



# **Parent – Student Handbook**

## **2024 - 2025**

Statements in this handbook are subject to amendment with or without notice. The school principal will attempt to keep the school families informed of all changes as soon as practical. Some changes might have to be made immediately due to unforeseen circumstances.

Updated August 2024

**2865 Fair Avenue  
Columbus, Ohio 43209  
(614) 235-1396  
[www.stcatharineschool.com](http://www.stcatharineschool.com)**

## **PERSONNEL**

### **Administration & Support**

Father Bob Penhallurick, Pastor  
Father Frank Brown, Parochial Vicar  
Mark Watts, Principal  
Cindy Lombardo, Assistant Principal

Lisa Gullett, Director of Student Support Services  
Margaret Allen, Director of Student Affairs

Stacey Poulos, Office Administrator  
Kathy Kropp, Office Administrator  
Neal Pritts, Cafeteria Manager, SFA  
Karina Makaza, Latchkey Director  
Beth Henney, Enrollment Coordinator & Gov. Programs  
Mike Orr, Maintenance

### **Faculty (K-8)**

Greer Fitzgerald, Kindergarten  
Hope Hughes, Kindergarten  
Beth Hockett, 1st Grade  
Ginna Springer, 2nd Grade  
Amy Chubak, 3rd Grade  
Amy Wanamaker, 4th Grade  
Brian Gerson, 5th Grade  
Zoe Stuber, 6th Grade  
Lisa Gullett, 7th Grade  
Maggie Logan, 8th Grade

### **Faculty (Specials)**

Anne Stewart, Art  
Ross Williams, Music

Brandon Garrick, Physical Education  
Sharon Stranges, Library & Literacy  
Sue Asencio, Computer & Technology  
Lani Biafore, Spanish

### **Parish Religious Education Staff**

Rachel Green, Catechist of the Good Shepherd  
Christiana Lee, Youth Ministry  
Brendan O'Rourke, Praise & Worship

### **Educational Paraprofessionals**

Yo McClure, 1st Grade Aide  
Marin Santorsola, 2nd - 3rd Grade Aide  
Sarah McNamara, 3rd and 4th Grade Aide  
Cindy Oddi, ELL Tutor; 5th and 6th Grade Aide  
Marsha Ryan, ELA Tutor  
Rose Shuler, Math Tutor  
Stephanie Roscoe, Cafeteria Assistant

### **Multi-Tiered System of Support (MTSS)**

Margaret Allen, Intervention Specialist (4th-5th)  
Molly Braun, Intervention Specialist (K-3rd)  
Shelley Shoemaker, Intervention Specialist (6th-8th)  
Jim Acomb, Intervention Specialist and TESOL  
Michael Norling, School Psychologist (CCS)  
Jenn Tordoff, Speech-Lang. Pathologist (Northrup)  
Julie Pleshinger, Occupational Therapist (Move to Learn)  
Megan Allen, Title I Reading Specialist (CCS)  
Shawna Blunt, School Counselor (Spirit of Peace)  
Maegan Flannery, School Counselor (Spirit of Peace)  
Kerri O'Malley, School Nurse (ESC)

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The administration, staff, students, and parish of St. Catharine School welcome you to our



school. We hope that this educational environment provides an opportunity for spiritual and academic growth in a faith-filled, caring, and supportive atmosphere. We invite you to participate in the many opportunities, both within the school and the parish, that promote and foster 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 this handbook 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 for 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 the administration. A statement indicating agreement by students and parents/ legal guardians 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 at any time. 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**

**As disciples of Christ, St. Catharine Catholic School  
develops faith-filled lifelong learners.**

## **St. Catharine School Belief Statements**

- We believe student disciples grow in their Catholic faith when engaging in the life of the Church.
- We believe in providing a Christ centered, emotionally nurturing environment.
- We believe all students will demonstrate academic growth when their individual strengths and challenges are supported.

## **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 a.m. and 8:30 a.m. to explain the student's absence each day of the absence.
- Arrival after 9:00 a.m. is marked as a ½ day AM absent.
- Departure from school before 2:05 is marked as ½ day PM absent.
- If a student is absent from school for any reason for more than a total of 28 days, the principal will review the student's record and intervene as needed.
- A 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 at the beginning of the day.

**A student who is leaving the school at any time during the regular school hours must be signed out by the parent/ guardian in the school's front vestibule.**

## **Accelerated Reader Program**

Information regarding class requirements for the Accelerated Reader Program will be sent home by each classroom teacher at the beginning of the school year. Students will only be able to take AR quizzes at school.

Students will learn how to use [www.arbookfind.com](http://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.

Parents are required to monitor appropriate content of any 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 his/her child(ren).
- A child must be five years old by September 30th 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 ethnicity. 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, the members of the board work closely with the administration and pastor, in accordance with the policies of the Diocese of Columbus, Office of Catholic Schools.

Meetings are typically held on the second Wednesday of each month at 7:00 p.m.

## **After School Supervision**

Students who stay after school for such activities as MathCounts and 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. Teachers and adult supervisors of these programs cannot be expected to supervise siblings who stay.

## **Algebra Program**

Students in grade 7 are given a series of tests in the spring of the 7<sup>th</sup> grade. Those students who show proficiency in the following areas would qualify for participation in the algebra program, based on diocesan acceptance:

- Proficiency in the categories assessed on the Aptitude Test
- Mastery of 7<sup>th</sup> grade math standards
- Scores on the STAR Math Tests

At the end of the 8<sup>th</sup> grade, these algebra students will take the Algebra Ohio State Test. If their score is “Proficient” or above, they will receive a diocesan high school credit for this class.

## **Arrival/ Dismissal Procedures**

### **Arrival:**

School begins at 8:05 a.m. and ends at 3:05 p.m. Students who arrive later than 8:05 a.m. will be considered tardy. Children will be permitted into the building at 7:45 a.m. 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 7:45 a.m. unless they are enrolled in the before school program, are seeking academic help, or are participating in band or choir practice. There is no supervision of students before 7:45 a.m.

### **Dismissal:**

Students who walk will be dismissed from the back door of the school by the gym. If a parent/guardian is walking home with his/her child, the parent/guardian should meet him/her at the back entrance to the school. Siblings who walk home together will meet outside the back door.

Students who ride in cars are dismissed from the middle back door of the school. 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 all the way forward at the pick-up circle closest to the gym 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 3:25 p.m. 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 p.m. unless they are in the latchkey program or participating in a school supervised activity.

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

## **Asbestos**

St. Catharine School was initially inspected for asbestos by the North American Environmental Services under the direction of the Diocese of Columbus during the 2018-2019 school year. While there were no significant findings, St. Catharine School performs asbestos inspections every 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 he/she returns. 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).

Students 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 is sent home via e-mail, the Irish Insider, social media posts, 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 completing 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 #5201, a school is justified in refusing credit to any student who misses 28 days whether absences are excused or unexcused. Any student who 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
- Suspected disability evaluations
- Health services provided by the school nurse/clinic aide

Students are referred to programs by classroom teachers, by the principal, or by 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 or tote bags during school hours is not permitted. Lockers in the hall for students in grades 2 – 8 and hooks in classrooms of kindergarten to grade 8 are used for bookbags. Students 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's 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 a birthday that occurs during summer break may celebrate on their “half birthday”.

Students will not be permitted to bring treats or snacks for their class. Birthdays will be announced during morning announcements.

## **Breakfast Program**

Breakfast items will be available for sale from 7:45 - 8:00 AM.

Items will be sold for \$0.75 each. The cost will be deducted from the student's lunch account. All items will be convenient to eat.

## **Bullying**

The Diocese of Columbus schools and their staff shall not tolerate any bullying on school grounds or at any school activity on and off campus, whether these actions are committed in person, in writing, 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 will 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 the parents of the aggressor and the victim. This investigation may include interviews with students, parents, teachers, school staff, and a 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.

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

## **Cafeteria**

Cafeteria Telephone: 614-235-3593

Lunch is prepared every day in the school kitchen for students and staff. The cost of a school lunch is \$4.25. The lunch calendar is posted on the school website and on the FACTS Student Information System.

Students have an opportunity to order lunch each morning during attendance time or parents can pre-order school lunches on FACTS ahead of time. Students should not bring cash to school. If no funds are pre-loaded to the parents' account, parents will be invoiced via FACTS at the end of the month for any lunches ordered. If a student's lunch account balance reaches a deficit, parents will be notified via FACTS and must remedy this situation promptly. If necessary, please contact the school office for assistance.

If a child arrives late for any reason, he/she must let the office know that he/she wants to buy lunch.

We do not allow food from restaurants, including fast food restaurants, to be brought into our school cafeteria in its original bags and wrappers. If your child must bring this food to school, simply place it in regular sandwich-type bags and send it in your child's lunchbox. We also do not allow soft drinks in our cafeteria.

**Free and Reduced Lunches:** [SCS 2024-2025 OFFICIAL LUNCH APP.pdf](#)

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 all families to complete the free or reduced lunch application form and send it 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, please contact the school office for an application. New applications 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. In addition to disciplinary actions, students and their families are responsible for the cost to repair or replace any damage done to the school building or school property. This includes writing on desks, damage to books, damage to technology, 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 following:

First offense: Student will immediately return the cell phone to his/her bookbag with an appropriate from the adult.

Second offense: Cell phone will be given to the principal and returned to the student at the end of the school day,

Third offense: Parent/guardian will be notified and asked to come to school to retrieve the cell phone.

## **Change of Address or Telephone**

If you should change your address or telephone number (work or cell phone), please notify the school office so that our records can be updated. Parents should keep their FACTS account information current at all times.

## **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 if at 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 can arrange 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](http://www.stcatharineschool.com))

Grades K – 8:	8:05 – 3:05 (School Day)	
Grades K-1-2	Recess 11:00 – 11:20	Lunch 11:20 – 11:40
Grades 3-5:	Recess 11:30 – 11:50	Lunch 11:50 – 12:10
Grades 6-8:	Recess 12:00 – 12:20	Lunch 12:20 – 12:40

## **Classroom Parties for Holiday Celebrations**

Room parents help plan and provide treats for classroom parties. These holiday celebrations and treats are simple and in keeping with our mission and beliefs.

## **Classroom or 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 will sign in using our SchoolSafe ID system, report to the office, and display a visitor badge during the time they are in the building.

By law, all visitors MUST report to the school office upon entering the school building. Visitors at St. Catharine will sign in using our SchoolSafe ID system, report to the office, 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 / Sickness**

Sick children often expose other students and school staff members to illnesses and germs. These illnesses are disruptive to the educational process and to other children and their families. Students who are ill should be kept home to help control the spread of germs.

- Please report to the school (nurse) if your child has a communicable disease, defined as a disease that can be passed from one person to another. Examples include but are not limited to upper respiratory tract infections including COVID-19, influenza, strep throat, pink eye, vomiting and/or diarrhea, and skin infections. Children are expected to remain home during the communicable period of the disease as defined by a healthcare provider.
- Before your child returns to school after an illness, please email the school (nurse) with the following: your child's symptoms, the date symptoms started, and the best contact number for parent/guardian. If your child sees a healthcare provider for any illness, please instead provide a note from the healthcare provider upon return that includes your child's diagnosis and the date when your child is able to return to school.
- In the event a child becomes ill during the school day, the parent(s) will be called. If the parent(s) cannot be reached, the emergency contact will be called. Student(s) should be picked up within 30 minutes of notification.

## **Curriculum**

Courses of study flow from the Office of Catholic Schools in the Diocese of Columbus. The development of courses of study is achieved through input from diocesan educators, the Ohio Department of Education, on-going evaluation, systematic planning, and articulation. Diocesan courses of study 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.

### **Policy 6212: Curriculum on Human Growth and Development:**

"Human growth and development shall be taught at the appropriate grade levels as detailed in the Religion, Health, and Science Courses of Study. Instruction must be in accordance with Catholic theology, moral formation, and Church teachings. 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 also be available for preview."

All students of St. Catharine School take religious instruction on a daily basis for the

diocesan approved amount of minutes per day. In addition, 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 will be excused from participation in any classes that include the religion 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. Saint Catharine students can evaluate any decision they make regarding their behavior and the code of conduct by asking if the behavior is loving, if they are on task, if they are showing respect, and if they are remaining determined to succeed.

### **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 and restorative action. Disciplinary and restorative actions might include such procedures as loss of privileges and multiple components of a behavior improvement plan. If the inappropriate action or behavior continues, a conference will be requested with parents to determine how to collaboratively address the behavior. 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 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, including technology

## 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 dress code, 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.

**Warm Weather Uniform** (can be worn anytime at the parents' discretion):

**Shorts:** Boys and girls may wear uniform-style solid navy blue walking-length shorts. Kindergarten and first grade shorts may have an elastic waistband. No belt is necessary for kindergarten and first grade 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. 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 and no no-show socks.)

**Belts:** Black or brown leather belt must be worn at all times. No belt is necessary for kindergarten and first grade students. No decorative or oversized belt buckles.

**Shoes:** White, black, gray, or any combination of the three colors athletic shoes with matching laces. No other colors on the athletic shoes. High-tops only on physical education days and only in the above listed colors.

**Regular Uniform** (can be worn anytime at the parents' discretion):

**Girls:** Uniform jumper. Length of jumper must be no shorter than two inches above the knees. Split top uniform jumper allowed for girls in grades 5-8.

**Navy blue dress slacks** may be worn in place of the jumper. No cargo or jean-style pants. Belts must be worn with slacks (except kindergarten and first grade who may have elastic waistbands). No decorative or oversized belt buckles.

**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). Navy quarter zip or full zip with school logo. Gray or green sweatshirts with the school emblem may also be worn with the school uniform. These sweatshirts can be purchased through [School Closet & School Days](#) or our Home & School Association. **No hoodies.**

**Socks:** Solid white crew socks or navy/white knee socks, or navy/white tights. No logos on socks. No no-show socks. Girls may also wear navy leggings under their jumpers on cold weather days. No logos. Uniform socks must be pulled up over the hem of the leggings.

**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, gray, or any combination of the three colors with matching laces. No other colors on the athletic shoes. High tops can only be worn on physical education days and only in the above listed colors.

### **Boys:**

**Pants:** Navy blue uniform-style dress slacks. They cannot have any insignias on the pants. Belts must be worn with pants (except kindergarten and first grade who may have elastic waistbands).

**Kindergarten and first grade ONLY: Navy dress pants with elastic waistbands.**

**Belt:** Black or brown leather belt must be worn at all times. No belt is necessary for kindergarten and first grade students. No decorative or oversized belt buckles.

**Shirt:** Yellow knit or cotton blend shirt with a collar, buttoned except for the 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). Green quarter zip or full zip with school logo. Gray or green sweatshirts with the school emblem may also be worn with the school uniform. These sweatshirts can be purchased through [School Closet & School Days](#) or Home & School Association. **No hoodies.**

**Socks:** White crew socks or navy socks. No logos on socks. No no-show 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. High tops can be worn on physical education days only and only in the above listed colors.

### **P.E. Uniforms (boys and girls)**



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

**Grades K-3: Mondays and Thursday**

**Grades 4-8: Tuesdays and Fridays**

**Tee Shirt:** Gray tee shirt with St. Catharine logo. These can be purchased through [School Days & School Closet](#) or Home & School Association. They must be tucked in with the waistband visible.

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

**Shoes:** White, black, gray, or any combination of the three colors with matching laces. High tops can be worn on physical education days only and only in the colors above.

**Socks:** White crew socks. No logos. No no-show socks.

**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 or track pants. Solid color only. In physical education classes, when wearing 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:** Make-up is not permitted.

**Earrings:** No more than two pairs of pierced earrings with nothing extending below the ear lobe 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. Must be the natural hair color.

Girls may wear navy headbands or St. Catharine School specific headband only.

- Haircuts with designs cut into the hair/scalp are 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, above the eyebrow, and neatly trimmed at the neck, not touching the collar. When appropriate, boys are to be clean shaven at all times.

**Bracelets:** No Apple watches, SMART watches, or FitBits are permitted. Students may wear 1-2 bracelets and rings per hand, unless these become a distraction.

**Necklaces:** No more than two 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](http://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).

If a student chooses to email his/her teacher, the student must originate his/her email from his/her Saint Catharine School email account. Teachers will only respond to emails sent from students' school email accounts. Following diocesan policy, the teacher will reply from his/her professional email account AND will carbon copy another faculty or staff member on the reply email. This allows each email from a teacher to a student to be in compliance with the diocesan "two-deep" policy.

## **Enrichment Opportunities**

St. Catharine School offers many enrichment opportunities in addition to a strong curriculum. These programs, which may include the following, enrich the academic and spiritual lives of our students:

- Planning weekly school Masses
- Catholic Schools Week Celebrations
- Music programs for students in Grades 4–8 (vocal choir; jazz band)
- D.A.R.E. Drug Education Program in Grade 5
- Computer labs
- Wireless access, laptops, ipads, ChromeBooks
- Field trips
  - Grade 6: Faith & Science Camp
  - Grade 7: Leadership Retreat
  - Grade 8: Ropes Course, Pilgrimage, Confirmation Retreat, Trip to Washington D.C.
- Guest speakers
- Spelling Bee
- Art Program (grades K – 8)

- Service projects
- Algebra Program (grade 8)
- Student Council
- Spanish (grades 6-8)

In case of emergency, the instructions given on the emergency card in FACTS 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 our FACTS Student Information System 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 and make appropriate changes in FACTS.

## **Extended Day Care**

Extended day care is on the premises of St. Catharine School for those children enrolled at St. Catharine School. The following is provided:

Before school care: 7-7:45 for grades K-8

After school care: 3:05-6:00pm for grades K-8

Fees and additional information regarding this program can be obtained by visiting [www.stcatharineschool.com](http://www.stcatharineschool.com) or calling the school office. See also "Latchkey."

If a student's latchkey account balance reaches a deficit, parents will be notified via FACTS and must remedy this situation promptly. If necessary, please contact the school office for assistance.

## **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 4120.0)**

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](http://www.virtus.org). Fingerprinting can be arranged by calling the 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 supply of "safe snacks" for use by their child.

## Grade Placement/ Promotion/ Retention

(Diocesan Policy #5320.0)

It shall be mandatory to consider various factors when making a retention determination. The 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 the 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 policies 5411-5412. 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 of Students**

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, independent reading, and study. Homework time varies with age, grade, and subject.

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 without the aid of fever reducing medications.**



## **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 than fifteen school days after admission.” Students with no immunizations or incomplete immunizations must contact the school nurse no later than fifteen school days after the start of school for further information.

## **Interim Reports**

Midway through trimester one, students will bring home data/information on their first trimester progress to discuss with their parents/guardians. Interim reports for the 2<sup>nd</sup> and 3<sup>rd</sup> trimester are for those students who are having difficulty meeting standards in any curriculum areas.

## **Kindergarten**

Registration for kindergarten begins in December. 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 30th 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.

## **Latchkey**

Saint Catharine School offers a before school and after school latchkey program. Please contact the latchkey director for more information.

## **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 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 a 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 he/she is receiving a behavior/ assignment mark.

### **BEHAVIOR:**

In order to create the best learning environment for students and their peer, each student must abide by the following basic behavior guidelines:

1. Show respect and courtesy to others
2. Raising hand (not yelling out)
3. Keep hands, feet, and objects to self
4. Remain seated when asked
5. Classwork/assessments must reflect student's own work and effort
6. Bring in necessary paperwork (permission slips, parent signatures, ect.)
7. Always bring learning materials to class
8. Follow rules for emergency drills
9. Follow St. Catharine's set dress code

If a student misses the target one of these, the mark in the red book should reflect the number correlated to the infraction.

### **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 month, the student must serve a detention. Each new month will allow the student to “begin again”.

**After two detentions are served for inappropriate behavior, an “out of school” suspension can be required.**

## **DETENTION:**

- Letters and/or emails for detention are sent home upon receiving the 3<sup>rd</sup> red mark
- Teachers will include information in the letter or email as to the time and location for the detention.

Detention will include a reflection paper and a conversation with Mr. Watts.

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

### **Level 1:**

#### **First 5 Missing or Incomplete Assignments/ Homework:**

- When a student comes to school without completed homework, an email will be sent home to the 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 his/her child to complete the homework assignment at home. The student 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 or incomplete assignments/ 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 or incomplete, 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. The student will eat lunch while his/her classmates are at recess, then move during the “lunch period” to complete the missing or incomplete 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 or incomplete 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 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 or incomplete assignments arise, the student has until Friday to continue to use this time for completion of missing work. A 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 yet still continues with missing or incomplete 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 p.m. – 3:30 p.m. 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 or incomplete work/ assignments and/or creation of study guides for future tests. That night's homework may not be addressed. At the end of this time, it is expected that the student will be able to provide evidence of the work accomplished. In the event that a parent has not arrived at 3:30 p.m. to pick up his/her 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 p.m. – 3:30 p.m.) until the end of the trimester. At the end of this time, it is expected that the student will be able to provide evidence of the work accomplished.

## **Middle School Technology Contract**

Technology is a privilege, and we must be using it responsibly and respectfully. In order to protect all students and classroom technology, students need to follow some important rules and procedures. The rules listed below represent respect and responsibility students must practice throughout the school year.

1. When carrying the Chromebooks, students must always use two hands.
2. Students are only permitted to use their assigned Chromebook.
3. Students must NOT change the "settings" on any devices unless specifically asked to by their teacher. This includes making changes to Google Classroom or any other online resource.
4. Pictures must not be taken using the Chromebook unless it **has been approved** for a school project.
5. Students will use only the apps or websites which the teacher has instructed them to use. Students are NOT to check personal email, browse the internet freely, or play any games for personal entertainment purposes.
6. Everything written and accessed using technology must be school appropriate and respectful. The rules in the Student Handbook apply when using technology.

7. Students will use the Chromebook only when instructed by the teacher whose class they are currently in.
8. All technology should be put away safely in the matching numbered slot and properly plugged in to charge before school dismissal.
9. Chromebooks should not be decorated in any way (stickers, tape, etc.).

Consequences for misuse of Chromebooks or other school technology will result in loss of privileges for four weeks. The homeroom teacher will notify parents and students. Repeated misuse will result in a parent, student, and teacher conference and may result in loss of privileges for longer than four weeks.

*By signing below, I understand the consequences of failing to follow these guidelines. This contract serves as the first and only warning.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Overnight Trips**

According to Diocesan Policy #6330, 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. 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 these 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. With the permission of the classroom teacher, students will be allowed to use the office phone for things more serious in nature. 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 immediate contact with the parents or guardian and immediate removal from school. The school will assess the need for an action plan and, if needed, develop this 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 and 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.



## **Publishing Student Information**

According to Diocesan Policy #2800, 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, 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.. This form is included in registration materials and provided through FACTS.

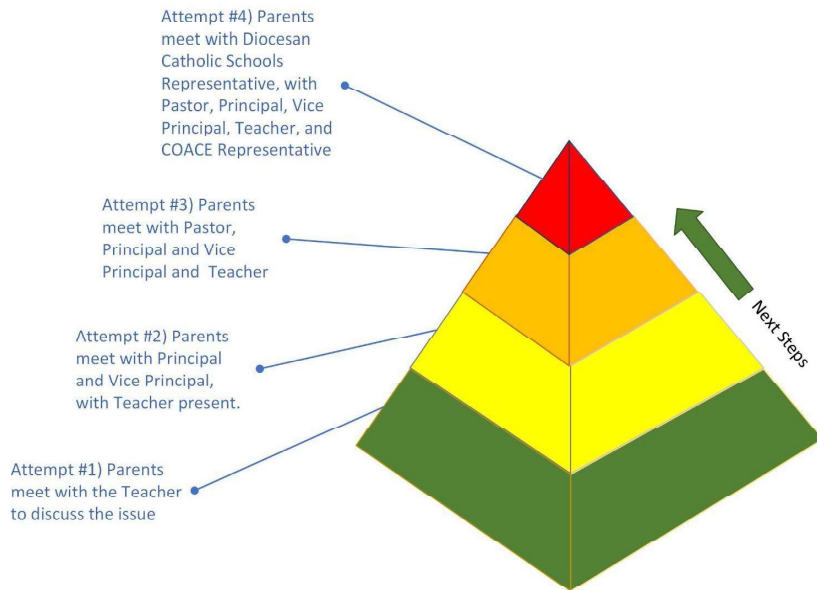
## **Progress Reports**

Pupil progress reports (report cards) are sent home at the end of each trimester. These reports reflect student progress with respect to the standards in the diocesan courses of study 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/guardians.

## **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 the 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.

## St Catharine of Sienna School Conflict Resolution Policy



Promulgated August 19, 2022  
Memorial of St John Eudes

Students 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 in managing his/her concerns and empowers the student 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, he/she is welcome to make an appointment with the principal that would include the student, parent, and teacher.

### Recess/ Lunch Procedures

All students have recess followed by a lunch period. Courteous and safe behavior is expected during these times. All students are outside first for recess unless otherwise directed by a teacher. Recess and lunch procedures will be explained to the students by the homeroom teacher.

## **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, Eucharistic Adoration, 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.

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.

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 designated location determined by the administration team. Parents can pick up their students at that location under the direction of the administrative team. 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 Bexley High School (250 W. Cassingham). **Parents will be notified if the location is moved to BHS.** 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 canceled 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 provides financial support for the inclusion of St. Catharine Parish children in the academic and religious programs of the school and parish. It is designed to assist teachers and staff in meeting the learning needs of St. Catharine Parish children. It provides resources, technology, and teacher in-services that enhance the learning opportunities of all children in our parish.

## **Standardized Testing**

Per diocesan policy, students in grades K – 8 are assessed on reading and math skills with the STAR Reading, STAR Math, and Early Literacy tests. Students in 5th and 8th grades will be assessed with the Ohio State Test in Science. Students in grades 2-8 will take the Assessment of Religious Knowledge (ARK) each year.

## **Student Records**

Per Diocesan Policy #2800, 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 unless a balance is due on the student's account of \$2500 or more. The school must have a signed authorization from parents in order to release records. Records are sent directly to the receiving school to ensure that the child is in attendance, according to applicable laws. If a balance of \$2500 or more is owed to Saint Catharine School, the student record will not be released until the balance is paid.

## **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 it 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 result 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 extracurricular 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 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 8:05 a.m. Students who arrive after 9:00 a.m. are marked for a half-day absence.

### **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 are to report immediately to the office when arriving at school. Students who have an excessive number of unexcused tardies will serve a detention before school. 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 technology to enhance learning. This access is under the direction of a staff member. Communication over the diocesan network is not to be considered private. Network supervision and maintenance may require review and inspection of a student's network activity.

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

- Students will not view, send, or access abusive, obscene, or harassing materials. Should students encounter such material by accident, they should report it to their teacher or administrator immediately.
- Students are not permitted to download any files or apps or play games unless prior permission is granted by a teacher.
- Students will 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.
- Students will not engage in any commercial, for-profit activities.
- Students will not violate copyright laws. Materials accessed through the Internet must be properly cited when referenced.
- Students will not download or install any commercial software, shareware, or freeware onto network drives or disks.
- Students will not copy other people's work.
- Students will not waste school resources by printing excessively.
- Student will not use the Internet in any way which disrupts the service or its operation for others.
- Students will not take pictures or videos 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 no 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 are responsible for appropriate behavior when using diocesan or school



technology resources. Students are expected to abide by the following rules:

- Do not intentionally damage computers, computer systems, or computer networks. Students should take special care with the physical facilities, hardware, software, and furnishings.
- Students will 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 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 technology resources.
- Notification of parents/guardians 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 by 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 #5410 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.”

If a student is found to be in violation of the policy, a report will be made to local law enforcement. Any or all of the disciplinary actions listed below may be imposed by the administrator, depending on the severity of the offense as well as the previous disciplinary record of the student. Consequences may include: counseling/family counseling; approved school/community service; in-school suspension; referral to Juvenile Court and/or other appropriate law enforcement agency; suspension from school; expulsion from school following suspension; and diversion programs.

However, expulsion without suspension is mandatory for the possession of a deadly weapon on school grounds.

## **Toys**

No toys, stuffed animals, or electronic games are to be brought to school to be used during recess time. Some equipment for outdoor recess is provided by the school. Students are also permitted to bring recess equipment so long as they do not become a distraction. During indoor recess, classrooms have games and puzzles that they use during their recess time.

Bicycles, skateboards, scooters, and skates may not be used on school property during the school hours (7:30 a.m. – 3:30 p.m.). 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, smart watches, or electronic games may not be used on the playground, at lunch, or in the building.

## **Tuition Policy**

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

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 due by March 15th for the following year. If financial situations arise that a family would be delinquent in payment, they must

arrange a conference with the principal to indicate the situation and determine the 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 #2800, permanent records of students whose 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 winter. Parents are asked to sign the tuition agreement that indicates either full 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 \$50 non-refundable registration fee is required at the time of registration.

Tuition payments made through FACTS begin in July. If a family chooses to withdraw students at any time, they forfeit the following:

- the non-refundable registration fee
- the tuition payment for the month they withdrew and all prior months

## **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**

Each parish family should 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.

All volunteers for school or parish athletics/ student organizations must have background checks completed and register for the Protecting God's Children Certification within 60 days of the first day of volunteering. Fingerprinting and a Protecting God's Children Certification is offered at the school at the beginning of the school year.

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

## **Walking to and from School**

Students, parents/guardians, teachers and citizens share responsibility for the protection of schoolchildren. Therefore:

- Parents/guardians should work with children to map out the safest walking route to and from school.
- All "walkers" should obey the safety patrol and cross a street only when told.
- Children should come directly to school and proceed directly home unless previous plans have been made.
- School staff members are not responsible for supervision of students after dismissal.

## **Weather Emergencies**

District-wide school closings or early dismissals due to inclement weather or other emergencies should be reported on the local radio and television stations and websites. The announcement will say to the effect of, "Columbus Catholic Schools Closed," and will not list St. Catharine School by name. Parents will also be notified via the Parent Alert System through facts which will include an email and a text message along with Social Media Announcements.

Schools cancellations due to inclement weather will be made at the Diocesan Level.

School cancellations due to school transportation issues will no longer affect schools without provided transportation.

Please check your local news channels or websites if inclement weather is evident. In the event of a school emergency that requires students to be dismissed early from school, parents will be notified via the Parent Alert System through FACTS which will include an email and a text message. Please make sure all contact information is accurate in our FACTS Student Information System.

## **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.