



St. Catherine of Siena School

A Lumen Christi Academy

2019-2020

Office (925) 228-4140
Extended Care Office: 925-228-0145
Preschool: 925-229-2255

604 Mellus Street
Martinez, CA 94553

<http://school.stcatherinemartinez.com/>

TAX ID: 94-1535363

St. Catherine of Siena is a Catholic School serving Preschool through Eighth grade students. We are accredited by the Western Catholic Education (WCEA) and the Western Association of Schools and Colleges (WASC).



2019-2020 School Year

Dear St. Catherine of Siena Families,

Welcome to the 2019-2020 school year at St. Catherine of Siena School. The faculty and staff are eager to work in partnership to provide quality Catholic Education. Thank you for your commitment to our school and community.

The parent handbook reflects the policies and procedures of St. Catherine's for the 2019-2020 school year. Please read the document as a family and sign the attached agreement to reflect your intention to abide by our policies.

The faculty and staff of SCS look forward to working with you to promote academic excellence and spiritual development.

May the Peace and Joy be with you,

Mrs. Jessica Griswold
Principal

Go Vikings!

“Holy Spirit, come into my heart, and in your power draw it to you.”-St. Catherine of Siena

Faculty Directory 2019-2020

ADMINISTRATION		
Father Anthony Le	Pastor	franthonyle.stcatherine@gmail.com
Jessica Griswold	Principal	jgriswold@csdo.org
OFFICE STAFF		
Doreen Shapiro	Office Manager	dshapiro@csdo.org
Debbie Casey	Bookkeeper	dcasey@csdo.org
FACULTY		
Mea Auld	Preschool Director/Teacher	mauld@csdo.org
Aneysa Van Den Baard	Preschool Teacher	avandenbaard@csdo.org
Nina Dal Bello	Kindergarten Teacher	ndalbello@csdo.org
Jannette Wilkinson	First Grade Teacher	jwilkinson@csdo.org
Kristine Hoefler	Second Grade Teacher	khoefler@csdo.org
Brittany Rogers	Third/Fourth Grade Teacher	brogers@csdo.org
Pauline Porter	5/6 Homeroom, JH ELA & Religion	pporter@csdo.org
Jose Rodriguez	7/8 Homeroom, JH Math & S.S	jorodriguez@csdo.org
David Lutheran	P.E & 5-8 Science	dlutheran@cdso.org
Linda Jimenez	Kinder Instructional Aide	ljimenez@csdo.org
Peggy Parker	Preschool Aide	pparker@csdo.org
Amanda Sanchez	Preschool Aide, Art Teacher & Day Care	amsanchez@csdo.org
Troy Killorn	Music/Choir Director	skillorn@aol.com
Max Flynn	Day Care Aide	mflynn@csdo.org

HANDBOOK PURPOSE

The provisions in St. Catherine of Siena School Family Handbook are designed to provide information for the policies and procedures of our school. The principal reserves the right to amend as needed. Any policy statements published during the course of the year are considered to be an addendum to the handbook.

THE MISSION OF CATHOLIC SCHOOLS

Catholic Schools in the Diocese of Oakland educate children in the Catholic faith and nurture their minds, bodies, and souls, inspiring them to live the Gospel of Jesus Christ, achieve their highest academic and creative potential, and actively serve and enrich the community.

SCHOOL MISSION STATEMENT

Saint Catherine of Siena School answers the call to nurture each child – spirit, mind and body – in a safe, caring environment by providing Christ-centered, challenging curriculum preparing each child for a future as people of faith, service, respect, and responsibility.

PARENT CODE OF ETHICS

1. Provide moral guidance in nurturing the spiritual foundation of the child.
2. Model the behavior and attitude of Christ.
3. Abide by the guidelines set forth in the handbook.
4. Respect confidential issues that may arise during volunteer time at school.
5. Treat students, faculty, staff, and administrators and other parents with sensitivity and respect.
6. Respect all decisions made by the administration and staff, both academic and disciplinary and directly express concerns and questions to them.
7. Assure that your child comes to school prepared both mentally and physically; inform your child's teacher of any problems or struggles at home regarding homework/school.
8. Attend all parent-student-teacher conferences.
9. Temper athletics and after-school activities with school commitments.

School Motto & Student Learning Expectations

St. Catherine of Siena Students:
S.A.I.L like Vikings!

Service Towards Others

- Exhibit a spirit of social justice and accountable stewardship
- Serves the community
- Respects cultural diversity
- Cares for the environment

Academic Learner

- Masters grade level skills
- Enthusiastic Learner
- Thinks critically and independently
- Uses available resources effectively
- Reads for enjoyment and learning
- Appreciates the value of knowledge and talent

Involved Christian

- Grows in Gospel values
- Respects the dignity of life
- Knows basic Catholic teachings
- Makes positive moral choices
- Participates in liturgical services and prayer

Love One Another

- Witness and express the teachings of the Gospel
- Show empathy towards those in need.

ACADEMIC POLICIES

CURRICULUM

The Diocesan curriculum guidelines, consistent with the State of California guidelines, and Common Core Standards are followed for the teaching of all secular subject areas. The curriculum is marked by current content and fresh approaches to methodology. There is emphasis on principles rather than fact, on learning through problem solving rather than by precept. We strive to offer a program, which makes use of many sources of reading material, a wide variety of audio-visual and technology tools and a multi-text approach to the content areas.

ASSESSMENT

Informal assessments take place in the classroom through the year. Teachers will use pre and post assessments to determine whole class and student individual needs and to evaluate teaching and student progress.

- Renaissance Learning; STAR Reading and STAR Math are given throughout the year. Teachers can monitor and guide their instructional plans for student success.

RELIGION

It is the established policy of the Diocese of Oakland Department of Catholic Schools that religious instruction shall be an integral and continuing element of the educational experience of the students in all grades.

- **Religious Studies**-Students enrolled at St. Catherine of Siena School are immersed in daily religion class, daily prayer, and are educated through school wide religion curriculum and the Diocese of Oakland Religion Standards.
- **School Liturgies**-Religious worship is an integral part of a child's growth and a central part of the school's Catholic Identity. Throughout the year, students attend Mass twice a week and on Holy Days of Obligation.
- **Attendance at Sunday Mass**-What the student learns at school, must be reinforced at home with the family. Participating in Mass is important to our school and parish community.

CORE SUBJECTS

Beginning in Kindergarten and continuing through grade eight, instruction will be included in the following areas: Safe Environment-Circle of Grace, Social Sciences, Language Arts, Mathematics, Science, Art, Music and PE. Technology will be used as a tool to enhance student learning. Frequency and duration of all subjects comply with the regulations found in the Administrative Handbook, Department of Catholic Schools, Diocese of Oakland.

GRADING SCALE

Grades K – 3

This scale will be based on a “1 to 4” system.

4=performance consistently exceeds grade-level expectations

3=performance meets grade level expectations

2=performance indicates additional practice and/or support is needed to achieve grade-level expectations

1=performance is significantly below grade-level expectations. Extensive support is necessary.

Grades 4-8

<u>Grade</u>	<u>Percent</u>	<u>G.P.A.</u>
A	95-100	4.0
A-	90-94	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	63-66	1.0
D-	60-62	0.7
F	59 and below	0

K through 8th Grades, Work Habits and Social Development

M= Consistently Meets Standards

A = Approaching Standards

N = Needs Support

Completes Quality Work

Is Prepared to Learn

Participates in Learning

Follows Classroom Expectations

Shows Appropriate Behavior/Social Development

Embodies Student Learning Expectations/Catholic Identity

INDIVIDUALIZED PROGRAMS: A brief explanation is placed on a report card to indicate that a student is working on a modified curriculum. This is done after consultation with the parent/legal guardian and consultation and approval of the principal.

HOMEWORK

Homework is a reinforcement and/or extension of materials and skills covered in the classroom. As reinforcement, assignments should cover skills previously taught and which the majority of the class understands. Homework is generally assigned Monday through Thursday. Ordinarily, homework is not assigned on weekends for Grades 1 – 5 except for the purpose of making up work missed through absence or through poor effort. Homework policies and timelines will be explained to parent/legal guardians at Back to School Night.

Students in Grade 3 – 8 are to use the approved school homework planner. All homework assignments will be written on the homework notebook chart in each classroom. Homework may also be assigned for the weekend in Grades 5-8.

We follow the approved time allotments of the Diocese of Oakland as follows:

Grades 1 and 2	20 - 30 minutes
Grades 3 and 4	30 - 60 minutes
Grades 5 and 6	45 - 90 minutes
Grades 7 and 8	60 - 120 minutes

Homework assignments are not ordinarily given over weekends/holidays. However, students who are absent, careless, or who have long-term assignments, may need the weekend/holidays to complete their work.

HONORS PROGRAM

Principal's List Awards and Honor Roll Awards are awarded to recognize high student achievement in Grades 6 through 8. At the end of each trimester, Junior High students will receive their awards at the end of Mass on a scheduled date.

Principal's List:

- A 3.5 or higher GPA
- A grade of "M" in Work Habits/Social Development
- No D's or F's in any subjects

Honor Roll:

- A 3.0 or higher
- No D's or F's in any subjects
- A grade of "M" in Work Habits/Social Development

SCHOOL SCHEDULE

School begins at: 7:50 AM

Dismissal: 3:00 PM –M/T/Th/F 2:15: Wednesdays

Minimum Day Dismissal: 12:00 PM

Drop off: Students need to be checked into Day Care from 7:00-7:40

Gates open at 7:40

First Bell: 7:48

Second Bell to enter the hall for announcements: 7:50

Change in Pick Up Routine

Parents must notify the office if their child is going to be picked up by any person other than those listed in their child's emergency contacts. Students walking home or riding home from school must have a written note at the office (from the parent/guardian) giving permission to do so, if not indicated during registration. (See form attached.)

COMMUNITY SERVICE

St. Catherine of Siena students are to show a commitment to volunteerism and public service. All students contribute to community service through projects conducted during the school year. To better affirm and express St. Catherine of Siena's dedication to the charity and service, each class will implement a service plan.

INTERNET - ACCEPTABLE USE POLICY

When students are using the Internet, at St. Catherine School; in their classrooms, or in the library, for study purposes, or for research, the policy is that they are to use ONLY websites that have been preapproved by the teacher, and/or Administrator. Students are not to visit social sites such as Facebook, Twitter, Instagram, and/or any other site that has not been pre-approved.

Students who are on non school allowed websites will receive the following consequences:

1. **Device will be taken away for the remainder of the day and a phone call home.**
2. **Device will be taken away from the remainder of the week, phone call home and lunch time detention.**
3. **Device will be taken away from their possession for the duration of the school year.**

MODIFIED (INDIVIDUAL) CLASSROOM PROGRAMS

A student's academic plan may be modified if the student has had thorough teacher/parent/legal guardian/principal team meetings (SST), and it has been determined that s/he cannot fully participate in a subject's curriculum due to specialized learning needs. Modifications must be approved by the principal (testing might be requested) and will be noted on the report card and the cumulative records, IEP, 504 status, etc. The school's ability to work with students having special needs is limited and our ability to accept a new student or continue to enroll a current student who demonstrates these needs will be determined by the principal.

PROGRESS REPORTS

Students will receive a progress report midway through each trimester. All progress reports, and first & second trimester report cards must be signed by a parent/legal guardian and returned to school no later than 3 days after it is issued.

PROMOTION POLICY AND RETENTION POLICY

Advancement to the next grade in St. Catherine of Siena School is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level.

Promotion to the next grade depends on successful completion of all subject areas. The Administration may recommend the repetition of a grade, tutoring, or summer school classes as requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

Advancement of special needs students will occur upon completion of modified standards developed in consultation among the principal, teacher, and parent/legal guardian. Students must have completed outside educational testing.

Parent/legal guardians of a student who is in danger of not graduating because of documented academic or ongoing behavioral issues must be notified as soon as possible, but not later than the end of the second trimester, unless the failure occurs during the third trimester in which the parent/legal guardians must be notified by mid-trimester.

REPORT CARDS

Formal report cards are distributed at the end of each trimester (three times per year). Parent/legal guardians should carefully review report cards with their children. Special attention should be given to marks in effort and conduct. In the event a parent/legal guardian has a question regarding a report card, s/he should send a written note to the teacher.

REVIEW POLICY

Students may be placed on academic review if he/she earns a failing grade in one or more subjects (including Citizenship/Effort) in a trimester. Both parent/legal guardian and pupil will be made aware of the seriousness of the action through conferences, phone calls, and/or written reports. If sufficient improvement is not made, the child may not be allowed to return to St. Catherine at the end of the trimester.

STUDENT RECORDS

A student's file, maintained by the school, is available for inspection by the student's parent/legal guardians. In order to obtain access to the student's records, the parent/legal guardians must submit a written request to the administration. This request should state the reason for the request. Once the request is made, an appointment will be set up for the parent/legal guardians to meet with the administrator to inspect the records. Student record information will not be given over the telephone.

Saint Catherine's abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parent/legal guardians. In the absence of a court order to the contrary, the school will provide the non-custodial parent/legal guardian with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent/legal guardian to provide the school with an official copy of the court order.

VIDEOS AND MOVIES

Streaming videos/movies/DVD's shown to a class will have a "G" rating. When the curriculum justifies the showing of a video/movie/DVD rated "PG," "PG – 13," or "NR," written notice will be sent home and parent/legal guardian signature will be required. "G" rated films only are to be viewed while students are on any school-sponsored activities (including field trips).

WASC/WCEA EVALUATION

WCEA (Western Catholic Education Association) certifies schools. WASC (Western Association of Schools and Colleges) accredits schools. The purpose of school certification/accreditation is to foster excellence in elementary and secondary education, encourage school improvement through self-study and assure that the school has clearly defined, appropriate educational goals and objectives. Certification/accreditation provides a form of recognition by an external agency, which assures a school and its community that they are associated with an educational institution committed to quality and ongoing school improvement based on self assessment and planning.

FIELD TRIPS

Field trips provide excellent enrichment projects. They are of educational or cultural value and directly related to the curriculum. Each trip will be carefully planned to include the following:

- Preparation, follow-up, and meeting Common Core or NGSS Standards;
- Letter to parent/legal guardian explaining educational value of trip, time, and dates;
- Signed and dated release forms from parent/legal guardians.
- Controlled expenditures.
- Current Virtus requirements, LiveScan, Driver requirements and Volunteer application
- **All field trips are round trip events. Students may not be picked up or taken home during the field trip. (*Exception is student illness.*)**

Since a field trip is a school project and a learning experience, full school uniforms should be worn. Some expectations may be made at the discretion of the principal. The teacher will provide a packet for each chaperone to carry with them. The packet includes the permission slip of the children they are responsible for. Each teacher will carry a classroom emergency backpack, basic first aid materials emergency and health information, a picture of each child, and emergency gloves. Children must remain in his/her assigned group. Appropriate verbal discipline may be handled by the chaperone and reported to the teacher.

Diocesan regulations must be followed by all chaperones/drivers. Drivers for field trips must be at least 25 years of age and have filed the proper insurance papers, completed LiveScan process, completed the Virtus On-Line Training Course, completed Volunteer Application on file and have a copy of his/her current drivers' license with the office at least two weeks in advance of the trip. No student, regardless of age or weight, may sit in the front seat of cars/vans, etc. Every driver must have the required seat belt, car seat required by the current laws. **There must be two adults in each car carrying students.** Parent/legal guardians will be informed, in writing, of the route to be taken when driving and any stops that are permitted. **NO UNAUTHORIZED STOPS MAY BE MADE FOR ANY REASON.** Parent/legal guardians must remain with the children they are assigned to chaperone at all times. Siblings are not allowed to participate in trips. For the health and safety of the children, chaperones are not to smoke and/or drink alcohol on field trips. Parent/legal guardians who do not follow these guidelines will not be allowed to chaperone on future trips.

Field trips are a privilege, not a right. Students will not be restricted from attending a field trip without the principal's permission. Students who are restricted from participating in the field trip will be expected to complete daily lessons under the supervision of another teacher. A parent/legal guardian who chooses not to send their child/ren on a field trip is not to send their child to school. The child will be marked absent for the day. **Student cell phones are not allowed** on field trips unless otherwise directed by the teacher and/or administration.

Parents who are not "official" chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. Our risk management insurance company insures the "official" chaperones and participation by unofficial chaperones jeopardizes the protection for our students and all other "official" adults on the trip.

No child will be allowed to go on a field trip without a permission slip signed by the parent/legal guardian or guardian. **PERMISSION OVER THE PHONE OR A HAND WRITTEN LETTER CANNOT BE TAKEN IN LIEU OF THE PROPER FORM.** A sample form may be found on our website at www.stcatherinemartinez.com/.

ADMISSION

NONDISCRIMINATORY

Saint Catherine of Siena, A Lumen Christi Academy admits students of any race, color, and national or ethnic origin. St. Catherine of Siena does not discriminate on the basis of gender in its admission policies and employment practices.

PROCEDURE

Prospective students and families will be interviewed and tested in order to determine that a child meets the academic and social requirements necessary for entry into a particular grade at Saint Catherine's School. Previous records will be reviewed.

Final acceptance is contingent upon the following:

- A student must be five years of age by September 1 of the current school year to be eligible for Kindergarten. A student must be six years of age by September 1 of the current year to enter first grade.
- The parent/legal guardian must present a birth certificate, as proof of age; at the time their student is registered.
- A baptismal certificate shall be required of all baptized Catholic students.
- Admission of students with special needs will depend upon the school program's ability to meet those needs.
- All new students are accepted on academic and conduct probation for the first trimester. They must meet the standards of the school or they will be asked to leave the school.

- Parent/legal guardians and students must be supportive of the philosophy and policies of St. Catherine of Siena School. It is expected that both Catholic and non – Catholic parent/legal guardians will be in full agreement with the religious programs, the goals of the school, as well as all policies and procedures published in the Parent/Student Handbook, Junior High Parent/Student Handbook, Extended Care Handbook and individual classroom expectations.
- Students must have a health record card on file with current immunizations as required by state law.
- Each family must sign a family contract-signifying acceptance of conditions.

RE-ADMISSION

Re-admission each academic year will be based on a student having received passing grades, and average or above average grades in effort and/or conduct, as well as families having met their financial obligations as outlined in the family contracts.

If St.

letters of recommendation or completion of forms must be made in writing to the office. Include your request, the reason for the request, the address of where it is to be sent and parent signature. All letters and forms are sent directly and are not returned to parents. Please allow 5 business Catherine School determines that the school cannot serve the child, the child cannot benefit from its programs, or due to the repeated uncooperative or destructive attitude of parent/legal guardians, the school maintains the right to not accept the child for continued enrollment.

The administration and faculty of Saint Catherine's School wish to remind every family that this school cannot meet the needs of those students who demonstrate severe grade level deficiencies or behavioral problems.

COMMUNICATION:

APPOINTMENTS WITH TEACHERS

Teachers/staff will not be called to the phone during school hours. **Private phone numbers of administrators/teachers/staff will not be given out nor should they be called at home or personal cell phone.** Persons wishing to contact a teacher/staff/administrator may either send a written request to the school office or call the office and be transferred to a teacher/staff/administrator's private voice mail to leave a message and/or request a return call. Parent/legal guardians can expect to have calls returned within 24 hours.

CONFERENCES

A formal parent/legal guardian-teacher conference is scheduled for all grades at the middle of the first trimester. All parent/legal guardians are required to attend. Students in Grades three through eight are required to attend. Additional conferences are held for the parent/legal guardians of those students whose work or behavior is unsatisfactory, or at the parent/legal guardian's request. Parent/legal guardians are encouraged to consult the teachers by appointment at other times during the school year. Problems or misunderstandings should be presented by the parent/legal guardian FIRST to the classroom teacher, and then, if necessary, to the principal.

CONFLICT

In case of a concern, a student, parent/legal guardian and/or teacher should try to resolve the problem with the person directly concerned. If a satisfactory resolution has not been achieved, recourse should be made first to the principal and then to the Pastor. In matters where you believe that diocesan and/or school policies have not been followed, recourse may be made to the Executive Director of the Lumen Christi Academy.

When disagreements arise in the implementation of policies and procedures at the local site, a parent or legal guardian may appeal the decision, first to the principal, second to the Pastor, and later in writing to the Executive Director stating that you have communicated with the principal and the Pastor. However, it is presumed that neither will overturn the decision if the established policies and procedures have been followed and sufficient reason exists.

FORM REQUESTS

Please allow five (5) days for office to process requests.

PARENT/LEGAL GUARDIAN VISITS

Parent/legal guardians are more than welcome to volunteer and/visit classrooms after arranging a convenient time for both parent/legal guardian and teacher. Any person wishing to visit the school or coming to school for an appointment must first sign in at the office to obtain a Visitor's Pass, as well as have a current Virtus Certificate, Volunteer Application, and Live Scan on file with the office. This includes volunteers in the classrooms.

PRINCIPAL APPOINTMENTS

Appointments to see the principal may be made by calling the school administrative assistant or by directly emailing the principal. Avoid discussing concerns with school faculty and staff on the schoolyard or during drop off/pick up. **THE PRINCIPAL SHOULD BE APPROACHED ABOUT CLASSROOM CONCERNS ONLY AFTER THE TEACHER OR CONCERNED PARTIES HAVE BEEN CONSULTED.**

STUDENT PHONE USE

The school is to be the sole conduit to the child's parents to convey necessary information during the school day. Therefore, students will not be allowed to use the school phones without permission from their homeroom teacher or permission from the principal. **Students may not be called to the phone during the school day.** Please make all necessary transportation, lunch and/or play date arrangements outside of school hours. In the event of an emergency, please leave a message for your child with the school office or principal. **Students who choose to bring cellular phones to school MUST check the phone in in their classroom.** Students may pick up the phone at day's end. Failure to check the phone in, will result in the confiscation of the phone by school personnel. The phone will be held for parents to retrieve. Further violations will result in the confiscation of the phone for an extended period of time. School rules applies to day care and after school related events such as choir practice, SLT, Play practice, or other school sponsored events.

VOICE MAIL

Before or after regular office hours, you may leave a message on voice mail for any teacher/staff member. All voice mail messages are listened to every morning and the end of the day.

WRITTEN COMMUNICATION

Parents, organizations and/or others wishing to provide written communication (flyers, letters, surveys) for our classes or families **MUST** have approval from the principal **BEFORE** distribution. Placement on the school website or distribution to a class/school will be made only after approval has been given.

STUDENT CONDUCT

A St. Catherine of Siena Student:

-Follows school SLE's

-Is prepared for class

-Has an Accelerated Reading (AR) or silent reading book with them at all times.

PURPOSE

St. Catherine of Siena's student discipline policy is based upon the school-wide learning expectations. Procedures are to aid students in developing self discipline. It is our goal to provide clear limits, consistent follow-through and positive reinforcement when responses are appropriate.

CODE OF CONDUCT

Attendance at a Catholic school in the Diocese of Oakland is a privilege, not a right. Parents who desire a quality Catholic, academic, and morally-based education for their children can best achieve this goal when the school's students, parents and officials work together. If the needs of the child exceed the resources of the school, the best interests of the child may be best served by placing the child in alternative environment.

CONSEQUENCES

REMINDER- teacher reminds student of appropriate behavior

SECOND REMINDER- student meets with teacher to discuss behavior.

DETOUR- Student visits the principal to reflect on behavior and a plan is set in place. Depending on severity of behavior, detention may be issued.

REPEATED BEHAVIOR- could result in detention during recess or after school, a student-parent conference will be held and student will be placed on a behavior contract.

Discipline shall be considered an aspect of moral guidance, and not a form of punishment. The purpose of discipline is:

- To promote Christ-like behavior and build a sense of Christian community.
- To instill respect for others
- To encourage motivation for self-discipline
- To provide an orderly and safe classroom/school environment conducive to learning.
- To educate students to the importance of developing responsibility and self-control.

Discipline is attained in the classroom or school when parent/legal guardians and students work cooperatively with the principal, teachers, and classmates toward the attainment of class and school objectives. To that end, we expect parent support in disciplining the children (see parent code of ethics).

DETENTION POLICY

- Detention is typically for students in 2nd- 8th who have violated school and/or classroom rules, received warnings and have continued their misconduct.
- Detention will be held during recess or after school.
- Detention can be issued by classroom teachers and administration.

INDIVIDUAL BEHAVIOR PLAN

A student may be placed on an individual discipline plan if s/he does not choose to consistently follow the appropriate behavioral expectations. Both parent/legal guardian and pupil will be made aware of the seriousness of this infraction. The procedure is as follows:

1. A conference will be scheduled for the child and parent/legal guardian(s) with the recommending teacher(s) and principal.
2. At this conference the specific problems will be discussed and an agreement written:
 - a. How the child is expected to improve.
 - b. How and when the improvement will be evaluated.
 - c. The consequences of failing to live up to the agreement.
3. Copies of the agreement will be given to the child, parent/legal guardian(s), teacher(s), and administration.
4. **If the requirements of the agreement are not met, the child may be asked to transfer at the end of the trimester.**

DRESS CODE VIOLATIONS

All students are expected to be in accord with the St. Catherine Dress Code on a daily basis. Students who choose to violate the dress code in any way will be given a “Uniform Notice” to be sent home, signed, and returned. Students who are in violation of dress code will receive the consequences noted above.

DIOCESAN BULLYING POLICY

Bullying is prohibited in all Catholic schools in the Oakland Diocese. It must not be tolerated during the school day nor during any school sponsored activities on or off the school grounds. Bullying and intimidation are actions that are contrary to the teaching of Jesus Christ. This behavior is against the fundamental tenet of “love your neighbor as yourself,” and destroys respect for the dignity of the student, undermines the Christian atmosphere of the school and deprives the student of a safe and caring learning environment.

Bullying is defined as any overt acts by a student or a group of students directed against another student with the intent to ridicule, humiliate or intimidate the other student while on school grounds or at a school sponsored activity where acts against are repeated against the same student over time. Bullying includes physical intimidation or assault, cyber bullying, extortion, oral or written threats, teasing, putdowns, name calling, threatening looks, gestures or actions, cruel rumors, false accusations, and social isolation.

1. Students may report acts of bullying anonymously, in person, or in writing. Parents/guardians of students may make written reports of acts of bullying. These reports should be made to the Principal.
2. Any anonymous reports from a student, or written reports by a parent/guardian will be investigated. Any student who retaliates against another for reporting bullying may be subject to the consequences listed below.

INVESTIGATION PROCEDURES

Upon learning about a bullying incident, the principal or his/her designee shall thoroughly investigate the circumstances. This investigation may include interviews with students, parents, and school staff, review of school records, and identification of parent and family issues.

Bullying incidents that demand in school/out of school suspension shall be reported to the respective Assistant Superintendent (elementary schools) or Superintendent (high schools) of the Oakland Diocese.

CONSEQUENCES/INTERVENTIONS

If it is concluded that an act of bullying has occurred, the parents/guardians of the student who committed such acts, and the parents/guardians of students against whom such acts were directed shall be notified. Consequences for students who bully others shall depend on the result of the investigation and may include a parent conference, professional counseling, detention, suspension, and expulsion. Depending on the severity of the incident, or the series of incidents, the administrator may also take appropriate steps to ensure student safety. These may include implementing a safety plan, separating and supervising the students involved, providing staff support for students when necessary, reporting incidents to law enforcement if appropriate, and developing a supervision plan with the parents.

SUSPENSION

The authority to suspend a student rests with the principal or person acting in her absence. No student shall be suspended for more than five consecutive school days without the permission of the Superintendent. In-school suspension may be used in some cases. Reasons for expulsion, with mitigating circumstances, are among the reasons for suspension.

Notice of suspension shall be given to parent/legal guardian. The parent/legal guardian shall be informed of the reason(s) for the suspension and its duration. A parent/legal guardian has the right to request a meeting to discuss the reason(s) for the suspension.

**Any student making a verbal or written threat against another student, administrator, teacher, staff or parent/legal guardian will be immediately suspended pending a psychological evaluation. Upon receipt of the results of the evaluation, the Parochial Administrator and principal, in conjunction with the Superintendent of Schools will make a determination as to the student's re-entry into St. Catherine of Siena School or dismissal from St. Catherine of Siena School.*

EXPULSION

Expulsion is an extreme, but sometimes necessary, disciplinary measure for the common good. Immediate expulsion could result from a violation of a criminal law, outrageous actions, or a threat to the health, welfare or safety of the school community. Expulsion is a permanent termination of the student's attendance at St. Catherine of Siena School without possibility of readmission.

The procedure for disciplinary expulsion is as follows:

The principal or his/her delegate shall arrange a conference with the student and the parent/legal guardian who shall be informed of:

- Pattern of conduct, which, at this time, would lead the school to believe that expulsion, is being contemplated.
- Evidence upon which this assessment is based.
- Right of the student at this time to present a statement, which would lead the school to believe that expulsion, is not warranted.
- Specific courses of action or improvement in attitude will be sufficient in the school's view so that expulsion will not be necessary.
- Lumen Christi Academy and the Diocese of Oakland will be notified.

GRAVE OFFENSES

In cases involving grave offenses, which may include a violation of criminal law or actions so outrageous as to shock the conscience or behavior of the community, the student is immediately suspended, the initial parent/legal guardian-principal conference is dispensed with, and the process begins with the procedures outlined above. This procedure involving cases of grave offenses should be followed where the continued presence of the student at school (even for a short period of time) will, in the judgment of the principal, pose a serious threat to the health and welfare of a student(s) or other person(s). Parent/legal guardians and other persons with a legitimate interest may appeal the decision, first to the principal and Parochial Administrator, and later to the Department of Catholic Schools.

RECOMMENDED TRANSFER

The school may recommend the transfer of a child for reasons other than disciplinary. A recommended transfer is a determination by the principal that continued attendance will not profit the student, or will make demands upon the school, which cannot be met. The transfer terminates attendance, but does not leave the stigma of expulsion.

Actions of parent/legal guardians should at all times reflect a Christian attitude. Any actions of parent/legal guardian, or other persons that are conspicuously uncooperative, destructive in attitude or that are abusive toward school personnel could initiate the school's request for transfer of related pupil.

EMERGENCY PREPAREDNESS PLAN

An Emergency Preparedness plan has been developed to provide a comprehensive guide to responding to emergency situations that may face St. Catherine School. St. Catherine School is committed to provide a framework for preparation, response, recovery and mitigation in the event of an emergency.

Faculty, staff, parent/legal guardians and students have specific responsibilities in the event of an emergency which are clearly delineated in our written plan available in the school office and in each classroom emergency backpack.

Parent/legal guardians are responsible to provide written emergency/medical information at the beginning of each school year detailing who may be contacted to help his/her child in the event of an emergency. Parents also need to supply their child with an “Emergency Backpack”, per the school’s instructions. If it is necessary to evacuate and release students during the school day due to an emergency, parent/legal guardians or designated adults are asked to come to the upper yard located next to the parish center and follow the directions of the adults in charge. When picking up your child(ren), conversations with personnel not relevant to the emergency are highly discouraged.

EMERGENCY INFORMATION SHEETS AND DISMISSAL CARDS

A copy of this form is kept in the office, classroom and extended care. No student will be accepted into St. Catherine of Siena School unless Emergency Information Sheets are complete. ***Moreover, it is essential that parent/legal guardians inform the school of any changes of address or of telephone numbers;*** these changes must be duly noted on the Emergency Information Sheets. It is the parent/legal guardian’s responsibility to keep emergency information current.

FIRE, EARTHQUAKE AND DISASTER PLAN

Classroom instruction, practice, and general preparedness for peacetime disaster are guided by the materials prepared by the California State Defense Civil Preparedness Agency, the office of California State Fire Marshal, and Contra Costa County Office of Emergency Services. Parent/legal guardians are to complete Emergency Information form. A copy will be kept in the office and the other card in the student’s classroom.

In the event of a disaster, the following procedures will be followed:

1. If children are en route to school, they are to continue coming to school. Parent/legal guardians will then come to pick them up.
2. If children are en route home, they are to continue home.
3. Do not telephone the school and tie up the lines, as they are needed for emergency use.
4. When coming to pick up children, go directly to the upper yard first. If the children are not assembled there, go directly to the school office.

RESPONSIBILITIES OF PARENTS/LEGAL GUARDIANS

BEFORE:

1. Fill out emergency dismissal card, and keep up-to-date.
2. Be familiar with policy regarding dismissal of students and reuniting students with parent/legal guardians.
3. Be familiar with the school earthquake policy.
4. Do home planning:
 - a. Who is responsible for children after school hours, especially if children are home alone?
 - b. What will happen to the children at school if they are not picked up?
 - c. What can parent/legal guardians and children do at home to prepare for an earthquake?

DURING AND AFTER:

1. DO NOT PANIC: Your children will be cared for.
2. Follow policy of the school regarding dismissal of students.
3. DO NOT TAKE YOUR CHILD FROM SCHOOL WITHOUT SIGNING HIM/HER OUT.
4. Please do not call the school and tie up the lines.

In the absence of the principal, a person designated will function in the capacity of principal. In the event of the absence of both persons, the 8th grade teacher (Extended Care Director - if after school), will act in that capacity.

EXTENDED DAY CARE

See Extended Care Handbook.

FINANCIAL OBLIGATIONS

In order to meet the financial requirements necessary to operate the school in an efficient, timely and business-like manner, the following financial obligation policy will be in effect.

TUITION PAYMENTS

Tuition payments are processed through our FACTS Tuition Management System.

- Tuition may be paid in full at registration; paid over a ten-month period; or over a twelve-month period. There is no pro-ration of days.
- Tuition is due and payable on the 1st day of each month. Payments received after the 5th of the month will be considered late and a late fee of \$25.00 will be assessed.
- A \$30 charge will be made for checks returned from the bank due to insufficient funds or other reasons.

- **OTHER FEES** – fundraising/scrip profit of \$450.00, parent/legal guardian participation, field trips, fines, Scrip, registration fees, and all other payments are to be sent directly to the school office.

Please note that participating families will receive E-Scrip credit for the calendar year (January to December), not the school year; i.e. E-Scrip credit for a given school year ends in December.

- Fees are billed as needed. Deadline will be noted on the invoice.
- **All Volunteer Hour obligations, Scrip & Fundraising obligations MUST be completed by May 4, 2020 to avoid assessment fees. 8th Grade must be completed by April 15th.**
- **Report Cards will be held if financial obligations are not current.**

DELINQUENCY

- Students may not be allowed to re-enroll at the beginning of each trimester unless financial obligations are current.
- Graduating students will not be allowed to participate in graduation and/or graduation activities if all financial obligations are not current. (i.e., paid in full by 5/15/2020)

GENERAL INFORMATION

ATTENDANCE

Reporting Absences

- It is the responsibility of the parent/guardian to contact the office before 8:00 AM if their child is going to be absent and/or tardy.
- Call the office or Email: dshapiro@cndo.org to report an absence. ***(Do not call or text the teacher, all absences need to be reported through the office.)***
- Children require a written note upon returning to school, unless an email was sent.
- For the safety of your child, we will contact you if we don't hear from you. We are required to verify all absences.
- A child arriving after morning recess is considered absent half day.

Tardy Procedure

- **A student is considered tardy if he/she is not lined up with their class when morning prayer begins at 7:50 AM**
- Students who arrive after 9 AM must be signed in by a parent/guardian in the main school office. Students require a tardy slip to enter their classroom.

Excused Absences

- Children who are sick before leaving home in the morning should not be sent to school that day, as they may be contagious and are frequently unable to participate fully in school activities.
- If a child has been diagnosed as having a contagious disease (chicken pox, strep, lice, etc.), please notify the office so that precautions can be taken and notifications are sent home.
- A physician's note is required for students returning to school following an extended illness.

Appointments

- **When possible, avoid health appointments during the school day.**
- Dental and medical appointments, although excused, may result in a tardy or absence.
- A note must be sent to the teacher the day preceding the appointment. Email dshapiro@csdo.org and the child's teacher.
- When students return from appointments, the parent/guardian **must** sign their child in through the school office.
- Appointments should not be made during assessments.

Excessive Absences and Tardiness

- Research shows when a child is absent 10% or more of the days enrolled in the school year, they start to fall behind; therefore, at St. Catherine of Siena School, 6 tardies or absences in one trimester is considered excessive.
- Families may be asked to meet with the teacher/principal to identify a plan for improving attendance.
- Excessive absences and tardies are grounds for academic probation and may result in suspension from school activities, field trips and may be a reasonable cause for retention.

Parent/legal guardians who request home/classwork for their children, must notify the office by 9:00 a.m. Books and assignments will be in the office by 3:15 p.m. Teachers are not able to provide homework for vacations.

ALCOHOL POLICY

Alcohol will not be served or consumed on school premises during the workday or while children are present. Alcohol will not be served by children or served or consumed on any school-sponsored field trip.

BIRTHDAY CELEBRATIONS

The student's teacher alone may distribute invitations for personal birthday parties at school, only, if everyone in the class is invited. **(This includes distribution at recess and/or while waiting for carpools, etc.) *Please refrain from discussing parties if all students were not invited.**

Parents may drop off a healthy food treat (pretzels, fruit, yogurt, etc.) on their child's birthday for classmates. **This must be prearranged with the teacher and will be distributed on the way to recess or to lunch.** Treats must be simple (one bag of pretzels or popcorn) and packaged individually.

Children may wear free dress on the day designated for that month's Birthdays. Children may not wear free dress on their specific birthday.

BOOKS

Part of the registration fees help to cover the cost of books and supplies; however, it does not cover the total cost. Students are charged if books are lost or damaged. All books must be properly covered.

CALENDAR

The full school calendar is posted online (www.school.stcatherinemartinez.com) and updated regularly. Changes to the calendar will be made on the website and noted in the Viking Voice Newsletters sent to parents via email.

CELL PHONES

Recognizing that cell phones may be a useful device for parents to communicate with students when they are OFF CAMPUS (e.g. walking to and from school), St. Catherine's students may bring a cell phone on campus, however it must be checked into their homeroom classroom for the day. School personnel will confiscate any cell phones that are used or displayed by students while on campus. If confiscated, the phone will have to be picked up by a parent or guardian from the school office. Upon the second offense, the phone may be confiscated for the remainder of the school year, at the discretion of the principal.

CLASS PARTIES/ACTIVITIES

The classroom teacher, in collaboration with the room parents, will determine parties, celebrations, and activities. Room parents will organize class parties and activities under the direction of the teacher. In the interest of encouraging healthy eating and in light of the medical conditions of our students, food and drink provided for parties must be of a healthy nature (fruit, vegetables, pretzels, water, juice). Please avoid sugary snacks. **Soda is not allowed.** Please refrain from any and all snacks containing nuts.

CUSTODY AND RELEASE OF MINORS

No unauthorized organization, agency or person will be allowed to assume custody of any student on school premises during school hours or immediately before or after school unless the assumption of custody is explicitly authorized in writing by the parent/legal guardian/legal guardian. In order to cooperate with child and family needs, the school must be informed of custody arrangements. The parent/legal guardian/guardian is responsible to provide a copy of custody agreements to the principal of the school when necessary and/or requested.

DONATIONS

Any employee or volunteer who is invited to receive a donation of money or materials for the school in general, or for more specific needs, must first have received approval from the principal. No one may accept a donation in the name of the school without such approval.

EXTRACURRICULAR ACTIVITIES

Students who participate in the school's extra-curricular activities must maintain acceptable standards of schoolwork, homework, conduct and effort. Those students who are negligent in any of these areas may be placed on probation or suspended from any or all extra curricular involvement for at least a two-week period. These extracurricular activities include, but are not limited to the following: athletics, student leadership, choir, and musical theater. Probation and/or suspension of a student from an activity will only occur after consultation with, and approval from, the principal. Parent/legal guardians will be notified.

FUNDRAISING

No student/family/personnel may fundraise on school property for any organization other than St. Catherine School or parish or those designated by the principal. No student/family/personnel may fundraise for any class/school or personal purpose related to school without the written permission of the principal. School personnel will handle all monies only.

GUM

Students may not chew gum at school at any time that they are at school. This includes before school, during school, and after school. Disciplinary action will occur for students who are chewing gum during the course of the school day or during daycare.

HEALTH – DIOCESEAN AIDS POLICY

Available in school office and at Diocese of Oakland.

HEALTH PROGRAM – EPI – PENS/INHALERS

Epi-pens and inhalers must be secured in the office. Backup Epi-pens and inhalers may be secured in the classroom if necessary. Per Diocesan policy, use of an Epi-pen necessitates a 911 call. Because of the risk of sharing medications, no students may carry their own medications. In the event that a student is seriously at risk without the Epi-pen or inhaler on their person, consideration will be given to a variance if the physician and parent/legal guardian document the following:

- Risk of not carrying the medication
- The student has been instructed in the indications, administration, side effects, responsibility not to share, and the responsibility to notify the teacher immediately after use.

Parent/legal guardian may request a variance from the principal.

HEALTH PROGRAM – MEDICATION DISTRIBUTION

The Diocese of Oakland Department of Catholic Schools in cooperation with the County Health Department, parent/legal guardians and faculty of the school, coordinates the School Health Program so that good health may be anticipated for each child.

No student shall be given prescribed medications or aspirin during school hours or school sponsored field trips/events except upon the written request of a licensed physician. The parent/legal guardian and physician must sign all such requests. (A medication form is found on the website.)

A medication form, signed by parent/legal guardian must be on file for distribution of over the counter drugs. (A medication form is found on the website.)

Parent/legal guardian will assume full responsibility for supplying all medications and will bring/pick up medications from the office. **STUDENTS MAY NOT BRING MEDICATIONS TO SCHOOL.** Medications must be in original containers labeled with the following:

1. Student's full name
2. Physician's name
3. Physician's telephone number
4. Name of medication
5. Dosage and frequency of medication
6. Date of expiration of medication

Students will be assisted and observed by authorized school personnel when taking medications in accordance with the physician's instructions. A log will be kept of all medication administration.

HEALTH RECORDS

State Law requires that all students must have satisfactory evidence on file of having received all immunizations upon admission to school. The Oakland Diocese Department of Education requires a current physical examination upon admission. It is the responsibility of the parent/legal guardian(s) to apprise the school of any changes that may occur throughout the year.

HEALTH SCREENINGS – VISION AND HEARING

Modified Clinical Technique (M.C.T.) Vision Test, and Impedance/Pure Tone Hearing Test will be given once a year to designated grades and all new students to the school. The Oakland Diocesan Director of Health Services sets up the dates. Parent/legal guardians will be notified of these dates through the monthly calendar.

HOURS

Office 7:30 a.m. – 3:30 PM

School Monday, Tuesday, Thursday & Friday 7:50-3:30 PM

Wednesday 7:50 a.m. – 2:15 PM; Minimum Days: 7:50-12:00 PM

LOST AND FOUND

Any personal items a child wears or brings to school MUST be clearly marked with name and grade. Lost items may be claimed in the Parish Hall. Please check in lost and found or with your child's teacher. St. Catherine's is not responsible for any lost or stolen or damaged items.

LUNCH PERIOD

Children who have not purchased hot lunch, should bring lunch to school each day with their other school materials. If you need to bring your child's lunch to school, please take it to the office, not the classroom. No child will be allowed to call home for lunches. **NO GLASS CONTAINERS ARE TO BE BROUGHT TO SCHOOL. We strongly discourage the use of aluminum cans. Students should not bring soda pop, caffeinated drinks, or excessively sugary snacks to school. There is NOT a microwave available for children to warm lunches.**

MONEY

Students should not have large amounts of money on their person at any time. The school is not responsible for the safety of money that students bring to school.

PARENT/LEGAL GUARDIAN VOLUNTEER HOUR REQUIREMENT

Parent/legal guardians are required to participate in school and parish activities and fund-raisers, which reduces costs and provides enrichment experiences for our students.

To carry out our goals, each family is required to complete 20 plus 5 Auction hours of quality volunteer time. We appreciate, and need your cooperative volunteer work and active support of all activities. Hours that have not been completed are assessed at the rate of \$30 per hour for each hour that has not been completed by May 4, 2020 (8th Grade families must be completed by April 15, 2020). For single parents, the requirement is 10 plus 5 Auction hours.

PERSONAL PROPERTY

Students are not permitted to bring any items that are unrelated to schoolwork. The school is not responsible for these items. These items will be confiscated and returned at teacher discretion.

ROOM PARENTS

Room parents act under the direction of the teacher and/or principal. Room parents must attend an orientation at the beginning of school year. All activities and parties are to be pre-approved by the teacher. The teacher and/or principal must also approve all communication to parents in capacity of room parent (letters, phone calls, email).

SACRAMENTAL PROGRAMS

Preparation for First Communion and First Reconciliation are completed in the second grade. Parent/legal guardian participation in the preparation for the sacrament is required, including mandatory attendance at Parish program meetings.

SCHOOL PICTURES

School pictures by *LifeTouch* will be taken in late August for the yearbook. Students wear their full uniforms for this occasion. In addition, “free dress” pictures will be taken in the Spring. Parent/legal guardians may purchase the pictures if they desire. There is no obligation to do so.

SCHOOL PROPERTY

All Saint Catherine School equipment, the personal property of each faculty member, and the personal property of each student are to be regarded with a responsible attitude of care and protection. Students and their parent/legal guardians are responsible for any school materials or equipment that becomes damaged or lost through their neglect. Students will be required to pay for lost books or for any that they deface with writing or careless use.

6568 SCHOOL SEARCHES

Students’ legitimate expectation of privacy in their person and in their personal effects they bring to school must be balanced against the school’s obligation to maintain discipline and provide a safe environment for the school community. School officials may conduct a search of a student’s person and personal effects only upon a reasonable suspicion that the search will disclose evidence that the student is violating or has violated the law or a school rule.

If school officials have a reasonable suspicion that the student has violated or is violating the law or a school rule, school officials do not need a warrant or permission from parents/guardians to conduct the search.

A “reasonable suspicion” may be established in many ways, including but not limited to personal observations, information provided by third parties or other students, or tips provided by law enforcement. An alert from a trained and certified detection dog is sufficient to establish a reasonable suspicion and serve as the basis for a warrantless search of the student’s person, locker, car, or personal property and effects.

Whenever a school official conducts a search of a student's person or personal effects, an adult witness should be present. The school should notify the students' parents/guardians of any search of a student's person or personal effects.

Expectation of Privacy

A student does not own a locker or other school property. The school makes lockers available to the student. The student does have some expectation of privacy in his or her locker from other students. However, a student does not have a high expectation of privacy in his or her locker from the school and may not prevent school officials from searching the locker if the school official has a reasonable suspicion that the student has violated or is violating a law or school rule.

A student has a greater expectation of privacy regarding his or her person and personal effects. A school official who conducts a search of a student's backpack, purse, clothing, cell phone, or other personal effects must have a reasonable suspicion that the student has violated or is violating a law or school rule. Generally, students should be asked to empty their pockets, purses, backpacks or other bags for inspection of the contents by school officials. Strip searches or searches that include a student's underwear may only be conducted by law enforcement and may not be conducted by a school official.

Every student is subject to the Diocese of Oakland Technology Use Policy for Students and Parents. (Technology Use Policy) This policy concerns cell phones and other electronic devices, whether the devices belong to the student or the school.

Student Cooperation

If a student refuses to cooperate in a reasonable search of school or student property (including electronic devices), the school may call the student's parents/guardians and/or the police for assistance or referral. (6251 - Home School Partnership Policy)

Confiscating a Student's Personal Property

If any of the student's items are confiscated, the person in charge should document the confiscation and when possible, take a photograph of the place where the confiscated object was found and of the object itself. It is also recommended that the school obtain a written statement, signed by the student, acknowledging that the item was in his or her possession at the time it was found.

SOLICITATIONS

All communications from parent/legal guardian or parish groups must be approved and initialed by the principal before distribution to students. Selling merchandise, girl scout cookies (on or around campus) and by forms must be approved.

SUSPECTED CHILD ABUSE OR NEGLECT

Section 11161.5 of the California Penal Code mandates that Saint Catherine of Siena School personnel shall cooperate in following the reporting laws regarding suspected child abuse or neglect. This law requires that any nurse, superintendent, supervisor or child welfare, certified pupil personnel employee, principal, teacher, licensed day care worker, or social worker, report to specified local authorities all cases of suspected sexual molestation of minors (under 18) and suspected cases of infliction or designated physical or mental suffering on minors, in addition to cases of suspected non-accidental physical injury to minors. Reporting individuals are provided with immunity from civil or criminal liability for reporting in good faith, while failure to report is considered a misdemeanor.

THREATS OF VIOLENCE BY STUDENTS

Any and all threats of violence will be taken seriously. Students will be suspended from school and school sponsored activities pending an investigation of a threat of violence. Students found to have threatened another will be expelled or placed on probation; they may be required to receive a psychological assessment and counseling before being allowed to return to school, may be placed on home study or may receive an alternate consequence. The principal and pastor in consultation with the superintendent of schools will determine these consequences. A second offense of this nature will result in immediate expulsion.

THREATS OF VIOLENCE BY ADULTS

Any and all threats of violence will be taken seriously. Employees may be suspended pending an investigation of a threat of violence. Volunteers/parent/legal guardians/other adults may be banned from school property and/or school sponsored events pending an investigation of a threat of violence. Employees, volunteers/parent/legal guardians/other adults found to have made a threat of violence may be terminated and/or banned permanently from the school site and/or school sponsored activities. The principal and pastor in consultation with the superintendent of schools will determine these consequences.

7TH AND 8TH GRADE STUDENT ID CARD POLICY

6658 Student ID Card

SB 972 (a) Commencing July 1, 2019, a public school, including a charter school, or a private school, that serves pupils in any of grades 7 to 12, inclusive, and that issues pupil identification cards shall have printed on either side of the pupil identification cards the telephone number described in paragraph (1) and may have printed on either side of the pupil identification cards the telephone numbers described in paragraphs (2) and (3):

- (1) The telephone number for the National Suicide Prevention Lifeline, 1-800-273-8255.
- (2) The Crisis Text Line, which can be accessed by texting HOME to 741741.
- (3) A local suicide prevention hotline telephone number.

VACATIONS DURING THE REGULAR SCHOOL YEAR

The school administration and faculty does not recommend taking children out of school for vacations other than those scheduled on the school calendar. The student's teacher will not provide work in advance of a vacation. Parent/legal guardians may contact the classroom teacher to see if make-up work can be obtained after the vacation. **Teachers are not able to provide homework for vacations.** Some assignments are contingent upon classroom attendance and cannot be made up. As with all absences, parent/legal guardians must submit a note to their child's teacher upon return to school in order for their child to be re-admitted to class.

VOLUNTEER PROCEDURES

Parent volunteers are extremely important to the success of our school and our children. Your presence in the school reinforces to your children the value you place on their education and well-being. St. Catherine School administration, faculty and students appreciate the time and effort you provide to the school.

- **DIOCESAN OBLIGATIONS:** According to Diocesan policy, all volunteers who work at a parish/school site fulfill the requirements of Megan's Law, or participate in on-line class, (www.virtusonline.org and complete the test). If you are going to volunteer in the classroom, and on field trips, **you must also be finger printed by the Diocese (Live Scan)**. A Volunteer Application must be complete and will be on file. Please ask in the office, if you have any questions about these or other procedures.
- **DISCIPLINE:** If children are not cooperating with volunteers and verbal correction is not effective, the child should be referred to the classroom teacher for discipline.
- **ISSUES OF CONCERN:** If a volunteer becomes concerned about a student, teacher, something overheard, something a student tells you, something witnessed, please speak immediately with the teacher or principal.
- **PROFESSIONALISM:** Volunteers are to be professional in their demeanor and dress while representing St. Catherine School. Volunteers are to speak in a professional manner and respect the confidentiality of the students and teachers. **DO NOT DISCUSS STUDENT BEHAVIOR OR CLASSROOM/SCHOOL SITUATIONS WITH OTHERS.**
- **SIGN-IN AND OUT:** Sign the volunteer log in the office when you arrive and sign out when you leave. Volunteer passes must be worn while volunteering at school and on school sponsored trips.
- **SIBLINGS AND OTHERS:** Non-St. Catherine students may not accompany volunteers into classrooms, or on field trips per Diocesan policy. The primary focus of the volunteer must be on the children being supervised without the distraction of others. This includes any and all siblings.
- **TB SCREENING:** Proof of TB screening must be provided if chaperoning an overnight fieldtrip.

VOLUNTEERS WHO DO NOT ADHERE TO SCHOOL POLICIES WILL NOT BE ALLOWED TO VOLUNTEER AT SCHOOL OR AT SCHOOL RELATED FUNCTIONS.

TRAFFIC SAFETY/PATTERN

In order to insure the safety of our students, as well as keep open access to vehicles traveling by the school, the traffic pattern contained in the appendix is to be observed when picking up or dropping off your children. This traffic pattern has been recommended and approved by the Martinez Police Department as the best option to protect our children.

Please make sure that all students leave in vehicles stopped at the CURB - SIDE OF THE ROAD FOR THEIR SAFETY. **Please remember that the law prohibits double-parking at any time.**

SEXUAL HARRASSMENT

POLICY STATEMENT

The schools of the Diocese of Oakland prohibit any form of sexual harassment of students -- whether verbal, physical, or environmental. It is a violation of this policy for any employee or agent of the Diocese to harass a student or for a student to harass another student in a sexual manner as defined below.

DEFINITION OF SEXUAL HARRASSMENT

For the purposes of this policy, sexual harassment is defined as including, but not limited, to unwelcome sexual advances, requests for sexual or physical conduct of a sexual nature directed toward a student under any of the following conditions:

- a. Submission to or toleration of sexual harassment is an explicit or implicit term or condition of any services, benefits, or programs sponsored by the Diocese;
- b. Submission to or rejection of such conduct is used as a basis for an academic evaluation affecting a student;
- c. The conduct has the purpose or effect of unreasonably interfering with a student's academic performance, or of creating an intimidating, hostile, or offensive environment;
- d. Submission to, or rejection of, the conduct is used as the basis for any decision affecting the individual regarding benefits and services, sponsored by the Diocese.

EMPLOYEE TO STUDENT SEXUAL HARRASSMENT

1. Employee to student harassment is prohibited at all time whether or not the incidents of harassment occur on school property or at school sponsored events.
2. To prevent sexual harassment, amorous relationships between a student and an agent or employee of the Diocese are strictly prohibited.
3. Any employee or agent of the Diocese who participates in the sexual harassment of a student is subject to disciplinary action including, termination of employment.

STUDENT TO STUDENT SEXUAL HARRASSMENT

1. 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:
 - a. on school grounds
 - b. going to or coming from school
 - c. during the lunch period
 - d. during, or while going to or coming from, a school sponsored activity.
2. Any student who engages in the sexual harassment of another student is subject to disciplinary action including verbal warnings and reprimands, counseling, suspension, and expulsion.

RETALIATION

The Diocese forbids retaliation against anyone who reports sexual harassment or who participates in the investigation of such a report.

COMPLAINT PROCEDURE

The Diocese has adopted administrative procedures for filing sexual harassment complaints. A copy of the formal complaint procedure is contained in the Diocese of Oakland Department of Catholic Schools Administrative Handbook. Complaints may be reported to a school counselor, the principal, or assistant/vice-principal. Written complaints may also be filed at the office of the principal or designee. Complaints should be presented in written form to the principal.

STUDENT SERVICE PROGRAMS

ALTAR SERVERS

Catholic students in Grades 3-8 are encouraged to volunteer for service at the Lord's Table as an altar server. After training and commissioning, the Altar Server Coordinator will provide a monthly schedule. If a student is not able to meet his/her obligation, he/she should arrange for a substitute.

CALIFORNIA JUNIOR SCHOLARSHIP FEDERATION

The purpose of this organization is to foster high standards of scholarship, service and citizenship on the part of students in Grades Seven and Eight.

CYO SPORTS PROGRAMS

Each parish in the diocese sponsors a Catholic Youth Organization as one dimension of its total ministry to youth. It is an athletic program open to all children in the parish. The emphasis in the CYO program rests not on the number of games won or lost, but on the participants' attitude in victory or defeat. Principles of fair play and sportsmanship govern every game. Ultimate responsibility for the success of the CYO Programs lies with volunteer adult participants. Adults involved in CYO should remember that the Program exists for the Christian growth of young people. The conduct of adults always models Christian values and virtues. At the beginning of each school year, parent/legal guardians and students are invited to join CYO.

DRESS CODE AND UNIFORM POLICY

In an effort to maintain the Catholic tradition, a school uniform policy is designed to establish a sense of community, increase safety on campus, and keep the focus on academics.

- All students are to be in uniform at all times, except when permission is given by the principal for a special occasion.
- Students who are not in proper uniform will receive a note home on the first offense, and a parent will be called to bring proper uniform components as needed. Further infractions will also result in a phone call to parents.
- When in doubt, check with principal before changing grooming styles and/or making any uniform purchases.

Grooming Standards:

- Students must be clean and well groomed.
- Hair must be of students' natural color.
- No make-up, fingernail polish, or artificial nails, no hair dye.
- Boys must be clean shaven with hair not extending beyond the collar or covering eyes. No fad hair cuts, no mohawks, no hair dye.

Uniform Standards:

- Clothing must be properly fitted, clean, and in good condition
- Skirts and shorts must be appropriate length (top of knee).
- Shirts must be tucked in.
- **Solid (black, white, or navy) athletic shoes, with laces, no slip on, or ugg/rain boots are acceptable. (Logos & Rubber soles in Blue, Black, Gray, or White colors are acceptable.)**
- St. Catherine's sweatshirt.
- **Be sure to mark all uniforms clearly with your child's name inside the article of clothing.**

School Uniforms:

STANDARD UNIFORM

Required to wear on regular school days.

- Pants/shorts: Classic navy blue walking shorts or long pants.
- Shirts: White or Navy St. Catherine's logo shirt-long or short sleeve.
 - Girls: Option to wear peter pan shirt-long or short sleeve under the school jumper.
 - A white turtleneck or plain white crew neck undershirt may be worn under the polo shirt, but not instead of it.

- Girl Skirt options: Plaid (jumper K-4) (Skirt 5-8) with navy shorts underneath. (Solid black, white, or navy tights with socks may be worn during cold days). NO LEGGINGS.
- Footwear: Rubber sole athletic shoes are to be solid black, white, or navy with solid black, white, or navy socks. *(Logos & Rubber soles in Blue, Black, Gray, or White colors are acceptable.)*

OUTERWEAR OPTIONS

- St. Catherine's sweatshirt or navy blue fleece jacket.
- On very cold or rainy days, a heavier jacket or coat may be worn OVER the school sweatshirt during recess or before/after school. It may NOT be worn in the classroom.
- Eighth graders have the revocable privilege of wearing the eighth grade "Class of 2020" sweatshirt.
- Seventh graders have the revocable privilege of wearing the "Caritas" sweatshirt.
- Non uniform sweatshirts may not be worn.
- **CYO Sweatshirts or Proud Student sweatshirts are not to be worn during the school day.**

PE UNIFORM (All Grades)

Must be worn on assigned PE days only.

- Pant options: PE shorts or sweatpants with St. Catherine's logo.
- Shirt: Gray PE shirt with St. Catherine's logo (tucked in)
- School sweatshirt may be worn
- Footwear: Rubber sole athletic shoes are to be solid black, white, or navy with solid black, white, or navy socks. (Logos & Rubber soles in solid colors are acceptable.)

Accessories: Students may wear a wrist watch. Students only may wear post earrings that do not dangle, and no more than one in each ear. Rings and bracelets may not be worn unless for medical purposes. Jewelry is not recommended.

Student Leadership Team (SLT)

- Students on SLT may wear their polo shirt on meeting days and on designated days deemed by their teacher moderators.

MASS UNIFORM (All Grades)

- Only v-neck cardigan or St. Catherine of Siena crewneck sweatshirt when needed, no hoodie sweatshirt
- Polo shirts to be tucked in

FREE DRESS

On specified days, birthday free days, special occasions as approved by the principal.

- Free dress days will be publicized.
 - Clothing must be appropriate for a Christian environment.
 - Pants must be free of holes or rips.
 - Jeggings, leggings, or other tight clothing are not permitted.
 - Skirts and shorts must be no more than two inches above the knee.
 - Tops must have a modest neckline and cover the midsection and shoulders.
 - Wording must be positive and no inappropriate logos allowed.
 - Athletic shoes that are safe for play.
 - Themed days follow free dress rules with themes.
 - No Sandals or open toes shoes of any kind.
 - No make-up or hats are to be worn.
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- Students who chose not to participate will wear their standard uniform.

The office reserves the right to decide what is appropriate.



ST. CATHERINE OF SIENA SCHOOL SIGNATURE PAGE

2019-2020

The provisions in the St. Catherine of Siena Family Handbook are designed to provide information and guidance as to the procedures and rules of the school.

Agreement

We, the _____, (print Family Name) as a family of St. Catherine of Siena School have read the material in the St. Catherine of Siena handbook and agree to follow and uphold the school policies and procedures for the 2019-2020 school year. This form must be signed and returned to school NO LATER THAN 8/27/2019.

Student Signature

Date

Student Signature

Date

Student Signature

Date

Parent Signature

Date

Parent Signature

Date