

# PARENT/STUDENT HANDBOOK

## Section I

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## **Section II**

### **MISSION STATEMENT**

Saint Catherine of Siena Parish School exists to:

- 1 Provide an education in the Roman Catholic faith;
- 2 Inspire inquiry, creativity, and achievement;
- 3 Foster integrity, compassion, and respect;
- 4 Promote commitment, service, and lifelong learning.

### **PHILOSOPHY OF EDUCATION**

Saint Catherine of Siena Parish School is a Community of Faith built on the values, beliefs, and traditions of Catholic Education. The school serves the parish as an integral part of the interaction of Christian values of the family, the Catholic Church, and society.

We believe that the purpose of our school as a Christian Educational Community is to assist parents, who are the primary educators of their children. The diverse talents of parents, teachers and students are coordinated in such ways that the school becomes an extension of the family community and is integrated into the larger community. Teachers play a critical role in the education of our students and are seen as facilitators of learning.

As a Catholic Christian Community, we depend on Christ, accept His teachings, and attempt to live out His teachings. We believe in the dignity and worth of each individual. To this end, our children develop academic skills and life skills that allow them to develop intellectually, physically, socially, creatively, and emotionally.

The commitment, to the educational mission of the Church, of clergy, teachers, parents and students of Saint Catherine's School encourages this community to live, practice, and communicate the message and values of Jesus Christ.

With these convictions to guide us, we see this overall process as a cooperative effort between the parish community and the school. To implement these philosophical beliefs, we established the following goals:

### **SPIRITUAL**

- 1 To build a Community of Faith in our school, our parish, and our neighboring community.
- 2 To help students develop a closer relationship with God through liturgy and prayer, both personally and communally.
- 3 To impart in each child a knowledge, understanding, and love of the word of God in Scripture.
- 4 To prepare each child to apply Catholic Christian values in his or her individual daily life.
- 5 To develop in each student a "Gospel Awareness" of the needs of others within our

parish, community and our world.

- 6 To teach that each student is responsible for peace, freedom and preservation of the world.
- 7 To provide opportunities for experiencing “awe” at God’s creation.

### **INTELLECTUAL GOALS**

- 1 To provide a quality academic program that fosters critical thinking and cooperative learning.
- 2 To meet the individual needs of each student through a variety of learning experiences.
- 3 To develop each student's creativity and intellectual awareness.
- 4 To promote effective study skills, work habits, and a zest for lifelong learning.

### **PHYSICAL GOALS**

- 1 To provide opportunities for students to develop fine motor and gross motor skills.
- 2 To help students develop healthy bodies by fostering good health attitudes and practices that will benefit them through life.
- 3 To help each student develop a respect for his or her body.
- 4 To provide opportunities for students to participate in extra-curricular sports activities.
- 5 To promote good sportsmanship in each student.

### **COMMUNITY SERVICE**

- 1 To develop in each student a "Gospel Awareness" of the needs of others within our parish, community, and our world.
- 2 To teach each student that he or she is responsible for peace, freedom and preservation of the world.

### **PERSONAL – SOCIAL**

- 1 To recognize “self” as a unique and valuable being.
- 2 To appreciate the diversity of all individuals.
- 3 To foster a spirit of openness, friendship, caring and sharing.
- 4 To appreciate racial and cultural differences, as well as similarities.

### **PSYCHOLOGICAL – EMOTIONAL**

- 1 To develop a realistic self-image.
- 2 To achieve high ideals of truth, justice and shared responsibility.

## **RELIGIOUS FORMATION**

Religious education is an integral part of the daily lives of children enrolled at St. Catherine's School. The program in which each child participates consists of:

- 1 Students in grades K - 8 are provided instruction in the basic doctrinal elements of Catholicism;
- 2 Liturgical experiences are centered on the celebration of the Eucharist and Reconciliation;
- 3 Para-liturgical opportunities encourage growth in formal and spontaneous prayer.

Sacramental programs, which assist parents in preparing their children for the reception of the Sacraments of Eucharist and Reconciliation, are coordinated through the parish Department of Religious Education. The school's Second grade teacher works closely with the parish Director of Religious Education to prepare students for these Sacraments.

# School-wide Learning Expectations

*St. Catherine students demonstrate:*

1. **Catholic Identity.** Our students:
  - understand the tenets of the Catholic faith and practice respectful prayer and devotion to the sacraments;
  - share God-given talents, gifts and resources with others through service and charity;
  - demonstrate respect for all individuals and appreciation for the differences in those around us.
  -
2. **Christian Citizenship** Our students:
  - take responsibility for choices made and act with integrity and honesty;
  - treat others with respect, kindness, and fairness;
  - demonstrate leadership in academic pursuits and Christian service;
  - respect the rights of others in the school community or the world at large.
  -
3. **Effective Communication and Expression.** Our students:
  - demonstrate effective and correct writing skills;
  - effectively use various methods of communication to express their unique thoughts, feelings and ideas.
  -
4. **Comprehension, Critical Thinking and Ability to Analyze.** Our students:
  - comprehend age appropriate work;
  - demonstrate effective problem solving skills;
  - demonstrate the ability to evaluate, predict and reflect on topics.
5. **Oral and Listening Skills.** Our students:
  - actively listen and are able to follow oral directions;
  - demonstrate confidence in speech and song and are able to give effective oral presentations.
7. **Work Ethic, Organization, and Collaboration.** Our students:
  - take personal responsibility for their schoolwork and assignments and develop good organizational skills;
  - show respect and responsibility when collaborating with their peers on assignments or on teams.

**St. Catherine of Siena School**  
**Student Version of the Learning Expectations**

As a St. Catherine of Siena student,

***I will learn what it means to be a good Catholic.***

- I will learn about my faith.
- I will be respectful at prayers and at Church.
- I will share the gifts God has given me with others.
- I will respect all people because they are God's children.

***I will learn to be a good citizen.***

- I will always tell the truth.
- I will make good choices, and take responsibility for my actions.
- I will play fairly and practice good sportsmanship.
- I will be kind to others.
- I will help others in my family, my school, and my community.
- I will follow the rules of the school.
- I will respect the rights of my fellow students.
- I will never try to claim someone else's writing or work as mine.

***I will learn how to communicate my ideas and feelings.***

- I will use words, sentences and paragraphs correctly in my writing.
- I will make my work interesting and easy to understand.
- I will remember that my thoughts, ideas and feelings are important and will learn to express them in my work.

***I will learn how to read well, analyze, and solve problems.***

- I will read carefully and try to understand what the author is saying.
- I will think through problems carefully and try to find good solutions.
- I will try to understand actions and consequences of actions in my own life, in nature, and in the things people create and do.

***I will learn to be a good listener and speaker.***

- I will listen carefully and follow directions.
- I will speak and sing clearly and make sure that I am understood.

***I will always try my best and treat others fairly.***

- I will complete all my assignments neatly and on time.
- I will take care of my books and assignments.
- I will help the other students in my class.
- I will do my fair share of the work and respect my teammates when I work in a group.

## Section III

### ADMINISTRATION

Pastor  
Principal  
Vice-Principal

Fr. Jess Soriano  
Mrs. Linda Mazzei  
Mrs. Suzanne Hyde

Administrative Assistant  
Secretary  
Bookkeeper

Mrs. Noreen Pokladowski  
Mrs. Dolores Walp  
Mrs. Christina Flippen

### FACULTY

Kindergarten  
Grade 1

Miss Janice Tunney  
Mrs. Sheri Dy Smith

Grade 2  
Grade 3  
Grade 4  
Grade 5  
Grade 6 Homeroom, Grades 6-8 English & Literature  
Grade 7 Homeroom, Grades 6-8 Math & Social Studies  
Grade 8 Homeroom, Grades 6-8 Religion & Science

Mrs. Clarice Chavez-Salais  
Ms. Kathryn Wethington  
Mrs. Suzanne Hyde  
Ms. Laurel Thurgood  
Mr. Steven Federle  
Mr. Pio Buenaventura  
Mrs. Donna Phelps

Accelerated Math – Grades 7& 8  
Music  
Computers & Art – Grades 1-8  
Physical Education - Grades K-8 & Athletic Director  
Spanish  
Resource Teacher  
Tutor

Ms. Kathy Clendenning  
Mrs. Dee Andrea Ellis  
Mrs. Nancy Federle  
Mr. Lyndon Horder  
Sr. Derek Rodriguez  
Mrs. Anne Healy  
Sr. Stella Van Winkle

### CLASSROOM ASSISTANTS

Kindergarten  
Grade 1  
Grade 2  
Grade 3 & Athletic Director  
Grade 4  
Grade 6  
Junior High & Computers  
Junior High

Mrs. Mary Thrush  
Mrs. Susan Verducci  
Mrs. Jackie Manalansan  
Mrs. Jan Miller  
Mrs. Donna Shepard  
Ms. Gail Higgins  
Mrs. Jennifer Perez  
Mrs. Bel Corpuz

### ADDITIONAL PERSONNEL

School Liturgy & Parish Religious Education  
Counselor  
Head Custodian  
Office Maintenance

Mrs. Janet Brandon  
Mrs. Mary Phalon  
Mr. Mike Coffey  
Mrs. Connie Guzman

## Section IV

### SERVICE GROUPS

#### ST. CATHERINE OF SIENA SCHOOL ADVISORY COMMISSION

This is a lay commission selected from the school and parish communities. Among its designated duties are the responsibility for ensuring the school's mission effectiveness, recommending the annual budget and overseeing adherence to it, the determination of policy relating to planning and other policy making functions as directed by the Diocesan Board of Education. The CSAC meets on the second Tuesday of each month and meetings are open to interested persons.

#### ST. CATHERINE OF SIENA PARENT CLUB

This organization serves a number of purposes that include providing knowledge of the school operations in general; acting as liaison between parents and teachers so that classroom instruction can be reinforced by parents in the home and teachers will be aware of specific goals and expectations for the children by their parents; and providing parent support for the school, such as volunteer services, and participating in needed fundraising activities.

The Saint Catherine's Parent Club holds **mandatory** general meetings twice a year; **September and May**. Meetings are usually held on the third Thursday of each month. Officers and committee heads meet monthly.

#### ST. CATHERINE OF SIENA STUDENT COUNCIL

The St. Catherine Student Council is a student body organization which consists of a faculty moderator and elected student commissioners. The purpose of this organization is to provide learning experiences in leadership, citizenship, scholarship, human relationships, and cultural values. Students, feeling a sense of worth and an ability to contribute to the well-being of the total school community, will grow in their caring, the pride they take in themselves, and in their school.

Students in grades 5 – 8 who wish to serve on the Student Council must maintain a minimum of a “B” average in academic studies and an A in conduct to be eligible to run for Student Council offices. In addition, students who receive a suspension or two detentions during the year will immediately be removed from office. The principal has the right of final approval of all Student Council Candidates.

## **ST. CATHERINE OF SIENA SAFETY PATROL**

The St. Catherine of Siena Safety Patrol is a student body organization which consists of a staff supervisor and fifth through eighth grade student volunteers. The role of a safety patrol member is to direct children, not traffic. As school-age leaders in traffic safety, patrol members teach other students about traffic safety on a peer-to-peer basis. They also serve as role models for younger children who look up to them.

## SECTION V

### ADMISSION POLICY AND PROCEDURES

Acceptance to a Catholic school is a privilege, not a right. Parents have a right to apply to a Catholic school for admission of their child(ren), but the privilege of attending the Catholic school is contingent upon the parents' acceptance of the school's program of formation and instruction and their willingness to accept responsibility for their portion of the cost of education in a Catholic school.

St. Catherine School in the Diocese of Sacramento, mindful of our primary mission to be witnesses to the love of Christ for all, admits 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 this school. St. Catherine School does not discriminate on the basis of race, color, national and/or ethnic origin, age, gender, or disability in the administration of education policies, scholarships and loan programs, and athletic and other school-administered programs.

**Kindergarten:** A child may be admitted into kindergarten that is 5 years of age on or before December 2<sup>nd</sup> of the current school year.

**First Grade:** A child may be admitted into first grade that is 6 years of age on or before December 2<sup>nd</sup> of the current school year.

### PRE-REGISTRATION OF RETURNING STUDENTS

Families already enrolled in St. Catherine School are sent re-registration forms in March of each year. The form is a statement of intent as to whether or not parents wish their child(ren) to return to St. Catherine School for the next school year. Parents are asked to return the form by the date specified on the form. Failure to complete the form by the specified date could result in non-acceptance of a family for the next school year. Formal acceptance notices are not sent for children already attending St. Catherine School.

### RE-ADMISSION

All families who have not participated in school-sponsored activities, including mandatory parent meeting attendance, or have failed to fulfill their Parent Club obligations which include fulfilling service hours (32/16), or who have not contributed to the parish either by check or by means of the envelope system throughout the year, will be notified of this fact. These families will automatically be placed at the non-participating tuition rate for the following year.

## **REGISTRATION FOR NEW STUDENTS**

Families new to St. Catherine School may apply anytime after school resumes in January. The procedure for reviewing applications of new students for St. Catherine School is stated as follows:

1. Applications for all families, who already have siblings in St. Catherine School and those who are new to the school, will be accepted through March.
2. Applications will be processed in March or April. Families will be informed by May 1st as to whether or not their child will be accepted.
3. The following priorities are applicable, as long as testing scores are satisfactory, in accepting new students:
  - a. Siblings of students already attending St. Catherine School provided the siblings have been in attendance one full year, and the family contributes regularly to the parish as evidenced by Church records and their presence at Church and school sponsored functions.
  - b. Participating registered members (by longevity) of St. Catherine's Parish who contribute regularly to the parish as evidenced by Church records.
4. Others.
5. Parents registering children for school (K-8) must present a copy of the child's birth certificate, Baptismal certificate and current immunization record. No application will be processed until this information is recorded. A copy of the current report card and applicable Religious Certificates must accompany all applications (grades 1-8).
6. Applications remain in an active file until February of the school year for which application was made. Parents must notify the school office between early January and February 28th if they want their child/(ren) to continue to be considered for acceptance in the school. If the school is not notified, applications are placed in an inactive file for one year and then discarded.
7. A \$40.00 non-refundable fee must accompany each application. This fee is paid only once.

## **MID-YEAR ACCEPTANCE POLICY**

If the school administration determines that an opening will occur before the end of the first semester of the school year, the following steps may be followed:

1. We will refer to the waiting list to see if there are any applicants.
2. The following will be requested:
  - 1 most recent test scores, and
  - 2 a copy of the latest report card.
3. A conference will be held with the applicant and his or her parents.
4. The principal will make the final decision.

## Section VI

### SCHEDULE FOR DAY

7:55 A.M.	Schoolyard supervision begins. Students arriving on campus prior to 7:55 a.m. will be placed in the before school care program and parents will be charged accordingly.
8:10 A.M.	School Day Begins – <b>Students not in line when this bell rings are considered tardy.</b>
9:30 - 9:50	Recess K & 1
9:50 - 10:10	Recess 2 & 3
10:10 – 10:30	Recess 4
10:00 – 10:15	Recess 5, 6, 7 & 8
11:10 A.M.	Kindergarten Dismissal (August-December)
12:00 Noon	Kindergarten Afternoon Session Begins (August-December)
12:00-12:45	Lunch
3:00 P.M.	Dismissal

### PLEASE NOTE

1. All children must be dropped off and picked up from the upper parking lot with the following exceptions (August-December):
  - a) AM Kindergarten children may be picked up in front of the school office at 11:10 am.
  - b) PM Kindergarten children may be dropped off in front of the school office at 12:00 p.m.
2. Children must be picked up by 3:20 p.m., or the family will be assessed \$1.00 per minute or fraction thereof, that their child requires supervision. Choir members and students serving detention must be picked up no later than 4:05 p.m. or fees will be assessed at the same rate. Siblings of students remaining for after school activities must be picked up at the regular dismissal time. Please notify the office immediately in cases of emergency.
3. For the safety of our children please do not speed or use your cell phone while driving on school property.
4. Kindergarten will be half-day sessions through December. Beginning in January, Kindergarten will be full day for all children.
5. **Rainy Day Schedule**—when it is raining, parents must go to the classroom to pick up their child/ren.  
Children attending St. Catherine’s school are **NOT** allowed to pick up their siblings from the classrooms. **ALL children must be picked up from the upper parking lot. Using the office stairway is not permitted.**

## **MINIMUM DAYS**

Diocesan policy allows for schools to have minimum days at various times throughout the year. To minimize calls to the school office, please keep a copy of our yearly calendar to refer to on a regular basis.



## Section VII

### GENERAL INFORMATION

**NOTE: It is impossible to cover all possible situations in this handbook; therefore, the principal reserves the right to amend the Parent/Student Handbook for just cause. Parents and/or guardians will be given prompt notification if changes are made.**

#### ABSENCE

The school office is to be notified by 9:00 A.M. if a child will be absent. This is a safety measure to protect the students in case they left home but didn't arrive at school. In addition to the phone call, a written note, stating the reason for absence, is required on the day a child returns from a period of absence. Written excuses are filed for reference until the end of the school year. Students must be fever free for 24 hours prior to returning to school.

California law requires compulsory school attendance by all children between the ages of six and sixteen. (California Education Code, Section 12101). The principal shall investigate excuses of a doubtful nature and shall report continued or stubborn cases of absence to the proper authorities. Excessive absences or tardiness, even if necessary and excused, may be grounds for decreased academic credit or disciplinary action. Excessive absence is considered 15 days per semester or a total of 30 days per school year. Excessive and/or unexcused absences or tardiness may be reason for dismissal.

#### ABSENCE - EXCUSED

In addition to medical absence, students are excused due to illness, accident, quarantine, or attendance at a funeral of an immediate family member. Parents should call the school office if a child will be absent for the day or several days. A written excuse must accompany the student when he/she returns to school. In the event of a short-term excused absence, teachers will assist the student to make up the work missed.

#### ABSENCE - UNEXCUSED

When parent(s) wish to take their child out of school for several days for personal reasons, the principal will discuss the student's progress with the parent(s) and advise them of the effect such an absence will have on the pupil's school work. The school will keep on file a record of the recommendation made to the parent(s) at the time the request is submitted. Teachers are not required to provide tutoring, makeup work, or special testing schedules for unexcused absences. **Parents should not ask teachers to have assignments prepared for the student before he or she leaves for an unexcused absence.** The principal has final and absolute discretion to determine the conditions and terms governing such absences.

## **BIRTHDAYS**

1. Teachers/Aides      Class time will not be taken to celebrate the birthday of a teacher or aide nor will money be collected for gifts.
2. Children              Class time will not be taken to celebrate individual birthdays.
3. Party Invitations    Invitations may be passed out at school only if there is one for every child in the class. Class lists are available in the school office. Please notify the office at least one week in advance of the date the list is required.

Students may bring a SIMPLE snack to share with their classmates at morning recess time on their birthday. Please notify the homeroom teacher at least one (1) day in advance.

Cakes, cup cakes with frosting, doughnuts, sweets, candy etc., may not be acceptable for all students and are therefore discouraged. Caffeinated drinks are not permitted. Personal presents may not be brought to school.

**Flowers, balloons, etc., are not to be delivered to school as they are not permitted in the classrooms.**

## **CHILD ABUSE/NEGLECT**

All certified personnel are required by law to report immediately by phone any suspected child abuse, neglect, or molestation to the Child Protective Services or the police/sheriff department. A common misapprehension is that abuse must be proven before being reported. According to the California State Law, suspected abuse must be reported.

## **EARTHQUAKE AND FIRE SAFETY**

Earthquake and fire drills are held periodically throughout the school year. Each student is required to have an emergency earthquake kit at school.

## **EMERGENCY INFORMATION**

At the beginning of each school year, parents or guardians must provide the school with current and complete family emergency information. This information should include the name of the family physician, as well as the name of a friend, relative, or neighbor who can be reached and can pick up the child in case of an emergency/sickness.

The emergency information should include cellular phone, work phone and pager numbers where parents or guardians CAN BE REACHED in case of an emergency.

## **EMERGENCY PLAN - DISASTER**

In the event of a disaster during school hours:

- 1 Do not telephone the school. Lines must be kept open for emergency use.
- 2 Tune your radio to the emergency broadcast station.
- 3 Report to the adult in charge at school.
- 4 During evacuation, if possible, students will assemble in the middle of the schoolyard.
- 5 Pick up child as soon as possible.
- 6 All students will be cared for in the supervised areas until they are picked up.
- 7 Remain calm.

According to State Law, students will be released to parents, guardians or other specifically designated persons only. We will send home our St. Catherine's Disaster Information Form for parents to complete and return to school. The office, as well as your child's teacher, will keep a copy of this form. Please be sure that your child knows the person you have designated for emergency pick-up.

If an emergency occurs outside of school hours, please listen to your local radio station for advice of school closures. As a general rule, our school will follow the same procedure as the public schools in the area.

## **FAMILY ENVELOPE/NEWSLETTERS**

Tuesday of every week the St. Catherine Newsletter is sent home with the oldest or only child. The acknowledgement of receipt form should be signed and returned with the envelope on the following day.

Arrangements for non-custodial parents to receive the Newsletter, school calendar, handbook, etc. should be made through the school office. In the absence of a court order to the contrary, the school will provide the child's parents, grandparents, etc., custodial or non-custodial, with equal access to the child and equal access to academic records and other school-related information regarding the child. If there is a court order specifying that there is no information to be given, no contact with the child, etc., it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

## **FEVERS**

Children who are running a fever, even low grade, should not be sent to school. If a fever develops at school, the child will be sent home and should remain home for 24 hours after the fever is gone.

## **FIELD TRIPS**

Each class is allowed one or more educational field trips during the year. Students usually travel by chartered bus. If this is not the case, the specific permission slip will contain the important information. Parents **must** have proof of a valid driver's license and adequate liability insurance when driving students on field trips. The amount of liability insurance required is \$300,000 and all students must be contained in a seat belt. Field trips are limited to students in the participating grade(s). Younger and/or older siblings cannot be accommodated. Parents who agree to chaperone must have a Fingerprint clearance on file. Trips will be planned thoroughly so that parents are informed well in advance and adequate supervision is provided.

Teachers send permission forms home informing parents that the school cannot take responsibility for accidents which could occur. No child will be permitted to go with the class unless this permission has been obtained, **in writing**, from the parent. This form must be **completely** filled out.

Field trips are a privilege and not a right. At the discretion of the teacher, a student may be ineligible to attend field trips due to academic or disciplinary reasons. Since these trips are during school hours, students who do not accompany their class for whatever reason must remain on school premises. Supervision will be provided.

## **FIELD TRIP SAFETY**

**ONLY** parents who complete certification forms may chaperone or drive students from the school to a designated activity arranged by school personnel. When asked to drive for or chaperone a field trip the following rules apply:

- 1 Parent driver and/or chaperone must have a fingerprint clearance on file in the school office.
- 2 Parent driver must have a current automobile insurance verification form on file in the school office.
- 3 Parent driver understands that he/she must drive directly to the field trip site and return directly to the school without any stops for food or other errands.
- 4 Parent drivers and chaperones may not bring younger and/or older siblings or guests with them on the field trip.
- 5 Car seat, seatbelt and airbag laws must be observed.

Regulations governing the transportation of public and private school pupils below the 12th grade level to and from public and private school activities are contained in California State Education Code #16851. The following vehicles may be used in lieu of a school bus:

- 1 A passenger vehicle designed for and when actually carrying not more than eight (8) persons, including the driver;
- 2 A nine (9) or ten (10) passenger Station Wagon when carrying not more than nine (9) persons, including the driver.
- 3 A motor vehicle operated by a common carrier, or by and under the exclusive jurisdiction of a publicly owned transit system, or by a passenger charter party carrier and used under a contractual agreement.
- 4 A motor vehicle of any type carrying only members of the household of the owner thereof.
- 5 Each child must be seated with a seat belt.

The California Highway Patrol interpretation of the regulations eliminates the use of vans for the transportation of students except:

- 1 When designed for the actual carrying of no more than eight (8) passengers including the driver; AND when carrying only members of the household of the owner.

## **FINGERPRINTING**

Fingerprint clearance is required for all parents and volunteers who have substantial contact with children, or who work with children without direct and immediate supervision of a paid staff member before beginning volunteer duties. This includes chaperones for field trips and all volunteers involved with extracurricular activities before, during or after school.

## **HEALTH PROGRAM**

A parent who is a Registered Nurse will be needed to volunteer to coordinate and maintain the school health program. It will be his or her responsibility to update individual student health records and to report to the principal apparent health problems or referrals of health problems from teachers.

The school provides screening each year for vision and hearing. For grades 5-8, we conduct a screening for SCOLIOSIS, which is a spinal deformity. If a child exhibits difficulty in any of these areas, the school nurse will refer his or her parents to the local health agencies or to the proper specialist for follow-up.

## **HEALTH SCREENING EXAMINATIONS**

Parents or guardian enrolling a child in the first grade MUST provide evidence that the child has received the health screening and examination required by law or must bring a signed waiver stating that they do not want health screening for their child. The screening and examination may be conducted 18 months prior to registration/enrollment in first grade but no later than 90 days after enrollment. Immunization for Hepatitis B is required for children entering Kindergarten as

well as students in Grade 7. However, Hepatitis B immunization will soon be mandatory for all students.

## **HEALTH IMMUNIZATIONS BEFORE ADMISSION**

The state of California requires that each child enrolling in the first grade and seventh grade present satisfactory evidence that he/she has received the required health screening and evaluation services within the previous two years.

State law also requires that all pupils be immunized against diphtheria, tetanus, mumps, measles, pertussis, poliomyelitis, hepatitis B, and rubella prior to first enrollment. A California Immunization Record (CSIR) must be on file before students are admitted to the school. No child will be admitted unless records are presented.

## **HOT LUNCH PROGRAM**

Students have the option of purchasing lunch at school or bringing their lunch from home. Parents are not allowed to deliver lunch to their children. NO FAST FOOD OR SODA is allowed.

In the event that students wish to purchase lunch at school, the weekly menu is located on the back of the monthly calendar. Currently our vendors are Nujo's Pizza, Speedy Foods, L & L Barbecue, Kentucky Fried Chicken, Tacos Jalisco, Burger King, Taco Bell, Sac's Hot Dogs, Rubio's and CMC The Banquet. The cost of each lunch for all grades is \$3.00. Lunches must be pre-ordered and paid for in advance. This is very important as we do not have the option of ordering lunches on a daily basis.

Every two months we send out order forms for students to purchase drinks. We offer 2% low fat milk, chocolate milk, and 50% juice fruit punch. The drinks are available for students at lunch. To participate in this program, orders must be placed for a two- (2) month period. The fee will be determined according to the market rate for a particular month

## **IN-SERVICE DAYS**

These are days when your children are at home, while the staff is at work. In any profession, employees are given time on the job to attend conferences or workshops that will increase their effective service. Teachers are no exception; what enriches us enriches your children.

## **INSURANCE**

Since all students are covered by insurance for injuries incurred on the school grounds, as well as being covered to and from school supervised activities; in the event of an injury or accident, parents should contact the school office for forms. Insurance provided by the school is \$15,000 maximum per covered accident during the regular school year providing the accident occurs while:

- Attending school, including one hour before and after school.
- Traveling directly to or from home for regular classes.
- Participating in school-sponsored activities or athletics (except Interscholastic Tackle Football) while under the supervision of a proper school authority.
- Traveling in school-provided vehicles any time while under the supervision of a proper school authority.

## **LOST AND FOUND**

Any lost article may be claimed before school begins in the morning or after school ends, in the lost and found box located under the stairs in the Jr. High building. Unclaimed articles will be given to charity at the end of the school year. Small items, such as glasses or jewelry, may be picked up from the school office.

## **MEDICAL/DENTAL APPOINTMENTS**

Appointments should be made for after school hours insofar as possible. If it is necessary for a child to leave during school hours, a note stating the time of the appointment and the adult with whom the child will go is to be sent to the office. Parents/Guardians will call for the student in the school office where they will gain a log indicating their name, student's name, time of departure and date. If the student returns to school on the same day, the student must sign back in to school through the office. Please have your child bring a medical slip, from the doctor or dentist, to the school office when he or she returns to school.

## **MEDICATIONS**

If a student must bring medication to school, the following requirements must be met. All medication must be brought to the school office for safe keeping.

### **Prescription Medications:**

- 1 Must be clearly identified as to the name and type of medication.
- 2 Must be in the original container.
- 3 Must carry a prescription label with the child's name, drug identity, dosage instructions, doctor's name, and prescription date.
- 4 The prescription must be current.
- 5 A note, dated and signed by the parent/guardian, must accompany the medication, giving the child's name, dosage amounts, specific dosage times, and other instructions if necessary.
- 6 Refrigeration is available.
- 7 Medication will be given by school personnel.

### **Nonprescription Medications:**

- 1 Must be in the original container (aspirin bottle, cough medicine bottle, etc.)

- 2 Must be clearly identified as to the name and type of medication and dosage instructions.
- 3 A note signed and dated by the parent giving the child's name, medication name, dosage instructions, specific dosage times, and other necessary instructions must accompany the medication.

**Sample:**

Please give \_\_\_\_\_ one teaspoonful of \_\_\_\_\_ cough medicine at  
*Child's Name* *Brand Name*

10:00 a.m. and 2:00 p.m.

\_\_\_\_\_

\_\_\_\_\_  
*Parent's Signature* *Date*

**NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS AND EMPLOYEES**

Mindful of its primary mission as an effective instrument of the educational ministry of the Church, and as witness to the love of Christ for all, St. Catherine of Siena School admits students of any race, color, and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. St. Catherine School does not discriminate on the basis of race, color or ethnic origin, in the administration of education policies, admission policies, scholarship and loan programs, athletic and other school-administered programs. Likewise, St. Catherine School does not discriminate against any applicant for employment on the basis of sex, handicap, race, color and/or ethnic origin.

**OFFICE HOURS**

The school office is open from 8:00 a.m. to 3:30 p.m. on regular school days. Please feel free to contact the office any time if questions or problems arise. An appointment can be arranged by phoning the school office.

**PARTIES**

Parties will be held to celebrate the following events:

In lieu of donations for school parties throughout the year, a \$5.00 fee per student will be collected with the school fees at the beginning of the school year to fund these parties.

**HALLOWEEN** All grades will have a party if Halloween falls on a school day.

CHRISTMAS

All grades will have a party before  
Christmas vacation.

VALENTINE'S DAY

All grades will have a party.

**NOTE: All room parents should contact teachers prior to the above parties for specific instructions. Only assigned room parents will be allowed participation service hours. No siblings are allowed to attend the school parties listed above.**

### **PHYSICAL EDUCATION EXCUSES**

Students, who need to be excused from physical education classes, must have two written notes with the reason for the excuse, signed by a doctor or parent/guardian. One note should be provided for the Physical Education Instructor and one for the school office. Excused absences should be for reasonable periods of time as grades may be affected by the number of missed classes.

### **PARENT/TEACHER CONFERENCES**

Parents are required to attend Parent-Teacher Conferences during the school year. However, opportunities to discuss student progress are not limited to the assigned conference time. Appointments for conferences at other times can be arranged through the school office.

### **SERVICE HOURS**

One of the values we strive to teach at St. Catherine School is that of Christian Service. We are a family school where concern, care and support from parents are essential. When support is forthcoming, our efforts are successful and our students learn by example. Thus, parents are required to give 32 hours of service to the school during the school year to count toward status as PARTICIPATING parents. Single parents are required to give 16 hours of service. For additional information, please refer to the Service Hours guidelines provided by the Parent Club. **Due to IRS laws, only parents or legal guardians are allowed to fulfill the required service hours.**

Parents and/or guardians are expected to record, on the pink sheets provided, service hours performed. The Parent Club, as a courtesy, will verify the recorded hours and notify parents and/or guardians of any discrepancies. Parents/guardians who do not complete their service hours by **May 30**, and wish to re-register their children for the following year, will automatically be placed at the non-participating tuition rate for the following year.

### **STUDENT RECORDS**

Changes in address, telephone, employment or marital status during the school year must be reported to the school office as soon as the change occurs. It is imperative that school records have accurate information especially in the event of an emergency situation involving your child.

## **TARDINESS**

School begins at 8:10 a.m. A child is considered tardy if he/she is not in line when the morning assembly begins. If a child is tardy he/she must go to the school office and pick up a tardy slip to be admitted into class. If a child misses two hours or more of class time, the child will be considered absent a half day. More than three tardies in a quarter may result in a detention. To help minimize classroom disruption, please have your child at school on time.

## **TEACHER COMMUNICATION**

Teachers do not leave their class except for emergencies. If you wish to speak to your child's teacher, please call the school office and request that the teacher return your call. Appointments with staff members are arranged by note or phone call through the school office. Many teachers maintain a web site for homework and miscellaneous information. Unless a teacher gives permission, teachers should not be called or e-mailed at home. Contact individual teachers to obtain his/her address.

All visitors, including parents/guardians, coming to school to deliver messages, etc., need to check in at the school office. To minimize disruption, it is school policy that classroom observations are not allowed. Teachers are not to be disturbed before or after school (without an appointment) or during class time.

## **TRANSFERS**

Families are expected to give a 30-day notice before removing a student from St. Catherine School. Tuition will be charged for 30 days following the date of notice, whether or not the student is still in attendance. All records are forwarded to the new school upon request.

## **VOLUNTEER AGREEMENT**

All volunteers at St. Catherine School must sign a Diocese of Sacramento – School Volunteer Agreement Form acknowledging that their services are being donated without contemplation of compensation or future employment and that these services are provided for religious, charitable, or humanitarian reasons.

Volunteers earn no wages or benefits in connection with the volunteer services, are not entitled to unemployment insurance benefits upon termination of volunteer services, nor are volunteers covered under the Diocese's worker's compensation insurance in the event of injury incurred during the rendering of the volunteer services provided.

## Section VIII

### ACADEMIC GUIDELINES

**Students who are new to St. Catherine School are on academic and disciplinary probation for the period of one (1) year.**

#### GRADING NORMS

The faculty may use the following Diocesan approved norms for grading:

Percentage	100 – 96	= A
	95 - 93	= A-
	92 - 90	= B+
	89 - 85	= B
	84 - 82	= B-
	81 - 79	= C+
	78 - 73	= C
	72 - 70	= C-
	69 - 67	= D+
	66 - 63	= D
	62 - 60	= D-
	59 - 0	= F

Additionally approved grading norms are:

E	Excellent
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory
I	Incomplete

Plus and minus grades may be given at any marking period.

## HOMEWORK

The assignment of homework is meant to reinforce study habits for the student. All assignments are an outgrowth of the day's work and not a substitute for classroom teaching. Holidays are usually free from homework assignments unless such assignments are part of long-term reports or projects. Average daily homework times are:

minutes	Grades K & 1	Approximately 20 - 30
minutes	Grades 2 & 3	Approximately 30 - 45
minutes	Grades 4 & 5	Approximately 45 – 60
minutes	Grades 6, 7 & 8	Approximately 60 – 120

**Bringing homework to school is the responsibility of each student. Homework and/or other items left at home will not be delivered to students from the school office.**

## PROGRESS REPORTS

Academic Progress reports will be sent to any student who has a grade of C-, D or F in any subject. Progress reports are mailed out at the mid-point in the grading period. Notices are specific and sufficient warning is given to allow the student and parents to work on the deficiency. Progress reports require parent/guardian signature and must be returned to school within 2 days.

Extra-Curricular Activities Eligibility: Any student whose grades fall below a C in any subject or whose conduct grade falls below satisfactory is not eligible to participate in extra-curricular activities for a minimum of 10 school days. The probationary period begins immediately after the probation is issued. After this time period, eligibility will resume when the student raises the grade(s) appropriately. This includes, but is not limited to, sports, student government, choir, etc. Fees paid for participation are non-refundable.

## REPORT CARDS

Written reports of each child's progress in grades K - 8 are distributed three times annually. It is policy that the principal reviews all report cards before distribution. Note: Report cards will be withheld if tuition and/or fees are in arrears.

## HONOR ROLL

Students in Grades 6-8 are eligible for the school honor roll. Any student who receives a behavioral suspension during the school year will not be eligible for Honors. The following guidelines will be followed:

First Honors: Certificates will be presented to students in Grades 6-8 who have:

- 1) A grade point average
- 2) A conduct grade

Second Honors: Certificates will be presented to students in Grades 6-8 who have:

- 1) A- or B+ grade point average
- 2) A conduct grade

## **EIGHTH GRADE – Algebra I**

With teacher recommendation, students who have maintained a 90% or above in 7th grade math class may be allowed to pre-test for placement in 8<sup>th</sup> grade Algebra 1.

Any student, who fails to maintain an 82% on combined tests/quizzes/homework assignments at the end of each quarter in Algebra 1, will be placed in the regular 8th grade math class. Students in Algebra 1 class are expected to maintain 82% average (combined tests/quizzes/homework) throughout the year. In addition, exemplary behavioral standards must be maintained.

## **SEVENTH GRADE – Pre Algebra**

With teacher recommendation, students who have maintained a 90% or above in 6th grade math class may be allowed to pre-test for placement in 7th grade pre-algebra.

Any student, who fails to maintain an 85% on combined tests/quizzes/homework assignments at the end of each quarter in Pre-Algebra 1, will be placed in the regular 7th grade math class. Students in Pre-Algebra class are expected to maintain 85% average (combined tests/quizzes/homework) throughout the year. In addition, exemplary behavioral standards must be maintained.

## **GRADUATION**

All students who have satisfactorily completed the required course of studies for the Eighth Grade shall be allowed to graduate. The failing of two (2) or more of the core academic subjects (Religion, English Literature, Math, Social Studies, or Science) will automatically eliminate a student from participating in the graduation exercises. Students, who do not satisfactorily complete the required course of studies, will be given the opportunity to attend summer school prior to promotion to the Ninth Grade. Students who fail to fulfill 10 hours of service as defined by the “Eighth Grade Service Requirement” will not be permitted to graduate with the class.

Participation in graduation week activities is an earned privilege and not a right. Therefore, all students must receive satisfactory marks in conduct and effort in order to participate in these activities.

Note: report cards and diplomas will be withheld if tuition and/or fees are in arrears. Students will not be allowed to participate in graduation exercises.

The class valedictorian and salutatorian will be selected on the basis of grade point average (GPA) for the 8th grade year only. The student with the highest GPA and an A in conduct will be the valedictorian. The student with the second highest GPA and an A in conduct will be the salutatorian. Presidential Awards will be presented to students who meet established requirements.

## **TESTING**

Standardized achievement tests are administered annually to students in grades 3-8. These tests are used in appraising individual student performance according to national, diocesan and local district norms. Students in grades 1 & 2 may take practice tests in order to prepare them for the formal testing.

## **Section IX**

### **DISCIPLINARY PROCEDURES**

St. Catherine of Siena School's academic and behavioral policy is based on the basic principles of respect, self-discipline, and responsibility. When conflicts occur, they are handled first by the teacher and student and then by the teacher, student and parents. If conflicts cannot be resolved at this level, they may then be handled by the principal, teacher, student and parents.

Students who are newly enrolled at St. Catherine of Siena School are on academic and disciplinary probation for the period of one (1) year.

### **DISCIPLINE & STUDENT CONDUCT**

Discipline in the Catholic School shall be considered as an aspect of moral guidance and not simply as a form of punishment. Discipline is used to promote a student's genuine development for self-discipline and a desire for self-motivated learning.

Students enrolled at St. Catherine of Siena School are asked to assume personal responsibility for their conduct. As a member of the school, each student is obliged to be considerate of fellow students and respectful to teachers and staff members. Each student is asked to respect the rights and privileges of all members of our Christian school community.

All members of St. Catherine of Siena School community are expected, therefore, to behave according to the following principles of Christian conduct.

1. To be honest and cooperative in all dealings with fellow students, teachers, and school personnel;
2. To respect the rights and values of each individual;
  3. To comply promptly with the directions of school officials.  
During recess, students remain in the play area. Leaving the yard, climbing fences, picking up and/or throwing bark or rocks, or playing in or defacing bathrooms is not permitted.
  4. To be courteous, attentive and respectful when administrators, teachers, students, visitors, or performers address individual classes or the assembled student body;
5. To accept responsibility for completing missed assignments in a timely manner.
6. To respect school property (furniture, walls, buildings, etc.);
7. To be responsible for the care of materials loaned to the student. Lost and/or damaged books must be paid for;
8. To comply with school and classroom rules.
  - 1 Uniforms are to be worn at all times unless the day is designated as a "free dress" day.
  - 2 Gum chewing is not permitted at any time during the school day or at any school function or program.
  - 3 Students are expected to be quiet and orderly in the halls. Pushing,

- shoving and running are not considered orderly.
- 4 Students are expected to leave personal items at home. These include (but are not limited to) CD players, electronic games, etc. In addition, students should not have large quantities of money in their possession during the school day.
  - 5 **Cell phones** may be brought to a school class or activity under the following conditions:
    1. Phones must be kept in the OFF position from 8:10 A.M. until 3:00 P.M.
    2. No cell phones may be used for picture taking.
    3. No harassment or threatening of persons via the cell phone is permitted.
    4. Cell phones may not be used for game playing, Internet or e-mail access, gambling or making purchases of any kind.
    5. Those who violate any of the rules regarding cell phones may forfeit their privileges of bringing them to school.

**NOTE: The school/parish is co-tenant of desks and classroom furniture and reserves the right to search at any time without notice. The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at her discretion.**

## **DETENTION**

Detention will go into effect immediately at the beginning of each school year. A pupil may be detained after normal school hours for the following reasons:

## **CONDUCT**

- 1 Behaviors and/or actions not reflecting Christian attitudes or respect for faculty, adults, classmates and school premises.
- 2 Being in unauthorized areas or school buildings without permission or supervision.
- 3 Using profanity or vulgarity (written or spoken) or making obscene gestures.
- 4 Inappropriate behavior and/or defiance of school rules.
- 5 Gum chewing at anytime during the school day or at school functions on school grounds.
- 6 Lying, cheating, dishonesty, and/or forgery.
- 7 Playing or loitering in bathrooms.
- 8 Fighting, rowdy behavior, running, pushing, shoving, yelling or throwing bark or rocks.
- 9 Unbecoming conduct while at any school related activity on or off campus.
- 10 Defacing or misusing school property.

## **ACADEMIC**

- 1 Any three (3) missing, incomplete, or late assignments during a report card period.
- 2 Failing to complete a long term class assignment on time.
- 3 Failing to return a detention notice by the following day.

- 4 Failing to return papers, other than detention notices, that require parent or guardian signature within two (2) school days. Papers are due at the beginning of the class period.

## **DRESS CODE**

- 1 Failing to be in complete school uniform (see Dress Code in Handbook). A written warning is issued for the first offense. Repeated offenses may result in detention.
- 2 Wearing make-up, nail polish, artificial nails, or violation of jewelry code.
- 3 Wearing of extreme haircuts, which include the “cutting” of designs into hair (or eyebrows) or the use of hair color.

## **TARDINESS**

- 1 Three (3) unexcused tardies in a trimester may result in detention.

## **SPORTS**

- 2 Unsportsmanlike conduct.
- 3 Inappropriate actions while representing St. Catherine School.

Failure to return a signed detention notice by the following day will result in the addition of a second detention. Detentions are held on Wednesday from 3:15 p.m. to 4:00 p.m. in the Junior High building. In rare cases, students in the lower grades may be assigned detention.

The Administration reserves the right, in lieu of or during detention, to have a student:

- 1 Pick up trash on the school grounds.
- 2 Complete assignments in the office or in an assigned area.
- 3 Assist the custodian in general janitorial functions.

Note: Repeated detention will result in the following consequences:

- 1 Two (2) detentions during the school year will result in exclusion from extracurricular activities for ten (10) school days. If the student does not participate in any extracurricular activities, other consequences may be assigned by the principal.
- 2 Three (3) detentions during the school year will result in the student being placed on probation. A student/parent/teacher/principal conference will be scheduled immediately after the 3rd detention is received.
- 3 Four (4) detentions during the school year will result in suspension and the termination of all extracurricular activities for the remainder of the school year. In addition, referral to the guidance counselor and/or other consequences as determined by the principal may result.
- 4 More than four (4) detentions during the school year may be cause for expulsion.

Children who attend detention must be picked up at 4:00 P.M. in front of the school office. After 4:05 P.M., the family will be billed \$1.00 for every minute, or fraction thereof, that the child requires supervision. Siblings of students attending detention must be picked up at the regular dismissal time. They are not allowed to wait for brothers/sisters. Failure to attend an assigned detention will result in a student/parent/principal conference prior to the student being allowed to return to class the following day.

## **SUSPENSION**

Reasons for expulsion with mitigating circumstances may be reasons for suspension and/or probation. Suspension and/or probation are disciplinary punishments that need to be invoked at the discretion of the principal for less serious infractions of rules. In elementary schools, the authority to suspend a student rests with the principal. These offenses are shown on the Recommended Disciplinary Action Chart included in this handbook.

**Behavioral Suspension:** Suspension for behavioral actions (i.e. cheating, inappropriate conduct, disrespectful attitude, foul language, rowdy behavior, etc.) at the discretion of the administration, may result in exclusion from all extracurricular activities for the duration of the school year. This would include sports, student council, choir, etc.

School administrators give notice of suspension and/or probation to the parent or guardian by telephone or other appropriate method. The notice shall inform the parent or guardian of the reasons for suspension and/or probation and of its duration. The notice shall also advise the parents of their right to request a prompt meeting or hearing to discuss reasons for the action. A student may be suspended for no more than five (5) consecutive school days. In the case of suspension, students will not be allowed to make-up work missed during the suspension.

## **EXPULSION**

Aggravated grounds for suspension can become grounds for expulsion. Offenses that may result in expulsion from St. Catherine of Siena School are shown on the Recommended Disciplinary Action Chart. Additional reasons for expulsion are:

1. Actions deemed by the administration as detrimental to the moral and spiritual welfare of other pupils. For example, extortion and/or intimidation.
2. Commission of an obscene act or engagement in profanity or vulgarity. Possessing obscene or profane material and/or pictures.
3. Assault, battery or any threat of force or violence directed toward school personnel or students.
4. Disruption of classroom or school activities or defiance of the authority of the school personnel.
5. Disobedience.
6. Use, sale, distribution, possession, or being under the influence of any controlled substance or alcoholic beverage on or away from school premises.
7. Use or possession of any firearm, knife, explosive, or other dangerous object on or away from school premises.
8. Smoking or possession of any tobacco product on or near school premises or during

- any school sponsored activity.
9. Stealing or attempted stealing.
  10. Willful cutting, defacing, burning, or otherwise injuring any property, real or personal, belonging to the school or situated on school premises.
  11. Habitual truancy.
  12. Habitual lack of effort leading to failure.
  13. Gambling.
  14. Forgery.
  15. Belonging to or inciting any gang-related activities.

### **EXPULSION PROCEDURES**

When expulsion is necessary the following procedures will be taken:

1. The parent/guardian is notified in writing about the offending behavior and school sanctions for it, except in serious situations, which are covered in the Recommended Disciplinary Action Chart.
2. A conference is held with the parent/guardian, student, teacher(s), and principal to inform the parent/guardian that final action is being considered unless there is an immediate and sustained change of behavior. In parish schools, the pastor will also be notified of the facts and the impending conference, and will be given the opportunity to attend and/or receive a report.
3. If the parent/guardian fails to attend the conference, the principal, in consultation with the pastor, will make whatever decision is necessary. Any disagreement will be referred to the Catholic School Department of the Diocese of Sacramento complete with record.
4. A written record of the steps leading to the expulsion will be filed in the principal's files.
5. Full credit will be given for all work accomplished by the student up to the date of expulsion.
6. Notice of expulsion will be given to the Catholic School Department of the Diocese of Sacramento within seven days of the expulsion action.
7. Parent/guardian may appeal the expulsion in writing to the Superintendent of Schools at the Catholic Schools Department of the Diocese of Sacramento.

### **RECOMMENDED TRANSFER**

The school may give a recommendation to transfer for grounds other than class or school discipline. A recommended transfer is, in fact, a determination by the school administrators that continued attendance either will not profit the student or will make demands on the school, which the school cannot meet; it terminates attendance but does not leave the stigma of expulsion.

### **RECOMMENDED TRANSFER ON GROUNDS OF PARENTAL BEHAVIOR**

Normally a child is not to be deprived of a Catholic education or otherwise penalized for the action of a parent or guardian. However, students clearly unable to profit from the school by

reason of ability, serious emotional instability, or the conspicuously uncooperative or destructive attitude of parent/guardian, will be asked to transfer when:

1. Parent or guardian has failed to meet the obligations to the school that they accepted upon enrolling their child.
2. Parent or guardian has been persistently uncooperative with the school staff, policies, regulations, or programs.
3. Parent or guardian has interfered in matters of school administration or discipline to the detriment of the school's ability to serve their own or other children.

The final decision is made by the principal in consultation with the pastor. The procedure for a recommended transfer will be followed and documented and the documentation will be retained on file.

### **ABUSE OF SCHOOL PERSONNEL**

Any parent, guardian, or other person, who upbraids, insults or abuses any school personnel, in the presence or hearing of a pupil, is guilty of a misdemeanor.

Any parent, guardian, or other person who insults or abuses any teacher in the presence of other school personnel or students and at a place which is on school premises or public sidewalks, streets, or other public ways adjacent to school premises or at some other place if the teacher is required to be at such other place in connection with assigned school activities, is guilty of a misdemeanor.

Any parent, guardian, or other person who calls (or e-mails) home and insults or abuses any school personnel shall be subject to student transfer on the grounds of parental behavior.

### **SEXUAL HARASSMENT POLICY**

Definition: Sexual harassment is defined as threatening another person unless favors are given; and/or conduct containing sexual matter or suggestions that would be offensive to a reasonable person. Sexual harassment includes, but is not limited to, the following behaviors:

1. Verbal conduct, such as sexually explicit name-calling, derogatory jokes or comments, slurs, or unwanted sexual advances, imitations or comments.
2. Visual contact, such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, or gestures.
3. Physical contact, such as assault, unwanted touching, "pulling down" pants, shorts, etc., blocking normal movements, or interfering with work, study or play.
4. Threats or demands to submit to sexual requests.
5. Retaliation for having reported or threatened to report sexual harassment.

All allegations of sexual harassment will be treated confidentially, taken seriously and promptly investigated. Disciplinary action for sexual harassment may include any or all of the following: on-site discipline, detention, parent involvement, probation, suspension and/or expulsion.

## **STUDENT-TO-STUDENT HARASSMENT**

Definition:

1. To annoy or torment repeatedly and persistently;
2. To wear out; exhaust;
3. To impede by repeated attacks;
4. To attack the good name of or harm the reputation of another student;
5. To make threats against another student;
6. To make racist remarks toward another student.
7. To bully another student.
8. To extort funds or intimidate in order to obtain food or other items, or to frighten another student into submission.

While the issue of student-to-student harassment and/or defamation of character may not be new, the laws governing this type of harassment have recently been clarified. Briefly stated, it is illegal for one student to harass another student regardless of provocation. This type of abuse may take many forms; however, it is incumbent upon the school administration to take definitive steps when harassment has been reported. The school can be held legally liable for ignoring or refusing to act on these reports.

The administration of St. Catherine of Siena School will do everything in its power to protect all students attending St. Catherine School. Reported incidents of student-to-student harassment will be taken seriously and investigated thoroughly. Parents and/or guardians will be notified and conferences scheduled to discuss each incident on a case-to-case basis.

## **PLAYGROUND REGULATIONS**

1. Playing ball or tag games, etc., before or after school is not allowed.
2. The school supplies recreational equipment. Unless specifically requested by a teacher, students must leave their own equipment at home.
3. When the line-up bell rings, each student is to stop playing and talking and wait for the second bell, and then proceed immediately to the line-up area.

NOTE: As a Catholic, Christian community, we expect our children to refrain from responding to aggression with aggression. Students are expected to seek teacher/yard supervisor/adult intervention immediately. Students may not “strike back.”

Prohibited Behavior	Definition	First Occurrence	Repeated Occurrence
<b>Tardiness</b>	<b>Habitually arriving late to school or class without a valid excuse.</b>	<b>Informal Talk</b>	<b>Principal-Parent meeting. Detention after 3 unexcused tardies.</b>
<b>Unexcused Absence</b>	<b>Any absence which has not been excused by a parent or legal guardian and approved by the appropriate school official.</b>	<b>Informal Talk and Parent Notification, time may be made up after school.</b>	<b>Parent Involvement and On-site Discipline. Student's grades may be affected.</b>
<b>Defiance of Authority of School Personnel and/or being in any area of the school unsupervised.</b>	<b>Refusal to comply with reasonable requests of school official.</b>	<b>Informal Talk and Parent Notification; On-site Discipline.</b>	<b>Parent Involvement, Suspension and/or Probation or Expulsion.</b>
<b>Disorderly Conduct, Profanity and/or other unacceptable language. Obscene Behavior.</b>	<b>Conduct and/or behavior which is disruptive to the orderly educational procedure of the school: bad language, pictures, literature, clothing and/or inappropriate gestures.</b>	<b>Informal Talk and Parent Involvement. On-site discipline.</b>	<b>Parent Involvement, Suspension and/or Probation. Repeated offences may lead to Expulsion.</b>
<b>***Fighting/ Biting/Pinching Intimidation Extortion</b>	<b>Engaging in or threatening any act which might cause harm to another person (includes "play fighting"). Intimidating others in order to obtain money or other items by force or threats.</b>	<b>Discipline to be determined by the principal, which may include Suspension and/or Probation.</b>	<b>Parent Involvement &amp; suspension. Depending upon the severity of the offense, Expulsion may be considered.</b>
<b>Threats, Verbal Abuse and/or Student-to-student Harassment.</b>	<b>Statements and/or actions that intimidate threaten or injure another person.</b>	<b>Informal talk &amp; On-site discipline, Suspension and/or Probation.</b>	<b>Parent Involvement, Suspension, Probation and/or Expulsion.</b>
<b>Willful Destruction of Property and/or Vandalism</b>	<b>Defacing, damaging, or destroying property or materials belonging to the school, (including computer equipment and/or files), school personnel and/or other persons.</b>	<b>Parent Involvement, Financial restitution, and Suspension.</b>	<b>Parent Involvement, Financial restitution, and Expulsion.</b>
<b>Theft</b>	<b>Taking or attempting to take property not belonging to the individual.</b>	<b>Parent Involvement and Financial restitution. On-site discipline and/or Suspension.</b>	<b>Parent involvement, Financial restitution, and Expulsion.</b>

\*\*\* As a Catholic, Christian community, we expect our children to refrain from responding to aggression with aggression. Students are expected to seek teacher/yard supervisor / adult intervention immediately. Students may not "strike back."

Prohibited Behavior	Definition	First Occurrence	Repeated Occurrence
<b>Smoking Tobacco</b>	<b>The possession or use of tobacco on school property or during school sponsored functions.</b>	<b>Parent Involvement, On-site discipline and/or Suspension.</b>	<b>Parent Involvement and Suspension. Repeated occurrences may result in Expulsion.</b>
<b>Forgery</b> Student's grade will be affected.	<b>Writing and using the signature or initials of another person, or altering school documents.</b>	<b>Informal Talk, Parent Involvement and On-site discipline.</b>	<b>Parent Involvement and Suspension, Probation or Expulsion.</b>
<b>Weapons and/or Explosives</b>	<b>The possession of any object that might be used to threaten or inflict injury to another person. The possession, use, or sale of explosive devices, including fireworks.</b>	<b>Expulsion from School on the First Offense.</b>	
<b>Defiance and/or refusal to comply with school authority and/or rules.</b>	<b>Refusal to comply with school authority and/or school rules. Includes non-compliance with school dress code.</b>	<b>Informal Talk, Parent Involvement and On-site discipline.</b>	<b>Parent Involvement and Suspension.</b>
<b>Controlled Substances and Drugs</b>	<b>The possession, use, or sale of illegal substances on school property or during school sponsored activities.</b>	<b>Expulsion from School on First Offense.</b>	
<b>Gang Involvement</b>	<b>Involvement in gang activity on school property or during school sponsored functions.</b>	<b>Expulsion from School on First Offense.</b>	
<b>Lying</b>	<b>Telling falsehoods.</b>	<b>Parent Involvement and On-site discipline.</b>	<b>Parent Involvement and Suspension and/or Probation.</b>
<b>Cheating and/or Plagiarism</b> Student's academic and conduct grades will be affected.	<b>Deceiving or tricking; Taking or using as one's own the thoughts, writings, inventions, etc., of another, especially to take and use a passage, plot, etc., from the work of another writer.</b>	<b>Parent involvement and On-site discipline.</b>	<b>Parent Involvement, Suspension and/or Probation. Repeated offenses may result in Expulsion.</b>
<b>Improper use of school materials and/or equipment.</b>	<b>Willful misuse and/or vandalism of school materials or equipment.</b>	<b>Parent Involvement and On-Site discipline. Parents may be responsible for monetary costs.</b>	<b>Parent Involvement and Suspension. Monetary compensation as required.</b>
<b>Indecent Exposure</b>	<b>Offensive, lacking modesty, the act of making something private publicly known.</b>	<b>Parent Involvement and On-site discipline.</b>	<b>Suspension and/or Probation or Expulsion.</b>

## **PROCESS FOR CONFLICT RESOLUTION**

When serious conflict between school authority and an individual student and his/her family occurs, it is important that the following process be adhered to so that the rights of all are ensured.

**REGULATIONS:** The rules for discipline, suspension and expulsion, as written in the Diocesan Handbook must be reproduced and published in the school handbook. A written agreement at registration should specify knowledge and acceptance of school goals and regulations.

**PROCEDURE:** An attempt should be made by the parties involved, i.e. teacher/student, student/administrator to solve differences of opinion or conflict at that level. Appeals to higher authorities should not be considered until this attempt as resolution has been completed.

1. **TEACHER:** If a conflict arises between a teacher and a student, the teacher should arrange a conference with the student and parent(s). The principal of the school must be informed prior to this contact. Every effort must be made to resolve the issue at this level.
2. **PRINCIPAL:** If the conflict cannot be resolved between the teacher and the parents, the principal should arrange a conference with the parent(s). In parish schools, the principal should inform the pastor before setting up a conference. The pastor could be invited to attend the conference. Every effort should be made at this level to be sure that all parties are able to present their cases.
3. **PASTOR:** If the conflict cannot be resolved between the principal and the parents, the principal should arrange a conference between the pastor and the parent(s). The principal may be invited to this conference. The pastor in consultation with the principal renders the final local decision.
4. **DIOCESAN SCHOOL OFFICE:** In the event that irreconcilable differences remain, an appeal may be made to the Catholic School Department at the Sacramento Diocesan Office. This appeal must be made within five (5) working days.

N.B.: Local school advisory commissions and parent organizations are NOT part of this appeal process.

## **PROBLEM RESOLUTION: APPEAL PROCESS FOR RECONCILIATION**

Christ entrusted His Gospel to the hearts of a faith-filled, living community. All involved in this community live and work with one another through mutual respect, understanding, openness of mind in dialogue, and the practice of justice and charity. It is through this spirit of community that the mission of the Church is fulfilled.

## A. AIM

Because of the human condition, honest misunderstandings and differences of judgment may occur. The purpose of this process is to reach an equitable and just resolution to an administrative decision that may arise out of an interpretation or application of a Diocesan and/or local school policy regarding, but not limited to, conditions of employment, student enrollment, or parent/guardian dissatisfaction.

It is hoped that every effort will be made between differing parties, though open and honest discussion at the onset, and the problem will be resolved. In each case the parties need to meet to provide the opportunity to state the issue(s) clearly and begin work on solutions. The parties are empowered by their participation in the process and by their ability to affect the outcome. In situations where one or both parties believe that a mediator is needed to guide the parties toward a mutual acceptable decision, a request is made to the Catholic School Department for a mediator to be assigned. The mediator shall impose nothing on the parties, shall not arbitrate, and shall not decide for the parties. It will be the goal of the mediator to facilitate the parties in order to fairly and quickly resolve the difference.

## B. DEFINITIONS

“Parties” is defined as any person who is employed (full or part-time) by a preschool, extension program, elementary, middle, or high school; school pastors; and any parent or legal guardian of a child enrolled in any of the Catholic Schools of the Diocese of Sacramento. Any parish issues regarding the pastor are not subject to this process. Only issues that pertain to the Catholic schools are covered by this process. Any issues regarding a dispute with the Superintendent of Catholic Schools are not covered by this appeal process.

“Days” is defined as working school days excluding holidays and weekends. Faculty workshops and/or in-service days are considered to be working school days.

## C. PROCEDURES

In the event that the situation cannot be resolved to the mutual satisfaction of either party through mediation, the following procedure for resolution of the problem may be initiated. Presentation of a complaint will not result in any retaliatory action against any of the parties. This process is intended to maintain the maximum confidentiality possible.

**Note: No action by higher authority will take place unless the procedures have been carefully followed.**

## Section X

### DRESS CODE

A dress code is defined as an appropriate mode of dress for boys and girls. The Administration reserves the right to define appropriate mode of dress. The dress code is to be enforced at all times that school is in session, unless otherwise indicated by the school administration. Parents or guardians are responsible for their child's adherence to the dress code. Student clothing must be clean, in the appropriate size and of acceptable quality.

### BOY'S UNIFORM

**SHIRTS:** White knit polo, short/sleeve shirt, purchased from Dennis Uniform Company, with a collar and St. Catherine logo. A white turtleneck may be worn under the uniform shirt on cold days. **Shirts must be tucked in at all times.**

**TROUSERS:** Plain gray twill pants. No decorations on pockets. **No baggy looking styles.** Cuffs/hems of pants should be at shoe level. No top stitching on pants.

**BELTS:** If there are belt loops on the trousers or shorts, **a plain black or gray belt** must be worn at all times. Do not remove belt loops from trousers or shorts.

#### GRAY SWEATSHIRT AND RED KNIT POLO SHIRT:

Eighth grade students have the privilege of wearing a gray sweatshirt and red knit polo shirt purchased from Dennis Uniform Company. **No one** else is authorized to wear these items.

#### RED ST. CATHERINE SWEATSHIRT AND SWEATPANTS:

Sweatshirts and sweatpants **must not be** torn, faded, washed out and/or sloppy or baggy looking. If the sweatshirt does not meet the above guidelines, you will be asked to purchase a new one. Sweatshirts can be purchased in the school office.

**SOCKS:** Tube/crew socks, solid in color; Gray, Red, Black or White.

**SHOES:** Non-skid, sturdy rubber-soled oxford shoe or tennis shoe that fit correctly. Color may be gray, black, white, black & white, red or red & white with minimal additional trim. No platforms, open-toed shoes or boots are allowed. Shoes must be correctly tied or have zippers or a Velcro strap. No additional decorations (lights, designs, rollers, or colors) are allowed on shoes.

**JEWELRY:** No jewelry can be worn. Watches are permitted.

**HAIR:** Shaved heads, faddish styles, Mohawk cut or tailed hair are not permitted. Boys' hair length shall not reach beyond the collar of the shirt, and bangs shall not cover the eyes. Color must be natural.

SHORTS: Gray-walking shorts may be worn provided they are purchased from Dennis Uniform Company.

## GIRL'S UNIFORM

BLOUSES: Girls in Grades K – 4 may wear a plain white, button-up front, short-sleeved blouse with Peter Pan collar under their jumper. A white turtleneck may be worn under the uniform blouse on cold days. No logos allowed on the turtleneck.

SHIRTS: White knit polo, short/sleeve shirt, purchased from Dennis Uniform Company, with St. Catherine logo and collar. **Shirts must be tucked in at all times.**

### GRAY SWEATSHIRT AND RED KNIT POLO SHIRT:

Eighth grade students have the privilege of wearing a gray sweatshirt and red knit polo shirt purchased from Dennis Uniform Company. **No one** else is authorized to wear these items.

### RED ST. CATHERINE SWEATSHIRT AND SWEATPANTS:

Sweatshirts and sweatpants **must not be** torn, faded, washed out and/or sloppy or baggy looking. If the sweatshirt does not meet the above guidelines, you will be asked to purchase a new one. (Sweatshirts can be purchased in the school office).

### JUMPER/SKIRTS/SKORTS:

Kindergarten through fourth grade girls wear jumpers or skorts and fifth through eighth grade girls wear skirts or skorts. These items must be purchased from the Dennis Uniform Company. Skirts and/or skorts may not be rolled at the waist nor should the length be shorter than 1" above the knee.

PANTS Gray twill pants. **No baggy looking styles.** Cuffs/hems of pants should be at shoe level.

BELTS: If there are belt loops on the trousers or shorts, **a plain black or gray belt** must be worn at all times. Do not remove the belt loops from trousers or shorts.

SHORTS: Gray-walking shorts may be worn provided they are purchased from Dennis Uniform Company.

SHOES: Non-skid, sturdy rubber-soled oxford shoe or tennis shoe that fit correctly. Color must be gray, black, white, black & white, red, or red & white with minimal additional trim. No open-toed shoes, boots or platforms are allowed. Shoes must be tied correctly or have zippers or a Velcro strap. No additional decorations (lights, designs, rollers, or colors) are allowed on shoes.

SOCKS: Tube/crew socks, solid in color: Gray, Red, Black or White. For girls, knee socks or tights in the above mentioned colors are acceptable.

**JEWELRY:** Small "stud" earrings may be worn in pierced ears. **No hoops or dangling earrings are permitted for safety reasons. Only one earring per ear is allowed.** No other jewelry except for watches is acceptable.

**HAIR:** Natural color. No frosted, bleached, dyed, or sun-in hair coloring is permitted. Hair shall not cover the eyes. Extreme hairstyles are not permitted. **Students who come to school with bleached/dyed hair may not attend school until hair is restored to the natural color.**

No makeup, nail polish or artificial nails are allowed during the school day or at school sponsored functions.

**Repeated dress code violations will result in parents being called and students being sent home to change into proper attire. Please label all sweaters, jackets, and coats with your child's name and grade.**

1. Children are expected to be in complete school uniform.
2. T-shirts worn under blouses and shirts may be white only with no writing.
3. A non-uniform jacket may be worn during cold weather, but may not be used to replace the sweatshirt. **Non-uniform apparel is not to be worn in the classroom or during Mass.**
4. Violations of the above will result in notification of parents to bring proper clothing.

If in doubt when purchasing the school uniform, please contact the school office. The new uniform sale is held in August in the school gym. The used uniform sale is held once a year; please watch the newsletter for dates and times.

## **PHYSICAL EDUCATION CLASSES**

The uniform for these classes shall be purchased at St. Catherine School office.

- St. Catherine School solid red cotton shorts.
- St. Catherine white T-shirt with St. Catherine logo.
- St. Catherine sweatshirt and sweatpants are to be worn for P E classes.
- Athletic shoes, **secured with laces or Velcro**, as described in the uniform dress code.

**On the days when your child has PE, he or she will wear the PE uniform in lieu of the regular school uniform. Detention may be given if the student is out of PE uniform.**

## NON-UNIFORM DAYS

On occasion, when students earn Non-Uniform Dress Passes, or a Non-Uniform Day is planned, our policy requires:

- 1 Clothes that fit reasonably; neither oversized or tight fitting - the midriff must be covered.
- 2 Shirts and tops must have sleeves, a finished neckline, and be presentable. No logos or advertising.
- 3 Pants that are in good condition, fit appropriately; and shirts that are a reasonable length.
- 4 Shoes that take into consideration safety factors – No open-toed shoes such as thongs or sandals or shoes with wheels. For health reasons, socks must be worn with shoes.
- 5 Walking shorts of reasonable length (no more than 3 inches above the knee) are acceptable. No spandex or jogging pants, sweat pants or warm-up type clothing.
- 6 No make-up, nail polish, artificial nails or violation of the jewelry code.

The school reserves the right to send any child home that does not come to school properly dressed. The principal will have the final decision as to “appropriate” in questionable situations.

## ENFORCEMENT OF THE UNIFORM CODE

Parents and guardians who choose to send their children to St. Catherine School, accept the judgment of the administration as final in matters of dress and appearance at school or school related activities. Students who are in non-compliance with the School Dress Code will be issued “Out of Compliance” notices and will not be allowed to attend classes until the violation is remedied. **Detention or other disciplinary consequences will result after the first uniform violation.**

## **Section XI**

### **FINANCIAL POLICIES**

#### **TUITION PAYMENTS**

For the coming year, all St. Catherine's families will pay their tuition bill in one of three ways:

- OPTION 1** Full payment of tuition by June 13, 2007. This payment is made directly to the school and entitles you to a 3% discount.  
If you select this option and payment is not received by June 13, 2007, this option including the discount will not be available; we will then require that you pay through the FACTS plan that requires a \$38.00 set up fee.
- OPTION 2** A two-payment option with payments on June 13, 2007 and December 1, 2007. These payments are made directly to the school.  
If you select this option and miss the payment date, we will then require that you pay the balance through the FACTS plan which requires a \$38.00 set up fee.
- OPTION 3** Automatic monthly payments through the FACTS payment plan. Payments can be made for 11 months with payments starting July 20<sup>th</sup>, 2007. Payments can be made on either the 5<sup>th</sup> or the 20<sup>th</sup> of the month. Further details are given in the FACTS brochure. You will note that the brochure indicates that there is a \$38.00 set up fee to budget through FACTS.

#### **PLEASE NOTE:**

If you budget through FACTS your bank will automatically make the payments on your behalf to the bank used by FACTS. It is important to note that neither the FACTS Management Company nor the school ever sees your bank account or has any direct access to your account.

Tuition is based on payments for eleven months - (July 20<sup>th</sup> through May 20<sup>th</sup>) or (August 5<sup>th</sup> through June 5<sup>th</sup>.)

Tuition is contingent upon Church attendance and contributions, expected participation in school fundraising, minimum SCRIP purchases, and attendance at all mandatory Parent Club meetings.

## **ADDITIONAL FEES**

1. The registration fee for all students will be \$100.00 **PER CHILD**. This fee pays for all testing, insurance, report cards, records and the Diocesan assessment. The registration fee is due at the time you re-register your child/ren and is **non-refundable**.
2. The book fee will be \$150.00 per child.
3. The yard duty fee is \$35.00 per child which covers the cost of hiring yard duty monitors.
4. The Parent Club fee is \$20.00 per two parent families and \$10.00 per single parent families.
5. The party fee is \$5.00 per child.



## TUITION AND FEES 2007 2008

### TUITION: OUT OF PARISH NON-PARTICIPATING

**3% discount for  
FULL PAYMENT**

#### **RATE #1 Must have purchased \$3,200.00 or more in SCRIP.**

One child	\$4,410.00	(\$401.00 a mo. 11 mo.)	\$4,278.00
Two children	\$7,048.00	(\$641.00 a mo. 11 mo.)	\$6,837.00
Three children	\$9,642.00	(\$877.00 a mo. 11 mo.)	\$9,353.00

#### **RATE #2 Must have purchased \$2,200-\$3,199.99 in SCRIP.**

One child	\$4,566.00	(\$415.00 a mo. 11 mo.)	\$4,429.00
Two children	\$7,210.00	(\$656.00 a mo. 11 mo.)	\$6,994.00
Three children	\$9,822.00	(\$893.00 a mo. 11 mo.)	\$9,528.00

#### **RATE #3 Must have purchased \$1,200-\$2,199.99 in SCRIP.**

One child	\$4,716.00	(\$429.00 a mo. 11 mo.)	\$4,575.00
Two children	\$7,372.00	(\$671.00 a mo. 11 mo.)	\$7,151.00
Three children	\$10,002.00	(\$910.00 a mo. 11 mo.)	\$9,702.00

#### **RATE #4 Must have purchased \$0-\$1,199.99 in SCRIP.**

One child	\$4,871.00	(\$443.00 a mo. 11 mo.)	\$4,725.00
Two children	\$7,536.00	(\$685.00 a mo. 11 mo.)	\$7,310.00
Three children	\$10,284.00	(\$935.00 a mo. 11 mo.)	\$9,976.00

Payment in full is due June 13, 2007. The 2-payment option has 1/2 due June 13, 2007, and 1/2 due December 1, 2007. FACTS tuition payment plan is 11 months beginning July 20 or August 5, 2007. Payments may be made on either the 5th or the 20th of each month. There is an annual \$38.00 enrollment and processing fee.

## **Section XII**

### **Sports/Extracurricular Activities For Boys and Girls**

The athletic program at St. Catherine of Siena School is motivated and guided by the philosophy and goals outlined in the beginning of this Parent/Student Handbook. However, for the smooth operation of this program, some additional goals and guidelines are necessary. Prior to listing them, the Administration wishes to acknowledge the support, participation and cooperation of parents and coaches, without whom the athletic program would not exist.

#### **Objectives of the School Athletic Program**

- 1 To teach Christian values
- 2 To teach sportsmanship and the value of athletic participation
- 3 To teach the importance of practice and the management of time
- 4 To develop acceptance and an appreciation of others
- 5 To teach fundamental skills and rules of athletic competition
- 6 To develop students physically
- 7 To develop good health habits
- 8 To provide a proper outlet for youthful energy

#### **Player's Code of Conduct**

- 1 Players shall show respect to coaches, officials, and team mates at all times.
- 2 Players shall show respect to the members of opposing teams.
- 3 Players shall cooperate with all reasonable demands from their coaches.
- 4 Players receiving disciplinary suspension shall be ineligible for a period of time determined by the principal.
- 5 Missed practices and/or games must be communicated to the coach prior to the absence. Non-communicated absences will be unexcused. Three (3) unexcused absences may result in removal from the team.
- 6 Players will be expected to attend and be on time for all games and practices.
- 7 An absence from school will result in a player being ineligible on that day for either practice or game. Example: If a player is absent from school on Friday and there is a game on Friday night, that player may not play in that game. If a game is scheduled on a weekend and the player was not in school on Friday, then the player may be allowed to play in Saturday or Sunday's game.
- 8 Participants guilty of unsportsmanlike conduct or using obscene language may be dropped from the team.
- 9 Removal of a player from a team shall have the approval of the Principal and Athletic Director.

- 10 Players shall be considered eligible to play in league games when registration fees are paid.
- 11 Players will be expected to put forth the effort to condition their bodies and learn the basic skills of the game.

### **Parent's Code of Conduct**

Without the participation of parents, the listed objectives will not be achieved. The Administration relies on you to support the philosophy as it applies to athletic activities. This philosophy will be expressed in conduct at games, relating to officials, and how we encourage our young athletes.

- 1 It is a mark of courtesy and gratitude to coaches to make sure players are dropped off and picked up promptly for games and practices.
- 2 Children must remain supervised inside the facility. The supervision of non-team siblings is the responsibility of parents.
- 3 Make sure that your child WANTS to participate in a sport. To get the most out of a sport, children should play to please themselves, not parents or coaches.
- 4 If, or when, problems arise, they should be addressed at an appropriate time and in a proper manner with the coach. If not satisfactorily settled, the problem should be brought to the attention of the Athletic Director and Principal.
- 5 Parents should conduct themselves in a proper manner when attending games. NEVER yell demeaning remarks to officials, coaches, or players on either team. There is a great deal of difference between cheering and verbal abuse. Derogatory or profane language will result in ejection from the stands/ballpark. Repeated offenses will result in a permanent ban from all athletic events.
- 6 Support all efforts to eliminate verbal and physical abuse from children's activities.
- 7 Encourage your child/children to always play by the rules.
- 8 Parents should recognize that an honest effort is the primary objective over winning and losing.
- 9 Remember that the goal of the game is to have the children learn the values of sportsmanship and teamwork.

### **Coach's Code of Conduct**

- 1 No one is deemed eligible to coach unless and until he/she has fulfilled the requirements issued by the Department of Catholic Schools of the Diocese of Sacramento and Oakland. These requirements include fingerprint clearance and blood borne pathogen in-service.
- 2 Rules adopted by individual coaches must be in conformity with school policy and approved by the Principal and Athletic Director.
- 3 Coaches act in the name of St. Catherine School and their conduct should

reflect this at all times.

- 4 When difficulties arise, these should be discussed with the Athletic Director.
- 5 Practices shall be scheduled for not more than six (6) hours per week.
- 6 Teach your players that the rules of the game are mutual agreements that no one should evade or break.
- 7 Ensure that the equipment and facilities meet safety standards and are appropriate to the age and ability of the players.
  
- 8 Follow the advice of a physician when determining when an injured player is ready to play again.
- 9 Never ridicule or yell at the players for making mistakes or losing a competition. These are children and they are NOT in training to be Olympic athletes!
- 10 Coaches should NEVER use foul language. Coaches receiving a technical foul for improper conduct will be given a warning. A second technical will result in a conference with the Principal and Athletic Director and possible dismissal.
- 11 Coaches will play ALL eligible players a reasonable amount of time in EVERY league game, as determined by the principal and athletic director(s).
- 12 Remember that children need a coach they can respect. Be generous with your praise and set a good example.
- 13 The principal may dismiss a coach for not complying with these rules and codes.