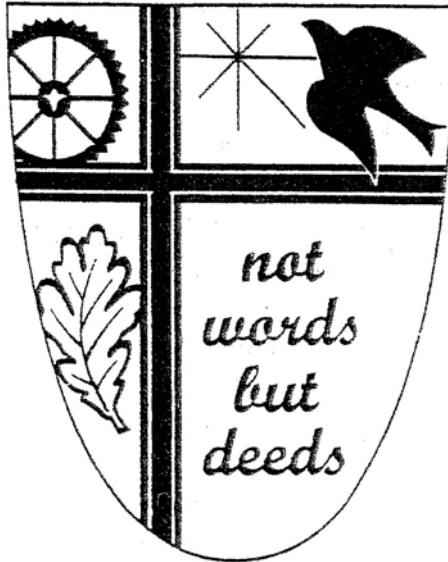


St. Catherine Catholic School



17500 Peak Avenue

Morgan Hill, CA 95037

408-779-9950

www.stcatherinemh.org

HANDBOOK FOR STUDENTS AND PARENTS

2009 – 2010

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

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St. Catherine School—School-wide Learning Expectations

St. Catherine graduates are:

Competent readers, writers and speakers

- Reading for knowledge and enjoyment
- Using the writing process to convey thoughts in written form
- Speaking with confidence through conversation, drama and in public

Organizers, evaluators & synthesizers of information

- Applying prior knowledge & problem solving skills to new situations
- Demonstrating intellectual curiosity
- Using good study habits

Utilizers of technology

- Competent in use of word processing, spreadsheet and presentation software
- Able to access needed information online
- Using hardware, software and the internet responsibly

Grounded in faith and the teachings of the Church

- Have an understanding and reverence for scripture
- Expressing their own spirituality through prayer

Active responsible members of the community

- Giving service to improve the lives of others
- Applying moral and ethical values to decision making
- Demonstrating integrity and honesty in their daily lives

Respectful of themselves, others and God's creation

- Valuing diverse cultures and ideas
- Nurturing both mind and body
- Expressing compassion for the needs and feelings of others

Stewards of the environment

- Understanding the need to care for the environment
- Participating in activities to improve the environment for themselves and others

School Calendar 2009 – 2010

School opens: Monday, August 24

Holidays: September 7 – Labor Day
 October 12 – Columbus Day
 January 18 – Martin Luther King holiday
 February 18 – Presidents' Day
 March 15 – Spring Holiday
 May 31 – Memorial Day

In-service days: No school. Extended Care is available.
 October 2 (Friday)

Vacations: Thanksgiving: November 26 and 27
 Christmas break: December 21 – January 1
 (Classes resume on Monday, January 4)
 Winter break: February 15 – February 19
 Easter: April 2 – April 9 (Classes resume on April 12)

Parent/Teacher conferences: October 13 – October 16

Early dismissals: (12:30) Every Wednesday
 August 24, 25 (See newsletter for K schedule)
 Conference week (10/13 – 10/16)
 * October 30
 * November 20
 * November 25
 * December 18
 * April 1
 * Extended Care closes at 5:00
 ** Extended Care closes at 1:00

School closes: June 10 – 11:00 Dismissal. Extended Care closes at 2:00 pm on the last day of school.

ST. CATHERINE SCHOOL MISSION STATEMENT

St. Catherine Catholic School, an educational ministry of St. Catherine Parish, provides a quality education grounded in Gospel values. Our curriculum encourages students to achieve their spiritual, academic, social, moral, and physical potential. Enriched by the St. Catherine community of parents, staff, and parishioners, the school prepares all students to live the 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 the principles which are consistent with our Catholic Christian heritage.

We believe that parents, as primary educators of their children, together with the teachers, promote education as a life long 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 be led to an awareness of God.

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 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. Mark Arnzen
Associate Pastor	Rev. Roberto Rojas
Associate Pastor	Rev. Paul Menseh
Principal	Fabienne Esparza
Vice Principal	Catherine Graham
School Secretary	Jeanne Thompson
Receptionists	Gina Colton, Yolanda Torres
Bookkeeper	Jeanette Thatcher
Development Director	
Campus Minister	Jeanne Smith
School Counselor	
Kindergarten	Kendra Von Raesfeld
Aide	Eva Rios
First Grade	Kimberly Pratt
Aide	Christina Mayher
Second Grade	Maureen McManus
Aide	Francine Moblad
Third Grade	Angie Lee
Aide	Dana Barone
Fourth Grade	Lynn Garofalo
Aide	Joanne Pambid
Fifth Grade	Maeve Hannon
Aide	Kathleen Gomes
Sixth Grade	Suzanne Rich
Seventh Grade	Melissa Sidebotham
Eighth Grade	Sue Quinn
Computer/Tech Coordinator	Sandy Curran
Algebra/PreAlgebra/Social Studies	Tony Lecheler
Resource	Barbara Charlet
Music	Tami Hopwood
Spanish	Carmen Rousselot K-4
	Sonya Morley 5-8
Drama Director	Kris Heiser
Physical Education	Christine Carvalho
Athletic Director	Christine Carvalho
Head Yard Duty Supervisors	Terry Linder, Carmen Morales
Extended Care Coordinator	Kelly Guild
Aide	Angelica Echavarria

GENERAL SCHOOL INFORMATION

ADMISSIONS

Applications for grades K-8 for the 2010-2011 school year will be available beginning October 1, 2009. Kindergarten applications for first consideration are due December 17, 2009. Testing for the first consideration kindergarten applicants will take place in mid-January. All kindergarten applicants must be five years old by September 1, 2010. 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.

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 card release list.

BACK TO SCHOOL NIGHT

Back to School Nights are held early in the school year. The purpose of these nights is to allow the teachers ample time to preview their curriculum and programs for parents. The dates are posted on the school calendar. It is important that all parents attend their child's Back to School Night.

Each class 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.

BIRTHDAYS

Children who wish to celebrate their birthdays at school may do so by bringing a treat such as cookies, cupcakes, etc. to share with their class. **Please notify the teacher before you bring a treat.** 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 are to be covered and recovered as needed. Students will be fined for any unusual wear or damage to books. The student must pay for any lost book. 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 monthly updated calendar is sent home with the parent newsletter.

CELL PHONES AND OTHER ELECTRONIC DEVICES

Students carrying cell phones and pagers, must have them in the “off “position and in their backpacks or lockers during school hours. Laptop computers and palm organizers may be brought to school only with the permission of the classroom teachers.

Students may not use CD players, iPods, MP3s or radios during the school day. If these items are brought to school for use after school, they must remain in the students’ backpacks or lockers during the day. An individual teacher may give permission for these items to be brought to school on a particular day; however, they must remain in the students’ backpacks until the teacher gives the instruction that they may be used. The school does not assume any responsibility for damage, theft or loss of said items. **Any electronic device taken from a student, will be turned in to the office and must be retrieved by the student’s parent.**

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

Regular Day	Lunch	Kindergarten
Kindergarten 8:00 - 2:00	11:20 – 12:00	Minimum Day 8:00 - 12:30

Grades 1 through 8
Regular Day

8:00 – 3:00

11:45 - 12:25 Grades 1 - 4

12:20 - 1:00 Grades 5 - 8

Morning Recess:

10:00 - 10:20 Grades 1-4

10:30 - 10:45 Grades 5-8

Afternoon Recess:

2:00 - 2:15 Grades 1 - 3

Grades K - 8 Dismiss at 12:30 every Wednesday.

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

EDUCATIONAL TRIPS / FIELD TRIPS

Each year students participate in educational trips in conjunction with the instructional program. While field trips support our academic program, no student has an absolute right to participate in a field trip. Students can be denied participation if they fail to meet academic and/or behavioral requirements. Written permission from the parents/guardian in the form of the official school field trip form, (phone permission is not acceptable) 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. Typically expenses for field trips are taken care of by the parents.

Parents driving students to and from field trip locations must be fingerprinted and have a current copy of their driver's license, car license plate number, description of the car, and a copy of their insurance coverage on file in the school office. Drivers must be 25 years of age. There must be a seat belt to accommodate each person in the car. Booster car seats must be used for children younger than 6 years or under 60 pounds in weight. Children under 12 years old may not sit in the front seat 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. Drivers are not allowed to make any unscheduled stops (for errands, snacks, etc.) while driving on a field trip.

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.

Please see the information sheet on Extended Care for all policies. This can be obtained in the school office, 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 anytime during the school year.

Extended Care closes at 5:00 on days before holidays and extended holidays (Thanksgiving, Christmas, winter break, Easter). Extended Care closes at 2:00 pm on the last day of school.

FINANCIAL AGREEMENT – See Appendix

FINANCIAL AID – See TUITION ASSISTANCE

HOME-SCHOOL COMMUNICATION

Monthly Communication:

On the third Thursday of each month, communication from the school will be sent home via email. This includes a link to the website for school newsletter, updated calendar, SCRIP forms, Hot Lunch order forms, etc. Parents should read the material. Any person/group wanting information included in the newsletter, must submit a soft copy to the Ms. Esparza no later than Friday of the week before the information is to be sent. All monthly communication documents can be accessed on the website.

Weekly Parent Updates via Email

Each Friday an overview of the next week's activities and events, as well as any pertinent new information, is emailed to parents who have submitted email addresses. Occasionally, other information, such as critical time sensitive announcements, will be sent via 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.

- 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 sent home with the summer mailing explaining coverage provided by the Department of Education of the Diocese of San Jose.

LOCKERS

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

LOST AND FOUND

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

LUNCH

Hot lunch and milk is available on all regular schedule days, August 31 - June 4. Hot lunch is not available on minimum days (every Wednesday and other days as noted on the calendar). Hot lunch order forms are included in each monthly communication and may be found on the website.

If a child is unable to eat all of his/her lunch, we ask that it be brought 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.

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

MEDICATION

The school office staff will administer prescriptions if the medication is in the original container showing the doctor's name, prescription number and current dosage, and a signed physician statement is provided. These forms are available at the office and on the website. The office staff may give over-the-counter medications if a signed parent note with directions for dosage accompanies the medication. These over-the-counter medications (such as Tylenol, Advil, etc.) must be sent in their original container. 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. All medication (with the exception of inhalers and cough drops) will be administered through the school office.

PARKING LOT: DROP OFF AND PICK UP – See Appendix for map

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

Please do not park on the library side of Peak 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. Your 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. Parents may park in the back lot and attend morning assembly, but may not use that lot as a drop off point. The space is very small and it is difficult to see students walking behind the cars.

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 are required to park.**

Pick Up--Kindergarten students will wait with the Kindergarten teacher or aide until parents arrive. Students in grades 1 – 6 must wait in front of the school for pick-up. Students in grades 7 – 8 (and their siblings) may wait in front of the school or on Peak Avenue for pick-up. **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.**

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

RAINY DAY PICK UP

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 4 Dismiss through grade 4

Grades 3 and 5 - Dismiss through grade 5

Grade 6 Dismiss through double doors at the end of the building

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.

REGISTRATION

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

ROOM PARENTS

Two 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 Len Conrad School 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 Innisbrook.com. Supplies ordered directly through Innisbrook will be delivered directly to school for the student. For families purchasing their own school supplies: students in grades 1 – 8 are expected to bring their purchased supplies on the first day of school with all supplies marked with their name; kindergartners may bring their supplies to the K visit day or the first day of school.

SUPERVISION BEFORE AND AFTER SCHOOL

Students should not arrive on the school grounds before 7:45 a.m. and should leave the premises by 3:15 p.m. unless enrolled in Extended Care. No student should be on the school grounds unsupervised. Students who are found to be on campus before 7:45 or after 3:15 will be checked into Extended Care. Students may not leave campus after school and return unless they return for a school

sponsored and supervised activity. Also, students may not stay unsupervised on campus waiting for a late activity unless they are signed in to Extended Care.

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 over to the library after school, may not return to the campus that day.

TECHNOLOGY USER AGREEMENT – See Appendix – The Technology User Agreement must be signed and returned to school by September 4.

TELEPHONE

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

TUITION ASSISTANCE

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

TUITION AND FEES - See Appendix

USE OF STUDENT PICTURES

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

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 parent volunteers who are working in the school. This is for the safety of the students and personnel.

PARENT INVOLVEMENT

School Advisory Council

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 (5 yr.) 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 for 2009-2010 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 for 2009-2010 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 for 2009-2010 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. In addition, the students are provided with a very effective motivation toward the achievement of academic success.

A 40 hour minimum goal has been established for each St. Catherine family (20 hours for single parent families). In order to remain on Tuition Plan A, this commitment must be fulfilled. Any exceptions to this policy must be sent to the Principal, in writing, by the end of September. Each family must work a minimum

of six of their service hours on school fundraisers. See Appendix for information on activities for Parent Service Hours.

PARENT VOUNTEERS

For the safety of our children, all volunteers must sign in at the front desk and wear a name tag while volunteering on campus. Parents who are volunteering in the classroom, computer lab, hot lunch, yard duty, etc. are asked to 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. 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.

ADMISSION / ATTENDANCE / HEALTH

ADMISSION POLICY

St. Catherine School does not unlawfully discriminate on the basis of race, color, national or ethnic origin, age, sex, or disability in the admission of students, as well as its administration of educational policies, scholarship, loan programs, and athletic or any 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 is met at reasonable levels, applicants for acceptance to St. Catherine's will be considered in this order:

- Catholic children whose families have been 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) and meaningful manner.
- Siblings of children already enrolled in St. Catherine School

- 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

If a child is absent, parents are asked to follow all of the following steps:

- Call or email the school office in the morning to report the absence. A message may be left on the telephone answering machine. This step insures the safety of the student.
- Send a note explaining the absence with your child on the day he/she returns to school.

“Students are legally credited for attendance when time is spent in medical or dental appointments. Verification of such appointments is required from the medical or dental office.” (5121 Administrative Handbook for Elementary and Secondary Schools)

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

Any student who is absent from school or sent home due to illness may not participate in after school activities that day. These include sports, drama, chess club, band, Extended Care, etc.

When a student is absent, the student and parent are responsible to get any assignments, notes, etc. from his/her teacher(s) who will determine the due dates, immediately upon return. Homework buddies are encouraged.

If a parent wants to pick up his/her child's homework assignments, he/she should call the school office in the morning by 9:00. The teachers will make every effort to have the work ready by the end of the school day.

If a child is absent for more than 20 days in a trimester, the teacher may not be able to issue a report card.

Shadowing – Junior High students who choose to shadow at a high school on a normal school day will be marked absent.

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.

If the student is taken out of school for personal reasons (vacations, 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 vacation plans, which will result in school absence. Typically, work will not be provided until the student's return.

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. A student is tardy if he/she arrives after the time scheduled for the beginning of class. Students who arrive after morning recess will be marked absent half a day.

The first bell rings at 7:55. If a student is tardy, after 8:00 am, he/she must report to the school office before being admitted to class. The tardy will be recorded in the office, and the student will be sent to class with a late admittance slip. Teachers will not accept students after 8:00 without a late admittance slip.

In cases of a major traffic delay or significant weather problem, the principal will determine if tardies will be issued or not. Parent support in getting students to school on time every day is greatly appreciated.

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 will allow 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. In this event the teachers and staff will remain with the children at all times.

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

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

EMERGENCY FORMS

Every child must have an emergency form in the office. It is critical that parents update the information listed on the card so that it is kept accurate at all times. Parents may notify the school office by phone or in writing.

FINGERPRINTING OF 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.”

People who need to be fingerprinted include coaches, yard duty volunteers, those helping in the drama program and other after school activities, volunteers who work in the classrooms, escort children to the computer lab, and those who anticipate driving on a field trip at any time during the year. If you are the parent of a fifth or eighth grade student, and are considering volunteering as a chaperone for Science Camp or Yosemite, you will need to be fingerprinted. If you find yourself in one of the above-mentioned volunteer areas, you must be fingerprinted. You will only have to be fingerprinted once.

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 screening for students in Grades K, 1, 3, 6, and 8. Hearing screening is done in grades K, 1, 2, and 5. The school also provides an annual scoliosis (curvature of the spine) exam for 7th grade girls and 8th grade boys.

Please notify the school IMMEDIATELY if your child is absent due to a communicable disease, such as chicken pox.

ILLNESS

Students should not be sent to school when they are ill. If your child has a communicable disease (chicken pox, strep, flu, etc.), please inform the office staff when calling in the absence. Children should not return to school with fevers or if they have experienced vomiting in the past few hours.

IMMUNIZATIONS

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

INSTRUCTIONAL PROGRAM

ALGEBRA AND PRE-ALGEBRA

Algebra is offered to qualifying students in the 8th grade. Pre-algebra is offered to qualifying students in the 7th grade. Effort, conduct, homework grades, report card grades in math, IOWA test scores, algebra and pre-algebra pretests, and teacher recommendations are used as criteria to enter these classes. Testing and placement is done in the late spring for the following school year.

AWARDS/HONORS

Honor Roll

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

A = 4.0

A- = 3.7

B+ = 3.3

B = 3.0

C+ = 2.3

C = 2.0

C- = 1.7

D+ = 1.3

D- = 0.7

F = 0.3

B- = 2.7

D = 1.0

High Honors: To achieve this recognition, a student must earn at least a 3.5 overall GPA (grade point average) for the following subjects: Religion, Reading, Spelling, English, Math, Science, and Social Studies, with no grade below a “B-” on the report card. Students must receive a “Pass” in all areas graded with a “Pass/Non-pass” indication and they must have at least a “B-” in Effort, Conduct, and Homework.

Honors: To achieve this recognition, a student must earn at least a 3.0 overall GPA (grade point average) for the following subjects: Religion, Reading, Spelling, English, Math, Science, and Social Studies, with no grade below a “C” on the report card. Students must receive a “Pass” in all areas graded with a “Pass/Non-pass” indication and they must have at least a “B-” in Effort, Conduct, and Homework.

Principal’s Award: Students must have at least a “B” (3.0) in Conduct, Effort and Homework, with no academic grade below a “C” (2.0). This list will be published through the brown envelope. (No certificates are given for this award.)

National Junior Honor Society

St. Catherine School has been granted a charter to initiate 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 6, 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 3.25 in core subjects of Religion, Language Arts, Mathematics, Science and Social Studies. In addition students must demonstrate outstanding performance in the areas of service, character and leadership. Information and applications will be given to the students who qualify during the first trimester.

8TH Grade Graduation Awards

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

Honor Cords– presented to students with a cumulative 3.5 GPA grades 6, 7, and 8 and a “B” (3.0) average or better in Homework, conduct and Effort.

St. Catherine Award - This is the highest honor given to St. Catherine School graduate. This scholarship is based on grades, effort, conduct, and participation in the St. Catherine community through a variety of activities.

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.

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 citizenship, patriotism, service, and effort. 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	Technology
Mathematics	Social Studies	Physical Education
Algebra (8th)	Science	Family Life
Pre-Algebra (7th)	Fine Arts	Spanish

The Chuck Kirk Memorial Fund has been established at our school which provides funding for our Spanish program.

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.

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:

Grades 1 & 2	20 to 30 minutes
Grades 3 & 4	30 to 45 minutes
Grades 5 & 6	45 to 60 minutes
Grades 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.
- 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 the Eucharistic Celebration, and Prayer Services at appropriate times during the school year. All family members are invited to join us for these celebrations.

Sacraments of Reconciliation and Eucharist: Students in the second grade will be prepared to receive the Sacraments of Reconciliation and First Eucharist. The decision for the reception of the sacraments will rest with the teacher and parent. All parents are expected to assist in the sacramental preparation of their children and to attend the parent meetings for this purpose.

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 made.

RESOURCE PROGRAM

The school provides a full time resource teacher to work with students in grades K - 8 who are having difficulty in the areas of math and reading. Students are eligible for this program based on standardized test scores (IOWA) and the recommendation of the teacher. The program includes the diocesan intervention program for grades K – 4.

The resource teacher also works with students identified through standardized test scores or teacher recommendation who are in need of more challenging activities. Parents may request that their child be evaluated by the resource teacher by submitting a written request (form available in the office) to the classroom teacher.

SCIENCE CAMP

Students in the 5th grade attend the 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 Test of Basic Skills (ITBS)

All students in grades 2-8 are annually tested during the month of September according to the Diocesan testing program using the IOWA standardized test. Our first graders will be tested in the spring in order to give them a basic test experience. We encourage all parents to avoid scheduling doctor or dentist appointments and vacations during this week. It is very important that all students participate fully in the testing program. Parents receive the reports of this testing as soon as the results are sent to the school, usually with the first report card given at the end of November.

ACRE Tests

Students in grades five and eight are also given the ACRE (Assessment of Catholic Religious Education) in January. 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 5-8 can access grades online through our Gradelink 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 should 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:

Kindergarten

- / introduced/developing skill
- X demonstrates skills regularly
- N needs improvement
- not introduced

Grades 1-3

- O outstanding achievement
- S successful achievement
- N needs improvement
- * improvement needed in subsection checked

Grades 4, 5, 6, 7, 8

A	100-96	C	77-74
A-	95-92	C-	73-70
B+	91-89	D+	69-67
B	88-85	D	66-64
B-	80-82	D-	60-62
C+	81-78	F	below 60

SUMMER SCHOOL CONTRACT

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

YOSEMITE

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

STUDENT ACTIVITIES

In order to be eligible for extra-curricular activities, students must meet basic academic standards. For all activities, except Student Council, the student must have earned a minimum GPA of C (2.0) and a C (2.0) or higher in Homework, Conduct and Effort on the previous report card. If a student does not meet the minimum grades for a particular trimester and is in the midst of a sport season or production, the student will be ineligible for the rest of the season/production. 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. Any student who is absent from school may not participate in after school activities that day.

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

ACADEMIC DECATHLON

Students in the 6th – 8th grades are eligible to participate in this annual competition sponsored by the Diocese. A team of ten students, with alternates, are trained in eight subject areas and teamwork logic to compete against the other Catholic schools in the spring.

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. There is also an annual track meet in May. Watch the monthly communication email for information concerning signups. Watch the monthly communications email for info concerning signups. All forms for after school sports will be available on our website.

Uniforms for organized sports – Students involved in organized sports may wear the team jersey to school with the rest of his/her school uniform on days when “home” games are to be played.

ALTAR SERVICE

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

CHESS CLUB

Both instruction and opportunities to play chess are provided to students in Grades K – 8 through the Chess Club. There is a fee for this activity. Watch the newsletter or check the website for more information.

COMMUNITY SERVICE HOURS PROGRAM FOR JUNIOR HIGH STUDENTS

Junior high students (Grades 6 – 8) must complete a minimum of 50 hours of community service 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 May 15 for Grades 6 and 7, and May 1 for Grade 8. 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 in early spring. Dates for auditions are announced in the newsletter. Parent participation for a wide range of duties is needed. Students learn key concepts in music, dance, drama and collaboration, just to name a few of the benefits. Students may participate as actors, or work behind the scenes as part of the backstage crew.

ECOLOGY

The Ecology Club, led by the Ecology Commissioner and a faculty moderator, meet regularly and 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 include Band, Cake Decorating, High School Test Prep, Robotics, and a variety of art media. Registration forms are sent home in the brown envelope.

NEWSPAPER

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

ROSARY CLUB

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

SAFETY PATROL

Students in 5th grade or higher, are eligible to serve on the Safety Patrol. This program is overseen by the Morgan Hill Police Department and the fifth grade teacher. Parent permission and teacher recommendation are required. Students who work the morning shift must be able to be at school at 7:45 and, if working the afternoon shift, must be able to stay until 3:15.

STUDENT COUNCIL

Students in grades 4, 5, 6, 7 & 8 are eligible to run for Student Council. The various jobs and qualifications are explained to the students by the moderator. Certain grade standards must be maintained throughout the current school year in order to remain in office.

Report cards for second trimester, most recent progress reports, and teacher recommendation 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.

TECHNOLOGY CREW

Led by the Technology Commissioner and a faculty moderator, the Technology Crew runs the tech components of our Cougar News Network broadcasts on Wednesdays during the winter months.

YEARBOOK

A team of students, along with the Yearbook Commissioner and assistant, from Grades 5 – 8, and a teacher and/or parent moderator(s) put together the St. Catherine School Yearbook. Order forms are usually sent out in January. Yearbooks are distributed the last week of school.

CATHOLIC SCHOOL DISCIPLINE

ACADEMIC PROBATION

Students earning below a 2.0 GPA will be placed on academic probation for the succeeding trimester. Being placed on academic probation makes the student ineligible to participate in extra-curricular activities (including sports and drama). 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.

DISCIPLINE POLICY

Each student has a right to learn in a Catholic Christian environment. Teachers have the right to expect student behavior that allows teachers to teach and students to learn. Students 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 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.

Each teacher has developed a set of class rules to meet the needs of his/her individual class. Each child is also made aware of the school rules. This is also true for our extended care program, PE, Music, Computer and Resource classes. If the disciplinary issue cannot be resolved by the teacher, the student will be referred to the vice principal.

Students will be held responsible for maintaining these disciplinary standards during all extra-curricular activities. By choosing to break a rule, a child has also chosen to accept the consequences of his/her behavior. Parents share the responsibility for guiding their children toward responsible behavior and providing Catholic Christian examples.

At St. Catherine School, the education of a student is a partnership between the parents and 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.

School Rules

Students are expected to:

1. Behave respectfully and courteously toward all staff members, adults, and students.
2. Participate positively in the classroom and be attentive to instruction.

3. Respect school property, including textbooks, instructional materials, desks, classrooms, interior and exterior of school, bathrooms, lockers and all athletic equipment.
4. Conform to school uniform regulations.

The following are the forms of discipline used at St. Catherine School:

Verbal Warnings

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

Written Warnings

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

Detention

Detention is a disciplinary procedure taken as a result of 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 if detention has been assigned via a behavior referral slip sent home for parent signature. Students must have the slip signed and return it to the teacher. Detention is held every Thursday, before school, from 7:20 – 7:50, in alternating classrooms. A parent must sign the student in. Any student arriving for detention without a signed slip will be sent to Extended Care, and the parent will be billed.

Before school detention is used in grades 3-8. In Grades 1 and 2, any action warranting detention will be handled by the teacher.

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 warrant detention include but are not limited to:

- Failure to observe school, classroom, or yard rules
- Five (5) tardies in one trimester (grades 3-8)
- Failure to return a signed detention or warning slip the next day
- Four (4) written warnings in one trimester
- Gum chewing (before, during or after school) on school premises
- Failure to serve an assigned detention
- Discourteous behavior (disobedience, sassing, mimicking, arguing, teasing, taunting, name-calling)
- Violation of other's property (i.e. Teachers'/students' desk, yearbook, lockers)
- Four (4) uniform violations per trimester
- Cheating – See Cheating section
- Profanity
- Fighting or any excessively aggressive behavior
- Lying
- Forging signatures
- Passing or receiving notes during class time
- Misbehaving in church or at school activities
- Unexcused absence from class or designated areas
- Loitering in inappropriate 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 principal.

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.

Reasons for suspension could include:

- 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
- Excessive detentions in a year
- Serious lying (determined by the administration and the teacher)
- Cheating – repeated episodes – See Cheating section
- Stealing
- Damage to school/parish property
- Threat to any student, school personnel, or school property
- Inappropriate use of technology

Expulsion

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

Grounds for expulsion include:

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

Harassment – in General

Harassment is unacceptable conduct that is severe, pervasive, and deliberate. Harassment occurs when an individual is subjected to treatment in a school environment, which is hostile, offensive, or intimidating because of the individual's race, creed, color, national origin, physical ability, or gender. Harassment of any student by any other student or

adult, is illegal and will not be tolerated. Authorities will be notified under extreme circumstances.

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

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

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

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

CHEATING/PLAGIARISM

Cheating and plagiarism are serious violations of St. Catherine's behavioral expectations. Cheating includes a student either copying another student's work or giving his/her work to another student to copy or use as his/her own. 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 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.

1. On the first occasion a student cheats, the parent is contacted, the student is counseled by the teacher regarding motivation and appropriate behavior, and the incident is filed in the student's behavior record with the vice principal. The student may receive no credit (0) on the test, project or assignment, or may be required to redo the test or assignment on his/her own. A detention may be assigned.
2. On the second incident of cheating during the student's time at St. Catherine, the student is counseled by the vice principal as to appropriate behavior and the issue of motivation is addressed. The parent is contacted. The student is assigned a detention and the incident is filed in the student's behavior record with the vice principal. The principal is informed. The student automatically receives no credit (0) on the test project or assignment.
3. On the third incident of cheating during a student's time at St. Catherine, the parent is contacted and the incident is filed in the student's behavior

- record with the Vice Principal. The student is counseled by the Principal as to appropriate behavior and the issue of motivation is addressed again. The student automatically receives no credit (0) on the test or assignment. The student will be assigned two detentions and is placed on Disciplinary Probation for one trimester. The student will be removed from or ineligible for Honor Roll or any leadership position or position in which she represents St. Catherine School including Student Council, athletics, and drama productions for the remainder of the school year, term or season as determined by the Principal and Vice Principal. The student will not be eligible for or will be removed from National Junior Honor Society (NJHS) or the honor of the St. Catherine Award.
4. Should a fourth incident occur during a student's time at St. Catherine School, the student will 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. Just as airports have zero tolerance for certain statements, behaviors, or weapons at the security checkpoint and any other part of the airport, 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. Our responsibility to provide a safe environment is taken very seriously. Practical jokes 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. 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 slip, and/or a detention. Serious discipline problems are referred to the principal. All teachers and lunchtime yard duty volunteers enforce the yard and playground rules. All teachers, head 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 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. Three uniform violations will result in a detention and a lowered effort grade on the report card.

The faculty, together with the school administration, reserves the right to the final judgment on dress and hairstyles.

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

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

UNIFORMS – BOYS/GIRLS

Correct sizes must be worn.

- White or navy blue polo shirt (no logo or trim)
- Solid white or navy blue turtleneck shirt
- Navy blue St. Catherine logo sweatshirt or 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) – to 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
- (Optional) – Girls are encouraged to wear navy blue bike shorts under their uniform skirts and jumpers

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

Socks - White, navy blue or black crew socks or sports socks (white). Tights and knee highs are acceptable. (girls)

Shoes – Sturdy, rubber-soled or athletic shoes in the following colors: navy blue, black, dark brown, tan, gray or white. No hee-lies.

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

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

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 Spirit Days and other days as noted on the school calendar.

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
 - Solid navy blue mesh PE shorts or sweatpants
 - Cougar logo sweatshorts/pants 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. 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. Three uniform violations will result in a detention and a “No Pass” for PE for the trimester.

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.

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.
- 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, 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.
- 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.

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

APPENDIX

St. Catherine School Parent Hours Commitment Statement

Parents are a vital part of the St. Catherine School community. It is important that all school families demonstrate their commitment with service back to our school and parish through Parent Hours. Parent Hours are designed to help build relationships and between the school and parish, staff, parents, families and our students.

Parent Hours Guidelines for Success

Each family is responsible for performing 40 (20 for single parent families) hours of volunteer services to St. Catherine School and Parish or paying \$600. Parent hours for the 2009 – 2010 school year can be earned between June 1, 2009 and May 31, 2010.

Parents whose only child is in the 8th grade, must complete their hours by April 30, 2010. Any hours accumulated during the summer, will count towards the 2009 – 2010 school year. Any family not completing 40 hours prior to June 1 will pay \$600 as agreed in the St. Catherine Financial Agreement. Six of the required hours must be for a major St. Catherine fundraiser.

Any family requesting a reduction in hours or an exemption from the 40 hour requirement, must obtain the Principal's approval, in writing, before the June 1 reporting date. This includes families that start at St. Catherine's mid-year. Parent Hours can not be carried over from year to year, and they are not transferable between families.

Parents put in approximately 17,000 hours each year, more than double the required amount. Parent hours may be performed by parents, grandparents, or any live-in relatives who are 18 years or older. Students are not eligible to perform Parent Hours on behalf of their families. Hours are available during the day, evenings and on weekends. Volunteer opportunities are overseen by the Ways and Means Officers of the PTG. PTG committee sign-ups are held at the Welcome Back Coffee and Back to School Nights. If you are unable to attend the Welcome Back Coffee or Back to School Night, please contact the current Ways and Means board members.

Hours may only be earned by working on parish or school events and activities. YMCA team sports, 4-H groups, etc. are not considered school-sponsored activities. Since we are a parish school, hours spent working on parish activities – religious education, choir, etc. are encouraged and can be counted as Parent Hours.

Babysitting for someone working on approved Parent Hours counts for Parent Hours. Because PTG meetings are so important to the volunteer and fundraising efforts of our school, attending PTG meetings also counts for on Parent Hour. **Yard Duty and Hot Lunch Duty will continue to be the only activities that earn double credit – 2 hours for 1 hour worked.**

Parent Hours must be reported in a timely fashion. A family worksheet (2 copies – one paper and one on cardstock) will be sent home in the summer mailing. Record your hours on both and return the cardstock copy to school to the Parent Hours drawer in the PTG file. Hours that have been recorded will be documented on the card and returned to you via your child. We are currently working to implement a way to submit hours via the school web-site. Hours should be recorded within 3 months of completion. Only the Principal has the authority to approve Parent Hours that are in conflict with these guidelines.

St. Catherine Parent Hour Volunteer Opportunities

2009 – 2010 School and Parish Activities Approved for Parent Hours

** Please note – All school families are required to volunteer for a **minimum of 6 hours** for one of the Parish/School fundraisers. These include the Scrip Committee, Golf Tournament, Car Raffle, Parish festival or the PTG Spring Auction Event. **

Fundraisers

Car Raffle Committee

What: Large fundraiser for the parish and school

When: Fall – Evening and weekend hours available

Help needed: Sell tickets, solicit prizes, help with the reception on the day of the raffle drawing.

PTG fundraisers (vary from year to year)

What: School fundraiser

When: TBA

Help needed: Organize and coordinate the sale, count and tabulate orders and money, supervise delivery of the product.

Spring Event/Auction Committee

What: Major fundraiser for the school – evening of fun for parishioners and school parents

When: The actual event is in May. Planning takes place all throughout the year.

Help needed: Organize and plan the event (many subcommittees), solicit auction items, sell tickets, set up, work during the event, and clean-up.

Golf Classic/Silent Auction Committee

What: Fundraiser for parish and school – a fun day on the Coyote Creek Golf Course with refreshments at every hole followed by a dinner and silent auction at the clubhouse.

When: October, evening and weekend hours available.

Help needed: Organize and plan the event, solicit auction items, sell tickets and work during the event.

SCRIP Committee

What: Major year-round fundraising activity for the school – sell gift certificates that the school buys at a discount from merchants and sells to school parents and parishioners at face value. E-SCRIP sign-up = 1 hour.

When: All year – sell SCRIP before and after all masses and several times during the week at school. Weekend hours available.

Help needed: Sell SCRIP, publicity and marketing, organize and run program.

Parish Festival

What: Weekend long parish event with food, music, rides and games
When: September –a Friday, Saturday, Sunday weekend
Help needed: Tickets sales, work in booths, set up, clean up

PTG Service Committees

Art in the Classroom

What: Teams of parents teach students art appreciation at each grade level
When: Once per month.
Help needed: Organize and plans lessons for grade levels. Coordinate with the teacher and teach the lessons during the year.

Book Fair

What: The annual book fair gives the teachers and families a chance to add to their classroom and home libraries. The school earns free books.
When: January – Weekend hours available.
Help needed: Organize and coordinate the sale, marketing the sale, set-up, sell books.

Classroom Activities

What: Assist the teachers in the classroom as needed for field trips, labs, parties, at-home preparation of materials, etc.
When: As determined throughout the year by the individual teachers
Help needed: At least one head room parent/class & other assistance as needed.

Computer Lab aides

What: Assist students in the computer lab
When: Your availability with scheduled classes
Help needed: Escort students to and from computer lab, assist computer teacher

Drama Club

What: After school club that promotes the arts through a spring talent show and a fall production.
When: All year
Help needed: Plan, organize, and implement the talent show and spring production, assist in all areas of production, voice, drama, costumes and set design, choreography, marketing, concessions, ticket sales, sound, etc.

Faculty Luncheon Committee

What: Special faculty and staff luncheons
When: 3 – 4 times per year
Help needed: Schedule luncheons, create menus, prepare food, set-up and clean-up on the days of the luncheons.

Health and Safety Committee

What: Work with the school staff to ensure a healthy and safe environment to include disaster preparedness, hearing and vision screening, classroom first aid kits

When: Throughout school year, check first aid kits at the beginning of school

Help needed: Organize and coordinate health and safety programs, help prepare first aid kits, identify and solve safety and health problems, coordinate traffic safety on the school grounds, etc.

Helping Hands Committee

What: Help school families who have had recent illnesses, accidents, etc. by providing meals, rides to and from school, other acts of kindness

When: Throughout the school year as needed

Help needed: Prepare and deliver meals, transportation

Hospitality Committee

What: Provide refreshments for school events and special meetings

When: Throughout the school year, evening hours available

Help needed: Organize and coordinate receptions, prepare refreshments for receptions following events, set-up, clean-up

Hot Lunch Committee (2 hours earned for 1 hour worked)

What: School Hot Lunch Program

When: Every Monday, Tuesday, Thursday, and Friday from 11:30 – 1:00

Help needed: Set-up, serve, clean-up

Maintenance Committee

What: Help maintain school buildings and grounds

When: Year round – weekend hours available

Help needed: Minor repairs of all types, painting, classroom enhancement projects, grounds upkeep

Parent Hours Committee

What: Track parent hours

When: Year round

Help needed: Tabulate parent hours, send out reminders, work with administration on any special requests.

Parent Teacher Guild (PTG) meetings

What: Monthly meetings of the PTG board, principal and all interested parents

When: 2nd Thursday of the month, times vary

Back To School Night – Mandatory for all parents

Help needed: Active participation from all school families

Spirit of Giving

What: Items collected for people in need

When: December (one day only)

Help needed: Organize and plan the event, purchase supplies, set-up, help during the event, clean-up

School Directory Committee

What: Update the annual directory

When: September

Help needed: Compile and edit information, type, take to print shop

Sports Program

What: Assist the Athletic Director in all facets of the after school sports program

When: Throughout the year

Help needed: Coach, assistant coach, Cougar Athletic Club grade representative, team parent, snack shack, set-up of fields and courts, scorekeeper

Uniform Exchange

What: Program for exchanging useable uniforms

When: 1st Friday of every month

Help needed: Sort through and launder, if necessary, the uniforms turned in, organize the uniforms, set out the uniforms and return to storage at the end of the day.

Yard duty (2 hours given for 1 hour worked)

What: Supervision of students on the playground during lunch recess

When: All days when school is in session until 3:00

Help needed: Supervise students on the playground during the lunch recess

Social Activities

Spaghetti Dinner Committee

What: Family night out to enjoy a terrific spaghetti dinner

When: January

Help needed: Plan and organize the event, sell tickets, cook, solicit food donations, set-up, clean-up

Other

Grandparents/Special People Day

What: A day celebrating our grandparents and special people

When: January, during Catholic Schools Week

Help needed: Organize the day and be on site to facilitate activities

Office Help

What: Help in the office

When: As needed

What: Answer phones, make copies for teachers, etc.

Religious Activities

Catechists

What: Teaching religious education or early childhood classes, or Liturgy of the Word

When: Afternoons, evenings, Sunday

Help needed: Teachers, assistants

Choir

What: Sing or play an instrument in any of the many parish choirs

When: Saturday evening, Sunday, special celebrations throughout the year

Help needed: Musicians and singers

Confirmation Team

What: Preparing teens for confirmation (2 year program)

When: Wednesday evenings and some weekends

Help needed: Team members

Eucharistic minister/Lector/Assembly Leader/Usher/Sacristan (English/Spanish)

What: Serve as Eucharistic minister/Lector/Assembly Leader/Usher/Sacristan

When: Weekend masses

Help needed: Trained ministers. (Training is offered during the year.)

Hispanic Council

Call Rectory for details.

Liturgy programs

What: Passion play, posada, and other special liturgical celebrations

When: Throughout the year

Help needed: Planning, participating, and implementing programs.

Our Lady of Guadalupe Celebration

What: Celebration of the feast of Our Lady of Guadalupe, including the procession and reception

When: December (Planning takes place earlier in the year.)

Help needed: Organize and plan the event, help with procession, reception

RCIA Team/Baptism Prep/Other Sacramental Prep teams (English/Spanish)

What: Serve as a teacher or aide in a sacrament prep class

When: Evenings, weekends
Help needed: Teachers, assistants

The above activities are examples of where your help is needed. There are many other activities that are not listed. Please contact committee members or administrations with any questions.

**ST. CATHERINE SCHOOL
TUITION & FEES FOR 2009-2010**

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

<u>ANNUAL COST</u>	<u>MONTHLY COST</u>		
1 Child	\$ 6,053.00	\$ 605.30	(Aug-May)
2 Children	\$ 11,213.00	\$1,121.30	" "
3 Children	\$15,480.00	\$1,548.00	" "
4 Children	\$19,747.00	\$1,974.70	" "

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

<u>ANNUAL COST</u>	<u>MONTHLY COST</u>		
1 Child	\$ 8,930.00	\$ 899.30	(Aug-May)
2 Children	\$16,720.00	\$1,672.00	" "
3 Children	\$23,070.00	\$2,307.00	

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

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

GENERAL FEES FOR 2009-2010—Full amount due June 1, 2009 (unless special arrangements are made with the principal) or 10 days after acceptance. Fees paid after June 1 will incur an additional fee of \$50. These fees are non-refundable.

Registration Fee (per child) \$110.00

The Registration Fee covers items such as Student Accident Insurance, CTN, diocesan assessments, standardized testing and accreditation costs.

Book/Supply Fee (per child) \$250.00

This fee covers textbooks, instructional materials and supplies, emergency supplies and a portion of our technology costs.

Total Fees (per child) \$360.00

Family Fee

This fee covers funds for PTG dues, Tuition Assistance Fund and

playground supervision.

\$ 50.00

Total Fee (per family)

\$ 50.00

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

YOSEMITE TRIP: Eighth grade students participate in a trip to the Yosemite Institute each year. Last year's fee was \$565.00. This cost may go up slightly for next year.

GRADUATION: A fee of \$80.00 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.

Student Council Requirements

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

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

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

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

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

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

Newspaper: must have a B or better in written language and be a current 6th or 7th grader
Newspaper Assistant: must have a B or better in written language and be a current 5th or 6th grader

Technology Commissioner: must have a P in computer and be a current 5th, 6th or 7th grader

Spirit Commissioner: a current 6th or 7th grader

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

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

Ecology Commissioner: a current 5th, 6th or 7th grader

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

In addition to the above requirements, all office holders must maintain a B- or better in Homework, Conduct and Effort on trimester report cards. Any officer

who does not maintain the required standards, will relinquish his/her position. A copy of the second trimester Report Card must be attached to all applications.