



# **Saint Catherine of Alexandria Parish School**

**7025 Brockton Avenue  
Riverside, California 92506**

**[www.stcofa1.org](http://www.stcofa1.org)**

## **PARENT HANDBOOK 2020-2021**

*One Spirit,  
One Community*

# **Saint Catherine of Alexandria Parish School**

Accredited by  
**Western Association of Schools and Colleges**  
and the  
**Western Catholic Educational Association**

## **Parent Handbook 2020-2021**

### **St. Catherine of Alexandria Parish School**

7025 Brockton Avenue  
Riverside, CA 92506  
Tel: (951) 684-1091  
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Extended Care Extension: 311

### **St. Catherine of Alexandria Parish Community**

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Ministry Center (951) 781-9855      Rectory (951) 683-0800

**[www.stcofa1.org](http://www.stcofa1.org)**

**School Office Hours: 7:30 A.M. – 3:30 P.M.**

(Hours subject to change during vacation, minimum days, and holiday periods)

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Please have all parties sign, then return this form to school by the due date indicated.	

## **A Welcome Message from the Principal**

Dear Parents and Students,

Welcome to St. Catherine of Alexandria Parish School. We have been the best school in Riverside for over 65 years.

We are a small parish community of faith. Our faith grounds our values, our moral structures, and academic work ethic. Every program is focused on our children's needs, and every child is valued as a loved child of God by parents and teachers alike. In that context, we offer the most complete academic program available. We have a solid core program; we offer lab science in the Junior High, computer science throughout the grades, Spanish, athletics, art, and a music program that reveals the soul of our children. We truly educate the whole child, body, mind, and spirit.

Our community is strong, and this year has all the marks of a great one to come. We are well focused on Christ where our children learn of his love in our community. Our teachers have formed a great team. While our children receive the best education in town, our community builds relationships that can last a lifetime.

This handbook is a part of that relationship building process. Please read it thoroughly as it outlines the policies of the school so that all may approach our involvement here on common ground.

We are pleased that you have joined with us on the journey this year. May God richly bless us as we enlighten our children and prepare them for a bright future!

Theresa Heron  
Principal

## **St. Catherine of Alexandria Parish School – Our Story**

St. Catherine of Alexandria Parish School was opened in 1954 to serve the growing needs of its parish school children. The original buildings were built by the parish men while the women painted and did most of the inside finishing work. Nuns of the teaching order, The Sisters of St. Francis of Clinton, Iowa, were brought in and within two years the enrollment soared past 500 (our largest class grew to more than 80 in the second grade!). St. Catherine of Alexandria is the Patroness of students, and the Sisters of St. Francis saw inspiration in her charism.

In 1978, the Diocese of San Bernardino was created from the San Diego Diocese and responsibility for growing the school fell on the parents, and the school thrived. In 1979, the library wing was added. In 1998, the current administration and kindergarten building was completed (with substantial donations from our community) and our science lab was completely overhauled and modernized into a full lab facility (again, with a substantial grant from our families). Construction on the new fine arts building was completed at the end of the 2017-18 school year. This building added choir, band and art classrooms to our campus.

We offer a full day Transitional Kindergarten and Kindergarten with a full-time aide. We have internet wired classrooms a computer lab and science STREAM lab. We have a complete music program including instruction in voice and instrumental music. Our Spanish program begins in TK and prepares students for success in communication and culture. Our Science program begins lab-based science in the sixth grade and has generated great success at Science Fair (both local and State Championships). This year our school is launching an art program for TK - 8th grades. We offer academic competitions and I.C.S.L. team sports. We work in cooperation with our parish in completing sacramental preparation for First Reconciliation in Second Grade and First Communion in Third Grade. We also have a student run Yearbook Committee and Student Council. We have an awesome educational program which immerses each child in growth for mind, body and spirit.

Our students have gone on to fine high school careers (several Valedictorians of Notre Dame High School graduated from our 8<sup>th</sup> Grade). Our children are prepared to do well in high school, college and life beyond. Our Alumni continue to give back to the school (including several staff members) ensuring our future ministry for many years to come. The Catholic school advantage seen nationwide is quite evident at St. Catherine of Alexandria where our children thrive.

God has blessed the St. Catherine of Alexandria community. Our faith is that our best days of service and education are yet to be lived.

### **Alma Mater**

On these joyful grounds that God has blest, the days have gone by so fast.

Faith and friendships we have gained, will forever last.

Pledging our loyal hearts to thee, our colors bright to see, St. Catherine we all hail to thee, our guiding light above.

# Ministers of Education for St. Catherine of Alexandria Parish School

Bishop and Ordinary for the Diocese.....	Most Rev. Bishop Gerald Barnes
Pastor .....	Rev. Generoso Sabio, M.S.C.
Superintendent of Schools.....	Mr. Samuel Torres
Associate Superintendent.....	Mrs. Maribel Arguelles-Ortiz
Director of Advancement for Catholic Schools.....	Mr. Austin Conley
Principal.....	Mrs. Theresa Heron
Business Manager .....	Mrs. Ronna Bugarin
Transitional Kindergarten.....	Mrs. Athena Sandez
Kindergarten .....	Mrs. Meghan Dyer
Grade 1 .....	Ms. Lorena Arredondo
Grade 2 .....	Mrs. Rachel Reyna
Grade 3.....	Mrs. Patricia Knarreborg
Grade 4.....	Mrs. Misty Maisano
Grade 5.....	Mrs. Maricel S. Balisi
Grade 6 .....	Mr. Ernesto Rodriguez
Grade 7 .....	Mrs. Marilou Ignacio
Grade 8 .....	Mrs. Delia David
Middle School Science.....	Mrs. Kathleen Harrison
Music.....	Mr. Carlos Centeno
Computer/Technology.....	Mrs. Loretta Geiger
Spanish TK-8 <sup>th</sup> .....	Ms. Carina Rugel-Borja
Physical Education .....	Ms. Hannah Stadnick
Art.....	Ms. Mary Ziola
Teacher's Assistant (TK & K).....	Ms. Frances Pineda
Teacher's Assistant (Gr. 1) .....	Ms. Gloria Moreno
Teacher's Assistant (Gr. 2) .....	Mrs. Janise Serna
Teacher's Assistant (Gr. 3).....	Mrs. Theresa Galvin
Teacher's Assistant (Gr. 4).....	Mrs. Margaret Acosta
Librarian.....	Mrs. Julieta Kendall
Office Staff.....	Mrs. Kristen Cabrera
Office Staff.....	Mrs. Kathryn Day
Facilities Maintenance.....	Mr. Oscar Lopez
Custodial Services.....	Mrs. Lilia Gonzalez
Extended Care Coordinator.....	Ms. Hannah Stadnick
Extended Care Aide.....	Mrs. Gloria Moreno
Athletic Director.....	Ms. Hannah Stadnick



# **1. MISSION STATEMENT/PHILOSOPHY OF EDUCATION**

## **Mission Statement**

St. Catherine of Alexandria Parish School provides a Christ-centered Catholic environment where all students are challenged to achieve their personal best spiritually, academically, and culturally. We are committed to educating the whole child, promoting excellence, and modeling compassion. We are a community of believers enlightened by knowledge and enriched by faith.

## **Philosophy**

The administration, faculty, and parents of St. Catherine of Alexandria Parish School are dedicated to the education, formation, and growth of the whole child, spiritually, academically, and culturally, consistent with all Catholic teachings and beliefs. In fulfilling this team effort, we recognize parents as the primary educators of their children.

We strive to teach our students that all human life is precious, that each human being must be treated with dignity, tolerance, and respect, and that we recognize ourselves as God's gift to each other. As members of a global community, we expect our students to answer their baptismal call to holiness by serving others, to accept others and their differences, and to recognize that everyone is created in God's image, filling a special place in this world.

Because of the diverse needs of our children, we are willing to listen, change, modify, and adapt to address the individuality and uniqueness of each student.

We challenge our students to be effective communicators, problem solvers, and life-long learners who aspire to achieve their unlimited potential. We encourage students to believe in their abilities, and to trust in their own judgment, while providing them with the tools that hold them accountable for their actions. We believe that an emphasis on good study skills and work habits will guide their academic achievements. We require students to apply techniques and strategies through technology explorations, collaborations, and group experiences, to prepare them for leadership, responsibility and life-long success.

## **Student and Parent Philosophy of Educational Accountability**

When parents register their children with St. Catherine of Alexandria Parish School, all children are accepted with the understanding that this school is the most appropriate placement for each, and that the student intends to complete his/her education in earnest and integrity in this Catholic environment. A student and his parents will therefore exhibit effort and conduct that bears out this presumption at all times. Failure to make proper use of the opportunities given to succeed appropriately in academic progress at St. Catherine of Alexandria School, failure by the parent to maintain financial obligations, or failure of the student or parent to maintain proper conduct could lead to consequences which include curtailment or withdrawal of any or all privileges of enrollment here. Each student and parent/guardian commit to familiarizing themselves with this handbook and to adhere to all rules and requirements contained in it. All will adhere to any regulations adopted and announced by the Administration of the school in the course of the school year as having the same force as those printed in this handbook (and supersede it). All

commit themselves to positive engagement of disputes. Recourse to any dispute resolution shall be first with the teacher, then the principal and then the pastor of the parish, and done in the context of Christian charity.

## **Schoolwide Learning Expectations**

Attending St. Catherine of Alexandria Parish School must make a great difference in the lives of our students. It is our goal that all students exhibit the following traits as a result of a Catholic education. These are the qualities of receiving an education at St. Catherine of Alexandria Parish School for all students; and all involved, parents, students and teachers, are tasked toward achieving them.

These learning expectations are broad goals and must be achieved across the curriculum and across all grade levels. Students must know these learning expectations at their level. With that intent, two versions of these Schoolwide Learning Expectations (SLEs) are given in trust that they will begin to shape the lives of our students from the beginning of attendance at St. Catherine of Alexandria School. They speak to our Strength in Catholic Christianity, to our role as Communicators, and our Academic lives. Together they spell out the acronym for our School, **SCA**. It is hoped that they will lead our students to a lifetime of learning.

**Students of St. Catherine of Alexandria Parish School are provided an education which invites them to be:**

### **Primary Grades – Transitional Kindergarten through Fourth Grade:**

1. Strong Catholic Christians who:
  - a. take care of all living things, including oneself; and are caretakers of the Earth
  - b. decide how to act based on considering what Jesus would do
  - c. sing, pray, participate, and help in church and help out when in groups
  - d. meet hate with love; use kind words instead of hitting or yelling
  - e. knows that each person has special gifts from God and all need to be treated kindly
2. Communicators who:
  - a. learn to read and write
  - b. understand an author's message
  - c. listen carefully
3. Academically Prepared Students who:
  - a. figure out what question is being asked and solve it without giving up
  - b. carefully complete work alone and do one's share of work in groups
  - c. work before play and keep desk, locker and materials in order
  - d. work hard now to be ready for next year

## **Middle & Jr. High – Fifth through Eighth Grade:**

1. **Strong Catholic Christians who:**
  - a. respect the dignity of life, creation, and the individual
  - b. make sound choices based on a moral foundation and basic knowledge of Church teachings
  - c. are active participants and positive role models in liturgical worship and community service
  - d. appreciate the need to resolve conflict peacefully
  - e. appreciates God's gifts in others and treats them with respect and dignity
2. **Communicators who:**
  - a. clearly and intellectually express themselves in written and oral communication;
  - b. understand and interpret written and spoken messages of others
  - c. utilize active listening skills
3. **Academically Prepared Students who:**
  - a. gain a sound education that prepares them for life's challenges
  - b. are skilled problem solvers that utilize critical and creative thinking skills
  - c. work well in both independent and collaborative group situations
  - d. exhibit good work habits, organizational procedures, time management, and study skills

## **Accreditation**

St. Catherine of Alexandria School is a parish school within the structure of the Diocese of San Bernardino through the Office of Catholic Schools. As such, it is a religious, private, non-profit institution. This school is fully accredited by the Western Association of Schools and Colleges and the Western Catholic Educational Association.

St. Catherine of Alexandria Parish School received a six-year accreditation during the school year for 2015-2016. The next accreditation visit by the Western Association of Schools and Colleges and Western Catholic Educational Association at our school is scheduled for March of 2022.

The school administration with its staff continues to review itself for ongoing growth in maintaining the academic standards of the school as determined in the last accreditation study and report. Likewise, there is an ongoing review of goals and objectives in committing to accomplish the suggestions for improvement by the accreditation committee.

## **2. ADMINISTRATION**

### **Responsibility of the Principal**

- To empower the school community to implement the Schoolwide Learning Expectations
- To collaborate with parents, students and staff in articulating our school vision into the future
- To provide instruction in the principles of good behavior, spirituality, and citizenship
- To lead in developing and establishing school rules within the limits of policy
- To support faculty/staff/volunteers in establishing and maintaining control
- To remedy misconduct in conjunction with Discipline Coordinator and Teachers
- To notify parents when referrals of a serious nature are made
- To refer student problems to the appropriate outside agency as needed

### **Responsibility of the Leadership Team**

- To assist the Principal to implement the Schoolwide Learning Expectations
- To assist the Principal in enforcing policies and maintaining administrative control
- To collaborate with parents, students and staff in implementing our school vision
- To implement the principles of good behavior, spirituality, and citizenship
- To collaborate with the principal and teachers in applying curricular, co-curricular, and behavioral policy
- To assist in the planning and implementation of campus community activities
- To support faculty/staff/volunteers in accomplishing school community events

### **Responsibility of the Level Coordinators**

- To assist the Principal in implementing the Schoolwide Learning Expectations
- To assist the administration in enforcing policies and maintain administrative control
- To collaborate with parents, students, staff, and Principal in implementing school vision
- To assist and mentor staff and each other in the development of teaching skills

### **Responsibility of the Teachers/Staff**

- To work in unity with the school community to implement the Schoolwide Learning Expectations
- To enforce policies of the school in maintaining classroom and grounds control
- To practice preventive discipline through well-prepared classes
- To set standards for classroom routine and behavior
- To provide and maintain the best possible classroom environment for learning
- To maintain classroom control sufficient for the pursuit of learning by each student
- To work closely with parents on individual student growth
- To instruct students concerning responsibility and privileges
- To correct students whose actions/behaviors need correction

## Responsibility of the Student/Parents

- Parents, as their children's primary educators, are to work in unity with the school community to implement the Schoolwide Learning Expectations
- To comply with the rules of the school and the classroom in word and deed
- To actively pursue, with their child, the prescribed course of study for the grade
- To respect and respond to the authority of school personnel and parent volunteers
- To pay for repair/replacement of any damage caused by the student
- To support the school financially through prompt tuition payment, fundraising activities, and through positive appropriate promotion of the St. Catherine community
- To perform appropriate school service where needed to better achieve our goals
- To support and promote the vision and reputation of St. Catherine of Alexandria Parish School
- To check Gradelink, school website, sign grade-checks, and review Wednesday envelope weekly
- To check communications on ClassDojo daily

## Attendance

Parents are asked to cooperate in minimizing absences. However, please do not send your child to school if they have exhibited symptoms of pink eye, head lice, fever, and/or vomiting within 24 hours. On days students are absent, a parent or guardian **must call at (951) 684-1091 or dojo message** the homeroom teacher by **9:00 A.M. State the following clearly:**

1. The student's name and grade
2. The reason for the student's absence (if medical, please clarify condition)

A dated, **written excuse** with the same information as requested in the phone call is required from the parent or guardian and **must be presented to the teacher upon the return of the student**. If no note is received after 3 school days following return, then the student will be sent home. If a medical professional saw the child, a note from that professional must be presented along with any special instructions or limitations. Medical absences for three or more days must be accompanied by a dated doctor's note upon return.

Students are expected to be present and on time for all school days and all classes throughout the year. **School hours are from 7:50 A.M. to 3:00 P.M. daily. Minimum days end at 11:50 A.M.**

Students absent for the school day, or the day before a weekend, may not participate in school related extra-curricular events (sports, dances, competitions, etc.) until they return to their academic program. Exceptions based on "just cause" can only be made by the Principal.

Students may **arrive no earlier than 7:00 A.M.** Students arriving between 7:00 A.M. and 7:30 A.M. sign into morning care free of charge. Students arriving after 7:30 A.M. may simply go to the benches.

All foreseen absences are to be cleared through the school office. Students absent more than **6 school days** per trimester without a doctor's excuse, or other comparable professional excuse, may be asked to withdraw from the school. The final decision rests with the Principal.

**NOTE: Early dismissal without medical necessity is considered an unexcused absence for either half or whole day. Please do not take your child out of class unless necessary as this disrupts both the child's education and that of the classroom.**

## **Tardies**

A student arriving late to class is taking away learning time from themselves and other students. Understanding that occasionally problems occur which cause a student to be late, St. Catherine of Alexandria Parish School will allow up to five (5) tardies per student within each trimester.

- A student is tardy if he/she is **not unpacked and in class** at 7:50 A.M.
- Students not in class by 7:50 A.M. will receive a tardy slip from office/their teacher which must be signed and returned by the next morning.
- An **excused tardy** is given **only** with a dated verification of a Medical/Dental appointment.
- Three tardies are equivalent to one full day absence.

**The parent of any student tardy over the five allowed each trimester will be required to pay \$10.00 per excessive tardy.** This will be assessed to the parents for **each student's tardy** over 5 at each trimester. Billing for excessive tardies will be at the end of each trimester and becomes part of the parents' financial obligation that month. Students who are tardy are subject to a loss of ClassDojo points.

**Note: Habitual tardiness can result in expulsion according to Diocesan guidelines. (See Suspension/Expulsion -- Diocesan Policy #5206.1, a copy can be obtained at the school office)**

## **Excused Absences**

Students are legally credited for attendance when time is spent in medical and dental appointments. **Verification of such appointments is required from the medical or dental office.** Parents are asked to keep such absences to a minimum.

**Work missed** from verified absences may be made up as follows: assignments due on the day of absence are due immediately upon return; work assigned during the absence is due within the equivalent number of days absent. In addition to a medically verified absence, students may be absent due to non-medically verified illness, accident, quarantine, legal proceedings, or attendance at the funeral services of a member of the student's family. In such cases of short absence the student may make up the school work missed as stated above. **Work is generally not given in advance of an anticipated absence, but is assigned and completed upon return.**

The school generally does not provide home-school services. If the illness or accident is such that a long-term absence is needed, the parent must contact the local public school or private agency for home tutoring services after the student's doctor verifies the necessity of a protracted absence.

## Unexcused Absences

The following are unexcused and can result in disciplinary action and the inability to make up missed work (determined by the teacher in consultation with the principal):

- No phone call or dojo message on the day of initial absence or on subsequent days not yet clarified
- No note on the day of return
- Personal absences not pre-approved by the Principal\*
- Truancies (any student who is absent from school without a valid excuse is truant)
- Truants of more than three days, or who are tardy without a valid excuse by at least 30 minutes on four or more days in a single year, may be reported to the attendance office of the local public-school district and may be asked to leave St. Catherine of Alexandria Parish School.

**A student tardy more than 30 minutes without a valid excuse is considered absent and unexcused.**

**\*Personal absences** must be avoided. These are **absences or early dismissals** requested by the parent for personal reasons but do not meet the criteria for an excused absence. The Principal must pre-approve all personal absences requested in writing as being in the student's educational best interest and is generally done in consultation with the teacher. The principal reserves the right not to excuse such an absence in any student's individual case depending on the individual circumstances involved. Those that are approved are because of a clear and compelling educational and pastoral reason as determined by the Principal. As each child's progress is different, no one case must be construed as a precedent for excusing another child's absence. The Principal is the sole determinant of such permission on each case individually.

**Excessive Absences** may lead to non-promotion of the child. Any child absent 6 days or more in any one trimester, or who is absent 18 days or more in any one academic year, may be considered ineligible for promotion to the next grade at the sole discretion of the Principal.

**Absences and Extra-Curricular Activities:** Students absent for the school day, or the day before a weekend, may not participate in school related extra-curricular events (sports, dances, competitions, etc.) until they return to their academic program. Exceptions based on "just cause" can only be made by the Principal.

## Delivery, Dismissal, and Parking

### Morning Delivery/Drop Off

Students are dropped off each day in front of the school. In order to prepare for the academic day, teachers are generally not available to conference in the morning. Conferences can be arranged by messaging teachers through ClassDojo.

All cars **must enter** from Brockton Street through the school driveway in two rows. Students must not be dropped off until reaching the designated drop off point near the crosswalk to ensure a safe transition. Parents must only release students at those crosswalks or after they have safely

walked them to the sidewalk directly in front of the school. **Children are not to be dropped off anywhere else.**

## **Leaving Campus**

**THE SAFETY OF OUR STUDENTS IS VERY IMPORTANT TO US.**

**Students may only be released to people designated on their Emergency Card and/or their Extended Care Emergency Card unless ordered otherwise by a court of law. Students cannot be released to anyone under 18 unless that person also has a note from the parent on the day of pick up or on file with the office.**

**Students may not leave school before the regular dismissal time without a written request from the parent or guardian.**

**NOTE: Early dismissal without medical necessity is considered an unexcused absence for either half or whole day.**

Students who need to leave early must be signed out in the school office by a **person designated on their Emergency Card. Upon return**, the person designated on the Emergency Card must sign the student back in with the school office. Except in cases of necessity, it is appreciated if all doctor and dental appointments are scheduled for **non-school** hours.

If a student becomes ill, the parents will be notified and requested to pick up their child.

## **Afternoon Dismissal**

School ends at 3:05PM each day. Students are dismissed from their classrooms to adults on their Emergency Cards. **PARENTS ARE TO PARK AND WALK ONTO CAMPUS TO PICK UP STUDENTS.** Parents arriving before 3:05PM must sit and wait at the benches.

Gates are closed and locked at 3:25 P.M. Those children not picked up by 3:25 P.M. will be taken to Extended Care and parents will be charged (no exceptions). The options for pick-up are: Classroom pick-up by approved guardian, Extended Care, walk home or ride bike home (note required for either\*), No child may remain anywhere on campus without proper supervision – e.g., benches, parking lot, church, Notre Dame, or any other location. **THE SCHOOL IS NOT RESPONSIBLE FOR STUDENTS ON CAMPUS AFTER THEY HAVE BEEN RELEASED TO AN APPROVED GUARDIAN.**

**STUDENTS WITH WALK OFF CAMPUS PERMISSION ARE NOT PERMITTED TO BE ON SCHOOL/CHURCH GROUNDS AFTER 3:25PM.**

**\*Students are not released to go to the library, the mall, theater or any other destination without a dated note from their parent or guardian on the day these arrangements are allowed by the parent or guardian.**

If for serious pastoral reasons a student is not to be picked up by a parent/guardian after school, **a written note from the parent/guardian must be on file in the school office stating the other**



**arrangements and approved in advance by administration.** If such a note is not on file, the student will be sent to Extended Care. **No Exceptions.**

Parents will be notified at least a day in advance if for any reason a teacher finds it necessary to detain a student after dismissal. In the event a need arises to detain the student the same day, his/her parent will be called.

**Please do not park in Staff/Ministry Center Parking at any time.** These spaces are for St. Catherine of Alexandria Parish, School or Notre Dame High School and they must be allowed to enter and exit at various times throughout the day. **Please do not park in, nor block the driveways.** This is a fire regulation which we must follow. Please adhere to the marked fire lane (red line on pavement). Only designated VISITOR parking spaces may be used.

Only students currently participating in previously approved school related programs may remain on the grounds after dismissal. An adult must be present to supervise. All other students will be checked into After Care.

**Those waiting to pick-up children must not enter the office prior to 3:05 P.M.** As the front office gets very busy with parents needing to conduct business with the staff, **only those conducting business with the front office must enter the office prior to the dismissal bell.**

## **After School Care**

All students must be picked up within 20 minutes of dismissal. If a student is not picked up within 20 minutes of school dismissal, the student will be sent to after school extended care (**no exceptions without principal approval**) where a **\$20.00 charge will be billed for processing and the first ten minutes of aftercare. \$30.00 per half hour (or portion thereof)** will be assessed for any time beyond that until 6:00 P.M. when police may be notified as to abandonment (see below). This is especially important for days when children from two different schools (such as Notre Dame High School and St. Catherine's) have different schedules.

Please use this convenience sparingly (and expect the charge) as the aftercare program was designed for students who are signed up for the program. Frequent use of the after school program for those not signed up for its regular use constitutes abuse of the program and students may be required to change status to a regular participant (if room permits), or other arrangements for after care will be required for continued enrollment.

The after school Extended Care program is an established program and must be signed up for at the beginning of the school year. If the program becomes impacted, the priority will be given to those with already established need at five days per week, followed by new students at need for five days per week, then all others at need for less than five days per week. The final arbiter of admittance is the Principal, and all school rules apply to the extended care program, including the ClassDojo system.

Generally, unless notified (by newsletter, note, website, email, text, ClassDojo message, or phone call), the program lasts until 6:00 P.M., and all children must be picked up on time. Failure to pick up children by the announced termination time for the day will result in a **\$20.00 charge for processing and the first ten minutes and a fee of \$30.00 per half hour or portion**

**thereof;** police may be notified of abandonment at the discretion of the aftercare director or principal.

If need arises to contact the after school program, please call the office at **(951) 684-1091** and go to extension **311**. Simple needs can often be solved with a phone call. Please call us if you are running late so that the principal does not have to be called.

NOTE: After school hours, all children must be picked up by parent or guardian, or by an adult properly designated by the parent in writing. No child may leave campus without parental instruction received in the office in writing clearly detailing the reasons, destination, and circumstances of the departure. Parents requesting to have their children leave alone must have their plan approved by the Administration prior to the day of such departure.

**It is imperative that parents inform the school office in the event of a change in address or telephone number - home as well as business, cell and even email. Please also inform the school office of any changes in emergency information for designated contacts.**

### **3. ADMISSION POLICIES**

#### **Non-discriminatory Policy**

St. Catherine of Alexandria Parish School admits students of any sex, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of sex, color, national, or ethnic origin in the administration of its educational, admission, scholarship, loan, athletic, and other school administered programs.

#### **School Identification and Priority of Admission**

St. Catherine of Alexandria Parish School is a Catholic School established to serve the children of families living within the boundaries or registered as parishioners of Saint Catherine of Alexandria Parish. Students from families living outside the parish may be admitted according to the space available at the time of registration.

New students are accepted in the following order as openings occur:

1. Children whose parents are registered, participating parishioners and those who have siblings currently enrolled at St. Catherine of Alexandria Parish School
2. Children whose parents are registered, participating parishioners enrolling their children for the first time
3. Children of Catholic non-parishioners whose parish does not have a school
4. Children of non-Catholic parishioner enrolling for the first time
5. Children from non-Catholics living outside the parish bounds

## **Admissions Process for All New Students**

1. Formal application is received;
2. All incoming students will be tested;
3. Student and family are interviewed by Principal or designee;
4. Report card and latest test scores are required;
5. Acceptance is based on the family's ability to:
  - a. Meet academic admission standards
  - b. Meet behavioral standards
  - c. Accept and practice the faith values that are an integral part of the Catholic School Community
  - d. Agree to comply with the school philosophy and policies

Candidates will be chosen for admission based on demonstrated academic performance and the potential to be successful at St. Catherine of Alexandria Parish School.

## **Conditional Acceptance**

**All newly accepted students are probationary for the first year.** St. Catherine of Alexandria Parish School is a religious, private non-profit school and abides by all rules and requirements to which it is subject in that status. While every entering child is viewed as a valued child of God, St. Catherine of Alexandria Parish School may not be able to serve all needs of every child as well as would an alternative placement. Students must demonstrate academic and behavioral success in their placement at St. Catherine of Alexandria Parish School. New students who do not maintain acceptable grades, attendance, or behavior may be asked to leave as soon as a below-average pattern appears established within the first trimester, or at the end of either of the final two trimesters. Continued enrollment for struggling new students is dependent upon multiple factors including effort of the child and the parents, placement options elsewhere, and likelihood for success in the future here. Final decisions are made at the discretion of the Principal.

## **Continued Enrollment of All Students**

Acceptance for any continuing student for the following year may be granted if:

1. The student receives passing grades in all major subjects
2. The student maintains a C average in Conduct and Effort grades
3. All financial debts are cleared (such as tuition, fees, after-school care bills)\*
4. There is evidence of parental support and cooperation with the school
5. The student is clearly benefiting from placement at St. Catherine of Alexandria Parish School
6. The school is benefiting from its relationship with the student and the family

\*Please remember that as good Christian stewards, our budget is tight and your payment of debts owed is very important to our school's proper functioning for everyone. Note that failure to maintain prompt payment of outstanding bills could result in suspension from academic participation in class (including all final testing) and therefore withholding of final grading until the program can be completed (resulting in Incomplete grades on the child's transcript).

## **Policy for Acceptance of New Students**

### **Transitional Kindergarten:**

- Applicants must be 4 years of age by September 1st
- Copies of Birth and Baptismal certificates (as appropriate) must be provided
- Up-to-date immunization records must be provided (see form on Required Immunizations)
- Child must be potty trained
- Successful completion of developmental readiness observation/assessment

### **Kindergarten:**

- Applicants must be 5 years of age by September 1st
- Successful completion of developmental readiness screening and academic assessment
- Copies of Birth and Baptismal certificates (as appropriate) must be provided
- Up-to-date immunization records must be provided (see form on Required Immunizations)

### **First Grade:**

- Applicants must be 6 years of age by September 1st
- Successful completion of a licensed Kindergarten program
- Recommendation received from the Kindergarten teacher identifying strengths/readiness
- Applicants are evaluated for readiness in language, motor skills and perception
- Report card from Kindergarten (if coming from another school) must be provided
- Copies of Birth and Baptismal certificates must be provided.
- Up-to-date immunization records and T.B. clearance must be provided (see Required Immunizations)
- Verification of physical examination by a doctor must be provided (after March 1<sup>st</sup> of Kindergarten year)

### **Second to Eighth Grades:**

- Students must be enrolled in good standing in their current school
- Report card and latest test scores (if coming from another school) must be provided
- An evaluation by current teacher or principal may be requested
- Applicants are evaluated for readiness in Language Arts and Mathematics
- Copies of Birth and Baptismal certificates (as appropriate) must be provided
- Up-to-date immunization records and TB clearance must be provided (Tdap booster is now required prior to 7<sup>th</sup> & 8<sup>th</sup> incoming 8<sup>th</sup> graders will need to verify booster was administered).
- Copy of First Communion certificate (Gr. 3-8) must be provided (as appropriate)

## **The Catholic Identity of the School**

**This school gives preference in admissions to Catholic students** living within the parish boundaries; second, to Catholic students living outside parish boundaries; third, to non-Catholic students (see School Identification and Priority of Admission above). All families including non-Catholic Christian families must be willing to accept school policy that all participate in daily Religion classes, school Liturgy and other school events in the practice of the Catholic faith. While these families are not pressured to become Catholic, they will be encouraged in the principles of our religious faith and will be required to participate with the rest of the class or school during regular functions including religious services.

## **Students with Learning Difficulties**

It is our belief that all children can learn, though some have greater challenges in doing so than others. While St. Catherine of Alexandria Parish School cannot meet the needs of all students, we make every effort to reasonably accommodate the needs of those who are placed here when all other options are clearly examined and understood. After all registration information is received from the prior school and evaluated by the Principal and “SST” team, a student may be admitted on a probationary status (see conditional acceptance above) for a given period of time if St. Catherine of Alexandria Parish School appears to be the best educational placement option in the context of all options available. This time period includes review of progress at intervals of approximately one month and will determine whether our school and its programs meet the students’ placement needs. A student will only remain enrolled if the Principal and the SST team determines that St. Catherine of Alexandria Parish School and its programs continues to be the best placement for the student.

## **Re-Registration Procedures**

Re-enrollment is held in the spring of each year to determine how many students are returning. This process includes the filing of the necessary re-enrollment forms and the payment of registration fees. Compliance with this process by the prescribed dates will ensure a student's place for the next school year.

**FAILURE TO REGISTER ON TIME COULD RENDER A RETURNING STUDENT TO BE RECLASSIFIED AS A NEW STUDENT, WHICH COULD JEOPARDIZE THE STUDENT’S ABILITY TO RETURN IF THE CLASS IS IMPACTED.**

**ALL TUITION, FEES, EXTENDED CARE PAYMENTS, TARDY PAYMENTS, FUNDRAISING, SCRIP COMMITMENTS, AND PARENT SERVICE HOURS FOR THE CURRENT SCHOOL YEAR MUST BE UP-TO-DATE BEFORE A STUDENT CAN BE ENROLLED FOR THE NEW SCHOOL YEAR.**

**\*Students will not be allowed to complete final testing (resulting in incomplete grades) and report cards will be withheld if any of the above payments are not current.**

## Immunizations

**Immunization waivers are not accepted by law.**

**DPT:** (Diphtheria/Pertussis/Tetanus) -- 4 or more doses, but one more dose is needed if the last dose was given before the 2nd birthday. After the 7th birthday, at least three doses are needed, but one must be on or after the 2nd birthday (**reminder: verification of updated Pertussis is now required by the state of California for new and continuing students**).

**POLIO:** 4 doses, but 3 are enough if at least one was given after the 2nd birthday.

**MMR:** (Measles/Mumps/Rubella) - 2 doses for TK and Kindergarten entry; 2nd for Grade 7

**T.B.:** (Tuberculosis) -- all new students

**TDAP BOOSTER** is required for 7<sup>th</sup> & incoming 8<sup>th</sup> graders will need to verify booster was administered.

**HEPATITIS B** 3 doses required for TK, Kindergarten and Grade 7

**CHICKEN POX vaccine** -- Required for entrance into TK and Kindergarten

## Health Screening Certificate

Health forms (medical and dental) must be completed for every child in school. This form is distributed to new students as part of registration. Returning student forms for Grades 4 & 7 are to be updated in September.

California Law requires specific health screening procedures for all children entering school for the first time.

Each child within **30 days of acceptance**, not entrance, into St. Catherine of Alexandria Parish School is to present a health screening certificate (Report of Health Examination for School Entry Form PM 171A) documenting that the appropriate health screening service was completed within an 18 month period. This includes a California Immunization Record and proof of a Medical and Dental Exam. Students must also undergo a Physical Examination in 4<sup>th</sup> and 7<sup>th</sup> grade.

The school administration must be informed if your child is under the medical care of a physician, psychiatrist, or therapist. This allows us to monitor student behavior and interactions for the safety of all students. All medical conditions are considered confidential.

## Transfers

Transfers from St. Catherine of Alexandria Parish School to another school are arranged with the Principal and/or Secretary. The receiving school requests scholastic and health transcripts which are mailed directly to the new school.

A student who transfers takes only his/her personal belongings. The textbooks are loaned and remain at St. Catherine of Alexandria Parish School. Tuition and fees must be current before a transfer, report card or diploma can be issued.

## **Transfer due to Parental Behavior**

The education of a student is a partnership between parents and the school. Just as parents have the right to withdraw a child, the administration reserves the right to require the withdrawal/dismissal of a student, if it is determined that the partnership is broken. This may occur when parents have been persistently and overtly uncooperative with school personnel, policies, regulations, programs, or have interfered in matters of school administration or discipline.

## **Withdrawal Policy**

Permanent withdrawal from school is accomplished by submitting a withdrawal form, available at the school office, prior to the student leaving St. Catherine of Alexandria Parish School. If a student is absent for one school week or five consecutive days, with no notification/communication, the student will be dismissed from the school. If the student is leaving in the middle of a semester, teachers and staff will summarize the student's progress, and insert this information into his/her permanent file for forwarding to the next school of enrollment. Students withdrawing after April 1<sup>st</sup> are responsible for the tuition of the full school year. After students have withdrawn, the student's personal belongings will be held in the school office for two weeks.

## **Tuition and Fees**

### **Registration Fees (NON-REFUNDABLE)**

**Registration at St. Catherine of Alexandria Parish School for the 2020-2021 school-year is \$350.00** if paid by June 1. After June 1 it increases by \$50.00. This fee covers multiple costs associated with processing the student at the onset of school including the cost of initial student insurance, Diocesan per-capita assessment, school-wide standardized tests, earthquake kit, and other materials. There is also a technology fee of \$100.00. The technology fee does not cover damage or misuse of school technology. **These nonrefundable fees** are paid during re-registration in the spring or at the time of registration into the school. No application for registration can be processed without full payment of these fees. Payment of fees does not constitute enrollment without a signed and accepted tuition contract.

### **Tuition**

Tuition is set at the beginning of the school year for all students and agreed to individually between the school and the family through contract. Tuition paid in full prior to the start of the school year (and without discount or assistance from the school or parish and non I-20) will receive a \$100.00 discount. A Tuition contract must be signed and accepted for a student to be enrolled, and a contract will not be considered accepted (even if registration fee is accepted to hold possible placement) until all fees and debts from the previous year have been satisfied.

All tuition made through installments must be done through the FACTS Tuition Management Company in conjunction with the business office. All forms and FACTS fees will be processed through the business manager to initiate and manage the FACTS payments toward your account.

**Non-Parishioners of St. Catherine of Alexandria Parish pay \$300.00** to offset services provided by our parish. **Only families registered and active in the parish for at least the previous year** are exempt from this fee. This \$300.00 fee is taken off of the total tuition cost after the registration process is completed.

We are a Christian ministry, and in that capacity, we must show good stewardship of the funds owed us and which are needed to fulfill our ministry commitments. Please assist us with timely payments so that our ministry can continue to serve your child, and the children of all others. If financial obligations are not met on time, parents may be required to pay all future payment in advance, to pay with cash or cashier's check, and to pay any fees allowed by law in conjunction with returned checks. Students whose accounts are not cleared by the business manager may be suspended from classroom instruction or functions; all instruction and assessment may cease; grades which are not complete for the trimester may be recorded as Incomplete; students with incomplete grades can be asked to leave the school until the debt is cleared. Further, we reserve the right to report any debt to collection agents and to appropriate credit reporting agencies.

Parents also commit to the following:

- Each family must complete a ***minimum*** of **30 Parent Service Hours** during the school year (15 hours for single parent families). These hours must be **complete by May 31<sup>st</sup>**. **Twelve** of these hours must be met during Festival in September (5 for single parent families). If you only have a child in TK, you are only responsible for 10 Festival hours. Any hours left unfulfilled according to school record are to be assessed at the end of May at a rate of **\$50.00 per hour (please check school records regularly as they are considered accurate if not correct by the 15<sup>th</sup> of the month prior)**. Meetings, parenting classes, and other non-approved activities do not count toward this total. Only those activities approved by the office staff and for which a parent is signed in (through the computer log-in system) count toward fulfilling this obligation. ***Please note: the service hour requirement is meant to be a minimum. We greatly appreciate all time and talent donated beyond these hours each year. Each year is separate, however, and hours may not be transferred from one year to the next (we do not roll-over or "bank" hours).***
- Mandatory participation in SCRIP program for a total **profit** to the school of **\$400.00**. (TK only families exempt)
- Mandatory participation in Bishop's Golf Classic Car Raffle. Every family is responsible for selling fifteen tickets. Each ticket is \$10.00. Tickets are available in the office.
- Active participation in all fundraisers for which families and their friends are able.

Tuition only pays about 72% of our expenses – if our fundraisers are successful, tuition increases can be diminished. Remember, our school counts on far more than your tuition dollars to function. See Fundraising page 27.

**If the tuition payment is late**, the following procedures will be implemented:

1. If tuition is in arrears, a reminder phone call will be made, or a letter will be sent requiring that payment be made; or, in extenuating circumstances, that arrangements be established with the Principal to bring the account current.
2. If such overdue tuition is not brought current within one month of the due date or if the agreed upon arrangements are not followed, student may be un-enrolled, formal



collection procedures will begin including reporting of arrears to credit agencies. The student will not be allowed to continue studies or activities until all payment is made, access to *Gradelink* and trimester grades will be suspended, and registration for the following year will be suspended.

## **Tuition Assistance**

St. Catherine of Alexandria Parish School offers tuition assistance based on scholarship, school service, and financial need. Limited tuition assistance is also available through the Office of Catholic Schools. Additionally, memorial scholarships are also available. Applications are accepted during spring and deadlines are strictly adhered to. Forms are available in the school office once they are announced. **Families are not eligible for Tuition Assistance until they have been registered in the school for 1 year or with authorization from the Principal.**

### **School eligibility scales:**

- Acceptable academic record
- Commendable character and citizenship
- Financial need beyond what can be contributed
- Family volunteers where possible to help the school and parish
- Support of school policies and ideals of Catholic Education
- Availability of funds

### **Diocese eligibility scales:**

- Financial need
- Support of Catholic education
- Availability of funds

Criteria and procedures for granting financial aid can be obtained at the School's office during regular business hours in the spring trimester.

## **I-20 students**

Students admitted through immigration services to attend St. Catherine of Alexandria Parish School must pay all tuition, fundraising, service hours, regular and special fees in advance. These are non-refundable if the student is allowed into the country regardless of successful completion of studies at St. Catherine of Alexandria Parish School.

## **Books**

Book fees are included in the curriculum/materials fee and are to be paid at the time of registration. All textbooks are on a rental system and must always be covered and carried in a book bag. Fabric covers are not allowed as they damage the books. Fair wear rules apply, and all books must be close to the condition in which they were issued. Fees will be assessed for damaged or lost text and/or library books at full replacement cost value. Uncovered books are subject to loss of ClassDojo points.

## Additional Expenses

- **Sacramental Preparation:** students who prepare for first sacraments will purchase a workbook and receive training for either First Reconciliation (Second Grade) or First Eucharist (Third Grade). Last year that book cost \$12.00 and should be about the same this year (a letter with details will be sent home after Christmas break).
- **Field Trips** are paid by each student and the amount is meant to cover the costs involved.
- **ICSL Sports Fees:** \$100 per student, per sport; additional cost for banquets
- **8<sup>th</sup> Grade** students have extra expenses for Graduation including the graduation fee (\$100.00 per 8<sup>th</sup> Grade student) and graduation dinner.
- **Other expenses** may come up throughout the year. As much notice as possible will be given as these expenses arise.
- **Lunch,** Please see Section 11.

## Fundraising

Our school expenses are not met by tuition alone. Tuition is meant to cover the majority of teacher and staff payroll, less than three-fourths of our budget. A large portion of our operating expenses are fulfilled through various fundraising activities. At present, there is no formal requirement (beyond SCRIP) for any particular amount of overall participation in fundraising as some families are empowered by God to fulfil our needs more readily than others – but all families are expected to do what they can. Some ways to help this year include:

**SCRIP** credit is earned by purchasing gift cards or certificates sold at school. Cards are available for grocery stores, gas, department stores, fast food and for many other businesses. When the school purchases the cards, the businesses give the school a discount on the purchase price. **The amount of this discount percentage is the amount of credit that goes toward fulfillment of the family's scrip obligation.**

For example: Stater Brothers gives the school a 6% discount when we purchase the cards. When a family buys a \$100.00 SCRIP card for Stater Brothers, the card is good toward the purchase of \$100.00 of goods at the store, and \$6.00 is earned by the family toward its SCRIP account. SCRIP purchase transactions are scanned and tracked by computer and the family is automatically given credit when the SCRIP is purchased in their name.

Overages on SCRIP must always benefit the school and could also be used to help others complete their obligation. In the spirit of Christian charity and stewardship, families blessed with overage on SCRIP may help struggling families fulfill their requirement by applying their overage to them.

**THE BISHOP'S GOLF CLASSIC** will be held in December in La Quinta. Golf foursomes benefit our school the most as most of that money returns here. Families interested in purchasing a foursome should contact the Principal. **Car Raffle Tickets** are available throughout the fall until the week before the Bishop's Golf Classic. The cost of each ticket is \$10.00. Please refer to Tuition section for more details.

**FALL FUNDRAISER** - A fall catalogue sale fundraiser is generally planned to coincide with Christmas shopping needs. Fundraising catalogues and order forms are distributed to families at the time the fundraiser begins and order forms and payment are returned to the school by the specified deadline. It's a great way prepare for Christmas and help the school.

**SPRING GALA** is held during February and is an evening of dining and fun while bidding on a variety of auction items. Contributors from our own family businesses as well as the entire Riverside business community sponsor tables, and year by year this has become an increasing success as a Riverside social event – not to mention our largest single one-day fundraiser. We need your help now to begin recruiting businesses from our community, so they have time to plan and budget helping our school raise money primarily focused on tuition assistance.

**MEMORIAL ACCOUNTS** are available to memorialize your family's commitment to providing Catholic education to students of St. Catherine of Alexandria Parish School long into the future. Some accounts are set up so that the principle investment is reserved forever to generate interest which is used to assist our school in whatever form the family requests – some provide scholarships, others provide for classroom equipment. All become a part of our endowment and can be started with as little as \$1,000.00 (with the account available to be increased throughout the years as you or your children feel called to contribute).

## **4. ACADEMIC POLICIES**

### **Curriculum**

St. Catherine of Alexandria Parish School offers a strong academic program provided by specialized, degreed, and credentialed personnel. Religious preparation is done under the guidance of the Roman Catholic Diocese of San Bernardino. The academic portion of your child's education is evaluated and accredited by the Western Association of Schools and Colleges (WASC) and the Western Catholic Educational Association (WCEA). Our current accreditation was received in 2016 for a six year term (the longest term given) and will be fully reevaluated, in March of 2022.

#### **Core Curriculum**

Liturgy & Liturgical Training  
Religion/Family Life  
Sacrament Preparation  
Social Studies  
Math  
STREAM / Science/ Science Fair  
Language Arts

#### **Enrichment Programs**

Team Sports  
Student Council  
Book Fair  
Student Concerts  
Yearbook Committee  
Local and National Essay contests  
Retreats

#### **Enrichment Curriculum**

Computer Science  
Library  
Music-Choral Studies  
Music-Instrumental Studies  
Physical Education  
Spanish Language  
Art

Field Trips  
Family Fun Events  
Academic Decathlon  
Spelling Bee  
Community Service  
Mission Fundraising

## Grading Criteria

**A student earns an "A" when he/she:**

**("O" in Gr. TK-2)**

Exhibits an exceedingly high quality of work.

(Masters all assigned work, completes work independently, shows originality and initiative, does more than required consistently, makes quality contribution in class daily)

**A student earns a "B" when he/she:**

**("VG/G" in TK-2)**

Exhibits good progress above the average.

(Masters major portion of work, works with little assistance from others, is alert and shows interest in work, completes work on time, makes good responses in class)

**A student earns a "C" when he/she:**

**("S" in TK-2)**

Exhibits a quality of work acceptable for the grade level.

(Satisfactorily completes most assigned work, works under normal conditions and directions, shows interest in work, completes work on time)

**A student earns a "D" when he/she:**

**("NI" in TK-2)**

Exhibits a need for effort to meet requirements of the grade satisfactorily.

(Achieves below grade standard, completes a minimum of assigned work, seldom responds in class)

**A student earns an "F" when he/she:**

Exhibits a failure to produce acceptable quality of work

(Achieves far below grade level, makes little progress in school work, has a poor attitude toward school work, does not complete class/home work)

## Grading Code (Gr. TK-2)

O 95-100

CP Continued Progress (consistent effort but not on grade level)

VG 90-94

NA Not Applicable (Area not currently taught or expected)

G 80-89

NE Not Evaluated (not evaluated at this time)

S 70-79

CR Credit given (not part of GPA)

NI 69 or below

NC No Credit given (not part of GPA)

P Pass F Fail

## Grading Code (Gr. 3-8)

A 97-100

C+ 81-83

CP Continued Progress (consistent effort but not on grade level)

B 93-96

C 78-80

NA Not Applicable (Area not currently taught or expected)

B+ 90-92

C- 75-77

NE Not Evaluated (not evaluated at this time)

B 87-89

D 69-74

CR Credit given (not part of GPA)

B - 84-86

F 68 or below

NC No Credit given (not part of GPA)

P Pass F Fail

## Progress Reports and Report Cards

All students receive regular progress reporting by teachers through the *Gradelink* web-based grade-reporting system. Parents in good standing are able to log-in and check grades from their web-based device at any time up to one week prior to the end of a Trimester. Individual grade alerts can be sent via email. Formal (paper) report cards are generated and sent home three times a year. Progress reports are sent mid-way between each trimester. Parents and students are kept informed of grades regularly by internet through *Gradelink*.

Progress reports, academic and conduct referrals, uniform violations, detention notices ClassDojo reports, and weekly grade checks in grades 4-8 all indicate if student improvement is needed before a Trimester Report Card is published.

## Promotion/Retention

Only those students who complete the work of a particular grade in the basic skill areas shall be promoted to the next grade. Students below grade average cannot be promoted (see Placement). Excessive absences can affect promotion. In cases of slow progress, students are evaluated individually and any decision concerning retention will be made after considering all facts related to the student's development collected from a wide range of sources throughout the year. Retention is considered on a case by case basis.

## Placement

If a student's academic performance is below grade level and he/she is unable to be promoted, the student may be "placed" in the next grade. This designation is for students who have not met the academic criteria for promotion to the next grade, but for whom retention is not a feasible option. Feasibility for placement and retention depends upon: previous retention or placement, physical size, chronological age, sibling in same/next grade, academic ability, learning disability, attitude of student, and social consideration.

## Homework

Homework is intended to be an extension or a completion of the lessons learned at school. Homework may be oral, written, technology based, or a study assignment and may include limited parent involvement. Homework will involve collection of outside resources including but not limited to: books, periodicals, interviews, and Internet sources.

**Regular Homework** must be turned in by 8:00 A.M. on the date it is due. Students may not call home for work left behind. Late work for individuals may be turned in one day late but will receive a point reduction of up to 50% of the assignment value (the teacher determines the percentage penalty based on class policy). If a student fails to submit their homework, they will be given time during recess or lunch to complete the missing assignments and submit for late credit. **No homework will earn points beyond one day's delay but it still must be turned in.** Incomplete work will be graded as is. Requests to make-up work and/or extra credit at the end of a trimester will be denied. Children must keep up with homework assignments and it is the responsibility of the parent to remain aware of any homework struggle and must regularly consult with the teacher. Homework must be turned in by the student **to their teachers**. Parents

shall not submit homework or forgotten items to the office. Students may bring forgotten items the next day.

**Long term assignments/projects (work done over a week or more)** are due on the posted due date, by 8:00 A.M., without extensions regardless of attendance. Assignments may be turned in at the office **only if student is absent on due date**.

### **Homework Time Allocation**

Approximate homework time is allocated by grade and is as follows:

TK/Kindergarten	15 to 20 minutes per day
Grades 1 & 2	30 to 35 minutes per day
Grade 3	35 to 45 minutes per day
Grades 4 & 5	50 to 70 minutes per day
Grades 6, 7, & 8	1 to 1.5 hours per day

In addition to homework time, all students grades Kindergarten through 8<sup>th</sup> must read (age appropriate material) for a minimum of 20 minutes daily.

Homework is required. **NO EXCEPTIONS!**

If parents feel their child is spending too much or too little time on homework, they are asked to contact the teacher. Homework must be completed as assigned; missed homework will affect your child's grade. Students regularly missing homework assignments can expect their grades to drop even if they are doing "A" work in the classroom. Students will not receive any credit for missing assignments and/or late work. It will be entered into the grade book as a zero. **All assignments need to be completed in order for the student to participate in sports, class parties, extra-curricular activities and field trips.** Please keep reminding your student to complete assignments and keep in touch with your child's teacher about missing assignments. Assignments may be checked via [www.gradelink.com](http://www.gradelink.com) 24 hours a day, 7 days a week.

Please remember that while parent interest and guidance is key to homework success, **parents must not actually do their children's homework**, whether in gathering research, doing problems, composing outlines or rough drafts, or in any other inappropriate manner. If children are experiencing great difficulty with homework, please contact the teacher who is best prepared to work with you in addressing your child's homework problems.

**Homework is generally given Monday through Thursday.** Weekends are generally not used for regular homework, though families may elect to dedicate some weekend time toward longer projects. Balancing student extra-curricular activities and school projects can be difficult, and care must be given in not over burdening students with activities.

If a child is **absent for a significant amount of time (i.e. three or more days) due to illness** please contact the teacher via ClassDojo to make arrangements for work.

If a student will be absent due to a family's **personal absence** (such as a mini-vacation and excused in advance by the Principal – see the attendance section above), it is the student's and

parent's responsibility to seek out assignments missed **after** they return from vacation. When students return, each must make up all assignments within three class days of return as per the above excused absence policy. **It is not the teacher's responsibility to give assignments ahead of time. It is the family's responsibility to take care of missed work when they return be sure to consult the teacher on make-up test deadlines.**

**Collaborative learning** involves group projects often assigned as a way to enhance a child's understanding and experience. These involve responsibility by each member of the group to all others and parents must encourage their children to be certain that all collaborative projects receive highest priority to be accomplished on time. It is the teacher's prerogative to modify acceptance of a group's late work, whether it fits into another time slot, and to what points may be lost and by whom.

## **Gradelink**

Our school uses a web-based grade and assignment reporting system – Gradelink. Parents or students can access the Gradelink network 24 hours a day, 7 days a week. There is a link on our school's web page or you can use [www.gradelink.com](http://www.gradelink.com). The Gradelink site provides information on your child's grades, conduct and current assignment status. We strongly urge parents to visit the website at least weekly or set up instructions for automatic email contact if student's grades drop in a subject area. Families with delinquent accounts will automatically be locked out of Gradelink. Gradelink also closes one week prior to Report Cards.

## **Religious Activities**

The Pastor, Principal, and teachers plan seasonal religious activities. This process is achieved through a variety of liturgical and paraliturgical experiences as well as the activities planned in the formal daily religion program. School Mass celebration does not suffice for the Sunday obligation. Students are encouraged to celebrate the Sacred Liturgy with their family on either Saturday evening or on Sunday. St. Catherine of Alexandria teachers/students are in charge of Liturgy preparation at school sponsored Masses during the school year. During Advent and Lent students have the opportunity to participate in the Sacrament of Reconciliation. Parents are encouraged to attend Mass with the school, however, they are not permitted to sit with their child when the child is with the class in their pew so that religious education can take place during or after the liturgy.

During the course of the year, each grade studies Religion as a formal academic topic, and the **Family Life & VIRTUS** curriculum for each grade are each an important part of that curriculum. In these programs, students are led to a better appreciation and care for all human life, and more specifically, an understanding of the tremendous gift God has given man and woman in their ability to cooperate with Him in bringing new life into the world. Family Life themes are discussed throughout the year as appropriate.

## Family Life Program

“...in order to respond to the obligations of educators set forth in Church documents, each school in the Diocese of San Bernardino shall provide a course of instruction in family life for parents and their children which includes positive and prudent education in sexuality. This course of instruction will be implemented and carried out in accordance with official diocesan guidelines formulated in the Office of Catholic Schools.”

APPROVED: DIOCESAN SCHOOL BOARD

DATE: FEBRUARY, 1989

SECTION: 6225

St. Catherine of Alexandria Parish School is in compliance with Diocesan Guidelines and includes students in grades four through eight in the program.

The themes encompass:

1. Family living
2. Personal growth and self-understanding
3. Respect for yourself and life
4. Christian sexuality
5. Christian social living

Preparation and celebration of the **SACRAMENTS OF FIRST RECONCILIATION AND FIRST EUCHARIST** are offered at St. Catherine of Alexandria Parish School to *eligible students* (generally from within the parish, or from parishes whose pastor approves your child's preparation with us) in 2<sup>nd</sup> and 3<sup>rd</sup> grade respectively. Students from 4<sup>th</sup> – 8<sup>th</sup> grade who have not received these sacraments are generally encouraged to enroll in the Parish sacramental preparation program for older students, according to Diocesan policy. Please contact the Parish Director of Faith Formation at 951-781-9855.

In addition to in-class sacramental instruction for the student, parents are required to attend informational meetings and possibly family retreats. Parents may also be required to participate in other faith-building activities as determined by the Pastor of the Parish. St. Catherine students, along with Parish Religious Education students, may celebrate the Sacraments of Reconciliation and Eucharist together within our Parish community as per diocesan policy.

## Physical Education

All students participate in developmentally appropriate physical education. The quality and productivity of each individual's life is enhanced through participation in a comprehensive, inclusive, and sequentially planned physical education program that promotes the physical, mental, emotional, and social well-being of every individual in the pursuit of lifelong health. Appropriate physical education is therefore important to the mission of our school to educate the whole child. Any absences from P.E. must be treated like regular absences. **Students must be in school approved PE uniforms ([www.dennisuniform.com](http://www.dennisuniform.com) School code = AN0SCA) on assigned PE day. On Holy Days of obligation, Liturgy Days or all school Liturgy dress days, students must be in Liturgy dress.**



## Science Fair

Science Fair is important to St. Catherine of Alexandria Parish School, and we enthusiastically participate in middle school. Students at the middle school level participate in the Science Fair individually, and students in the lower levels are generally required to work in collaborative groups on projects that they can accomplish together. Four projects are chosen to represent the school at the regional multi-county Riverside County Science Fair held annually at the Riverside Convention Center. Our students have done very well in the past and individuals have not only moved on to the California State Championship, but we have had first place winners in their category.

## Music Performances

The annual Christmas Program and Spring Concert/Grandparent's Day are mandatory performances. Students will be given a Religion and/or Music grade for participation. Students who fail to attend will not be able to make up this assignment. All students must stay through the program until the end to show respect for all participants.

The Christmas Program will be held December 19<sup>th</sup>, 2019

The Spring Concert will be held March 12<sup>th</sup>, 2020

Grandparent's Day performance is March 13<sup>th</sup>, 2020

## Library

All students regularly enjoy the privilege of using the school library. The goal of our library is to provide every member of our school community access to information, resources, and quality literature. TK students receive 30 minutes of story time and a themed extension activity. Students in Kindergarten through 8th grade visit the library to check out books and explore a range of activities, including quiet reading, study, chess, and positive peer discussion. Student behavior must reflect the library setting (whisper voices, no food or drink); those students who cannot conduct themselves accordingly will lose library privileges. Students are responsible for books checked out in their name. Library books are due the week following check out at the student's scheduled library time. Library books returned after this time, even if returned later on the same day, are marked late. **Late books will result in the loss of dojo points.** Students are responsible for the replacement of lost books or books damaged beyond repair. Parents must encourage students to read 10 – 30 minutes every day, as outlined in the homework section to maximize the many cognitive benefits associated with a daily reading habit.

## Parties

Parties are generally scheduled at special times of the year by the school and run by the room parents. Parents must keep children's health in mind and provide healthy alternatives to candy, cakes, and soda, such as fruit and juices (no punch – real juice preferred). **Parents bringing treats for their child's birthday must have prior approval from the classroom teacher.** The classroom schedule is not to be interrupted. Birthdays will be scheduled during morning recess or at 2:30 PM. **No balloons, remember that balloons can be allergenic,** and are always a class distraction – please keep them for the party at home instead of school. Be aware that some

students have allergies to various foods, please check with the teacher before any items are brought in.

To invite students to an off-campus birthday party, students must bring invitations for either all students in the class, or all of the girls or for all of the boys. To invite a smaller number or a select group of students, invitations may NOT be passed out on campus. Privately provided lunch celebrations for individual birthdays or like celebrations are **not allowed**.

## Standardized Testing

The Renaissance Learning: Star Assessments (K-8<sup>th</sup>) are administered three times a year, once during every trimester. The ACRE Test (5<sup>th</sup> & 8<sup>th</sup>) is given once during the school year. Together, these tests provide valid and reliable information to assist St. Catherine of Alexandria Parish School in making curriculum decisions based on results and student growth. In addition to standardized testing, students are assessed annually in grade level reading and math.

**Please do not make medical appointments during any Star test week. (See page 7)**

# 5. COMMUNICATION

## Access to Records

Either parent or legal guardian may have access to student records which the school is required to keep related to their child(ren) in the presence of the principal or designee. Behavioral records (counselor report, discipline reports, etc.) shall be inspected in the presence of an individual(s) qualified to interpret the records. The school has 45 days to comply with request to review student records by parents, but shall make every effort to comply with dispatch. Please contact the school office for appointments.

## Communication

ClassDojo is our primary mode of classroom communication. Teachers are available **by appointment** from 3:30 P.M. to 4:00 P.M. for conferences with parents (except Tuesdays and some Fridays due to faculty meetings). Appointments **must** be made in advance directly with the teacher. Teacher/Staff phone numbers are not given out, nor must they be called at home. Messages may be left with the office for a teacher or through school email. If an emergency arises, parents are to call the office and the secretary will ask the teacher to return the call to the parents as soon as practical; **parents are not to go to the classroom or otherwise seek out the teacher unannounced**. We believe in a *partnership* between parents, teachers and students. Parents are encouraged to contact teachers regarding a child's spiritual, academic, or social progress regularly.

Parents who wish to visit their child's classroom during instruction time must arrange with the teacher prior to visiting. The visit may last no more than one class period per day, and no more than two consecutive days.

Our school communicates important information by way of a schoolwide weekly newsletter. This newsletter will be posted to our school website every Wednesday afternoon. Parents are updated on the monthly calendar, menus for hot lunches, as well as notices of upcoming events. Please make every effort to read the school newsletter.

## **ClassDojo**

St. Catherine of Alexandria Parish School uses a school wide interactive communication and classroom management system called ClassDojo. **Please make sure to keep your email address current and accurate.** Please see section 10, Discipline Code, for more details on the ClassDojo system.

## **Wednesday Envelope**

A family (yellow) envelope is sent home every Wednesday with the eldest student in the family. This envelope contains school and classroom handouts as well as formal communication from the school office such as report cards and progress reports. The envelope must be returned the next school day with a parent signature. Lost envelopes are subject to a replacement fee. Please remove and read the contents of the envelope, sign the envelope, and return it to school by the next school day. Every week the Wednesday Envelope does not return, a new envelope will be provided and a \$5.00 replacement fee will be billed to the account. Students who do not return the yellow envelope will lose classroom dojo points for failing to do so. **Envelopes are due to the classroom teacher first thing Thursday morning.**

## **Conferences**

Parent-Teacher-Student Conferences are scheduled after the first trimester. Parents and students must attend the conference prepared to discuss progress. If parents feel the need for additional conferences, they need only to request them by writing a note or sending a ClassDojo message to the teacher. The teachers will otherwise contact parents when other conferences are deemed necessary. Parents are asked to be reasonably available for such conferences as the teacher or the principal deems necessary.

The Principal is available for conferences as needed and practices an **open-door policy**. For short but important matters to you, the Principal remains open to your inquiry when available. Appointments for general conferences must be made in advance. Please contact the office secretary for arrangement of a Principal conference. However, **the Principal must not be contacted about a teacher until the parent has conferenced with the teacher.** The procedure is to conference first with the teacher, with a follow up conference which includes the parent, teacher, child, and principal if a concern remains unresolved. After that, the only recourse for a concern which has not been decided in a manner consistent with a parent's perspective is the Pastor of the parish. Generally, any issue must be addressed first with the teacher and resolved at that level.

## Telephone Calls

If messages must be conveyed to students, parents must call the school office or send a message via ClassDojo. Only in **genuine** cases of necessity may a child use the school telephone. **Plans for after-school activities must be made prior to school. Calls may not be made to retrieve forgotten homework, lunch, projects, instruments, or liturgy dress. Parents may not call students directly on cell phones.**

## Cell Phones/Electronic Devices

**Phones must be registered with the homeroom teacher. Unauthorized electronic devices must be left at home.** If the parent deems it necessary for the child to have a phone after school, a phone must be registered with the homeroom teacher and that phone may not be accessed during the school day without teacher permission from 7:00 A.M. to 6:00 P.M. This includes watches with phone call/texting capabilities. **Cell phones/electronic devices used or displayed at school without permission will be confiscated and returned only to the parents/guardian.**

The cell phone must be turned off at all times or it will be confiscated. **Students may not use their cell phones at school (before or after) or on field trips.** The school will not be responsible for missing or misplaced phones. Cell phones that ring and/or vibrate during class instruction or are used on campus will be confiscated and the owner and/or user of the phone will be suspended for the remainder of the day and the next school day. If an athlete is suspended on Friday because of a cell phone he/she may not attend games held during the weekend.

## 6. CONFIDENTIALITY

Parents will be given necessary information concerning the health, life and safety of their children. At times, students share confidential information with teachers, verbally or in written form. If a student shares that they are going to harm themselves or others, the teacher or spiritual director will reveal that information to the Principal even if confidentiality was promised. We will keep confidences unless health, life or safety or those of another are involved. Parents will be notified of teacher or Principal concerns.

## 7. COUNSELING OPPORTUNITIES

Basic counseling services are provided through Catholic Charities' Caritas Counseling, a Diocesan counseling group available to school children for brief interventions when permission is granted. A consent form must be filled out prior to a student meeting with a counselor. Further counseling can be arranged by families with Catholic Charities to address ongoing or family concerns. Be sure to inform them that your child attends a diocesan school. The counselor is scheduled to be on campus weekly.

## 8. CRISIS PLANS

### Emergencies

A special file is kept in the school office for every student which includes the names of persons to be notified if parents or guardians cannot be reached in an emergency.

**It is imperative to notify the office of any change of family emergency numbers and persons authorized for release of students.** All emergency messages are to be processed through the office.

In the event of an emergency or crisis situation, the school will care for your child until release to you or someone on your emergency card.

**Visitors on campus must sign in** at the front office, receive permission from the classroom teacher, and have a specific time and purpose for their visit. All visitors must be wearing an approved visitors tag from the office. In case of emergency, these can then be accounted for, and they must follow all instructions of the school personnel. **Non-registered children must not be brought to a classroom or active learning environment while in session** at any time, to both ensure safety and to limit disruption to the classroom learning environment, meetings or school events.

### Insurance

Insurance coverage for students while on campus is mandatory for all our students. This cost is included in the registration fee paid at the beginning of the year. Twenty-four hour, year-round coverage is available at an additional premium. Specific information concerning this coverage is sent home with each student during the first weeks of school.

### Special Medical Needs

Parents of students with special medical needs must clarify those needs with the Principal on an ongoing basis. The school believes in, and practices, modified inclusion consistent with a philosophy of individual student achievement. While accommodations may be made where appropriate to our curricular program, it is understood that St. Catherine of Alexandria Parish School does not employ a school nurse and cannot provide any medical assistance for students with special needs beyond normally trained first aid. Any special, chronic, or long term medical needs of a student are the responsibility of the family at all times, our ability to accommodate may be limited, and these needs cannot significantly disrupt the general program for the child or of the school. Emergencies will be met with calls to parent/guardian and/or calls to emergency response personnel. No other medical needs can be accommodated by the school outside of first aid response to an emergency or disaster.

### Natural Disaster

The safety and welfare of students and staff is our primary concern. In the event of an emergency, please understand that your children are as safe at school as they are at home. School buildings are designed with safety in mind, and are inspected regularly for safety hazards. To

date, St. Catherine of Alexandria Parish School has passed all inspections of the Fire Department, the Health Department, the Asbestos Hazard Emergency Response Act (and we are now Asbestos free), and the Diocesan Insurance offices. All of our Faculty/Staff are first aid and CPR certified. The Parish Staff is prepared to assist if a crisis arises.

Parental/guardian cooperation is necessary in any emergency. In the event of an emergency or crisis situation:

1. Please do not telephone school. Telephone lines are needed for emergency communications.
2. Please wait at least an hour before you drive to school after an earthquake as streets need to be available for emergency vehicles.
3. Keep your radio tuned to a local emergency station.

The school is prepared to care for the children for up to 24 hours, until the parent or designee is able to reach them. After 24 hours, any children still at school may be transferred to the nearest Red Cross Relief Center. Please be sure to keep your school Emergency release forms updated. Students will be released only to those specified by you on that document. Students must be signed out by the person designated to pick them up.

It is imperative that parents inform the school office in the event of a **change in address or telephone numbers - home** as well as **business, cell and even email**. Please also inform the school office of any changes in emergency information for **designated contacts**.

## Smog Alerts

Saint Catherine of Alexandria Parish School will continue to follow the recommendations from the South Coast Air Quality Management District regarding smog levels. For up-to-the-minute information on smog levels, call the following toll-free number: Riverside and San Bernardino Counties at (800) 242-4666.

## 9. CUSTODY ISSUES

St. Catherine of Alexandria Parish School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to academic records and other school information regarding his/her child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court-certified copy of the court order.

Without an order to the contrary, both parents have equal access to children. Please keep all records up to date so that the school can best cooperate in keeping your children safe.

## 10. DISCIPLINE CODE

### Respect for Dignity

One of the first obligations of St. Catherine of Alexandria Parish School is to respect the Christian dignity of all members of our school community. All behavior management is grounded in this truth, and all school rules are determined and applied with this in mind. Students must understand that **ALL TEACHERS, AIDES, AND YARD SUPERVISORS HAVE JURISDICTION OVER ANY STUDENT**, regardless of age or grade, in the general disciplinary rules of the school. A student is a St. Catherine of Alexandria Parish School student at all times. A student who engages in conduct, whether inside or outside of school, that is detrimental to the reputation of the school, may be disciplined by school administration.

### Student Responsibility and Behavior

In keeping with our Mission, Philosophy, School-wide Learning Expectations, and diocesan guidelines, the discipline program at St. Catherine of Alexandria Parish School is considered an aspect of Christian moral guidance. The purpose of discipline is to teach the value of being responsible for one's own choices and actions. We try to correct our students in a loving way so the student realizes that the behavior is unacceptable but that he/she as a person is loved.

In order to implement a successful educational program, a strong disciplinary component is essential. Our goal is to promote personal responsibility, respect for others, and to maintain a safe and orderly environment for our students. Our discipline policy seeks to promote student moral development, self-discipline and growth toward becoming a mature follower of Jesus Christ. It is in this spirit of Christian maturity that parental support and partnership is expected.

**Christian respect and love of one another** must guide all student interaction. It is expected that students address faculty, staff and visiting adults politely, courteously and respectfully. This same spirit of courtesy and friendliness must be extended to fellow students in word and action. Since parents are the primary educators and formative guides of their children, we believe it is important that they be involved in addressing/solving discipline concerns as soon as they arise. Parents and teachers working together will bring about best results in a timely manner. For this reason we will use disciplinary behavior contracts to ensure consistent communication and cooperative action when we feel this is necessary. When in doubt or concerned about disciplinary or corrective actions, a parent must contact the teacher first.

**Conduct unbecoming a student in a Catholic school includes, but is not limited to, the statements given below.** Because it is impossible to foresee all problems which could arise, this handbook empowers the faculty and administration to take disciplinary action for any behavior (within or outside of the school community), which violates the spirit, philosophy and code of conduct of the school, even though not specified, including the following:

- Lack of respect to teachers, staff, volunteer adults on campus (e.g., refusing to accept correction, showing negative attitude, open and persistent defiance of authority)

- Disobedience (e.g., failure to follow direction promptly and thoroughly, chewing gum, throwing anything in class or at lunch; failure to do homework/class work)
- Disruption of class (e.g., talking out of turn, annoying others; stopping teacher from teaching or students from learning; misbehavior in church; excessive tardies)
- Destroying or defacing school property (e.g., writing on desks, books, walls; misuse of bathroom; misuse of school property or the property of others)
- Violation of social rules (e.g., name calling, bullying, showing unkindness verbally or physically; failure to cooperate with uniform regulations and good grooming)
- Recess/Lunch violations (e.g., lack of respect for supervisors; failure to clean up or leaving before dismissed; rough play; playing, throwing water/towels in restrooms; spitting water, screaming and throwing food at recess/lunch)

Courtesy, respect, and orderliness are expected in every classroom and on the grounds. It is the responsibility of students to learn their teachers' specific "classroom rules." All teachers and staff have the authority to discipline any student. Each homeroom teacher will send home a copy of his/her classroom behavior expectations and consequences.

Note: The principal retains the right to amend the handbook (including behavioral management) for just cause and parents will be given notification if changes are made.

**Our school-wide rules** for students reflect Christian moral concern for each other and include:

1. Gum, glass bottles, and sunflower seeds are **never** allowed on school grounds.
2. Students may not leave the school grounds at any time during the school day.
3. Students are not allowed in a classroom at any time unless there is a teacher present.
4. Students are to be kind, respectful and courteous at all times.
5. Students are to follow directions the first time they are given.
6. Students are to keep hands, feet and objects to themselves.
7. Students are responsible for the protection and care of school property.
8. Students are to maintain proper school uniform code and non-uniform standards.
9. Cursing, put-downs, teasing or obscene gestures or suggestions are unacceptable.
10. Tag or chasing games (any kind/name), tackle football/rough games are not allowed on school grounds.
11. Public display of affection is not allowed.
12. Actions occurring off campus, but related to school, will be dealt with as if they had occurred on school grounds, i.e., unsportsmanlike conduct, and unruliness at games, electronic and phone communication between students related to school.
13. No weapons, tobacco, alcohol, vaping, drugs or associated paraphernalia are permitted on school grounds or at any school-sponsored activities. Violators will be subject to expulsion (**Gun-Free School Zone Act of 1995**) (Weapon refers to any instrument which expels a projectile or can cause harm to a person, place or thing).

## Schoolwide Discipline Plan

Each student is a representative of St. Catherine of Alexandria Parish School **at all times and everywhere (including cyberspace)**. A student who engages in conduct that is detrimental to the reputation of the school, whether inside or outside the school grounds, may be disciplined by school officials.



Disciplinary action will be taken with:

- Students whose actions are gravely detrimental to the physical, emotional, or spiritual welfare of students or their property
- Students who consistently call each other names or use vulgar language or signs
- Students who evidence continued willful disobedience and/or disrespect
- Students who commit academic dishonesty: talking during a test, plagiarism, cheating/copying (academic consequences follow as well)
- Students who leave the school campus or are in restricted areas without supervision
- Students who evidence grave disrespect toward school personnel, staff, visitors, other students, or property.

## **ClassDojo**

St. Catherine of Alexandria Parish School uses a school wide interactive communication and behavior management system called ClassDojo. All staff monitor student behavior throughout the school day quickly and easily. The data captured is used to calculate weekly conduct grades. ClassDojo also allows parents to engage in their child's classroom performance. All teachers and staff are able to instantly reinforce good behavior and remind students to choose different behavior when breaking rules.

ClassDojo is a fully confidential online behavior system. Each student is assigned an avatar to represent them. When students demonstrate positive behaviors, the teacher simply clicks on their avatar, chooses the appropriate behavior from the list, and awards the student with a positive point. When a student demonstrates an undesirable behavior, the teacher can subtract points from the student's overall point total.

Each classroom/pullout teacher will use ClassDojo as they see fit, always incorporating rewards. As a school we will give awards as students accumulate points.

Parents receive a login code which allows access their child's ClassDojo account anytime and view a report outlining exactly why their child is receiving positive and negative points as well as which class/ situation the points come from. These reports are required to be viewed on a weekly basis. Parents are free to check as often as they'd like. After parents have registered for a ClassDojo account, ClassDojo will send them an email every Friday, detailing their child's weekly behavior.

### **PARENTS MUST REGISTER FOR AN ACCOUNT IN ORDER TO RECEIVE WEEKLY EMAIL BEHAVIOR REPORTS.**

If a student's percentage for the week is an F or NI, he/she will receive the appropriate lunch detention. Students will be assigned Saturday School after their third detention. A notification will go home in the Wednesday Envelope.

## Playground Rules

### 1. Jungle Gym:

- a. Monkey Bars - cross in one direction only.
- b. TK is not allowed on Monkey Bars. Kindergarten at Teacher's discretion.
- c. Do not sit or stand on top of the equipment
- d. Do not hang upside down from any play equipment.
- e. No balls or other play equipment is allowed on the jungle gym.
- f. One person at a time on the slides-no trains are allowed.
- g. We slide down, never climb up or walk down the slide.
- h. Slide facing forward, sitting down, with your feet forward. No one is allowed to lay down or to slide backwards.
- i. Do not sit in the middle of the slide.
- j. Use sliders appropriately.
- k. Chain ladder- go in one direction only. One person must be half-way up before the next person starts.
- l. 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade students are not allowed on Jungle Gym.**

### 2. Quiet Zone:

- a. Quiet Zone means just that- be quiet!
- b. No playing is allowed in the Quiet Zone.
- c. No playing on the grass.

### 3. Balls:

- a. No balls/equipment can be brought from home.
- b. Only soccer balls and kickballs may be kicked.
- c. No balls must be thrown at other children, **Dodge ball is not allowed.**
- d. Do not kick or throw balls over the tops of buildings.

### 4. Off limits areas:

- a. behind the block house
- b. behind the PE shed
- c. behind the Fine Arts Building or on stage/ramps

### 5. Bell/whistle behavior:

- a. All equipment and games are to stop immediately when the playground bell rings or a whistle sounds. Students FREEZE where they are and wait for a whistle before WALKING to their class line.
- b. All students must freeze- even those walking to class across the playground pathways.

### 6. When can the play equipment be used?

- a. Never before school- students are to sit quietly at the benches
- b. Never after school- only for sports & afterschool care kids.

- c. At recess- wait until your teacher dismisses your class before going onto the playground. If a supervisor is not present, do not go onto the playground.
  - d. At lunch- wait until you are dismissed from the lunch table before playing.
  - e. During PE, with permission of the PE teacher
7. Do not walk through the play area. Go around the playground when walking to/from class or to/from the office.
  8. Pay attention to games being played- do not walk through the middle of kickball, football, basketball or soccer games.
  9. No running around or between the lunch tables.
  10. Our school is a **“HANDS OFF SCHOOL.”** There is no pushing, rough play, or tag with other students.
  11. Basketball rims are not to be hung from or the basketball pole to be climbed on.

## Consequences

**The Principal, or Classroom Teacher** determines the appropriate consequence from the following actions. Four elements determine consequence: age of the children involved, severity of the actions, repetition and behavioral history of the children, and mitigating factors present.

1. Verbal warning
2. Document offense with Dojo points/message
3. A detention arranged by the classroom teacher or Principal
4. A Parent/Principal/Teacher/Student/Counselor conference
5. Parent called to pick up student
6. Saturday school
7. In-school suspension
8. Out of school suspension (term determined at Principal's discretion)
9. Meeting with Principal/Counselor/Teacher/Parents and Student to discuss Disciplinary Contract or possible expulsion or voluntary school withdrawal
10. Required behavior modification counseling from an outside professional or voluntary withdrawal from the school. If a decision is made in favor of behavior modification, parents must provide verification of a regular counseling schedule within two weeks.
11. Expulsion from St. Catherine of Alexandria Parish School.

**Any activity deemed illegal requires immediate expulsion and police notification.**

## Detention & Saturday School

Lunch Detention is assigned to students who earn an F or NI for the week in conduct/behavior. This grade is determined by the schoolwide ClassDojo merit system. Students in grades TK-4 earn one weekly lunch detention and students in grades 5-8 earn two weekly lunch detentions. Notification of lunch detention goes home in the weekly Wednesday envelope.

Saturday School is assigned to any student who earns three Fs on their weekly Conduct grade.

Saturday School will be held on campus in various classrooms from 7:00 A.M. – 9:00 A.M. Students who attend Saturday School must be in full Liturgy dress uniform.

**The cost for Saturday School is \$20.00, CASH due that morning. Saturday school not paid will be billed with a late fee of an additional \$5.00.** Accounts will be billed an additional \$1.00 for every minute the parent is late picking up child from Saturday School. Tasks will be determined by the teacher in charge and will vary from class work to school maintenance. The goal is to deter students from making the choice to earn a Saturday School. If students arrive late on their Saturday, it will be counted as a “no show.” Saturday School begins promptly at 7:00 A.M. and ends exactly at 9:00 A.M. Saturday School may also be used by teachers for students who habitually ignore homework and other assignments.

**Saturday School cannot be rescheduled once assigned. NO EXCEPTIONS.**

**Failure to attend Saturday School will result in an on-campus suspension on the next school day.**

## Performance Improvement Plan

A student is placed on a performance improvement plan for low academic grades or conduct. The plan will continue for a set period of time up to the end of the school year. At the end of that time, the Principal/Teacher will evaluate the grades and conduct of the student to determine additional course of action up to and including request to withdraw from school or expulsion. Students may be denied extracurricular activity participation while on a plan. A plan may be enacted for students with three or more F's, more than five missing assignments, or a second Saturday school.

## Suspension

A student may be suspended for serious misconduct, on or off campus, during school related activities (including inappropriate electronic communication). A student may also be suspended for continued misconduct while on a performance improvement plan. All classwork must be completed during the time of Suspension.

Official suspension may assume various forms:

1. Class Suspension: The student may not attend a particular class activity and during that class time will be required to report to a designated area for supervision. This student may lose the right to participate in school activities on or off campus for a specified length of time.
2. In-School Suspension: In severe cases, the student will serve an in-school suspension and be assigned academic work to make up the loss of class time. This student loses the right to participate in any school activity on or off campus for a specified length of time based on the offense.
3. Home Suspension: Where severity or safety is indicated, the Principal may suspend the student from school who must be supervised at home by a parent or guardian. This student is expected to work on their academic program while away from school. This student loses the right to participate in any school activity on or off campus for a specified length of time based on the offense.

**The following guidelines for student suspension are normally followed:**

1. A suspension must be approved by the Principal.
2. The length of any suspension is left to the discretion of the Principal in accordance with the nature of the conduct and all circumstances.
3. The student shall be given oral or written notice of the charges against him/her and a fair opportunity to present his/her side.
4. Notice is given to parents by phone or other appropriate method within a reasonable time of the determined sanction.
5. A conference with the parents, student, teacher, and the Principal shall be arranged. The Pastor may be notified of the conference and given the opportunity to attend.
6. Parents and students are reminded of the serious nature of suspension and that continued or repeated misconduct could end in expulsion.
7. The Principal maintains dated documentation of the facts, the parent conferences, and keeps the suspension notification.

## **Expulsion**

A student may be expelled from school for misconduct of a very serious nature calling for immediate dismissal without suspension, or for repetition of conduct for which the student has been suspended more than once. Expulsion is a permanent termination of a student's enrollment.

Expulsion may be considered for, but not limited to:

- Incurable or disruptive behavior which impedes the progress of others
- Refusal to abide by other behavioral management remedies including contracts
- Assault, battery, or any threat of force or violence directed toward other students, school personnel, or other persons on school property, or during school related activities, or off campus when related to school either through persons or activities involved
- Habitual or persistent violation of school regulations
- Use, sale, distribution, or possession of narcotics, tobacco, and/or alcoholic beverages or related paraphernalia.
- Malicious damage or destruction of real or personal property of school
- Theft, extortion, arson
- Habitual truancy, absenteeism
- Hazing and harassment

**The following guidelines for student expulsion will be followed:**

- The final decision to expel a student rests with the Principal with the knowledge and consent of the Pastor
- A conference with the parents, student, teacher, and the Principal shall be arranged. Where applicable, the Pastor is notified of the conference and given the opportunity to attend

- The notice of expulsion must be written and must be signed by the parent(s), student, and Principal (the Principal's signature is all that is required)
- The Principal maintains dated documentation of the facts, the parent conferences, and keeps the signed expulsion notification

The procedure for appeal and review of disciplinary action rests with the Principal and then the Pastor. The Superintendent of Schools may be consulted regarding due process and must be requested in writing. After investigation of the procedures followed in the action, the superintendent will determine whether the school's action is in accordance with applicable Diocesan policies and that due process was followed.

NOTE: A different procedure will be enacted for all children in grades TK - 5 because of the age level of the student. Depending upon the seriousness of the action, or the type and frequency of such action, one of the following steps will be taken:

- The teacher and the student will have a conference and an appropriate consequence will be issued. The Principal will be notified of the situation.
- The teacher, parent, and the student will have a conference and an appropriate consequence will be issued. The Principal will be notified of the situation.
- Principal and classroom teacher will outline the action plan to take during a conference with all parties involved.

Expulsion may be the result, subject to the decision of the Pastor and the Principal, if the situation cannot be resolved or the parent is not cooperative.

## Harassment

St. Catherine of Alexandria Parish School affirms the Christian dignity of every person. Harassment is unacceptable conduct that is severe, pervasive and deliberate. School harassment occurs when an individual is subjected to treatment in a school related environment or situation (including electronically or telephonically) which is hostile, offensive or intimidating, most often because of an individual's race, creed, color, national origin, gender, or physical ability. Harassment of any person by any student, parent or staff member is prohibited and will not be tolerated. All demeaning behavior is prohibited. It is the policy of St. Catherine of Alexandria Parish School and the Diocese to provide an educational environment in which all students are treated with respect and dignity.

## Sexual Harassment

Sexual Harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature. Example of sexual harassment directed towards a student under conditions such as the following:

Verbal Harassment:	Sexually demeaning comments, sexual statements, questions, slurs, jokes, anecdotes, or epithets, delivered face to face or telephonically;
Written Harassment:	Suggestive or obscene letters, notes, emails, texts or invitations;
Physical Harassment:	Unkind, immoral and/or unlawful physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating movements.

Visual Harassment: Leering, gesture, display of sexually suggestive objects or pictures, cartoons or posters.

## **Student to Student Sexual Harassment**

This policy prohibits student to student sexual harassment whenever it is related to school activity or attendance and occurs at any time including, but not limited to, any of the following:

- While on school grounds,
- During lunch period whether on or off school grounds,
- During, while going to, or coming from, a school sponsored activity,
- Off school grounds while engaged in school related activity or in cyberspace while discussing/referring to school related persons or events.

Any student who engages in the sexual harassment of another student is subject to disciplinary action up to and including verbal and/or written warnings and reprimands, counseling, suspension, and expulsion. Must substantial conduct outside the school environment come to the attention of the school, this too may serve as grounds for disciplinary actions if it in any way is related to or affects those involved with St. Catherine of Alexandria Parish School.

## **Violence – Threatened and Acted**

All threats of violence will be taken seriously and will be handled on a case by case basis. Assault, battery, or any threat of force or violence directed toward other students, school personnel, or other persons on school property, or during school related activities, or on cyberspace while discussing school related persons or events will be addressed. Threats and fear of force also constitute harassment and may be handled under that policy (see above) and may include actions up to and including expulsion.

## **Uniform Policy**

The primary purpose of our uniform code is to ensure that the students of St. Catherine of Alexandria Parish School be neat, clean, well-groomed and dressed appropriately for all school activities. We believe that there is a direct correlation between a student's appearance and overall behavior, attitude, and academic performance. We expect our students to be in uniform at all times, except on designated non-uniform days. All uniforms must be clean, neat, properly fitted and in good repair. To wear the uniform improperly is to be out of uniform and may be considered a disciplinary infraction. Uniform policy is for all students Transitional Kindergarten through 8<sup>th</sup> grade.

Parents are responsible to see that their child(ren) are dressed in accordance with the uniform or casual code from the first day of school to the last. It is the responsibility of parents to see that students do not leave home in the morning in violation of regulations.

St. Catherine of Alexandria Parish School students must wear their uniforms with pride. It is the responsibility of each student to adhere to the uniform policy throughout the entire day.

The administration and staff will consistently enforce these policies. If the purchase of school uniforms presents a financial hardship, please contact the school office for assistance information.

All students are expected to wear Liturgy dress every Friday throughout the year, special Liturgy days, Fall Picture Day, and on other days as specified by the administration.

## **Uniform Descriptions**

**Uniform skirts, shirts and jumpers must be purchased from Dennis Uniform. Uniform shorts, pants must be Dennis Uniform (No Cargo type pants/shorts allowed).**

[www.dennisuniform.com](http://www.dennisuniform.com)

School Code: AN0SCA

### **Boys and girls:**

#### **Shirts**

- All shirts must be tucked, and the green, navy or white polo must bear the school logo
- Only plain (no logo or writing) white undershirts may be worn under the polo shirt and may not extend past the sleeves or bottom of shirt

#### **Cardigan and Sweatshirts**

- Only school sweaters or vests with logo may be worn over shirts during liturgy (no sweatshirts or jackets)
- Grades 4-8 school sweaters with logo are allowed to be worn in class
- A school uniform shirt must be worn under either sweater, vest, or sweatshirt
- Hoods or hats/beanies are not to be worn in class or outside during prayer

#### **Jackets**

- Only the school uniform jacket with logo may be worn in cold weather
- This jacket may be worn over a school sweater or school sweatshirt. It may *not* be worn in the classroom
- Jackets are worn only outside during cold weather
- Any change to this policy due to EXTREME weather will be announced via ClassDojo

#### **Pants**

- Pants must be navy or khaki and purchased from uniform company
- No denim, jeggings, cords, rivets, studs, loops, or labels
- Pants must be appropriate waist size and length, worn at the waistline, without being baggy, saggy, tight, or cargo styles
- Pants may not be altered, rolled up, or tucked in at the ankle
- Pants must be properly tailored (no staples or tape)
- After first grade all pants must have belt loops and be worn with a belt

#### **Walking Shorts**

- Shorts-must be solid navy or khaki, regular or relaxed fit, with zipper, belt loops, and pockets. Shorts must be purchased from uniform company



- Length of shorts may not exceed the bottom of the knee or be more than one inch above the knee. Shorts must be worn at the waistline and cargos are not allowed

### **Caps and Beanies**

- Only school caps/beanies are allowed outdoors. They may *not* be worn in the classroom

### **Belts**

- Must be simple brown, black, khaki or navy, with a plain buckle (no logo or emblem)
- Belts must be worn after First Grade

### **Shoes and socks**

- Only lace up or Velcro tennis style shoes, with a tongue, are allowed
- Shoes must be worn with crew socks, and laces if present must be tied
- Soles must be normal rubber with nothing to modify what would be an ordinary tennis shoe (e.g., extra thick, wheels, lugs, waffles)
- Students may not wear slip-ons, boots, sandals, super high tops, flats, or open toes/open heels styles
- There is no free dress for shoes, even on casual dress or Spirit days
- Uniform approved crew socks must be worn at all times (no logos, lace, decorations, etc.) Socks must be clearly visible over the top of the ankle or top of shoe.

### **Physical Education**

- Shorts and or sweatpants
- 

### **Backpacks, bags, and sports-bags**

- Standard sized backpacks only
- Must be clean, neat, and appropriate for school duty
- No rolling backpacks Transitional Kindergarten through 4<sup>th</sup> grade

### **Additional uniform information for girls**

- Plaid jumper with logo or polo dress with logo Transitional Kindergarten through Third Grade dress/jumper must hit the floor when kneeling.
- Plaid jumper with logo or plaid skirt, skort, for girls in Fourth is acceptable - skirt, skort /jumper must hit the floor when kneeling.
- Plaid skort for girls in Fifth and above, skort must hit the floor when kneeling.
- White tights or knee socks are allowed; **no leggings/jeggings.**
- Shorts must be worn under jumpers and polo dresses. Shorts may not extend past the length of the jumper/dress.

## **Liturgical Dress Code (for all scheduled liturgies or when otherwise notified)**

Liturgical dress demonstrates that the students of our school respect the liturgical celebration outwardly as a sign of inward devotion.

- Boys must wear uniform short sleeve oxford shirt with logo, uniform necktie, navy pants
- Girls Transitional Kindergarten – Fourth must wear white uniform oxford blouse, plaid uniform jumper with logo;
- Girls Fourth – Eighth must wear white uniform short sleeve oxford blouse with logo, plaid uniform skirt. (skort is not Liturgy uniform)
- All may wear the green uniform sweater or vest with logo as it is the only outer-wear allowed

Please note: No shorts, skorts, or physical education uniform elements may be worn on Fridays or any specified Liturgy dress day.

### **Hair/Accessories (All Grades)**

Hair must be washed and well-groomed and must not obstruct vision. Boy's hair must be no longer than the top of the uniform shirt collar, out of eye-range and to the ear. Girls may wear simple barrettes or hair ties. No hats\*, scarves, hair fashion accessories or bandanas, nor dyed, spiked hair or other radical hair styles (as determined by the Principal) are permitted outside of specially designated days. (\*SCA hats required for sun screening outside are permitted as needed) *Simple hair accessories must be appropriate to school uniform and, if worn, must be grey, navy, white, yellow, or green.*

### **Jewelry**

Girls may wear a religious medal/chain or scapular inside their uniform (not visible). A watch may be worn grades 4-8. **Smart watches/Fitness bracelets are not permitted.** Only one set of single stud earrings are allowed and must be worn on the lobe. Earrings may not be large and may not dangle (safety issue). No rings are allowed.

Boys may wear a religious medal/chain or scapular inside their uniform (not visible). A watch may be worn grades 4-8. **Smart watches/Fitness bracelets are not permitted.** Earrings are not allowed on boys. No rings are allowed.

Medical Alert bracelets may be worn. No other bracelets are allowed for safety reasons.

No other jewelry may be worn without permission from the administration as not every charity is consistent with the Catholic ethos of our school.

### **Makeup**

Make-up/glitter is not allowed at any time. Clear nail polish is allowed; no fake/false, dipped or gel nails are allowed. Only clear, lip balm is allowed without a prescription. Tattoos or body piercing are not allowed.

### **Casual Dress Code (Free Dress or School-Related Activities)**

Casual dress may be designated for special days or for special events. The spirit of casual dress days is to enhance the comfort of students while adhering to decorum and modesty consistent

with the ethos of Saint Catherine of Alexandria School. All regular rules of daily dress apply except:

**Students may wear** – T-shirts with sleeves, denim shirts, denim shorts, shorts or pants, athletic shoes with socks above the ankle, and approved Saints wear.

**Students may NOT wear** – oversized clothing, tank tops, athletic shorts, sweats, skinny jeans, leggings, jeggings, clothing that is worn/torn or violates the decency or good taste (and the Principal/ Student Support Coordinator determines any dispute on taste or decency) including any references to drugs, sex, alcohol or immoral behavior. Students may not wear very brief garments, bare midriff; form-fitting blouses, dresses, skirts, pants, skinny jeans or short shorts, spaghetti strap, strapless, tank, sleeveless or athletic tops, visible underwear (no sagging nor any exposure of undergarments or portions thereof).

When a student disregards the dress code regarding uniforms, free dress, make-up, or hairstyle, **NO WARNING WILL BE GIVEN**. Students will lose appropriate ClassDojo points, and if necessary, Parents will be called **IMMEDIATELY**. Students may be sent home.

**Violation of the Dress Code (including hair, jewelry and make-up) may be considered a behavioral issue, and consequences consistent with the School-wide Discipline Plan may be assigned.**

The administration reserves the right to amend the dress code as the situation arises.

## **Personal Items Left at School**

Parents are encouraged to check the lost and found periodically. **All unclaimed articles are given away to charity.** Please make sure your child's full name is on all personal belongings.

**Personal items left on the school grounds that cannot be objectively and positively identified will be considered a donation to the school and not returned. St. Catherine of Alexandria Parish School is also not responsible for items left at school at the end of the day or overnight. Left items are subject to damage or theft.**

## **11. LUNCH**

A contracted company provides hot lunch for our students most days. Monthly lunch menus are sent home in the weekly yellow envelope at the beginning of each month for advance ordering. Students will only receive the lunch as indicated on the lunch menu. Modifications are not allowed. Some à la carte items are available for grades 5-8.

Parents are encouraged to provide nutritious lunches and snacks for their children. **Sunflower seeds in shells, glass bottles, and gum are not allowed at any time.** All students are required to have a lunch. If one is not brought from home, they will receive an emergency lunch and the parent will be billed.

**Students must either bring their own lunch or buy hot lunch. Please do not DROP OFF/BRING LUNCH after the first half hour of school. An Emergency lunch will be provided. (Fees apply)**

It is imperative that names/grades on lunches be CLEARLY MARKED on all lunches a child may bring to school. Student may bring bottles of water for personal use. Only water bottles may be enjoyed in or out of the classroom.

Proper manners are expected of all students at all times. Courtesy and respect must be shown to those supervising the lunch periods.

### **Lunch regulations:**

- Students are not allowed to share food or drink
- Failure to follow lunch time expectations has consequences which include time out, picking up trash, and loss of ClassDojo points
- Students remain at lunch tables until the area is clean and are dismissed by supervisor
- Balls and equipment are to be properly used or the privilege is revoked
- All students must exhibit Christian attitudes during play at all times

## **12. EXTRA-CURRICULAR ACTIVITIES**

### **Eligibility/Participation in Extra-curricular Activities**

Activity eligibility is verified on a weekly basis through Gradelink. Students in grades 5-8 are responsible for returning signed eligibility forms on time. Students **must** maintain a 2.0 GPA average, with no academic grade lower than a “D” and a minimum “C” in Conduct. **Students with missing assignments will not be permitted to participate.**

### **Academic Decathlon**

Our school participates in the Academic Decathlon. Our league competes against other schools in the Diocese of San Bernardino, and the winner from that contest goes on to represent our Diocesan League at the State Championship. Students are selected at the school level to specialize their study (“training”) in a particular academic area.

### **Sports**

Students must have on file the school's official Diocesan Indemnity form signed by a parent or legal guardian in order to participate. Our sports program involves opportunities for flag football, volleyball, basketball, and cheer in 5<sup>th</sup>-8<sup>th</sup> grade, soccer for 1<sup>st</sup>-8<sup>th</sup> graders, and track & field for K-8<sup>th</sup> graders. We participate in the Inland Catholic Sports League (I.C.S.L.) who alone schedule games. This requires effort from many parents – please get background checked and volunteer. Students must comply with all guidelines including those related to sports uniform or appropriate practice attire. **Students with missing assignments will not be permitted to participate.**

## **Sports Fee**

ICSL imposes a fee which will be passed on to the student along with any direct costs of the sport in which the student plays. At this time the fee is \$100 per student, per sport; additional cost for banquets. You will be notified if the fee changes for any reason.

## **Inland Catholic Schools League (ICSL)**

The ICSL strives to:

- Provide stable athletic programs where positive self-image, fair play and team work receive priority,
- Motivate students to reach their highest potential in areas of learning and play,
- Foster cooperation among parents, faculty, staff, and students to make athletic programs a unique and contemporary forum for young people to display their talents and school pride,
- Provide enjoyable recreational activities, which foster an attitude of Christian sportsmanship and team play.

Students who participate in sports will be recognized and acknowledged at a school assembly.

## **Student Council**

The purpose and goals of the Student Council are to promote citizenship and leadership, to encourage a high standard of scholarship, to instill school spirit, and to demonstrate the practical application of democracy and Catholic Christianity. The primary function of the organization is to provide service to the school community. The officers are President, Vice-President, Secretary, Treasurer, Commissioners of Religious Affairs, Activities Coordinator, Athletics and School Spirit, Safety and Ecology, and Publicity.

Qualifications to serve on Student Council are set forth in the bylaws. All officers are required to attend the Diocesan Leadership Camp. The Leadership Camp is held shortly after school ends in June and lasts one week.

## **Yearbook**

Yearbook is a student led committee. Students in grades 7 and 8 who express an interest may be selected by the moderator to join this team. At the beginning of every school year six to eight students are chosen for this extra-curricular activity. Students may not have any D's or F's in any given subject, are responsible for providing weekly grade checks to the moderator, be proficient in using a computer, and work well with others in a team. If a member misses two or more meetings without personally notifying the moderator, they may be asked to leave the committee. Other responsibilities include attending meetings as scheduled, providing snacks, and completing creative pages for our yearbook, proof reading, and most important meeting deadlines.

## 13. FIELD TRIP POLICIES/FORMS

### Field Trips/Transportation

**No student has an absolute right to a field trip.** Students can be denied participation if they fail to meet academic and/or behavioral requirements. A field trip occurs when:

- Parents properly register for chaperone status using iVolunteer, or method determined by teacher organizing field trip.
- Teachers determine final chaperone positions.
- Parents and students are prepared, specific standards are set, and an adequate number of cleared chaperones are available
- Each trip has clear educational or cultural value
- If you do not go on a field trip, whether by choice or due to incomplete assignments, there will be a mandatory assignment assigned to replace the field trip grade. Student is required to attend school that day. No refunds will be given.
- A permission slip signed by the student's parent/guardian is returned by the set deadline. Students will not accompany their class if the required form is not signed or fees have been paid.
- All drivers must be 25 years of age or older and must complete all driver information forms, provide accompanying copies of current driver's licenses, vehicle registration, and declaration page of insurance. Diocesan required insurance rates are subject to change but currently are \$100,000/\$300,000 in liability, \$25,000 property damage. Please contact your provider to arrange for coverage and proof thereof.
- Drivers and chaperones must have a completed and signed Volunteer Information Sheet on file, as well as Live Scan background clearance, Safe Environment, and any driver training requested by the diocese or school. St. Catherine of Alexandria Parish School employees are not allowed to drive students on field trips.
- FIELD TRIP DRIVERS MAY NOT MAKE STOPS GOING OR COMING BACK FROM A FIELD TRIP. DRIVERS ARE TO "CARAVAN" WITH OTHER CARS AND DRIVERS ON THE TRIP.
- No student shall be transported to or from any activity where belted passenger seating is not provided.
- Parents may not leave their cars in staff or ministry center parking during a field trip.
- Chaperones who attend field trips must stay with the class the entire time and return their group back to school immediately following the trip.
- Chaperones and students must stay with the group until the group returns to school and are released by the teacher or principal.
- Chaperones must actively engage in their supervision duties at all times and must refrain from cell phone use except in emergency situations.
- Only St. Catherine of Alexandria Parish School students may go on a field trip. This is necessary for the safety of the students on the trip and for insurance purposes.
- Students may be denied participation if they fail to meet academic or behavior requirements.

- Booster seats are required for any student under age 8 or less than 4 feet 9 inches tall. **Failure to follow these regulations will result in the offending chaperones being refused for future field trips.**

## 14. MEDICATION

St. Catherine of Alexandria Parish School staff cannot administer medication or operate medical devices. If medication is held at school for student use **all** of the following conditions must be met:

- **Expired medications will not be administered**
- All medications (prescription and over the counter) **MUST** be sent to the office. Teachers
- cannot administer medication in the classroom. **PLEASE DO NOT PUT LOOSE TABLETS IN CHILDREN'S LUNCH BOXES.**
- Completion of authorization form for the dispensing of medication at school by the parent and physician. This must include the condition for which the medication is to be given, name, dosage, dispensing instructions, and specific instructions for emergency treatment

**Exceptions:** cough drops, sun screen lotion, cream to treat bug bites, cold medicine for no longer than five days, oral or topical anesthetics, and saline nasal mist do not require prescriptions but must still be in original packaging and dispensed through the office.

- Students with asthma must keep their inhaler in the school office **NOT** in their backpacks or lunch boxes
- Medication must be delivered to the school and picked up by the parent/guardian or other responsible adult
- Medication must be in a pharmacy-labeled container or a sealed and labeled package (ask the pharmacy to provide a second labeled container for school use)
- An appropriate measuring device must accompany all liquid medication
- A separate form is required for each medication
- The child is allowed to have the medication per the instructions of the authorization letter
- The child must take or apply medication himself

The St. Catherine of Alexandria Parish School health curriculum includes instruction in Christian family life, drug, tobacco, and alcohol education. The school participates in Red Ribbon Week and has periodic health-themed assemblies. Additional health and nutrition instruction is included in the P.E. and Science programs. Hearing, vision, and head lice checks are also performed. We ask parents to contact the school office when their child(ren) have an infectious health condition (i.e., measles, chicken pox, head lice, strep throat, hand-foot-and-mouth disease, pink eye). Return to school following communicable diseases must first be cleared through the school office.

## 15. PARENT SERVICE/PARTICIPATION

## **ALL PARENTS/VISITORS MUST SIGN IN AT THE OFFICE WHEN ARRIVING AT SCHOOL.**

### **Volunteers**

It is required by the diocese for any school volunteer 14 years old and older (parent/guardian/relative/friend) to have Live Scan/background clearance and Safe Environment training. Information regarding these programs is available in the office. **No one may participate with our school children in any capacity without the above mandatory requirements. Badges must remain visible for the duration of the visit.**

All parents must respect the office of educator at all times. Any parent, guardian, or other person who insults or abuses any teacher in the presence or hearing of other school personnel or students in a place which is on school premises or at some other place if the teacher is required to be at such place in connection with assigned school activities, is guilty of a misdemeanor, and is punishable by a fine (Educ. Code 13559, 13560).

### **Child Abuse Reporting (Diocesan policy & California Law)**

Section 11166 of the Penal Code requires any child care custodian, or school employee who has knowledge of, or observes a child in his/her professional capacity or within the scope of his/her employment, whom he/she knows or reasonably suspects has been the victim of child abuse (mental, physical, or sexual), to report the known or suspected instance of child abuse to a child protective agency as soon as is practically possible by telephone, and to prepare and send a written report thereof within 36 hours, concerning the incident.

It is not the responsibility of the school employee to prove that the student has been abused or neglected. Neither shall the school employee contact the child/children's family to determine the cause of the suspected abuse or neglect. Failure to report to the proper authorities may result in a misdemeanor charge punishable by fine or imprisonment (California Penal Code).

The Diocese of San Bernardino mandates that every faculty and staff member, as well as each volunteer, must submit completed Live Scan fingerprint forms or Screening One background check, attend the Safe Environment training sessions, and complete Mandated Reporting courses (VIRTUS) to the school office.

Failure on the part of a school employee to report suspected abuse or neglect to the proper authorities may result in a misdemeanor charge punishable by fine or imprisonment. Such report is made without incurring civil or criminal liability unless the person making the report knew the report was false.

### **Neglect**

There are several forms of neglect which could result in notification of Child Protective Services.

- repeated instances of no snack or lunch
- poor hygiene (lack of bathing, brushing teeth)
- unwashed or unkempt clothing



- lacking basic supplies needed for student's learning (glasses)

## **Parental Support**

Parents are their children's primary educators and models for faith and action. The school's primary expectation is that parents take an active, supportive role in their school and parish. In particular, parents are the primary educators of their children in religious and moral formation. It is understood that you as St. Catherine parents will always:

- Take time to develop your own faith life (your children will model your actions)
- Take time to talk to your children about God and your own faith life regularly
- Take time to celebrate Mass together on all weekends/holy days of obligation
- Take time to pray together as a family
- Take time to talk to your children about the Religious concepts they learn in school

It shall be an expressed condition of enrollment that the students behave in a manner, both on and off campus, that is consistent with the Catholic principles of the school. These principles include, but are not limited to, all policies or procedures set forth in the Parent Handbook.

It will be an expressed condition of enrollment that the parents/guardians of a student will also conform to the standards of conduct that are consistent with the Catholic principles of the school. These principles include, but are not limited to, all policies or procedures set forth in the Parent Handbook.

These principles include, but are not limited to, the following:

- Parents/Guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral and behavioral expectations of the school
- Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile or divisive
- Parents/Guardians who are concerned with the behavior of a child in another family may not approach that child without going through the Principal and parent of the other child. This includes verbal or electronic communication
- These expectations for students and parents/guardians include, but are not limited to, all school-sponsored activities and events (i.e., Extended Care, Athletics, Field Trips, etc.), and all public or electronic communication

The administration reserves the right to determine which actions fall short of meeting the Catholic principles of the school. Failure to follow these principles will result in a verbal or written warning to the students and/or parent/guardian and may require disciplinary action.

However, serious or persistent violation of this policy can result in permanent termination of enrollment.

## **Conflict Resolution Policy**

As part of our educational partnership we encourage open communication between parents and school personnel. There are times when the nature of the communication may be difficult. In non-disciplinary disputes, the following process applies:

- If the concern involves any school personnel, parents are to call the individual involved and arrange for a meeting.
- If there is still no resolution, parents are asked to call the principal and arrange for a meeting with the teacher/staff member present. The expressed purpose of this meeting is to bring about a solution. The Pastor may be consulted for pastoral care at any time in this process; conflict resolution by the pastor is only engaged when due process is appropriately followed and completed at the school level. The resulting decision is considered binding.
- Only after all the above processes have been attempted and followed may parents write a letter to the Superintendent of Catholic Schools to determine whether due process was followed according to diocesan guidelines.

## Room Parents

Each year two or more parents act as room parents with the approval of the classroom teacher. The room parent coordinator gives a list of school activities in which the room parents will be involved. Teachers may provide an additional list of activities to the room parent.

## Coaches

In order for an adult to coach a school team, she/he must fill out a **VOLUNTEER APPLICATION** and meet these criteria:

- The person must be a sensitive, mature individual and at least 21 years of age
- The person must be able to relate well to students and adults
- The person must have knowledge of the sport and emphasize respect for others and good sportsmanship
- A Catholic/Christian attitude must be exemplified at all times. Coaches will be removed by the principal if a complaint is received by ICSL for not presenting a positive image
- The person must be approved after an individual conference with the Athletic Director
- The person must submit proof of Safe Environment training and be successfully Live Scanned/background checked
- Proof of negative T.B. test

## Responsibilities of Volunteer Coaches

- Must treat all students and parents with dignity and respect
- Must maintain a positive attitude and support the school philosophy
- Must follow the finance policy, i.e., no purchase of uniforms, equipment or awards without Principal approval
- Must verify with the Athletic Director weekly to determine athlete eligibility
- Must support disciplinary decisions of the school (Probation means no practices/no games)

- Must supervise all practices and games, BE ON TIME and REMAIN WITH THE STUDENTS at all times of practice
- Must NOT bring siblings or other children to practice without another adult to supervise and remain in the immediate area of practice
- Volleyball, football, basketball, soccer team members play at least one quarter IF they have attended all practices and games, and there are no disciplinary infractions
- Track and field members must participate in at least one event IF they have attended all practices and there are no disciplinary infractions
- At the end of each practice, the coach must remain with students until each athlete is picked up; students not picked up within 15 minutes of the end of practice are walked to Extended Care and signed in.
- At the end of each practice, the coach and team members must clean up the area
- Practice times may change ONLY WITH 24 HOURS NOTICE ahead of time. **THE COACH IS RESPONSIBLE FOR CONTACTING PARENTS**
- Coaches follow all ICSL rules including eligibility and participation guidelines
- After games, the Coach is responsible for staying with any student until he/she is picked up
- The person(s) selected/approved for this volunteer position is responsible for general supervision and management of the team and is accountable to the Athletic Director and the Principal

## School Board

The School Board for St. Catherine of Alexandria Parish School is an advisory group whose general purpose is to support and implement the mission and philosophy of the school through counsel and advice given to the Principal.

The board consults with the Principal and collaborates with him in the following areas:

- Planning (establishing mission statement, goals, long range plan);
- Policy Development (formulating policies in conjunction with the Principal which give general direction for administrative action);
- Financial Planning (developing means/plans according to budget monitoring);
- Public Relations (communicating with various publics, recruiting students, listening to needs and concerns of various publics, promoting the school);
- Evaluation (evaluating goals and plans, evaluating board's effectiveness).

The school board meets monthly. All members of the school community are invited to attend meetings, and a portion of each meeting will allow time for parents to address the group. At times, the Board may consider it necessary to go into executive session for discussion and deliberation.

## Parent Teacher Group (PTG)

The purpose of the PTG is to pledge moral, financial and volunteer support to our school, its students, faculty and administration. PTG and parent volunteers fund raise more than \$100,000

per year for such items as classroom materials, furniture, playground equipment, audio-visual materials, athletic programs, library books, computer hardware and software, earthquake supplies, cultural events, and financial aid.

PTG meets monthly to foster a positive home/school relationship and create an active interest in school life. When a child is registered in St. Catherine of Alexandria School, the parent automatically becomes a member of the PTG. Parents have the opportunity to select and be elected to the School PTG Board. Fundraising activities are decided in collaboration between administration and PTG. Participation in fundraisers is an expected and important responsibility of PTG.

## 16. TECHNOLOGY AND THE INTERNET

All parents and students are required to sign a Technology Use Agreement at the beginning of each year to participate in computer-related instruction. Students may only access appropriate web sites and are responsible for reporting any accidental “hits” of inappropriate sites. The school computer lab and network has software which blocks inappropriate sites. However, no program is foolproof. While our school filtering system establishes some parameters for appropriate use, students and parents are primarily responsible for the appropriate and ethical use of technology, particularly at home.

The following are unacceptable (*whether done on campus, or off but affecting the campus*):

- Sending, displaying, or downloading offensive messages or pictures
- Using obscene language
- Harassing, gossiping about, insulting or threatening others or the school
- Damaging of computer systems or computer network
- Violating copyright laws
- Submitting documents from the Internet as a student’s personal work
- Using another person’s sign-on and/or password
- Trespassing in someone else’s folder, work or files
- Intentionally wasting limited resources
- Using the network for commercial purposes
- Revealing a personal phone number, name or address of one’s self or another.
- Plagiarism

Students who do not comply with usage rules will forfeit their usage privileges and will be subject to consequences under the School-wide Discipline Plan.

The school actively monitors student use of the school computers.

**Inappropriate use of the Internet outside of school may subject the student to consequences. Inappropriate use includes harassment, use of school or parish name, remarks directed to or about teachers, photos in school uniform, offensive communications, and safety threats.**

**Websites/Phone apps which house chat-rooms and instant messaging or any other form of social media can be very dangerous and have been used in the past by abusers to hurt children. Please diligently exercise your rights and responsibilities with your children’s**

**computer usage at home. These are always considered public forums and all comments posted online must always be considered public comments.**

## **17. USE OF STUDENT INFORMATION/PICTURES**

In order to promote the school in the local and surrounding communities, photos, printed material, video, posters or other media, student pictures may be used. Parents give authorization for this at registration. St. Catherine of Alexandria Parish School reserves the right to use student pictures in publications and on the school's website. Parents who do not sign the photo release form understand pictures of their student(s) will not be on Class Dojo or in the yearbook.

## **18. USE OF SCHOOL NAME, LOGOS, & MOTTOS**

No one may use the school name, logo or motto on any type of social media, webpage, or in any other way without the express written permission of the Principal or Pastor. All media claiming any representation of the school or school activities must remain under the direct supervision of administration.

## **19. PRINCIPAL'S RIGHT TO AMEND**

The Principal retains the right to amend this handbook for just cause and parents will be given notification if changes are made, either through newsletter, website, or other notice. These changes are binding upon announcement. During this year in particular, adjustments in policies and practices will be made throughout the year as we prioritize the health and safety of our students, families, and community.

## **20. ONLINE SYNCHRONOUS LEARNING (OSL)**

In the event that campus must close and that students and staff are not permitted on school grounds our school will shift from traditional school days and activities to **OSL**. During this time education will continue and students will not fall behind due to this shift. A free non-instruction weekday will be assigned so that students and families may come to campus to retrieve their personal and instructional items from the classroom.

During **OSL** the following policies will be in place:

- Tuition will continue at the regular school rate.
- Parent volunteer hours will be modified based on where in the school year **OSL** started. If mandatory events were missed then those hours will be due.
- All classes will meet regularly through ZOOM and attendance will be taken.

- All core curriculum (Religion Math, English/Language Arts, Social Studies, & Science) will be mandatory. All assignments must be turned in no later than three days after they have been assigned. After that point a zero will be given for the missed assignment.
- Parents and students are encouraged to check Gradelink regularly to monitor assignments. Teachers may also be messaged for questions on assignments and classwork.
- Accelerated Reading will continue to be part of English/Language Arts and will be done at home. Mrs. Kendall will provide all AR instructions.
- All pull-out classes (Spanish, Computers, Music, Art, & P.E.) will become optional. Students who choose not to do assignments in these classes will receive an NE for Not Evaluated. Students who choose not to do these assignments will be ineligible for High Honors.
- During **OSL** all instruction and assignments will be delivered through Google Classroom. Please make sure you are familiar with this portal.
- Families will be responsible for students having access to internet, wifi, and a device in order to attend digital classrooms.
- Only students in Transitional Kindergarten and Kindergarten will have work packets that will need to be picked up and delivered weekly.
- The school office will remain open during **OSL**.

## 20. PARENT AND STUDENT AGREEMENT FORM

Parents and students are required to sign the form at the back of this document and return it to school **BY THE END OF THE FIRST WEEK OF SCHOOL**. Any issues arising from the handbook which present difficulties in compliance by an individual family must be clarified in writing with the Principal in agreement.

