdrawal must be given to the school at least two weeks before the withdrawal date.

FINANCIAL OBLIGATIONS

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

I have read the St. Catherine Financial Agreement as stated above. I agree and understand that in order for my child(ren) to remain in good standing at St. Catherine School, I will be required to fulfill the terms and conditions in the agreement for the 2020-2021 school year, and I hereby agree to fulfill all said terms and conditions.

Please sign and return to the school office.

Signature of Parent/Guardian ___________________________ Date ___________________________

Signature of Parent/Guardian ___________________________ Date ___________________________

Please retain a copy of this agreement for your personal file.
ST. CATHERINE SCHOOL
FIELD TRIPS--PARENTAL PERMISSION FORM

ACTIVITY_____________________________________________________________________________

CHILD'S NAME________________________________ PHONE ____________________________

ADDRESS_________________________________________ GRADE ______ BIRTHDATE ______

PARENT/GUARDIAN'S NAME_________________________ HOME PHONE____________________

ADDRESS_________________________________________ CELL PHONE____________________

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

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

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

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

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

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

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

PARENT/GUARDIAN'S SIGNATURE _____________________________ DATE __________

PARENT/GUARDIAN SIGNATURE _____________________________ DATE __________

I can drive: _____yes _____no. I can take _____ children in the back seats.

Driver Name ___________________________ Make/Model Car _______________________

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

Parent Name ________________________________________________
FIELD TRIP DRIVER INFORMATION SHEET

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

DRIVERS
Driver Name ___________________________ Birthdate ___________________________
Address ______________________ Zip _______ Cell Phone ________________________
Driver’s License No. ___________________________ Exp. Date ______________________

VEHICLE THAT WILL BE USED
Make of Vehicle ___________________________ Model of Vehicle ___________________________
Year of Vehicle ___________________________
License Plate ___________________________ Registration Date ___________________________

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

INSURANCE COMPANY
Company Name ___________________________
Liability limits of policy ___________________________ Expiration Date ___________________________
*Please note: The minimal liability limit required for privately owned vehicles is 100,000/300,000. You are responsible for advising the office of any lapse or change of your driver’s license or insurance.

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

_________________________ ________________________
Driver’s Signature Date