St. CATHARINE
SCHOOL

Parent – Student Handbook

2019 - 2020

2865 Fair Avenue
Columbus, Ohio 43209
(614) 235-1396
www.stcatharineschool.com

Faculty and Staff

2019 - 2020

(E-mail addresses may be found at www.stcatharineschool.com)

Pastor	Fr. Daniel Dury
Principal	Mrs. Janet Weisner
Pre-School	Mrs. Christine Deberson (Director)
	Mrs. Donna Abel (Lead Teacher)
	Mrs. Ginna Springer (Lead Teacher)
	Mrs. Laura Hansen (Aide)
	Miss Felicia Love (Aide)
	Mrs. Lauren Steinbauer (Lead Teacher)
	Mrs. Molly Kim (Lead Teacher)
	Mrs. Mary Ann Rivera (Lead Teacher)
	Ms. Emily Hansen (Aide)
Kindergarten	Ms. Hope Stebelton
	Mrs. Meghan Allen
Grade 1	Mrs. Devon Duska
Grade 2	Mrs. Mary Underwood
Grade 3	Mrs. Renee Scurlock
Grade 4	Mrs. Kristen Ramsey
Grade 5	Mrs. Lisa Curry
Grade 6	Mrs. Teri Heisey
Grade 7	Mrs. Stephanie Speed
Grade 8	Ms. Maggie Logan
Education Specialist/ Intervention	Mrs. Marian Knox
	Ms. Julianne Schmitz
Art/ Math	Mrs. Anne Stewart
Music	Mr. Tim Magree
Technology	Mrs. Rachel Green
Library/Media Center	Mrs. Sharon Stranges
Physical Education	
Spanish	Mrs. Toni Carmon
Before and After School	Mrs. Yolanda McClure
Cafeteria	Mrs. Peggy Hoffman
Secretary	Mrs. Marian Wren
Clerk/ Classroom Aide	Mrs. Kathy Kropp
Nurse	Mrs. Monica Smith
Educational Aides	Mrs. Ann Everett (Grades 2/3)
	Mrs. Jo Manos (Kindergarten)
	Mrs, Yolanda McClure (Grade 1)
	Mrs. Stacey Poulos (Grades 4/5)
Speech	Northrup and Associates
Special Education Tutors	Employed through Columbus City Schools
Counselor	Ms. Ashleigh Daugherty (Spirit of Peace Counseling)
Maintenance	Mr. Dan Davis

Table of Contents

Faculty and Staff
Parent/ Student Agreement
Mission and Beliefs Statements
Absence
Accelerated Reader Program
Admission
Advisory Board
After School Supervision
Algebra Program
Arrival/ Dismissal Procedures
Assignments During Illness
Athletics
Attendance
Auxiliary Services
Backpacks
Behavior Off-Campus
Birthday Celebrations
Bullying
Cafeteria
Care of the Building
Cell Phones
Change of Address/ Phone
Child Custody
Class Day
Classroom Parties for Holidays
Classroom School Visitors
Communicable Diseases
Curriculum
Discipline Philosophy/Expectations
Dress Code
Email
Enrichment Opportunities
Emergencies
Emergency Cards
Extended Day Program/ Latchkey
Feeder School Areas
Field Trips
Fingerprinting/ Protecting God's Children
Fire – Tornado – Lockdown Procedures
Food Allergies
Grade Placement/ Promotion/ Retention

Graduation
Guest Speakers
Harassment
Health Requirement Philosophy
Health Screening
Home and School Association
Homework
Injury or Illness
Immunizations
Interim Reports
Kindergarten
Library/ Media Services
Lost and Found
Medication
Middle School Policies (6 – 8)
Overnight Trips
Parent-Teacher Conferences
Partners in Education
Phone Calls
Possession/ Use of Banned Substances
Preschool
Publishing Student Information
Pupil Progress Reports/ Life Skills
Questions and Concerns
Recess/ Lunch Procedures
Religious Education
Sacramental Preparation
Safety Plans
S.P.I.C.E. Program
Standardized Testing
Student Records
Student Safety Patrol Program
Student Wellness
Suspension/ Expulsion Policies
Tardiness
Technology Policy
Threats to Welfare and Safety
Toys
Tuition Policy
Tuition Refund Policy
Vacations During School Time
Volunteers
Weather Emergencies
Website
Withdrawals from School

The administration, staff, students, and parish of St. Catharine School welcome you to our school. We hope that this educational environment that you chose for your child provides for an opportunity for spiritual and academic growth in a religious, caring, and supportive atmosphere. We invite you to participate in the many opportunities both within the school and the parish that promotes and fosters school, parish, and home communication.

This handbook has been prepared as a reference for families and staff. Its purpose is to clarify policies and practices that govern the operation of the school. The policies of St. Catharine School are based on the policies and regulations of the Office of Catholic Schools, Diocese of Columbus. Please take the time to read it carefully. Ask questions on any information that is not clear. Our philosophy of education is maintained by students, teachers, and parents working together to provide a quality Catholic education as the children of this parish.

Parent/ Student Agreement to Comply with St. Catharine School Policies

Students and parents are required to know all of the information, policies, and regulations. While these policies will be reviewed at the school, parents are strongly encouraged to review this information with their children.

Acceptance of admission/ enrollment to St. Catharine School entails an agreement to comply with all the school rules, policies, and regulations as published or may be enacted during the school year by either the Advisory Board or the administration. A statement indicating agreement by students and families is to be signed and returned to St. Catharine School at the beginning of each school year.

The principal of St. Catharine School is the final recourse and reserves the right to amend this handbook. Parents will be given prompt notification.

St. Catharine School

St. Catharine School is a Catholic elementary school (Preschool – 8) of St. Catharine Parish that is state chartered, accredited by the Ohio Catholic School Accreditation Association, and under the auspices of the Diocese of Columbus, Office of Catholic Schools. St. Catharine School recruits and admits students of any race, color, or ethnic origin to all its rights, privileges, programs, and activities. In addition, the school will not discriminate on the basis of race, color, or ethnic origin in the administration of its educational programs and athletic/extracurricular activities. Furthermore, the school is not intended to be an alternative to court or administrative agency ordered, or public school district initiated desegregation.

St. Catharine School Mission Statement

St. Catharine Catholic School is a learning community that values spiritual growth and promotes academic achievement for all students through a rigorous implementation of Diocesan curriculum.

St. Catharine School Belief Statements

- **We believe** that each student is a child of God with unique spiritual, physical, emotional, and intellectual needs and gifts.

- **We believe** that our Catholic school builds positive relationships through:
  - Knowledge of Faith
  - Knowledge of Liturgy and Sacraments
  - Knowledge of Prayer
  - Knowledge of Life and Mission
  - Knowledge of Communal Life
  - Knowledge of Moral Formation

- **We believe** students achieve when challenged to reach their potential.

- **We believe** members of a learning community develop best by interacting with and valuing the experiences of others.

St. Catharine School Information

Absence

- In case of absence, the parent or guardian of a student must call the school office (614-235-1396) between 7:30 and 8:30 to explain the student's absence each day of the absence.

- Arrival after 8:30 is marked as a ½ day absent.

- Absences from school for appointments that are beyond one hour in length any time during the school day will be recorded as a half-day absence.

- If the absence is due to illness, a note must be sent in to the classroom teacher indicating the reason for the absence. If a student is absent from school for any reason for more than a total of 28 days, the student will not receive credit for that year at the discretion of the principal.

- Request for early dismissal must be in writing and signed by the parent/guardian. The note should contain the following information:
  Student's name
  Date of absence
  Time to be excused
  Reason for leaving

The student is to give the request to the classroom teacher for approval at the beginning of the day.

A student that is leaving the school any time during the regular school hours must be signed out by the parent/ guardian in the main office.

Accelerated Reader Program

Integration of this program into the English Language Arts Curriculum is organized by each classroom teacher and our Media Specialist. Information regarding class requirements in the Accelerated Reader Program will be sent home by each classroom teacher at the beginning of the school year.

Mrs. Stranges, St. Catharine Media Specialist, has shown the students how to use www.arbookfind.com to find books on their level that we may not have in the library, but that they could find at the Bexley or Columbus Metropolitan Library. They will only be able to take the tests at school.

Parents are required to monitor appropriate content of these books taken from the public library. St. Catharine School will continue to monitor St. Catharine School library book purchases for appropriate content that supports the school's mission statement and philosophy.

Admission

Catholic schools exist to serve the community, particularly the Catholic community of St. Catharine Parish. In addition, the school helps to reinforce parental efforts to share faith values with the children. St. Catharine School is open to children of parents who sincerely seek an education that integrates the Catholic faith with a strong academic curriculum.

- Registration is considered final only after all materials have been submitted. The required forms are outlined and contained in the registration packet. Incomplete or false information may cause rejection of an application.

- The custodial parent is required to submit a certified copy of any child custody documents pertaining to their child.

- A child must be five years old by September 30 in order to enroll in kindergarten. Parents interested in early entrance must confer with the principal and acquire a copy of the Diocesan policy governing early entrance. Students must attend a state approved kindergarten before being admitted to first grade.

- Enrollment priority is given to active, contributing members of St. Catharine Parish and then to members of other parishes. Others are welcome on a space available basis. St. Catharine School will not deny admission on the basis of race, color, or national origin. The principal will deny admission to anyone who, in his/her opinion seeks to enroll for the purpose of circumventing the laws or court order affecting integration in public schools.

- Enrollment and continued attendance at St. Catharine School requires adherence to the policies and standards of the school.

Advisory Board

The St. Catharine Advisory Board is an advisory board to the pastor and principal of the school. The board helps to develop, define, and evaluate programs that directly impact the operation of the school. In addition, they work closely with the administration and pastor, in accordance with the policies of the Diocese of Columbus, Office of Catholic Schools.

Meetings are held on the second Tuesday of each month at 7:00 p.m. These are open meetings to members of St. Catharine Parish. Minutes from these meetings are posted on the St. Catharine School web page.

After School Supervision

Students who stay after school for such activities as Creative Activities Programs, choir, MathCounts, Student Council are supervised by the adult/ teacher who is in charge of these programs. Siblings may not stay if they are not in the program. They can stay in the school Latch-Key program or they will need to be picked up by the parent. Teachers and adult supervisors of these programs cannot be expected to supervise siblings who stay.

Algebra Program

Students in Grade 7 are given the Iowa Algebra Aptitude Test in the spring of the 7th grade. Those students who show proficiency in the following areas would qualify for participation in the Algebra program:

- Proficiency in the categories assessed on the Aptitude Test
- Mastery of 7th grade Math standards
- Scores on the Terra Nova Tests for math:

At the end of the 8th grade, these Algebra students take the State of Ohio Algebra Test. If their score is “Proficient” or above, they receive credit and can move into high school taking Geometry.

Arrival/ Dismissal Procedures

Arrival:
School begins at 8:10 a.m. and ends at 3:00 p.m. The bell rings at 8:10. Students who arrive later than the 8:10 bell will be recorded as a tardy. Children will be permitted into the gym at 7:55 from the back parking lot. We ask that all students be dropped off in the back of school in the morning. Students should not arrive prior to 7:55 a.m. unless they are enrolled in the before school latchkey program. There is no supervision of students before 7:55 a.m. Students who arrive prior to 7:45 will be asked to move to the Latchkey program.

Dismissal:
Students who walk will be dismissed from the front door of the school. If a parent is walking home with their child, they should meet him/her at the front sidewalk entrance to the school. Siblings who walk home together will meet inside the front door.

Students who ride in cars are dismissed from the rear door of the school by the gym. Parents are asked to enter the rear parking lot of the school from Bexley Park by turning right into the parking lot. Parents should pull their cars into the designated lines and remain in their cars. Students will be assisted into the cars by the staff as the parent pulls up to their designated spots. Cars are then asked to turn right ONLY onto Bexley Park as they exit the parking lot.

Students who are not picked up by 3:15 from the parking lot will be sent to Latchkey where there will be a charge for supervision.

Students are not to be on school property after 3:15 unless they are in the latchkey program or participating in a supervised activity.

If a child is changing his/her normal dismissal procedure, please notify the teacher in writing.

Asbestos

St. Catharine School was inspected for asbestos by the Diocese during the 2018-2019 school year. While there were no significant findings, these asbestos inspections of all schools within the Diocese will occur in June and December. These procedures are in line with the school's Asbestos Management Plan.

Assignments During Illness

Absent work is picked up by the student the day that they return. Missed school work that needs to be completed should take the same number of days to complete as a student is absent (ie. Absent for one day = one day to make up work; absent for three days = three days to make up work).

Student should personally talk with the teacher to determine any tests that need to be made up and a time to take these tests.

It is the responsibility of the student/parent to make sure that the assignments are completed.

Athletics

Athletics at St. Catharine School function under the auspices of the parish. The Athletic Board meets on a monthly basis and determines policy and programs for the children of St. Catharine Parish. Parish athletic opportunities are sponsored for students in grades four through eight. Both girls' and boys' athletics are available in a number of sports during each season of the year.

Information regarding athletic opportunities for students of St. Catharine Parish are sent home via e-mail, SchoolSpeak or paper information. Information is also listed in the parish bulletin and on the school website.

Attendance

The academic progress of each student depends greatly upon the punctuality and regularity of attendance. Any absence detracts from this requirement and prevents the student from fulfilling an essential condition for earning credit for academic work.

Section 3321.01 of the Ohio Revised Code states that a child between six and eighteen years of age is of compulsory school age. Section 3321.04 further stipulates that the parent of any child of compulsory school age must send the child to a school that conforms to the minimum standards prescribed by the Ohio Department of Education.

According to Diocesan Policy #5113.1, a school is justified in refusing credit to any student who misses 28 days whether absences are excused or unexcused. Any student that has missed 10 consecutive days of school must have a written statement from the doctor stating the illness and resulting reason for the absence.

Auxiliary Services

The State of Ohio provides services, materials, technology support, and books for the students of St. Catharine School. The auxiliary service money is used at St. Catharine School for the following:

- Textbooks
- Library books and magazines
- Computers/ software programs
- Classroom materials used by students for learning
- Speech, hearing, and language therapy, counseling
- Psychological evaluations
- Health services provided by the public school nurse

Students are referred to programs (psychological evaluations/ testing) through classroom teachers, principal, or parent request. A parent's permission is always required for a student to participate in any evaluation. The psychologist conducts educational

assessments when disabilities are suspected after students are monitored by the teacher/ Intervention Specialist for a student's Response to Intervention (RtI).

Backpacks

The use of backpacks DURING school hours is not permitted. Lockers in the hall for Grades 4 – 8 and hooks in classrooms of Kindergarten to Grade 8 are used for bookbags. Student must hand carry their books to class. Backpacks may be used to and from school.

Behavior Off - Campus

The Diocese of Columbus has a concern with conduct by students at school or away from school that may bring discredit or harm to the name of the school or the reputation of the student body. Consequently, conduct at school or away from school that is inappropriate to Christian moral standards, conduct that is in violation of the law, conduct that is detrimental

to the common good, threatening, harmful, or offensive to other students or staff, or conduct that is of such nature as to jeopardize the good name of the school may subject a student to discipline. Discipline for such conduct shall be at the sole discretion of the school and principal.

Birthday Celebrations

Birthdays are an opportunity for a student to celebrate his/her special day. As a school community, we will celebrate in the following ways:

Students are invited to have a Birthday Special Dress Day. (Students may choose to "dress up" or "dress down"). As always, any dress day should follow the rules of school appropriateness. If the student birthday is on the weekend, gym day, a vacation day, or on the day of school Mass (Wednesday), he/she is allowed to have his/her special dress day on the school day closest to his/her date of birth. Students with birthday that occur during summer break may celebrate on their "half birthday".

This birthday celebration will eliminate the donuts/ cupcakes/ candy brought to school by the birthday student. Food allergies continue to rise and this creates problems in the classroom with birthday "treats".

Bullying

The Diocese of Columbus schools and their staffs shall not tolerate any bullying on school grounds or at any school activity on and off campus, whether these actions are committed in person, written, or electronically transmitted.

Bullying is a pattern of abuse over time and involves a student being “picked on”. Bullying includes physical intimidation or assault; extortion; oral or written threats; electronically transmitted acts; teasing; putdowns; name-calling; threatening looks, gestures, or actions; cruel or untrue rumors; false accusations; and intentional social isolation.

Staff members who observe or become aware of an act of bullying are expected to take immediate and appropriate steps to intervene. If a staff member believes that his/her intervention has not resolved the matter, or if the bullying persists, he/she should report the situation to the school principal for further investigation.

The diocese expects students and parents who become aware of an act of bullying on school grounds or at any school activity (on or off campus) to report it to the school principal for further investigation. The principal will contact parents of the aggressor and the victim. This investigation may include interviews with students, parents, teachers, school staff, and review of records. Any report will be investigated by the principal.

Consequences for students who bully may include counseling, parent conference, detention, suspension, and/or expulsion, depending on the results of the investigation. These consequences will be determined by the principal and/or faculty committee.

No retaliation shall be taken against a person who reports bullying.

Cafeteria (Lunch and Lunch Payment Policies)

Cafeteria Telephone: 614-235-3593

Lunch is prepared every day in the school kitchen for students and staff. The cost of lunches is posted on the school website. The cafeteria staff publishes a lunch calendar that is posted on the school website.

Students have an opportunity to order lunch each morning during attendance time. If a child arrives late for any reason, they must let the office know that they want to buy lunch.

Lunch money is to be prepaid on a monthly basis.

Parents are responsible for keeping track of lunch money status. Monthly notices are sent via email. If you lose track of lunch money status, or have a question, please feel free to call the cafeteria. Please note that if your child has lunch money left at the end of school year, it will be rolled into the following year and the parent will receive notice via email.

Free and Reduced Lunches:
St. Catharine School participates in the National School Lunch Program. Information regarding qualifications and an application will be posted on the school website. Your child/children may qualify for either free or reduced price lunch meals based on your application. We encourage families that are experiencing financial hardships to complete

the form and send back to the principal. If you qualify, you will be notified by a letter. This is confidential information that is shared with only the principal. If you qualify and your income status changes, you must inform the principal or cafeteria manager. This program is available to everyone throughout the school year. If your income status changes within the year (i.e. loss of job or income), please contact the school office for an application. New application must be completed at the beginning of every school year, even if income status remains the same.

Care of the Building

Students take great pride in our school building and equipment. Intentional damage to school property is a rare happening in our school. Students violating the property code by damaging the building, grounds, or contents are responsible for the entire replacement or satisfactory repair and are subject to disciplinary procedures. This includes writing on desks, damage to books etc.

Cell Phones

Students carrying cell phones to school MUST keep them in their backpacks and turned OFF during the time they are on the school premises. Phones are available for student use (in an emergency) in the School Office. Use of cell phones during the school day or on school premises will result in the loss of the cell phone until the end of the school year.

Change of Address or Telephone

If you should change your address or have a new telephone number (work or cell phone), please notify the School Office so that our records will remain updated. Please inform the office of any changes to the Student Emergency Card.

Child Custody

Parents are required to submit a certified copy of any court order or decree relative to custody and/or residence of a child. Parents have the obligation to inform the school immediately any time the custody of a child changes. School officials will need to make a copy of the court ordered document for the child's permanent record. Both the custodial and non-custodial parent are entitled access to their child's records and arranges conferences with the teacher, unless the court has ruled otherwise. However, the non-custodial parent may not visit the child at school or remove the child from the premises without the expressed written and verbal permission of the custodial parent. Step-parents have no legal rights to records, reports, or conferences unless permission is received from the custodial parent.

In the absence of a court order directing the administration to perform a given act, or in the absence of direction from proper authorities, the administration declines involvement in matters regarding custodial rights.

Class Day

Preschool: See St. Catharine School website (www.stcatharineschool.com)

Grades K – 8: 8:10 – 3:00 (School Day)

Grades K-1-2	Recess	11:00 – 11:20	Lunch	11:20 – 11:40
Grades 3-4-5:	Recess	11:20 – 11:40	Lunch	11:40 – 12:00
Grades 6-7-8	Recess	11:40 – 12:00	Lunch	12:00 – 12:20

Classroom Parties for Holiday Celebrations

Room parents help plan and provide treats for classroom parties. These holiday celebrations and treats are simple because our academic schedule does not allow time for elaborate parties and activities.

Classroom School Visitors

Parents are welcome to visit the school. Parents are welcome to observe in the classroom, but are asked to contact the principal to make arrangements for a suitable time. When parents wish to see a student during the school day, they are asked to stop at the office and request that their child come to the office.

By law, any visitor MUST report to the school office upon entering the school building. They are to sign in on the admission sheet and display a “Visitor Badge” during the time they are in the building. For the protection of our students, any person found in the building or on school property without authorization, will be asked to leave immediately.

Communicable Diseases

Students with communicable diseases or nuisance diseases will be excluded from school as necessary and for the duration noted according to the Communicable Disease Chart that is published by the State of Ohio Health Department. A copy of this is available from the school nurse. Please notify the office if your child has a contagious disease.

Curriculum

Courses of Study and Common Core Standards flow from the Diocesan Catholic school mission and philosophy. The development of Courses of Study/ Common Core Standards is achieved through input from diocesan educators, the Ohio Department of Education, on-going evaluation, systematic planning, and articulation. These Courses of Study/ Common Core Standards are based on national and state standards which set the standards for what students are to know and demonstrate. These standards are reviewed and updated on a specifically developed timeline. Instructional programs must flow from and align with these standards. Schools must follow all diocesan Courses of Study/ Common Core Standards.

Policy 6120.1: Curriculum on Human Growth and Development:

"Our Catholic schools have an essential obligation to provide our students with both a rigorous academic curriculum and to prepare students to take their place in society as Disciples of Christ; instilling in them a sense of service and challenging them to live the

Gospel through daily interactions with all whom they come in contact. In an on-going effort to fulfill this mission, human growth and development shall be taught at the appropriate grade levels as detailed in the Science and Health Graded Courses of Study and supported by chaste formation curriculum in Religion. In alignment with the Diocesan philosophy for Catholic schools, instruction is grounded in Catholic theology and moral formation as the context for the human growth and development components of the graded courses of study. Therefore, all students are required to participate in the human growth and development course offered for their grade level.

It is vital that communication to and involvement of parents be an integral part of this instruction. Notification to parents including titles of any curricular resources to be used should be given prior to instruction. These resources should be available for preview."

The diocesan Office of Religious Education develops the Religion Course of Study. All students of St. Catharine School take religious instruction on a daily basis for the diocesan approved amount of minutes per day. In addition, the religious instruction is integrated into secular curriculum courses through instruction and discussion. All teachers of Religion are certified through the diocesan Office of Religious Education and are required to maintain certification.

No students attending St. Catharine School may be excused from participation in any classes involving curriculum, liturgies, or prayer services.

Discipline

Philosophy

The Code of Conduct for St. Catharine School exists to direct students in growth toward self-discipline. This code provides a framework and expectations for appropriate behavior. All students are expected to conduct themselves in a manner that respects the dignity of all members of St. Catharine School. By doing so, a Catholic learning environment is maintained for all students.

Behavior is the manner in which one acts. Since the essence of Christian discipline is self-discipline, the student must be free to choose one form of behavior over another. In choosing to behave or misbehave, the student takes upon him/herself the consequences of that chosen behavior.

Expectations for Students:

•Treat all others with respect and courtesy.

•Respond to authority in a positive, obedient, and respectful manner.

•Make wise choices in the use of the building, supplies, materials, texts, and facilities that reflect a respect toward their use.

•Act responsibly and conduct themselves with dignity that reflects the learning environment for all students.

•Participate with reverence in liturgies and other religious activities.

•Wear the school uniform according to the dress code.

•Be prepared for learning with all the necessary supplies, materials, books, and assignments that indicate preparation for educational opportunities.

•Participate in the learning process, complete assignments on time, and cooperate with teachers and other students in the educational process.

•Resolve problems using peaceful and just procedures. When problems cannot be settled, students are to seek the intervention of the teacher or principal.

•Accept correction with respect

•Report serious violation of school rules in an honest and direct manner

If a student fails to meet these expectations, appropriate disciplinary actions will result. The purpose of the action will be to help the student understand the reason that the behavior is

inappropriate. The age of the student and the seriousness of the offense will determine disciplinary action. Disciplinary actions might include such procedures as loss of privileges, morning detention, or loss of lunch recess. If the inappropriate action or behavior continues, a Life Skills Report will be sent home to parents. Cooperation between home and school is vital as we work with each student in becoming a responsible and caring individual. The school reserves the right to require a parent to withdraw from the educational partnership if mutual cooperation cannot be sustained.

The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his/her discretion.

The Discipline Code is violated by the following:

•Disregard for the safety of others at school

•Rough or inconsiderate play, fighting, abusive language

•Failure to comply with the directives of authority

•Behavior outside the school environment that reflects a violation of the Diocesan policy regarding “Behavior Off Campus”

•Disruptive/ inappropriate behavior in the classroom, restrooms, cafeteria, library etc.

•Failure to complete assignments, including homework

•Failure to be prepared for all classes

•Failure to take home or return communications between school and home

•Possession of dangerous or harmful items or substances

•Truancy or chronic tardiness

•Failure to observe school schedules, bells, procedures

•Leaving school property or assigned areas without permission

•Copying work from others

•Cheating

•Misuse of books, materials, facilities, or equipment

Dress Code

A uniform code of dress exists to prevent a sense of competitiveness among students regarding dress and to prevent distractions that can result from clothing concerns. When a student chooses to violate the code of dress, he/she is being unfair to those who follow the uniform policy and shows a disregard for school regulations. Students are to be in full uniform during regular school hours on all days unless the principal has designated otherwise. If a student is not in proper uniform, a note will go home. If the warning is ignored, the parents will be called to correct the issue.

"Spirit Wear" may not be worn during the school day.

Warm Weather Uniform: Worn during August, September, May, June

Shorts: Boys and girls may wear uniform-style solid navy blue walking-length shorts. Kindergarten shorts may have an elastic waistband. No belt is necessary for kindergarten students.

Blouses: **(Girls)** Yellow regulation blouses with pointed, round, or button-down collars. The blouse must be tucked in at all times, exposing the waistband and belt.

Shirts: **(Boys)** Yellow knit or cotton-blend shirts with a collar. No logo is permitted. No Under Armour permitted under shirts. Shirts must be tucked into shorts at all times, exposing the waistband and belt.

Socks: White crew socks. Socks must cover the ankle. (No logos on socks)

Belts: Black leather belt must be worn at all times. No belt is necessary for kindergarten students.

Shoes: White, black, or black and white athletic shoes with matching laces. No other colors on the athletic shoes.

Regular Uniform: Can be worn August through June

Girls: Uniform jumper (purchased at School Days Uniforms). Length of jumper must be no shorter than two inches above the knees.

Navy blue dress slacks may be worn in place of the jumper. No cargo or jean-style pant. These slacks must also be purchased at School Days or Lands End. Belts must be worn with slacks (except kindergarten who may have elastic waistbands).

Blouses: Yellow regulation blouses with pointed, round, or button-down collar. Long or short sleeves are acceptable.

Sweaters: Solid navy sweaters (v-neck or cardigan). Sweatshirts with the school emblem may also be worn with the school uniform. **These sweatshirts must be purchased through School Days or Home & School Association.**

Socks: Solid white crew socks or navy/white knee socks, or navy/white tights. No logos on socks.

Shoes: Black, brown, or navy leather dress shoes. No shoe boots, slippers or moccasins. Athletic shoes may be worn but they must be white, black, or black and white with matching laces. No other colors on the athletic shoes. Athletic shoes must be below the ankle.

Boys:

Pants: Navy blue uniform-style dress slacks. These must be purchased with at School Days Uniforms or through Lands End. They cannot have any insignias on the pants. Belts must be worn with pants (except kindergarten who may have elastic waistbands).

Kindergarten ONLY: Navy dress pants with elastic waistbands.

Belt: Black leather belt must be worn at all times. No belt is necessary for kindergarten students

Shirt: Yellow knit or cotton blend shirt with a collar, buttoned except for top button. No logos are permitted. No Under Armour is permitted under shirts. Shirt must be tucked in at all times, exposing the belt.

Sweaters: Solid navy sweaters (v-neck or cardigan). Sweatshirts with the school emblem may also be worn with the school uniform. These sweatshirts must be purchased through School Days or Home & School Association.

Socks: White crew socks or navy socks. No logos on socks.

Shoes: Black, brown, or navy leather dress shoes. No shoe boots, slippers or moccasins. Athletic shoes may be worn but they must be white, black, or black and white with matching laces. No other colors on the athletic shoes. Athletic shoes must be below the ankle.

Gym Uniforms

Warm Weather Uniform (Worn August, September, May, June)

** **The gym uniform should be worn on gym days in place of the regular uniform.**

Tee Shirt: Gray tee shirt with St. Catharine logo. These must be purchased through School Days or Home & School Association. They must be tucked in with the waistband visible.

Shorts: Hunter green mesh shorts (**with logo)**. These must be purchased through School Days or Home & School Association.

Shoes: White, black, or black and white athletic shoes with matching laces. These shoes must be below the ankle. No other colors on the athletic shoes.

Socks: White crew socks. Socks must cover the ankle. (No logos on socks)

Winter Weather Uniform (Worn October through April)

Sweatshirts: Sweatshirts with the school emblem may be worn with the gym uniforms. These sweatshirts must be purchased through School Days or Home/School Association.

Sweatpants: Hunter green sweatpants. No warm-ups are permitted.

In Physical Education classes, when wearing cold weather sweatpants and sweatshirts, the students may wear the shorts and tee shirts under the sweatpants/sweatshirts. They may pull off the sweatshirts/sweatpants for gym classes.

Accessories with Uniforms:

Make-up: Girls' make-up is not permitted..

Earrings: One pair of pierced earrings with nothing extending below the ear lobe is permitted. Boys may not wear earrings to school. No other body piercing is permitted.

Nail Polish: Only clear nail polish is permitted.

Hair: Must be clean and neat. Only traditional hairstyles are permitted and must be the natural hair color.

Navy headbands or St. Catharine School specific headband only.

- Haircuts with designs cut into the hair/scalp is not permitted to be worn by any student
- No mohawks, spike styles or other fad haircuts are to be worn by any student.
- No hair extensions.
- Boys' hair must be off the ear, one (1") inch above the eyebrow and neatly trimmed at the neck. When appropriate, boys are to be clean shaven at all times.

Bracelets: No bracelets or rings may be worn.

No Apple watches, SMART watches or FitBits are permitted.

Necklaces: Students may wear one religious medal. No other necklaces may be worn

E-Mail

All staff members have e-mail accounts that are listed on the St. Catharine School website (www.stcatharineschool.com). This provides another option for parents and teachers to communicate regarding academic concerns or updates. Teachers will return emails within 24 hours (Monday through Friday).

Enrichment Opportunities

St. Catharine School offers many enrichment opportunities in addition to a strong curriculum. These programs enrich the academic and spiritual lives of our students;

- Planning weekly school Masses
- Artist-in-the-School Programs
- Catholic Schools Week Celebrations
- Music programs for students in Grades K – 8 (vocal choir; band; trumpet choir)
- D.A.R.E. Drug Education Program
- Computer labs
- Wireless access, laptops, ipads, ChromeBooks
- Field Trips
- Grade 6: Outdoor Education Camp

- Grade 7: COSI Overnight Program
- Grade 8: Ropes Course
- Guest speakers
- Math Counts Program (Grades 7/8)
- Spelling Bee
- Art Program (K – 8)
- Service projects
- Algebra Program (Grade 8)
- Student Council
- Spanish
- Battle of the Books Competition (Grades 7/8)
- Enrichment opportunities to "Exceed the Standards"
- After school Creative Activities Program

Emergencies

In case of emergency, the instructions given on the emergency card will be followed. Every attempt will be made to contact a parent. In cases of serious injury, the emergency squad will be called.

Emergency Cards

Each fall, parents are required to complete an emergency form through SchoolSpeak for each child. This emergency information is on file in the school office. Please inform the school of any changes in phone numbers on the emergency cards.

Extended Day Programs/ Latchkey

The Extended Day Program is provided on the premises of St. Catharine School for those children enrolled at St. Catharine School. It provides the following child care:

- Before school care 7 – 8:10 Grades K – 8
- After school care 3 – 6:00 Grades K – 8

A variety of activities are available in this program. These included outdoor recess, snack, story time, rest time, art, free choice, and various planned activities.

Fees and additional information regarding this program can be obtained by visiting www.stcatharineschool.com or calling the school office. **Please note that 6:00 p.m. is closing time for Latchkey. Pick-up after 6:00 will results in a $20.00 charge per child for each 15 minutes that a parent arrives late.**

Feeder School Areas

Student attendance at the Diocesan high schools is based on the geographic location of the student's home. Most students who attend St. Catharine School live on the east side of Columbus. Because of this, the majority of graduates of St. Catharine School, who continue with secondary Catholic education, attend Bishop Hartley High School or St. Charles Preparatory High School (boys only).

Field Trips

Field trips are planned when appropriate for the objectives of a given course of study. Trips are planned by the teachers and must be approved by the principal. Students must return a signed permission form in order to participate. Telephone permission cannot be accepted. Students may be excluded from such trips for behavioral reasons.

Appropriate student conduct is expected when on field trips. Drivers and chaperones are to be treated with respect and courtesy.

Diocesan Policy #6121 requires that field trip drivers present in writing evidence of a valid driver's license, vehicle registration, and minimum insurance coverage of $100,000 per person/ $300,000 per occurrence. A St. Catharine School driver must complete an information form that is kept in the office. In addition, a copy of fingerprinting and attendance at "Protecting God's Children" must be on file. Minors are not permitted to drive on field trips. Students must use seat belts. The driver must be given directions and copies of emergency cards for those being transported. These emergency cards must be in the driver's possession at all times.

Fingerprinting/ Protecting God's Children /Background Checks (Per Diocesan Policy 4110.0)

All paid staff must have on file both BCI and FBI background checks and must attend "Protecting God's Children".

All volunteers must have on file a BCI background check and must attend "Protecting God's Children" no matter how much or how little contact they have with children or youth, no matter if volunteering for the school or parish, and no matter what time of the day or night they volunteer. Information and registration for this program may be found on-line at www.virtus.org. Fingerprinting can be arranged by calling St. Catharine School office

Fire –Tornado – Lock Down – Emergency Drills

By law, fire and/or tornado drills must be held monthly. Students are expected to walk quickly and silently to the proper exit or tornado area. During a fire drill, students assemble outside in the designated areas. No one should re-enter the building until the signal has been given.

During tornado drills, students are expected to assume a protective posture with their back to the wall and arms covering their heads.

Fire and tornado drill exits are posted in all classrooms.

Other emergency drills (such as "lock-down drills) are practiced on a regularly scheduled basis. Teachers and students review and practice these drills to provide for the safety of our students.

Food Allergies

St. Catharine School strives to provide a safe environment for students with life-threatening food allergies. Parents should notify the school nurse and homeroom teacher of any life-threatening food allergy on or before the first day of each school year, or as soon as a food allergy is diagnosed.

Each school year, parents and physicians will be required to complete, sign and return a "Food Allergy Action Plan" specific to the student with life-threatening food allergies. The school nurse will review all allergy information provided by the student's parents and physician and share this information with the appropriate teachers and staff.

Parents will provide the school with the medications prescribed in the "Food Allergy Action Plan". Medication will be kept in the office or with the student, as specific needs dictate.

The parents of a student with a life-threatening food allergy will provide a supple of "safe snacks" for use by their child.

Grade Placement/ Promotion/ Retention

(Diocesan Policy #5123.0)

It shall be mandatory to consider various factors when making a retention determination. Of primary consideration is whether or not a second year in the same grade will enable the student to gain the skills and knowledge not learned in the first year. Other factors that must be considered are academic progress, possible learning disabilities, and social and emotional maturity. When reviewing academic progress, multiple indicators should be used including daily work, assessments, progress reports, standardized testing and/or Academic Support Plans. **A student who has not met a significant number of benchmarks in language arts and/or mathematics (primary grades) OR language arts, mathematics,**

religion, social studies, and science (Grades 4-8) should be considered as a possible candidate for retention. Although the elementary school principal makes the ultimate decision about promotion or retention, below are essential procedures to follow when considering retention of a student:

1. The student's lack of progress must be clearly documented and communicated to the parents by the teacher.

2. Lack of student progress toward meeting a significant number of the benchmarks must lead to an intervention process

3. A meeting with the parents, teachers, and school administration at the beginning of the third quarter should address student progress in meeting the benchmarks. The intervention plan should be reviewed at this time to determine if the plan has been followed and if retention should be considered as an intervention.

4. A meeting with the parents, teachers, and school administration is required by the interim of fourth quarter to determine if retention is the appropriate intervention at this time. School requirements for summer intervention should also be made at this meeting.

Graduation

A simple graduation exercise is held for students completing the eighth grade at St. Catharine School. In order to receive a diploma, a child must be in good standing academically and have satisfied the academic requirement for completion of the eighth grade. Diplomas may be withheld if tuition and fees are outstanding. Graduation exercises are considered a privilege for students and participation may be denied to students who have displayed a violation of the Code of Conduct. The diploma would be awarded privately, under those circumstances.

Guest Speakers

Guest speakers can be an additional educational support to the classroom instruction and curriculum enhancement. We encourage teachers to incorporate speakers into their class study program, under proper supervision and with prior approval of the principal.

Parents are encouraged to share their interests and expertise when particular areas of the curriculum are discussed in the class. They should contact the principal or classroom teacher to arrange to share their talents.

Harassment

Harassment of any type is a serious offense and will not be tolerated by St. Catharine School. It may result in suspension or expulsion. Charges of harassment are to be reported to the principal. Charges will be investigated in a prompt and responsible manner.

According to Diocesan Policy #5140.05, "Harassment can take many forms. Harassment can occur at any school activity and/or can take place in classrooms, halls, cafeteria, or even at programs sponsored by the school at other locations. It does not include compliments of a socially acceptable nature. Harassment is verbal or physical conduct that embarrasses, denigrates, or shows hostility toward a person because of his/her race, color, religion, gender, sex, national origin, age, or disability".

It is the policy of the Catholic schools of the Diocese of Columbus to maintain a working and academic environment in all programs and activities free of all forms of harassment and intimidation. No student, teacher, or other staff member, male or female, should be subject to harassment in any form, and specifically not to unsolicited or unwelcome conduct, either verbal or physical.

Anyone who experiences what they believe is harassing conduct must bring it to the attention of an appropriate person at the school (either principal, assistant principal, or pastor).

The procedures for investigating a harassment complaint will be strictly followed. These procedures are listed in Diocesan policy 5140.05. A copy of this policy
Is available in the Principal's office. The complaint form noted in Policy #5140.05 must also be filed in writing. These complaint forms can be obtained through the principal. All complaints will be promptly investigated, and the person initiating the complaint will be advised of the outcome of the investigation.

No retaliation against anyone who reports harassment will be tolerated. The Diocese prohibits such retaliation and will take appropriate responsive action if it occurs.

Any knowingly false charge of harassment made for the purpose of harming a person's reputation will have very serious consequences, which may include, depending on the circumstances, termination of participation in programs, suspension, or expulsion.

Health Requirements Philosophy

St. Catharine School monitors student health, cooperating fully with guidelines from the local health authorities. In all student health issues, the principal retains the final authority and will act upon the recommendations of the school nurse who is responsible for the school's compliance with state, local, and Diocesan health policies.

Employees of the schools of the diocese, and public school employees (e.g., school nurses) working in schools are permitted to administer prescribed medication to a student when conditions exist, which in the judgment of the employee merit giving assistance to the student (e.g., immaturity of the student, nature of the medication). Employees of the schools of the diocese and public school employees working in schools of the diocese are NOT required to administer medication to students.

Health Screening

Regular health screenings safeguard student health. This screening is done by the school nurse. Such screenings include vision, hearing, scoliosis, and may include screening for nuisance diseases.

Home and School

The Home and School Association seeks to promote better understanding and communication between all facets of the school community. It also sponsors various fund raising activities to help meet financial needs of the school. The association provides assistance that supports many of the on-going school programs and activities. All are encouraged to join this organization and support their activities through volunteer opportunities. Information on additional activities and programs that are sponsored by the Home and School Association can be found on the school website. Information on their meeting dates and minutes can be found on the school website.

Homework

Students are required to utilize their assignment notebooks for writing homework on a daily basis. Parents should monitor this responsibility by reviewing the assignment notebooks with their children. Time should be arranged in every child's routine for homework and study. Homework time varies with age, grade, and subject. In general, the recommended study times for homework are as follows:

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

Research indicates that homework and home study time have a direct impact on academic success. Homework assignments are vital elements of our program and completion is always expected. All written work should be done neatly, completely, and in a timely manner. If a child's homework and/or study time consistently goes beyond this recommended time, parents are urged to discuss the situation with the teacher. Even in the absence of specific assignments, study time should be observed.

Parents are encouraged to monitor their child's homework. It is helpful to check the homework on a regular basis to encourage quality work and provide the parent with information regarding curriculum areas.

Injury or Illness

In case of injury or illness, parents will be called at the judgment of the nurse or principal. If a student needs to go home because of illness or injury, permission will be granted only after contact has been made with the parent or Emergency Contact Person. **Students who are sent home with a temperature may not return to school for 24 hours after the temperature has ceased,**

Immunizations

Pupils enrolled in kindergarten through Grade 8 are required to have written proof on file at St. Catharine School that they have been immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, and Hepatitis B as set for in Section 3313.671 of the Ohio Revised Code. Pupils who have not been immunized by a "method of immunization" approved by the Department of Health pursuant to Section 3701.13 of the Revised Code, "are to be excluded from school attendance no later then fifteen school days after admission."

Interim Reports

Interim reports will be sent home to all students during the first quarter. Interim reports will be sent home in the mail for the 2nd, 3rd, and 4th quarter for those students who are having difficulty meeting standards in any curriculum areas.

Following 2nd and 3rd quarters, parent-teacher conferences are scheduled that will provide additional opportunities for parent-teacher dialogue.

Kindergarten

Registration for kindergarten begins in January. Registrants must provide copies of the student's Baptismal Certificate (for Catholic students), a birth certificate, and registration forms. Please note that a child must be five (5) years of age by September 30 to begin kindergarten in the fall of that year.

If a child attends St. Catharine Preschool, the information regarding a child's progress and skill development is forwarded to the kindergarten teacher. Assessments (educational, speech/ language) on all kindergarten students at the beginning of the school year will provide the school with information that will assist in on-going educational programs, monitor progress, and assist with intervention. This information will also be available to parents and is utilized during parent-teacher conferences.

Kindergarten Admission (Order of Acceptance)

December Enrollment:

Category 1	St. Catharine Parishioner in good standing* who has siblings at St. Catharine School (K – 8)
Category 2	Non-Parishioner who has siblings at St. Catharine School (K – 8)

January Enrollment:

Category 3	St. Catharine Parishioner in good standing* without siblings at St. Catharine School (K – 8)
Category 4	St. Catharine Pre-School students who have not been in Category 1 or Category 2 during the December enrollment period
Category 5	Catholic non-parishioner who has not been in Category 1 or Category 2 during the December enrollment period
Category 6	General public

 Good standing parishioner who attends weekend Mass and contributes to the needs and mission of the parish.

Note:
•Deadlines matter. Priority will only be honored if pre-registration deadlines are upheld.
•Within the prioritized structure, applications will be treated on a first come, first served priority.
•The above serve as guidelines. The Pastor and principal have the final decision on all student admissions.

Library/ Media Services

The Library/ Media Center maintains a critical role in the student's intellectual development. The goal of the Library/ Media is to ensure that the students develop an appreciation for reading and become independent and effective users of information. Classes are scheduled for students in Grades K – 5. The use of the Media Center for independent and group use is encouraged for students in Grades 6-7-8. Prudent care of library books and materials is expected. If books or materials are lost, the student is expected to pay for the item or items. Students may be denied library privileges in instances of misuse of materials or inappropriate behavior. Grades may be withheld if library fees are not paid.

The ultimate responsibility for the selection of materials rests with the principal. The responsibility is shared with other professionally trained educational personnel (teachers and media specialists).

Challenges to library materials will be handled according to the following procedure:

- The principal will meet with the challenger to explain the selection policy of the school and to determine if a formal complaint will be filed.
- If necessary, a formal challenge is filled out using the approved form that is received from the principal.
- The challenge and the item are read by a committee of the principal, the library/media specialist, two language arts teachers, the pastor, and a school advisory board member.
- After review, the committee meets to determine the state of the challenge.
- A meeting is called of the challenger and three committee members to review the outcome of the committee meeting.

Lost and Found

The Lost and Found is kept on a table in the cafeteria. Please make certain a student's name is clearly written on clothing and school supplies. All articles not claimed by the end of the year will be given to charity.

Medication to Students

If a student must bring medication to school, the following requirements must be met:

Prescription Medications

1. Must be in the original container
2. Must carry a prescription label with the child's name, drug identity, dosage instructions, doctor's name, and prescription date
3. Must be brought to school by parent/ guardian
4. A Medication Administration form, dated and signed by the parent and prescribing physician, must accompany the medication, giving the child's name, dosage amounts, specific dosage times, and other instructions, if necessary. Medication form is available on the school website.
5. Refrigeration is available
6. Medication will be kept in the office
7. Prescription asthma inhalers and Epi-pens may be carried by individual students if the permission form is completed by parents and prescribing physician. Forms are available in the office.

Non-Prescription Medications

1. Must be in the original container (pill bottle, cough medicine bottle, cough drops etc)
2. Must be clearly identified as to the name and type of medication and dosage instructions.
3. A Medication Administration form signed and dated by the parent giving the child's name, medication name, dosage instructions, specific dosage times, and other necessary instructions must accompany the medication. Medication form is available on the school website.
5. Students may carry 1 – 2 cough drops from home in their pocket. Additional cough drops should be kept in the office.

No medication, prescription or non-prescription, will be dispensed to a student until the proper school medication form is on file in the school office.

Middle School Policies (Grades 6 - 8)

St. Catharine's Middle School discipline regulations are designed to:

- Provide a safe, orderly, and effective learning environment
- Preserve the rights of all students to learn and all teachers to teach
- Communicate to parents any teacher/ classroom concerns about either behavior or school work that impacts student learning

An "offense" is defined as any infraction of the behavior rules that are listed below.

If a student receives a discipline mark by a teacher, it is recorded. The student is also Informed that they are receiving a behavior/ assignment mark.

BEHAVIOR:

Students must abide by the following basic behavior guidelines:

1. Show respect and courtesy to others.
2. Talk with permission only (by raising one's hand)
3. Follow all teacher/ adult supervisor directions.
4. Keep hands, feet, and objects to self.
5. Remain seated during instructional time.
6. Class work/ assignments must reflect student's own work and effort.
7. Pay attention and be involved in class instruction and programs.
8. Follow all school rules.

CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR:

Consequences for infractions of the behavior are based on **accumulated discipline marks.**

Each time a student receives three (3) marks during any quarter period, the student must serve a 7:30 a.m. detention. Each new quarter will allow the student to "begin again".

After two detentions are served for inappropriate behavior, an "out of school" suspension will be required.

7:30 AM DETENTION:

- Letters for detention are sent home upon receiving the 3rd red mark
- **Student will serve detention on Tuesday (no exceptions) from 7:30 – 8:15**
- Students are expected to arrive on time for the detention
  - If they fail to comply, they will serve their detention on the next scheduled detention day.

- Students who fail to report to detention will serve on the following detention day and will be assigned an additional detention in a consecutive order.
- Excused absences will be made up on the following detention day.

Middle School (Grades 6 – 8) School Homework Policy:

Level 1:

First 5 Missing Assignments/ Homework:

- When a student comes to school without homework, an email will be sent home to parent. It is expected that the student will return the next day with the homework assignment completed. If the student comes to school the next day without the homework, the parent will need to pick up their child to complete the homework assignment at home. They can be brought back to school once the homework assignment is completed. Our hope is that the homework problem can be solved at home. If this is not the case, we will intervene.

- After 5 missing assignment/ homework assignments, a parent-teacher conference is required and the student is required to move to Level 2.

Level 2:

- When the 6th assignment/ homework is missing, the student then moves to Guided Study.

- **Guided Study Hall**: The student is required to stay in for recess and participate in guided study hall for the week. Students will eat lunch while his/her classmates are at recess, then move during the "lunch period" to complete the missing homework in a study hall. He/ she will have a predetermined plan for what work will be done in this time period. This time may only be used for missing work/assignments and/or creation of study guides. That night's homework may not be addressed. A student must check in with a teacher before and after the study hall. At the end of this time, it is expected that the student will be able to provide evidence of the work that they accomplished. The student will continue to use this week of study halls to prepare for tests, but not homework assigned that day. If during this week, more missing assignments arise, the student has until Friday to continue to use this time for completion of missing work. Parent conference will be mandatory for every new week of Guided Study Hall assigned.

- If a student has to attend four sessions of Guided Study Hall that occur during recess and continues with missing work assignments, a parent-teacher conference will be required and the student is required to move to Level 3.

Level 3:

- **After School Club**: The student is required to stay after school from 2:45 – 3:30 on Monday, Tuesday, Wednesday, Thursday and Friday. The student will check in with the teacher for a strategic plan. This time may be used only for missing work/ assignments and/or creation of study guides for future tests. <u>That night's homework may not be addressed.</u> At the end of this time, it is expected that the student will be able to provide evidence of the work that they accomplished. In the event that a parent has not arrived at 3:30 to pick up their child, the student will be sent to latchkey.

- After 10 days of After School Club, a parent-teacher conference is required and the student is required to move to Level 4.

Level 4:

- The student is required to stay in Guided Study Hall (during lunch recess) and After School Club (Monday through Friday from 2:45 – 3:30) until the end of the quarter. At the end of this time, it is expected that the student will be able to provide evidence of the work that they accomplished.

Overnight Trips

According to Diocesan Policy #6153.1, trips taken by a class or groups of students in an elementary school during school hours that extend into the evening and/or require an overnight stay are subject to the approval of the principal.

Approval may only be given when such an event supplements or enriches classroom programs.

Parent-Teacher Conferences

Parent- student-teacher conferences are available to all families in the fall. Students in Grades 5 – 8 are required to attend these conferences with their parent. Conferences that are held at the end of second quarter are Student-Led Conferences that utilize student portfolios for documentation of student progress. Parents are encouraged to confer with the teacher throughout the year if there are concerns or questions. Teachers are always available throughout the year to meet with parents. Please call the office, send a note to the teacher, or e-mail if there is a question or a conference is needed.

Partners in Education

St. Catharine Partners in Education supports programs that enrich the academic and spiritual life of the students at St. Catharine School. Through Partner donations, programs such as speakers, school activities, artists, writers, classroom enrichment materials, and admission to field trips help to support accreditation goals for each academic year. This program enhances the enrichment opportunities of all students.

Phone Calls

Students who forget homework, books, or other materials for which they are responsible will not be permitted to call home unless permitted by the classroom teacher. We ask parents to support this effort to build a sense of responsibility in the children. Students will be allowed to use the phone for things more serious in nature. Students will be permitted to use the phone in the office with the permission of the classroom teacher. In case of illness, either the school nurse or one of the office personnel will contact the parents.

Possession/ Use of Banned Substances

Possession of banned substances, including drugs, alcohol, or tobacco requires the offending student's immediate removal from school, contact with the parents or guardian, and referral to an intervention team. The team will assess the need for an action plan and develop the plan. Re-admittance to school will be based on the student's' adherence to the plan of action. Subsequent violations may result in expulsion.

Preschool

Saint Catharine Preschool strives to foster the wholeness of the individual child. Our goal is to have a safe loving atmosphere where a child can explore and discover through interaction with his/her environment. Opportunities will be provided to use and share existing skills as well as learn new skills. These experiences help the child establish a positive self-esteem.

The Preschool Program consists of ages 2 ½ to 5 year olds. Days and times of operation can be located on the St. Catharine School website (www.stcatharineschool.com)

Publishing Student Information

According to Diocesan Policy #5126.0, a school, school employee, school organization, or Diocese may publish student information in various formats, including websites under the following conditions:

- "Directory information regarding students will be released in various formats, including websites, unless a parent notifies the school that such information is not to be released regarding his/her child. Directory information may include names of students, grade level, honor roll, activities, sports, awards, and date of graduation."

- A consent form (found in SchoolSpeak), signed and dated by the parent of a student, must be obtained to release personally identifiable information. Personally identifiable information is information that makes the identity of a student more traceable. Personally identifiable information includes picture with and without names, addresses, educational records (Diocesan Regulation #5126.2)

- A release form must be signed and dated by the parent of a student prior to releasing personally identifiable information as defined in Diocesan Policy #5126.0. This form would be sent home from school for the parent to sign.

Pupil Progress Reports/ Life Skills Reports

Pupil Progress Reports are sent home on a quarterly basis. These reports reflect student progress in respect to the standards based on the Diocesan Courses of Study/ Common Core Standards for each curriculum area. Academic progress on each standard under the curriculum area is evaluated during the academic year and student progress is reported to the parents. The Progress Report is strictly academic in focus.

Life Skill Reports are sent to parents if there is concern by the teacher regarding student action that is consistently occurring in the classroom that may eventually impact the academic progress of the student. Student behavior, incomplete assignments, cooperation in the classroom, or quality of student work are some areas addressed. If a parent receives a Life Skills Report, they are asked to sign the report, keep one copy of the report, and return the original to the school. These Life Skills Reports are kept on file in the office. Parents should feel free to contact the teacher if additional information or questions need to be addressed.

Questions and Concerns

Parents are encouraged to contact the school with any questions or concerns that they have in regard to their child. The first contact should be to the teacher of your child. If the parent is not satisfied, then they are asked to contact the principal who will establish a meeting to discuss concerns or questions.

Students in Grades 7 and 8 are strongly encouraged to talk individually with a particular teacher when a problem occurs or a difficulty is experienced with classroom work. This presents the student with practice on managing their concerns and empowers them to take charge of the situation. If the problem is not resolved, the parent and student should set up an appointment with the teacher. If the parent or teacher is not satisfied, they are welcome to make an appointment with the principal that would include the student, parent, and teacher.

Recess/ Lunch Procedures

All students have a noon recess followed by a lunch period. Courteous and safe behavior is expected during these times. All students are first outside first for recess unless otherwise directed by a teacher. Students in Grades 6-7-8 may stay inside during their recess time in the library for additional time for study or class work. After eating lunch, students are to clean up and throw away their trash. . For safety reasons, certain areas are designated for specific activities or grade levels.

The rectory and Church are “off limits” for play areas. Teachers, aides, and parents provide recess supervision.

Religious Education

A comprehensive program of religious instruction is central to our educational program. Students attend weekly Mass and participate in a variety of religious experiences such as Stations of the Cross, Penance Services, prayer services, and daily prayer experiences as a school community. Students are encouraged to participate as servers, lectors, cantors, and assist with the planning of the liturgy during the assigned class Mass schedule. Religion class is part of the daily schedule and the Diocesan Course of Study is followed.

In classroom instruction, the message of Christ is integrated in the curriculum and activities. A sense of community is fostered in an atmosphere of respect and concern for all students. Service activities throughout the year provide students with various opportunities to become involved in service towards others.

While the school provides a quality program of religious instruction, we recognize that parents are the primary religious educators. Children learn best by the example of parents

and we urge your active participation in your faith through regular attendance at Mass, active practice of your faith, and your involvement in parish life.

Sacramental Preparation

Sacramental preparation is an integral part of the religious life of the school and parish. Home study and family involvement are important to these preparations. Parent information sessions are held so that parents can be actively involved in the sacramental preparation. The parish expects parents to be invested and involved in their own faith development to help support their children's faith life.

The following are expectations for parents who have children in the sacramental years of 2nd and 8th grades:

- Catholic parents are living their Catholic faith by attending weekly Mass, as well as engaging in daily prayer.

- Both parents are growing in their Catholic/ Christian faith by attending one of the parish on-going adult formation programs:
    - Alpha
    - That Man is You
    - Walking with a Purpose
    - Catholicism 101
    - Beloved
    - Other parish on-going faith formation programs.

Commitment to a service organization or project is part of Confirmation preparation. This service commitment begins second semester of seventh grade. This is a one-year commitment.

Parents are required to attend information meetings on sacramental preparation to provide them with information that will allow a more active role in their child's faith formation.

Safety Plans

•Plans regarding crisis intervention and intruders into the school have been established. These plans are kept in each classroom for use by the teachers. The plans are reviewed by the teachers and students.

•In any major crisis, the Diocesan Communication Office is the media liaison.

•All doors of the school building are locked at all times. Students are not to open the doors for anyone, even their own parents. A security system allows the office to view, communicate, and open the front door of the school to any person that wishes to enter the building.

•If an evacuation to another location is necessary, the student body and teacher will walk to the lower level of the Church. Parent can pick up their students at a Dismissal Table. Students will be dismissed by families. Parents will be asked to sign out their child. No student may leave unless a parent or other authorized adult signs out the student.

•If an evacuation to another location "Off-premise" is necessary, the student body and teachers will walk to Cassingham Elementary School (250 W. Cassingham). **Parents will be notified is the location is moved to Cassingham**. The same evacuation procedures as noted above will be in place for dismissal of students.

Severe Threat Level for National Security

The public school districts in Franklin County and the Diocese of Columbus have established a common protocol to follow in the event of a Threat Level of Red, the highest level of alert as declared by the United States Department of Homeland Security.

If the Franklin County **Red Alert** School Team determines that the threat is a potential danger to Franklin County, the following procedures will be followed:

If the Red Alert is issued before or after school hours:
Then, normal school operations will cease, based upon the Red Alert School Team's recommendation and will remain closed until advised by the Red Alert School Team to re-open. All school activities and events scheduled will be cancelled until notified by the Red Alert School Team.

If the Red Alert is issued during school hours:
Then, school buildings will be secured and remain open until regular dismissal, unless otherwise advised by the Red Alert School Team. Students will be sent home by normal transportation means or released to parents pursuant to district policy. All after school activities and events will be canceled, unless otherwise advised by the Red Alert School Team.

S.P.I.C.E. Program

This program is established at St. Catharine School to financially support the inclusion of St. Catharine Parish children in the academic and religious programs of the school and parish. It is designed to assist teacher and staff in meeting the learning needs of St. Catharine Parish children. It provides resources, personnel, technology support, and teacher in-services that enhance the learning opportunities of all children in our parish.

Standardized Testing

CTB/McGraw-Hill (Terra Nova Tests) provides the testing programs that are utilized by Diocesan schools. This standardized test is given to students in Grades 3 through 8 during the month of October. These standardized tests are composed of an ability test and a cognitive ability test. The tests help St. Catharine School to measure individual academic progress in a standardized format, and evaluate the effectiveness of the curriculum and instruction. The eighth grade test results are used by the high schools to help determine curriculum placement.

Results of these tests are always shared with the parents. Parents are always welcome to view their child's cognitive ability test results that are on file in the office.

In addition to the Terra Nova Tests, students in grades K – 8 are also assessed on Reading and Math skills with the STAR Reading, STAR Math, and Early Literacy.

Student Records

Per Diocesan Policy #5125.1, a permanent record is kept on each student. The original of this record must be kept on file in the office of the local school for all students who have attended or are currently attending the school. The permanent record shall include directory information, attendance records, standardized test scores, academic information, health records, and any applicable speech or psychological records. Included with psychological testing, the school also keeps the formal plan (Service, Written, Academic Support Plan) developed to meet the needs of any identified students.

Access to these records is restricted to the following persons:

- School personnel
- Parent/guardian of a minor student
- Student who is 18 years of age or older
- Non-custodial parent of an individual minor student, unless denied access by a court order
- Officials of other schools to which the student transfers

Parents or guardians of an individual minor student or student 18 years or older may request (in writing) a copy of any item in the file. All others are denied access unless they have a subpoena or the written permission of the parent or guardian of a minor student or of the student who is 18 years of age or older.

School personnel may release information concerning students for research and statistical purposes as long as the individual student's identity is protected.

When a pupil transfers to another school, a copy of the permanent record is sent to the receiving school. The school must have a signed authorization from parents in order to

release records. Records are sent directly to the receiving school to insure that the child is in attendance, according to applicable laws.

Student Safety Patrol Program

St. Catharine School maintains a student Safety Patrol program. Students on patrol are to be regarded as authorities in their various duties. These responsible young people play an important role in keeping St. Catharine School a safe place for all students. Their directions at the crosswalks and school parking lot areas are to be observed by all students. All students on Safety Patrol are supervised by a teacher at St. Catharine School.

Student Wellness

Catholic schools recognize that is essential to educate the whole child; spiritually, academically, physically, socially, and emotionally. Similarly, wellness education must be multi-dimensional and encompass all the same areas in order to promote ultimate health. Catholic schools aid this emphasis on total wellness by embracing the reverence for life, self-respect, and respect for others.

The primary goal of nutrition education is to positively impact eating behaviors through the following programs:

Nutrition Education
•Supported through the Diocesan Health and Science Courses of Study
•Nutrition guidelines and other healthy food information displayed in the cafeteria
•Snack breaks, if applicable, will be scheduled as necessary to maintain energy levels. Additionally, school policy will outline what types of healthy snacks may be eaten at this time.

Physical Education
•Supported through the Diocesan Physical Education Course of Study
•Participation in physical education classes by students
•Wellness activities that are supported in the physical education classes
•Student involvement in school and community sports programs
•All appropriate grade levels will have scheduled recess time

School-Based Activities
•Supported through the Diocesan Religion Course of Study that addresses reverence for life, self-respect, and respect for others
•Awareness of the quality of food items in classroom celebrations

Nutrition Guidelines
•School lunch program that follows nutritional guidelines established by the Ohio Department of Education, Office of Child Nutrition Services
•School lunch periods that provide lunches within a reasonable time from the start of the school day
•Drinking fountains that are available in the building

Suspension or Expulsion for Major Violations of School Policies/ Rules

Suspension of 1 – 10 days may results from a major violation of school rules. School suspension will be determined by the administrator to be either an out-of-school suspension or an in-school suspension. An in-school suspension is served in the Principal's Office. Participation in extra-curricular activities during days of suspension is not permitted. If a student is suspended, the principal will notify the custodial parent on the telephone, through e-mail, or in writing. Diocesan policy will be followed in the event of a suspension or expulsion.

Mandatory participation in an intervention program that addresses particular causes of the suspension will be required for any student that is suspended for more than one successive day of school. This is an intervention strategy for students who have seriously violated the school's Code of Conduct. Participation requires the student and at least one parent/legal guardian to be in attendance. Information regarding intervention programs will be given during the parent conference.

If it is deemed appropriate that a student's continued attendance at St. Catharine

School would not be in the best interest of the student and/or school community, he/she will be suspended and subsequently expelled from the school. This would occur after a major violation of school and/or Diocesan policy. A specific procedure is detailed in the Diocesan Policy book and would be strictly followed. If the parents consider the expulsion unjust, they may petition the Superintendent to review the decision.

Tardiness

One purpose of life skills in the school is the promotion of habits and patterns of behavior for life. Being on time for school is a life skill that will sustain a child's work and personal living habits into adulthood. School begins at 8:10. Students who arrive after 8:30 are marked for a half-day absent.

Excused Tardy
Students who are tardy due to a doctor/dentist or principal-approved tardy are to report immediately to the office when arriving at school. A parent must sign in a student who arrives from an appointment with an "admit" slip from the appointment. While this tardy is

indicated on school records, it is not counted toward any consequences for excessive tardiness.

Unexcused Tardy/ Excessive Tardiness:
Students who are tardy without a slip for an appointment are to report immediately to the office when arriving at school. Students who exceed four unexcused tardy slips per quarter will be required to serve a Friday morning detention at 7:30 am. Parents will receive the information regarding this detention on Thursday before the Friday detention. Hopefully this will deter an excessive tardiness problem. Continued issues with tardy arrivals are not conducive to the learning environment.

Technology Policy

St. Catharine School provides computer equipment, computer services, and Internet access to enable all students to use technology to enhance learning. This access is always under the direction of a staff member. Catholic schools within the Diocese of Columbus have implemented voice, data, and video electronic communication systems that will allow unprecedented educational opportunities for students and staff to communicate, learn, and publish information. These network resources provide students and staff access to electronic resources and are to be used for educational purposes. Communication over the diocesan network is not to be considered private. Network supervision and maintenance may require review and inspection of network activity.

Students and school employees are responsible for appropriate behavior when using the Internet just as they are in a classroom or hallway. Students and school employees are expected to abide by the generally accepted rules of network etiquette:

- Do not view, send or access abusive, obscene or harassing materials.
- A good rule to follow is never view, send or access materials which you would not want your teachers and parents to see. Should students or school employees encounter such material by accident, they should report it to their teacher or administrator immediately.
- Do not access or participate in chat rooms, or multi-user environments including social media but limited to teacher directed instructional searching or teacher approved personal access to music. Students are not permitted to download or play games; subscribe to or access list servs; download music files or check, send or receive e-mail unless prior permission is granted by a teacher.
- Do not give out any personal information including names, addresses, phone numbers or credit card information pertaining to themselves or any other person without appropriate staff approval.
- Do not engage in any commercial, for-profit activities.
- Do not violate copyright laws. Materials accessed through the Internet must be properly cited when referenced.

- Do not download or install any commercial software, shareware, or freeware onto network drives or disks.
- Do not copy other people's work or intrude into other people's files.
- Do not waste school resources by printing excessively or consuming limited hard drive space or network space.
- Do not use the Internet in any way which disrupts the service or its operation for others.
- Do not take pictures or video unless given permission by the teacher.

Consequences for Inappropriate Use of the Internet:

Since internet access is a privilege and not a right, users have the responsibility to use the Internet in an appropriate manner. Consequences of misuse or abuse of the Internet, depending upon the severity of the situation may include one or more of the following:

- A warning followed by re-clarification of the acceptable use guidelines.
- Loss of privilege of internet access for not less than 45 school days.
- Notification of parents and administrators by phone, email or personal conference.
- Referral to proper authorities for disciplinary and/or legal action.

Acceptable Use of Networks and Technology Equipment:

Students and school employees are responsible for appropriate behavior when using diocesan or school technology resources. Students and school employees are expected to abide by the following rules:

- Do not intentionally damage computers, computer systems or computer networks. Students and school employees should take special care with the physical facilities, hardware, software, and furnishings.
- Students and school employees do not remove/move, unplug, alter or add equipment or software to the network without the approval of the network administrator.
- Do not create or willfully disseminate computer viruses. Students and school employees should be sensitive to the ease of spreading viruses and should take steps to ensure that disks and files are virus free.
- Do not attempt to gain unauthorized or illegal access to diocesan technology resources or any other technology resources.
- Do not attempt to gain access to the diocesan or any other computer system or go beyond your authorized access by entering another person's password or accessing another person's files.
- Do not download, install or run any software without the express permission of your teacher or the network administrator.
- Do not alter the computers or change the settings or system configurations in any way.
- Do not alter, damage or vandalize diocesan technology equipment or software in any way.

- Do not use diocesan resources to create, manage or access personal web pages or personal servers without the express permission of your teacher or network manager.

Consequences for Inappropriate Use of Networks or Technology Equipment:

Users have the responsibility to use technology resources in an appropriate manner. Consequences of misuse or abuse of these resources by students, depending upon the severity of the situation may include one or more of the following:

- A warning followed by re-clarification of the acceptable use guidelines.
- Loss of access to diocesan technology resources.
- Notification of parents and administrators by phone. E-mail or personal conference.
- Referral to proper authorities for disciplinary and/or legal action.
- Students who have lost technology privileges may not use personal equipment in lieu of diocesan or school equipment.

The Diocesan Policy and St. Catharine Technology Policies are enforced in all classrooms and computer labs. Educational technologies must be used, both by Catholic educators and students, in a manner that is educationally appropriate and consistent with standards of electronic ethics and copyright law.

Threats to Welfare and Safety

Diocesan Policy #5140.11 states that “no student will use, possess, handle, transmit or conceal any object which is or can be considered a dangerous weapon or instrument of violence. Objects which are explosive or incendiary in nature, or any object reasonably determined to be a threat to the safety or security of any person, are prohibited on school premises, and at school-related functions.”

In order to ensure a safe and secure environment for St. Catharine School, no student will possess, transmit, or use any kind of firearm, knife, razor, chain or other look-alike item that can be considered a weapon or used as a weapon. This includes bringing such items in to the school, or to a school-sponsored activity for purposes of use on another person. It also includes having such items at one’s desk or placing them in a locker or hiding place on school property, including buses.

A student charged with violation of this policy shall immediately be removed from the school by the principal and subject to expulsion from St. Catharine School.

Potential violations of this policy shall be reported within 24 hours to a committee consisting of the pastor, principal, president of the school Advisory Board, and a faculty member designated by the pastor or principal. This committee shall convene within two days of the incident. The committee shall investigate the alleged violation and determine whether a violation has actually occurred. If the committee determines that a violation has actually

occurred, the affected student shall be subject to disciplinary action. The committee shall also consider whether circumstances warrant reporting the violation to any or all appropriate enforcement agencies.

Toys

No toys, stuffed animals, electronic games are to be brought to school to be used during recess time. Equipment for outdoor recess is provided by the school. During indoor recess, all classrooms have games and puzzles that they use during their lunch recess.

Bicycles, skateboards, scooters, and skates may not be used on school property during the school hours (8:00 – 3:30). Students who use these as transportation to school must walk them on and off the grounds. Bicycles are to be locked during the school day. The school is not responsible for theft or damage to them.

Cell phones, iPods, cameras, or electronic games may not be used on the playground, at lunch, or in the building. These items will be confiscated when used during the school hours (8:00 – 3:30) within the building or on the school grounds. Students may obtain them at the end of the school year.

Tuition Policy

Tuition shall be paid on a regular schedule as decided by the St. Catharine Advisory Board and approved by the Pastor.

It is our belief that no St. Catharine Parish student shall be denied a Catholic education solely because the family is unable to pay tuition. Any parish family who finds themselves in a financially difficult situation must contact the principal or pastor to seek assistance. All parish families who anticipate need for a Level II parish grant or Diocesan Tuition Assistance must complete a FACTS application in early spring.

If financial situations arise that a family would be delinquent in payment, they must arrange a conference with the principal or pastor to indicate the situation and determine an appropriate course of action.

Please note that:
•All current tuition must be paid in full to guarantee enrollment for the next year.
•Eighth grade students whose accounts are not up to date may not participate in the graduation ceremonies.
•In accordance with Diocesan Policy #3240.1, permanent records of students who financial obligations have not been met will be withheld. In addition, without prior arrangements, St. Catharine School will not accept a student whose financial obligation to another Catholic school has not been met.

Re-registration of students for the next school year is completed in the spring. Parents are asked to sign the tuition agreement that indicates either full payment, partial payment or monthly payments. The FACTS Management Services provides a monthly payment plan for any parents not making the full tuition payment.

The FACTS payment plan for monthly tuition payments is completed on-line. Parents are asked to carefully monitor the deadline dates for re-enrollment. This re-enrollment In the FACTS payment plan becomes automatic, unless notified in writing by the parent.

Tuition Refund Policy

A $100 non-refundable tuition registration is required at the time of registration. This registration fee is deducted from the total tuition cost.

Tuition payments made through FACTS begin in July. If a family registers for St. Catharine School and then chooses not to return to St. Catharine School (after June 10 deadline), **they forfeit the following:**

- $100 non-refundable tuition registration (non-refundable)
- Tuition payments that were made in July and August through the FACTS program ; OR
- In the case of full tuition payment, tuition for the months of July and August that will be deducted from the original payment.

Vacations During School Time

Please do not schedule extended vacations during school time. The purpose of the early distribution of the school calendar is to allow for scheduled family vacations during holiday times or times when school is not in session. Assignments are not given in advance of pre-arranged absences. Students and parents cannot demand the privilege of special, individual tutoring from faculty members on missed classroom material that occurred during family vacation time. It will be the responsibility of the parent to ensure that missed classroom instruction occurs at home and the student will be assessed at the same time as other students in the classroom. Work that is not completed will be counted as missed assignments.

Volunteers

It is the expectation of the St. Catharine Advisory Board that each parish family will fulfill their obligation to actively support and participate in parish and school activities. Such involvement is not only necessary for financial stability, but parents can provide a valuable service to the school and to the children by their dedication and support. In order that tuition rates keep at a reasonable level, parents are asked to volunteer for a minimum of 50 hours. Level II Tuition Assistance Grants are dependent on the volunteer hours of a family.

All volunteers for school or parish athletics/ student organizations must have completed a Protecting God's Children program and be fingerprinted. PGC classes are found under "Virtus". Fingerprinting is offered at the August Parent Curriculum night.

A list of volunteer opportunities are available on the school website (www.stcatharineschool.com). Parents are asked to review these volunteer options and commit to one or more of the opportunities for involvement in school and parish life.

Weather Emergencies

School closings or early dismissal due to weather or other emergencies will be reported on the local radio and television stations. Canceling schools due to inclement weather is never an easy decision to make. In the event of a school closing due to inclement weather, the announcement will be "All Columbus Catholic Schools will be closed". That announcement includes St. Catharine School. The Office of Catholic Schools has determined the following policy:

•When the road conditions are dangerous for travel, all elementary and high schools shall be cancelled.

•When the weather temperature is dangerous for students to be outside waiting for busses, the elementary schools will be cancelled.

•Since most high school students either drive or receive rides to school, the high school will remain open when the weather temperatures are extremely cold.

•If the Columbus Public School District (where St. Catharine School resides) cancels school due to transportation issues unrelated to weather, both elementary and high schools will be in session without Columbus Public School transportation.

Please listen to your radio or television if inclement weather is evident.

In the event of a school emergency that requires students to be dismissed early from school, room mothers will assist in contacting parents.

Website: www.stcatharineschool.com

The website provides parents with a wide range of information and should be used as your first and main resource. The school website provides information to parents and students regarding current events, cafeteria menu, homework assignments, Advisory Board minutes, volunteer schedules, fundraising activities, and much more.

Withdrawals

St. Catharine School must be informed in writing if a child is to be withdrawn from the school. The date of withdrawal must be furnished, and a request for records must be completed at the receiving school in order for records to be forwarded. If the office is not informed, the student must remain enrolled and will be marked absent until a request for records is received. Teachers at St. Catharine School do not write letters of recommendation for students in grades K – 8 who are transferring to other private schools in the area. Letters of recommendations can be written for students graduating into high school.