

# Parent/Student Handbook 2023-2024

## ST. CATHERINE OF ALEXANDRIA SCHOOL

2515 West 46<sup>th</sup> Street      Tulsa, OK 74107  
Phone: 918.446.9756      Fax: 918.447.3780  
Website: [www.saintcatherineschool.org](http://www.saintcatherineschool.org)

St. Catherine of Alexandria School is accredited by the Oklahoma Conference of Catholic Schools Accrediting Association and is a member of the National Catholic Education Association.

Revised 5/31/2023

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**Tulsa, OK 74107**  
**Phone: 918-446-9756**  
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Dear Parents and Students,

***“A good school A good school provides a rounded education for the whole person. And a good Catholic school, over and above this, should help all its students to become saints.”***

***Pope Benedict XVI***

Welcome to St. Catherine of Alexandria School! In choosing St. Catherine of Alexandria School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent/Student Handbook reflects the policies of St. Catherine of Alexandria School for the 2023-2024 school year. Please read this document carefully. All families signed agreement to this document in enrolling their students.

The faculty and staff of St. Catherine of Alexandria School look forward to working with you to promote challenging academic environment, a model of stewardship that encourages students to follow Jesus’ teachings, and a faith-filled experience to deepen our students’ love for God.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God bless you,

Michelle Anthamatten  
Principal

## The History of St. Catherine of Alexandria School

What started as a mission of Holy Family Catholic parish to serve the laboring community on the west side of Tulsa has grown into a successful parish of 240 families and a pre-K through 8th grade school serving 142 students. Today, the school is the only accredited Catholic school in Tulsa that operates on a Total Learning Calendar (TLC) of year-round education. These successes trace their beginnings to the faith and hard work of early Tulsa Catholics.

The first Church of St. Catherine of Alexandria was erected on the rowdy, bustling west bank of the Arkansas River in the spring of 1925 to serve Catholics that worked for refineries and the Frisco Railroad. By September of that year, the church attained parish status and was located at 905 West 23rd Street, encompassing the Red Fork, Carbondale, Oakhurst and Garden City areas. St. Catherine of Alexandria pastor Father Ersing wrote of his early parish, "My people are all laborers who live from one payday to another and do have families."

With the help of a few benefactors, the hard-working people of St. Catherine of Alexandria started a school that thrived on the site for 30 years. It housed two classrooms with two teachers who were Benedictine Sisters, one taught Primer through 4th grade, and the other taught Fifth through Eighth grade. Each row in the respective classrooms was a different class. At this time, the only other Catholic schools in Tulsa, aside from boarding schools Cascia Hall and Monte Cassino, were Holy Family and Marquette, both of which offered elementary as well as high school classes.

By 1938, there were approximately 75 families and 75 children enrolled in the school. This growth, along with a 1949 City of Tulsa decision to widen 23rd Street to build a bridge across the Arkansas River, prompted the school and parish to look for a new home. A tract of 10 acres at 2611 West 46th Street in Carbondale was donated to the Diocese for a new location for St. Catherine of Alexandria Church and School. Construction of school and rectory buildings began on the site in 1955, with plans to construct a new church building as soon as finances allowed. Unfortunately, the parish could not afford a new church construction for over 30 years, so the school and church were housed in the same building. The eight-room school/church building cost \$136,000 and was completed to serve its first class in the fall of 1955. It housed four classrooms, a cafeteria/hall and an enrollment of 103 students.

The community continued to grow over the next 25 years, and by the 1980's St. Catherine of Alexandria was a prospering parish. In September of 1986, the long-awaited new Church construction was completed, and the school gained the space of the entire building that it had once shared with the church. In the late 1980's, a decision to add preschool and kindergarten classes at St. Catherine of Alexandria gave the struggling school a boost.

During the 1990s, former St. Catherine of Alexandria principal Dr. Mimi Schuttloffel began conducting research on the year-round calendar school year. She found that the continuous learning environment was very beneficial to students in that they spent less time relearning previous material at the beginning of the school year and had a chance to refresh themselves every nine weeks. Suzette Williams was principal when the program called the Total Learning Calendar (TLC) finally came to fruition in July of 1999.

In the fall of 2012, the Alliance for Catholic Education (ACE) Consulting completed an in-depth study of St. Catherine of Alexandria School to help the school grow into a 21<sup>st</sup> Century learning facility. The recommendations by the ACE team are being put into action to strengthen the St. Catherine of Alexandria Community. The spring of 2014 brought even more change, with the beginning of the long-awaited renovation project.

The Tonu Maria Parish was moved to St. Catherine in the fall of 2020, boosting enrollment. Currently St. Catherine of Alexandria serves 160 students from all over the city. St. Catherine of Alexandria School has proudly served four generations of Tulsans and will continue to provide a quality education to its students for years to come.

## Philosophy

St. Catherine of Alexandria School, a ministry of St. Catherine of Alexandria parish, strives to create a Christ-centered, Catholic education for families in Tulsa and the surrounding areas. The parish and school of St. Catherine of Alexandria have existed since 1927 as a Eucharistic community of faith united in youth formation. A St. Catherine of Alexandria education is holistic, as reflected in the school logo, *“Educating Mind, Heart, and Spirit.”*

The school recognizes its partnership with parents who are the primary educators. A supportive community of nurturing parents, devoted educators, and giving parishioners exists to promote Catholic values in a secular culture.

St. Catherine of Alexandria School promotes working toward sainthood as a way of life. Students learn, live, and share their faith within a nurturing gospel environment. Through the formation process, students grow as members of the school and parish faith communities and ultimately, the Universal Church. Connections with the Catholic identity are established through faith-witnessing members, liturgy leadership and social justice awareness.

Students and faculty are united daily in the liturgical life of the Church. Community worship is practiced through school Masses, prayer services, and Eucharistic Adoration. Through these experiences, students are invited to grow personally as people of prayer. The model at St. Catherine of Alexandria encourages an active faith life, built not on words alone, but on Christian concern and action. Students and faculty serve others in the school and parish, as well as the wider civic community.

The academic program at St. Catherine of Alexandria is based on a comprehensive curriculum adopted by all the schools in the Tulsa Diocese that provides all children an opportunity to reach their full potential. Students experience a wide range of instructional methods, which emphasize the need to communicate effectively and think creatively.

The interdisciplinary nature of instruction assists students in making connections between their academic studies and real-life experiences. Students are guided in the development of self-discipline, responsibility, and respect by working together. A St. Catherine of Alexandria School education prepares students with life-long learning skills for problem solving and thoughtful decision making in conjunction with forming saints through the sacraments.

St. Catherine of Alexandria School provides this faith formation opportunity to all students regardless of economic status, race, sex, nationality, or ethnic background. Students of all faiths are welcome.

## **ST. CATHERINE OF ALEXANDRIA SCHOOL MISSION**

St. Catherine of Alexandria School is a Catholic community where teachers and parents educate life-long learners and form saints through the sacraments.

### **FAITH STATEMENT**

“What makes a Catholic school distinctive is its attempt to generate a community climate in the school that is permeated by the Gospel Spirit of freedom and love...where academic and personality development go hand in hand with the development of the new person that each has become through Baptism...” (Declaration on Christian Education, #8).

“We want to lead our students and ourselves to humbly acknowledge that we have been missioned just as Jesus was missioned. At this moment, Jesus has no hands but our hands. He has no heart but our hearts. We are his embodiment...” (What Makes A School Catholic – NCEA).

The moral obligation of educating children rests first with the parents. The responsibility of the school is to give extension and broadening to parental guidance. St. Catherine of Alexandria School encourages its students to become active disciples, aware of their responsibilities to God, church, self, family, and society. We strive to educate our students to be leaders in their communities using their faith as their flagship.

### **DEFINING CHARACTERISTICS OF CATHOLIC SCHOOLS**

- Centered in the Person of Jesus Christ.
- Contributing to the Evangelizing Mission of the Church.
- Distinguished by Excellence.
- Committed to Educate the Whole Child.
- Steeped in a Catholic Worldview.
- Sustained by Communion and Community.
- Accessible to All Students.
- Established by Express Authority of the Bishop.

From NCEA NSBECS Standards for Catholic Schools.

## GOALS and OBJECTIVES

### **St. Catherine of Alexandria School will provide a Christ-filled education for students of all socio-economic status.**

- Teachers will integrate spirituality into all aspects of the curriculum.
- Teachers and staff will function as Christian role models living with Christ in their lives.
- The school will attempt to avoid stereotypes inflicted by money and race through the wearing of uniforms.
- The school and parish will work to provide tuition assistance for all who wish to receive a Catholic education through St. Catherine of Alexandria School.
- The school will function as an outreach of the parish and will be subsidized by the parish to a greater or lesser extent.

### **Students will meet spiritual success and continue to know God and grow in faith.**

- Students will have a spiritual model to follow in teachers and other staff members through daily actions and interactions.
- Students will receive instruction in Catholic faith and integrating faith into daily life during religion classes.
- Students will grow closer to God during liturgical celebration.
- Students will see how faith and spirituality are utilized throughout all aspects of their lives by experiencing faith integrated throughout the curriculum and discipline expectations.

### **Students will exhibit values and morals as held by the Catholic faith.**

#### **Students will find success and be prepared for future academic challenges.**

- Students will have opportunities for interaction through group work and cooperative learning which will enable them to work successfully as members of a team.
- Students will be exposed to a variety of learning strategies to enable them to become self-sufficient decision makers and competent independent thinkers.
- Teachers will provide enrichment for students needing academic challenges through choice projects, I-searches, curriculum pacing, personal agendas, etc.
- Teachers will provide for individual learning styles when appropriate and possible.

#### **Students will make responsible decisions.**

- Teachers and parents act as role models for appropriate decisions.
- Students will become responsible for his or her actions and words.
- Students demonstrate decision-making skills through application in past and present experiences.
- Students role-play in controlled situations to gain experience in decision-making in real life situations.

#### **Students will develop healthy relationships with students at all age levels and with adults in various roles in the school community.**

- Students will meet with buddy classes of differing age levels, and work and play with them.
- Students will view good working relationships between all staff members.
- Students will have opportunities to become involved in the community.

#### **Students will take pride in themselves and the community.**

- Students will take pride in themselves as made in the image of God by coming to school neat and clean in appearance.
- Students will take pride in their appearance by keeping proper uniform clean and in good repair.
- Students participate in organizations of Student Council, Little Women of Hospitality, and Little Flowers to provide outside opportunities at leadership and civic pride.

## STUDENT BEHAVIOR

Local and diocesan policies dictate that discipline in a Catholic School is an aspect of moral guidance. These policies include reasonable controls which promote the individual's development in a Christian environment that recognizes and respects the rights of all students and faculty members.

One of the goals of St. Catherine of Alexandria School is to help each student make responsible decisions. Students must learn that they are responsible for what happens to them – that their behavior has definite consequences. We want students to use the control they have over their choices to make good and positive things happen for them.

A school achieves its goals when it has active participation of all students. At St. Catherine of Alexandria School, students must realize that it is necessary to establish certain rules and regulations, which contribute to the learning environment and Catholic atmosphere of the school.

Students are expected to:

1. Follow guidelines outlined in the Handbook.
2. Demonstrate respect for the priest, administration, teachers, staff and parents involved with school operations. Therefore, insolence, impertinence, negative non-verbal reaction, deliberate disobedience, lack of cooperation, deceit, etc., are NOT acceptable.
3. Treat other students and their property with respect so that these individuals too can achieve their objectives and are not hindered in their personal pursuits.
4. Remain quiet in and around the building, hallways and restrooms.
5. Conduct themselves in Church in such a way that will reflect appreciation of the presence of Christ in the Most Blessed Sacrament.
6. Take pride in and show respect for school property. This means keeping the playground, hallway, classroom, desks, lockers and textbooks neat and in good repair. Students responsible for destroying or damaging school property intentionally or unintentionally will be required to repair or replace this property at the responsible student(s) expense.
7. Demonstrate safe, cooperative, and courteous behavior both in the classroom and on the playground during recess. Students are allowed on the playground area only when a supervising teacher or parent is present.

Classroom rules are developed by teachers and will include rules that ensure the student's right to learn and the teacher's right to teach. Consequences for classroom misconduct will be handled by the individual teacher.

## DISCIPLINE

Student restrictions are designed to create an atmosphere conducive to achieving the stated school goals and to foster an environment that promotes the total Christian education of the student.

Serious disregard for school rules and regulations may warrant a student being disciplined, suspended or expelled. This list is not intended to be complete but includes serious offenses.

- Willful disobedience.
- Gross disrespect for school personnel.
- Grave injury to another student by thoughtless actions or slanderous remarks.
- Habitual profanity or vulgarity.
- Possession, sale and/or use of drugs, cigarettes, alcohol, knives, firearms, and accessories.
- Vandalism.
- Fighting or rough play.
- Cheating, stealing, or deceit.
- Conduct unbecoming of a Catholic School student, inside or outside of the school that endangers another and/or is detrimental to the reputation of the school.
- Possession of improper or obscene materials.
- Misuse of social media/technology.
- Being late to class when classes change.
- Threats to self or threats/harassing/disparaging behavior toward others which may manifest in various ways such as verbal, written, non-verbal gestures, internet social net-working sites, drawings, etc.

Students are reminded that any teacher or staff member in the school has the right to correct unruly individuals at any place at any time.

Disciplinary notifications for various violations will be sent home and may be required to be signed and returned by parents. This will keep parents informed of school behavior. Repeated offenses will require parent involvement in conferences or in the formation of an improvement plan of action.

Registration for the following school year may be denied to a student who has demonstrated extreme or repeated disciplinary problems or if parental support is not given to the discipline regulations established by the school. A student may be registered under probationary conditions, the terms of which will be specified by the administration.



Special Directions:

- No gum on school grounds.
- No electronic toys (including electronic assignment keepers), smart watches or other expensive items without permission of the teacher.
- No fad toys, games, or collectibles.
- No makeup (except for 8<sup>th</sup> grade girls who may wear minimal makeup).
- Nail polish/fake nails may be worn if not distracting to self or others.
- No earrings for boys.
- No body piercing.
- No body art/tattoos-including henna.
- No excessive bleaching or unnatural dyeing of one's hair.
- Hair must be neat and tidy in appearance and may not obstruct vision.
- No oversized jewelry/dangling earrings (See dress code).
- No pop for lunch unless special permission is given.
- Appearance will be neat and clean and follow guidelines stated in the Handbook.
- Cell phones must remain off and in the school office while on campus (throughout the school day, including After School Care).
- No locks for lockers.
- No trading cards of any kind are to be used on school grounds.
- No hoodies in the classrooms.

The administration will limit fads with additional regulations when necessary.

## SCHOOL INFORMATION

The following information includes recommendations and regulations for your reference. Much of the information is standard but this handbook will serve as a resource during the school year.

At times, additions to these guidelines will be necessary. Further interpretations and regulations can and will be channeled through the administration and the faculty.

### Important Numbers

School Office	918-446-9756	918-447-3780 (fax)
Parish Office	918-446-8124	
After Care	918-446-9756	

### School Hours

7:00 - 7:40 a.m.	Before Care/ Breakfast available in Activity Center (7-7:30 only)
7:40 a.m.	Students may enter the building
8:00 a.m.	School begins (Preschool-8)
3:15 p.m.	Dismissal
3:30 - 5:30 p.m.	After Care available in School

For convenience, the rest of the information is listed in alphabetical order.

## SCHOOL POLICIES

### **Absence Procedure**

Regular attendance is required of all students by laws of Oklahoma. If a child is absent, we ask that the parents call the school (918-446-9756) before 9:00 a.m. Absences other than illness should be cleared in advance.

A student may not have more than five (5) absences per quarter (without the original written notice from a doctor) to receive credit for completion of the required objectives. If a student is absent or tardy more than five (5) days, the student's status will be reviewed by the principal, teachers, and parents.

Students will be given 1 day per day of absence to make up missed work. Any other arrangements will need to be approved by the student's teacher(s).

When a student is absent for **three or more days due to illness**, a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up in the pick-up line after school 3:15-3:30 PM.

For short absences, older students should make arrangement with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school.

**Teachers are not required to give make-up tests or assignments for absences due to vacations.** (See also *Homework due to vacations/planned absences.*)

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date.

**Excessive absence (40) days or the equivalent of 40 days including tardies**, can be cause for a student to be retained in the current grade for another year. Excessive absences will be turned in to DHS and the Tulsa Police Department. **Absences due to COVID quarantines do NOT count toward these excessive absence counts.**

### **Academics**

To view the curriculum for the Diocese of Tulsa, including St. Catherine of Alexandria School, see the website for the Diocese of Tulsa Catholic Schools-  
<https://dioceseoftulsa.org/curriculum> .

## **Admissions**

There is no discrimination in our enrollment practices according to sex, race, ethnic background, social or economic status. Since we are a religiously oriented school for the Catholic community, we give preference to members of St. Catherine of Alexandria Church. Should the number of applicants for a class exceed the number of spaces available, students will be accepted in the following order:

1. Students and siblings currently enrolled in St. Catherine of Alexandria School.
2. Practicing St. Catherine of Alexandria parishioners not previously enrolled in the school.
3. Catholics transferring into St. Catherine of Alexandria parish whose children have been enrolled in a Catholic school and have a letter of recommendation from the pastor of the previous parish.
4. Practicing Catholic parishioners from other Catholic parishes.
5. Non-Catholic applicants.

The principal makes the final decision on enrollment.

**\*\*Practicing Catholic is defined as one who attends Mass regularly, participates in the sacramental life of the Church, and who is a registered, supporting member of a parish.**

All new students prior to admission must be interviewed by the principal and may be asked to complete placement testing.

In fairness to an applicant, the school may decide not to admit a student whose special needs we feel could not adequately be served by our teaching staff and school facilities.

The school will admit all students on a probationary basis. This arrangement will last no longer than one semester.

All admissions are to be processed by the office, and no one other than the administration can officially admit a student to the school.

Students entering St. Catherine of Alexandria School must present: birth certificate, proof of social security number, sacramental records, immunization records, a physical, previous school and testing records, and any IEP the student has been on at the previous school.

For age requirements, see "Age Requirements."

## *After School Care/Before School Care*

No student may be left at the school before 7am. All students remaining after 3:30 p.m. will be sent to After School Care and parents will be billed. Attendance in the program is a privilege not a right. All students must follow behavior guidelines, respect authority and cooperate with established regulations.

### Program Guidelines:

1. Students must be registered in St. Catherine of Alexandria School and registered in B/A care. The registration fee is \$25.
2. Fees for Before-Care are \$3.00 a day with the maximum of \$50.00/month. Before Care begins at 7:05 a.m. Students will be taken to class at 7:40 a.m.
3. After Care begins at 3:30 p.m. and ends at 5:30 p.m. Students are checked in by an After-Care employee. The fee for the After-Care program is \$3.00 (if picked up before 4:15 pm) -\$6.00 (after 4:15 pm)/day with a maximum of \$108.00/month.
4. For every minute after 5:45 p.m. that a child is not picked up, a \$1.00 fee will be charged.
5. An updated list of people allowed to pick up your child must be kept on file. A notice must be sent to the office if your child is to go home with someone other than the parent. This person must also be on the list.
6. If a student is to go home with another student, notification must be provided by the parent.
7. The After-Care program may be reached at 918-446-9756.
8. Students will be supervised by an After-Care employee after 3:30 p.m. unless they are attending a school activity. No student will be allowed to enter a classroom after 3:45 unless the teacher is present, and permission is given.
9. The teachers will inform the After-Care program if a student is under their care.
10. You will be charged for After Care if your child is present.
11. Each quarter the financial administrator will review payments made to before and After-Care chargers. If a family is delinquent in making payments to their before and After-Care charges, they will not be able to use the program until their account is made current.
12. After-Care follows the same guidelines as stated in the school handbook (i.e. Games, phones, and other electronics not allowed, and dress code must be followed.)

## **After School Activities**

A variety of after-school activities will be provided. Information will be sent home about each activity and students may register for the activities of their choice. Permission slips are required for participation and fees may be applicable.

## **Age Requirements**

According to state law, Preschool students must be 3 years of age by September 1 to begin the program. Students must be potty-trained and verbal.

According to state law, a child must be five years of age on or before September 1<sup>st</sup> to enter kindergarten and must be six years of age on or before September 1<sup>st</sup> to enter first grade.

## **Alcohol, Tobacco and Drugs**

The possession, sale, or use of alcohol, tobacco, drugs, or any other controlled substance on school campus or at school-sponsored activities is strictly forbidden. Violation of the rule will result in immediate suspension, possible expulsion and will be reported to the appropriate law enforcement agencies and superintendent's office.

## **Allergy Policy**

St. Catherine of Alexandria School recognizes that an allergy is an important condition affecting many school children and welcomes all pupils with allergies.

This school encourages children with allergies to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff and pupils. Teachers and new staff are also made aware of the policy. All staff who encounter children with allergies are provided with training on allergies from the school first aid personnel who has specialized training. Training is updated as needed.

### **1. Asthma Medication**

Immediate access to reliever inhalers is vital. Parents are asked to ensure that the school is provided with a labeled spare reliever inhaler- **to be kept in the office**. All inhalers must be labeled with the child's name and all required paperwork (Medication form, Letter from Dr.) must be on file in the school office.

## **2. Record Keeping**

At the beginning of each school year, or when a child joins St. Catherine of Alexandria School, parents are asked to submit a child's medical record. If medication changes in between times, parents are required to inform the school.

## **3. The School Environment**

The school does all that it can to ensure the school environment is favorable to children with asthma or allergies. As far as possible, the school does not use chemicals in science and art lessons that are potential triggers for children with asthma.

## **4. Food Allergy Policy**

St. Catherine of Alexandria School recognizes that life-threatening food allergies are an important condition affecting many school children and welcomes all pupils with food allergies. In order to minimize the incidence of life-threatening allergic reactions, St. Catherine of Alexandria School will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life-threatening allergy.

## **5. Classrooms**

Teachers must be familiar with the Emergency Action Plan of students in their classes and respond to emergencies as per the emergency protocol.

In the event of a suspected allergic reaction (where there is no known allergic history), the school office will be called, and the school's Emergency Response Plan activated. The emergency medical services will be called immediately.

Information will be kept about students' food allergies in the classroom and in the substitute emergency folder, accessible by teachers, substitutes, or other responsible adults.

All teachers and substitutes will be educated about the risk of food allergies.

A parent or guardian of a student with food allergies is responsible for providing all food for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian.

Tables will be washed with soap and water and/or disinfectant following any food related events held in the classroom.

## **Animals on Campus**

St. Catherine of Alexandria is committed to providing a healthy and safe environment for all students and staff. It is our policy to only allow certain animals inside schools during the school day. Animals which will be allowed in and on school property are: service animals and therapy animals which are necessary to support a disability or have been approved by the administration; animals that support a program or curriculum; and turtles (greater than four inches), guinea pigs, fish and frogs kept in clean and maintained aquariums. The use of service animals must comply with Diocesan policy and have the necessary documentation on file in the school office. Any animal may be restricted from school property should the animal become aggressive or a nuisance, including service and/or therapy dogs. No other animals are to access school buildings during the school day. These include dogs, cats, chickens, ducks, reptiles and snakes, tarantulas, ferrets, rabbits, gerbils, hamsters, mice, rats, birds, horses and ponies, dead animals, animal parts, and ant farms. These policies have been established by the administration to ensure health and safety for staff and students when animals are brought onto school property.

Show and tell- With prior approval of the administration, parents may bring a pet in a carrier or on leash to show the class. The class will go outside to visit the pet, weather permitting.

## **Arrival**

School hours are 8 a.m.-3:15 p.m. It is recommended students arrive by 7:45 a.m. This will allow preparation time before the beginning of class. Students who arrive before 7:40 a.m. are to be supervised by their parents or they will need to report to Before-Care. The school is not open to students until 7:40 a.m. St. Catherine of Alexandria School will not be responsible for students on campus before 7:40 a.m., unless they are checked in to Before-Care. (Before Care hours 7:00 a.m.- 7:40 a.m.)

At arrival, it is imperative that students exit all vehicles through the passenger side doors. **Elementary students will be dropped off in the north parking lot; middle school students in the front drop-off lane.** If it is necessary for a student to exit the driver side door, we request that this be done in the east parking area for the safety of all involved. **NO U-TURNS in front of the school. This causes a danger for other drivers.**

## **Asbestos**

St. Catherine of Alexandria School is asbestos-free.



## **Athletics**

Athletic competition is promoted as an extension of the school's philosophy and goals. The intention is to teach and develop physical skills, mental discipline, and Christian sportsmanship. All students can participate regardless of their skill level or experience (See also extracurricular activities). Fees will be assessed and added to the After-Care bill if not paid in advance. Parents are also asked to display Christian behavior and set good examples for students at sporting events. Any parent violating this policy may be asked not to attend future events. Any parent/individual who wishes to coach must first be approved by administration. **No parents or siblings will be allowed at inside practices to maintain safety.**

## **Attendance**

**Parents are responsible for a student's school attendance.** Regular attendance is essential for success in school. Each student is expected to be present in school unless he/she is ill. During any distance learning time due to quarantine, students will be expected to check in for attendance.

If a student must have an early dismissal, notification from the parents is required. No student may leave the school grounds between 8:00 a.m. and 3:15 p.m. without permission from a member of the school staff. Any person picking up a student from school during school hours must first report to the school office. The school reserves the right to ask any person unknown to them who is picking up a child to present a legal document showing his/her identity.

## **Awards**

Students will be recognized for various achievements at the end of the school year. While awards may differ, students are typically recognized for outstanding academic achievement, good citizenship and overall strength of character.

## **Before School Care**

See After School Care.

### **Birthday Parties**

Each teacher will establish the classroom policy concerning parties. All birthday “snacks” must be individually wrapped- no homemade goodies. It is requested that classes are not disrupted to deliver individual gifts such as flowers, balloons, etc. To avoid embarrassment to students, no individual invitations may be brought to school unless ALL members of the class receive one. Students may come to the principal to receive a spirit dress pass to be used on their birthday or half-birthday (for summer/holiday birthdays)- only one per student.

### **Blogs**

Engagement in online blogs such as, but not limited to Facebook®, etc. may result in disciplinary actions if the content of the student or parent’s blog includes defamatory comments regarding the school, the faculty, other students or the parish.

### **Buckley Amendment**

St. Catherine of Alexandria School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) regarding student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information determined through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child’s academic progress or lack thereof. The school reserves the right to charge a shipping and processing fee for extra records sent to more than one home address. Be advised that if a teacher is subpoenaed to testify in a child custody case, the parent will need to pay the cost of a substitute teacher and any other costs associated with the testimony.

### **Bullying and Cyberbullying Policy**

St. Catherine of Alexandria School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously, in jest, or online**) face detention, suspension, and/or expulsion.

### **Cancellation of School Due to Weather**

In most cases, St. Catherine of Alexandria School will follow the decision of Bishop Kelley High School regarding any early dismissal due to bad weather. All other decisions will be based on the consortium of Catholic School Principals from around Tulsa and the Tulsa area. A mass parent notification message will be sent via telephone and email (when possible). Please make sure current contact information is always on file in the school office. Parents are encouraged to use their judgment about transporting students in inclement weather.

### **Cell Phones**

If a student needs a cell phone after school due to walking home from school, entering a house where no one is home, or attending sport practices or games, he/she should bring the cell phone in the off position to the office upon arrival in the morning for the day. The school is not responsible for any lost, broken or stolen cell phones. **At no time during the day should a cell phone be in a student's possession. Items taken away from students will be returned to the parent(s)/guardian(s).** The administration reserves the right to search the contents of a confiscated cell phone.

### **Change of Address**

Changes of home or business address or phone numbers must be reported at once to the school office. Emergency information must be kept current and accurate for the safety and well-being of your child.

### **Cheating**

Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade, detention, suspension, and/or expulsion. A student athlete or student involved in extra-curricular activities who is involved in cheating will also be unable to participate in sports/extra-curricular competition.

### **Child Abuse Reporting**

State law requires St. Catherine of Alexandria School to report any signs of negligence or abuse.

### **Christian Due Process**

1. Notice-Student will be told what he/she did wrong.
2. Hearing- Students get to tell his/her side of the story.
3. Impartial Tribunal- Fair consequence for actions will be issued.

### **Classroom Parties**

Homeroom helpers will coordinate classroom parties for All Saints, Christmas, Mardi Gras and Easter. The classroom teacher may plan any other classroom parties.

### **Communication**

The weekly school newsletter and other pertinent information will be emailed to the parents and posted on the school website weekly. It is still recommended that parents check students' book bags and agendas on a regular basis for communications from the classroom teacher.

### **Computer Usage and Materials**

All students are provided with the opportunity to learn computer literacy skills. No student may download files or applications from a flash drive, or any other external device from home without permission of the teacher. Any student that damages computer hardware or software is responsible for the repair or replacement of those items. Parents sign permission for students to use the internet during the enrollment process. Further, there is no expectation of privacy on school issued storage cyberspace accounts. The teachers and/or administration may check for inappropriate content at any time. No social networking is allowed by students at school at any time. Students must follow all copyright laws regarding computer files (music, downloads, etc.) For cyberbullying, see bullying.

### **Conduct**

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to them.

The principal reserves the right to determine the appropriateness of an action if any doubt arises.

Items such as, but not limited to, e-cigarettes, questionable books and pictures, knives, guns, matches, cigarettes, toys, trading cards, laser lights, fireworks, cameras, or anything that will detract from a learning situation are not allowed at school at any time.

The school administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school.

**Items taken away from students will be returned to the parent(s)/guardian(s).**

Student conduct at school and school sponsored activities is expected to follow the guidelines detailed in the handbook.

Students are expected to conduct themselves in a manner that does not interfere with the rights, privileges and safety of others and exemplifies the Christian values taught in the home and school.

### **Conferences**

Conferences are scheduled both in the fall and the early spring. Parents and teachers may request additional conferences at any time.

All conferences are held at mid-term of the first and third quarters to allow ample time for improvements as needed.

### **Conflict Resolution**

If a parent or student disagrees with a ruling, the following procedure should be used:

1. If the complaint is about a teacher, the individual will go first to that teacher to seek a solution. If the matter is not resolved satisfactorily, continue the process.
2. Conference with the principal and the teacher. The principal will make a ruling.
3. After these steps have been followed, and the matter is not resolved, the matter will be referred to the pastor.
4. If the complaint involves the principal, the pastor may be contacted only after the matter has been addressed with the principal.
5. All School Advisory Board members are not to resolve school problems but are to refer the aggrieved person to the above procedure. If approached, the member should notify the principal.

### **Corporal Punishment**

According to Diocesan policy, no corporal punishment is used at St. Catherine of Alexandria School.

### **Credit Cards to Pay Tuition or After-Care**

St. Catherine of Alexandria School can accept credit cards as payment for tuition and aftercare charges.

### **Criminal/Gang Like Behavior**

Administration reserves the right to contact appropriate legal authorities when a student's behavior is believed to be illegal or a threat to others. Student behavior both on and off campus should model the values taught by St. Catherine of Alexandria School. Students who participate in illegal activities of any type may be suspended or expelled even if activities occur off campus.

### **Crisis Plan**

St. Catherine of Alexandria School has implemented a "crisis plan" in case of a catastrophic emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of such an emergency, circumstances permitting, the building will be evacuated, and students will be moved to one of two secure designated locations:

1. St. Catherine of Alexandria Church
2. Off Campus – Zarrow Regional Library or Reed Park

### **Custody/Guardianship**

St. Catherine of Alexandria School will abide by court documentation regarding custodial issues, restraining orders, protective orders, etc. Parents with such documentation must provide a court notarized copy of the documents to the school for the school administration to enforce it.

Divorced parents who share custody of their child will each be allowed to submit their own emergency contact information. Neither party will be allowed to change the contact information of the other parent without supporting legal documents signed and notarized by a court official.

### **Discipline**

**Detention** Detention may be issued for a breach of classroom and/or school rules. Parents are provided with notification of the detention. The day, date, and time of the detention are at the discretion of the principal and classroom teachers. **Detention takes precedence over practices, lessons, tutoring, ballgames, etc. (Medical appointments are the exception.)**

***Suspension*** Students who are given an in-school suspension will be required to report to school each day and complete schoolwork. Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension. Students must complete all class work and tests from the days of suspension but only 70 percent of grades will be recorded for this work.

***Expulsion*** Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from St. Catherine of Alexandria School. Students who have been expelled will not be allowed to return to the school without prior permission from the principal.

Students whose parents have violated the Parents as Partners agreement in this handbook may also be excluded from St. Catherine of Alexandria School.

### **Dismissal**

The Preschool through Eighth grades will be dismissed at 3:15 p.m. Students will be released to parents through the north doors. Because of congestion, it is extremely important that parents do not leave their cars unless they are in designated areas. **There will be NO PARKING in the north lot during dismissal time.** For the safety of all our families, students must enter/exit through passenger side doors (away from the street). If students need to enter the vehicle on the driver's side, parents are asked to park in the east lot. Cell phones should not be used during this time.

Any child not picked up by 3:30 will be sent to After-Care and parents will be billed for the service. St. Catherine of Alexandria School is not responsible for students remaining on the school grounds after 3:30 p.m. unless students are in the After-Care program.

### **Dress Code**

1. Uniforms are to be worn daily unless otherwise specified by the administration.  
(See Uniform)
  - a. No baggy or oversized sweaters/sweatshirts or pants.
  - b. No hoodies or hats in the school building.
  - c. Only a plain white or navy T-shirt may be worn under school shirts.
  - d. Socks must be worn with uniforms (crew socks are preferred).
  - e. Shirts must remain tucked in on campus.
  - f. Shorts must be worn under skirts/jumpers and must not show.
  - g. In cold weather, solid (no see-through material) black or navy leggings may be worn under jumpers/skirts.
2. No makeup is to be worn by students (except eighth grade girls who may wear **minimal** makeup).

- a. If a student uses excessive amounts of body spray, perfume, perfumed lotion, or cologne at any grade level, he/she may lose the privilege of wearing it.
  - b. Glitter make-up and lotion are prohibited.
3. Hair must be clean, combed, out of the eyes, and neat.
  - a. No extreme or “wild” styles (razor designs, stripes, tails, unnatural colored weaves).
  - b. Subtle natural hair-color highlighting only. No bleaching or tinting.
  - c. Hair for boys should not touch the collar- it must always be pulled back and up during the school day.
  - d. Hair may not hang in the eyes for any student.
  - e. No facial hair.
4. Jewelry should be appropriate and complement the uniform.
  - a. No dangling earrings or oversized jewelry.
  - b. No earrings for boys.
  - c. No body piercing.
5. Students must be clean, neat, and observe good standards of personal hygiene.
  - a. Clothing should be clean, stain-free, and free of holes (including special dress days).
  - b. Older students need to utilize deodorant every day and bring extra to use before/after PE class.
6. Absolutely no coats, jackets, hoodies, or non-regulation sweatshirts are to be worn in the classrooms.
7. Nail polish may not be a distraction, or the student will be asked to remove it.
8. Flip-flops are always prohibited due to safety reasons.

The administration shall limit fads as individual cases arise.



## **Dress Up Day**

Students should wear nice outfits- no jeans, no shorts (except uniform shorts), no T-shirts, no sloppy clothing. No tank tops/spaghetti straps without a sweater. Skirts for girls must follow the uniform skirt regulation length policy. Parents will be notified of these days in advance.

## **Electronic Games, Toys, Pagers and Cell Phones**

Students are not to bring electronic games, cd/ radios, electronic assignment organizers, smart watches or other electronic devices. The school takes no responsibility for losses incurred by those who disregard this rule. No fad games, toys, or collectibles are allowed at school, Before-Care, After-Care. Tablets, Nook®, and Kindles® are to be used for reading class only- with a permission slip on file. Gaming apps can only be used if specified in Individual Service Plans or teacher lesson plans.

## **Emergency Drills**

Students participate in emergency drills as required by the State Department of Education for safety of all students

Fire drill procedures:

1. Rise in silence when the alarm sounds.
2. Close windows and doors.
3. Walk to the assigned place briskly, in single file, and in silence.
4. Return to the building when signal is given.

Tornado drills are held periodically. The procedures are:

1. Rise in silence when the alarm sounds.
2. Walk briskly to the safe room in single file.
3. Sit and put hands over head.
4. Return to classroom when signal is given.

## **Enrollment**

Enrollment will begin around Catholic Schools Week (the first week of February).

## **Evaluation**

Progress reports will be posted on Ren Web for all students midway through each quarter. Throughout the year, other progress reports will be issued on an as needed basis.

Report cards are posted on Ren Web quarterly. Final grades are determined by a combination of performance on daily work, homework, quizzes, tests, class participation, and special projects. A separate effort grade may be given as well.

## **Extra-Curricular Activities**

Since it is one of our goals to help our students learn to be responsible, we feel we should work toward that goal in extracurricular activities as well. Showing commitment to something you sign up for is important. Therefore, students participating in extracurricular activities (i.e. athletics, math club, chess club, Little Flowers etc.) are required not only to be doing well academically and in regards to behavior, but also required to communicate with the coach/sponsor if he/she is unable to make a practice or game. Our coaches and sponsors are unpaid and donating their time and talent generously to our school community. They deserve to have players that treat their position with respect. If your child is unable to attend a practice or game, the parent or player must notify his/her coach as soon as possible prior to the event. If that communication is not made, the player will sit out the next competition. He/she may attend and participate in practice so as not to get behind on plays/strategies but will not be allowed to participate in the next league competition.

Regarding academic eligibility, 4<sup>th</sup> – 8<sup>th</sup> grade students must obtain grades in each of their classes that average 60 percent or above in order to be able to participate in competition. He/she may attend practices but will not be allowed to participate in league competition until the grade is brought up (this includes summer activities).

Students are encouraged to participate in extra activities including sports, student council, scouts, contests, yearbook, etc. Some activities have eligibility requirements and/or charge fees.

## **Field Trips**

All school sponsored field trips and outings have an educational purpose and are considered a privilege. Students must meet the teacher's requirements (including having all assignments turned in, passing grades in all subject areas, and limited behavior violations) to participate. Some field trips are for class purposes and all students will participate to receive class credit; students who do not attend these field trips may have to do an additional assignment to receive credit. A sponsor may fund field trips or students may have to pay a fee to attend. According to Diocesan policy, it is preferred that the school principal, faculty members, or staff members shall not drive students on any field trip. Field trips should remain within a reasonable distance, and not include an overnight stay.

A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted. A field trip permission slip is printed at the end of this book. This is the only format that may be used to allow a student to leave school during school hours. If your child fails to bring his/her permission slip home, you may tear out and use or copy the form provided. Call the school for information needed to complete the form. **Note:** A fax does not take the place of an original signature. A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.

Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip due to parental reasons will remain at home with the parent and will be marked absent for the day.

Students who are participating in the field trip must ride to and from the field trip with their class. All students must wear seatbelts. Students not with the class may not participate in the field trip and will be counted absent for the day. All monies collected for the field trip are **non-refundable**. **Cell phones** are **not allowed** on field trips unless otherwise directed by the teacher and/or administration.

Parents who are not “official” chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. Our risk management insurance company ensures the “official” chaperones and participation by unofficial chaperones jeopardizes the protection for our students and all other “official” adults on the trip. Parents who chaperone a field trip may not bring pre-school or school-age siblings on the field trip. All chaperones must be 25 years of age or older. **All volunteers for field trips must have proper paperwork on file. (See the School Office for Details.)**

Students will only be allowed to visit the gift shop if the teacher deems it appropriate. **Any student who has a behavior problem during a field trip will be transported back to the school by 2 adults (whenever possible) and parents will be notified. This student will not be able to attend the next field trip.**

### **Fighting**

The actions of each student at St. Catherine of Alexandria School should reflect the morals and values that are the basic beliefs and goals of the school. Any student who assaults another, either physically or verbally, will be subject to immediate discipline and possible suspension. Repeated violations may be cause for expulsion.

### **Financial Obligations**

Parents and guardians are expected to pay all bills in a timely fashion. Failure to meet financial obligations may result in a student being asked to leave school or not being allowed to enroll for the following year and no records will be released.

### **Free Dress**

On free dress days, students may wear appropriate non-uniform apparel. Short shorts, holey jeans, and short skirts are not allowed. Parents will be notified if students do not meet the requirements. If there is a question regarding length, a member of the administration will determine whether the student may remain in class. Flip-flops may not be worn for safety reasons. Free dress days are announced throughout the year to be used as incentives and often have a theme (jeans and beans, hat day, sports day, etc.).

### **Fund-Raising**

Fundraising is a necessary part of Catholic School; therefore, participation is mandatory. Funds are used to provide additional educational supplies and equipment not covered by the general budget. It is important that parents participate in these fundraisers. If a parent does not wish to sell a product, a buyout option will be provided for \$100.

The Home and School Association and Eighth Grade will be responsible for these efforts.

### **Grading Scale**

The grading scale used for 3<sup>rd</sup> -8<sup>th</sup> Grades at St. Catherine of Alexandria School is as follows:

90 – 100	A	Excellent
80 – 89	B	Above Average
70 – 79	C	Average
60 – 69	D	Below Average
00 – 59	F	Failure

The grading scale for Second Grade

S+	90-100
S	80-89
S-	70-79
N	60-69
U	0-59

The grading scale for Kindergarten and First Grade

E	Expected Performance
P	Progress Being Made
N	Area of Concern

## *Gum, Pop, and Snacks*

Students can bring a healthy morning snack each day. Suggested items include fruits, cheese crackers, yogurt, granola bars, etc. Students are not allowed to chew gum anywhere on school grounds, and candy is generally discouraged during the school day, including after care. Soda pop and energy drinks are prohibited throughout the school day which includes lunchtime and after school. There may be occasional exceptions to this rule. **Students should only have water in water bottles at school.**

## *Gun-Free Campus*

St. Catherine of Alexandria is a gun-free campus. Only law enforcement personnel may bring weapons into the school or church. All other guns on campus must be in the trunk of a locked vehicle.

## *Harassment*

Harassment of any type is not tolerated. The principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

## *Health Services*

The school office will provide minor first aid. Parents will be notified if there is an emergency or an illness. Because of limited space, we request students to be picked up immediately once the parent has been notified. All school health records must be kept up to date and accurate.

**If a child has a fever, diarrhea, or is vomiting, he/she is not to return to school until 24 hours AFTER the condition has ceased to be a problem. This means the problem no longer exists - even without the benefit of symptom-relieving medication.**

All communicable diseases (i.e., COVID, lice, conjunctivitis (pink eye), measles, etc.) must be reported to the school office immediately.

LICE and NITS: If a child has nits or lice, he/she will be excused from school and **cannot** return until the student is lice-free and the nits are at least a half inch from the scalp. If your child is infested two times or more, he/she will be **required** to be lice/nit free before returning to class.

FOOD ALLERGIES: Students who have known food allergies must provide documentation to the school office indicating which foods cause allergic reactions. The school administration will then notify the classroom teacher so that these foods will be avoided during lunch and classroom parties.

All students who participate in sports are required to have a current physical on record prior to the first practice of the season. Forms are available in the school office.

### **Hold Cards**

Holds will be placed on report cards if there are unpaid fines (library, textbooks), fees or tuition. See Financial Obligations.

### **Homework**

Homework is designed to strengthen and review skills learned in class, to encourage good study habits, and to allow students to explore and extend material presented in the classroom.

The amount of homework will vary with each student. There are several reasons for this. Some students have difficulty attending to work or organizing classroom time and may consequently bring more work home. Some students are very conscientious and do more than is usually required. Some may have difficulty in a subject area and need more time to understand concepts presented.

If a student is ill or misses class for any other reason, the student will be given 1 day to make up the assignments for each day the student is absent. If other arrangements are necessary, these will need to be made with the child's teacher(s).

### **Homework due to Vacations/Planned Absences**

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

**Teachers are not required to give make-up tests or assignments for absences due to vacations.**

### **Homework Policy Due to Illness**

When a student is **absent for three or more days**, a parent may call the school office before 9:30 AM or email the individual teacher to arrange for homework assignments. Homework assignments may be picked up in the pick-up line 3:15 PM – 3:30 PM.

For **short absences**, older students should make arrangements with classmates regarding assignments. Students may also, receive missed assignments from their teacher when they return to school.

Students will be allowed one day for each day of absence due to illness. For example, a student who was absent three days should be given three school days to complete the missed work.

### **Home and School**

This is the official parent/teacher organization of St. Catherine of Alexandria School. The organization has two main goals: 1) to promote a sense of community among school families by giving parents the opportunity to meet and know one another and to work together for the good of our children's education, and 2) to organize fundraisers for the purpose of buying equipment

and instructional materials for the school. All monies raised by students must be deposited in a school account per Diocesan regulations.

**Homeroom Helper Responsibilities**

1. Plan and execute class parties (All Saints, Christmas, Mardi Gras, Easter)
2. Organize classroom events for fundraisers.
3. Help teachers with class projects.
4. Seventh grade class will be responsible for the Eighth grade Graduation reception.

**Honor Roll**

The honor roll requirements (5<sup>th</sup>-8<sup>th</sup> Grades only) are as follows (Based on semester averages):

*A Honor Roll:* Student must have all A’s in academic subjects and at least a grade of satisfactory for those classes that reflect only effort.

*B Honor Roll:* Student must have A’s and B’s in academic subjects and at least a grade of satisfactory for those classes that reflect only effort.

**Immunization**

State law requires parents of children entering school for the first time to present a copy of immunizations certified by the doctor or health department before they attend school. The copy should be given to the school administration during final registration. The following immunizations are required by the State of Oklahoma:

Age/Grade	Required Immunizations with Cumulative Doses required	
<b>Child Care</b> <i>Up to date for age</i>	4 DTaP (diphtheria, tetanus, pertussis) 1-4 PCV (pneumococcal) ◆ 1-4 Hib ( <i>Haemophilus influenzae</i> type B) ◆ 1 MMR (measles, mumps, rubella) 1 Varicella (chickenpox)	3 IPV (polio) 2 Hep A (hepatitis A) 3 Hep B (hepatitis B)
<b>Preschool/Pre-K</b>	4 DTaP (diphtheria, tetanus, pertussis) 1 MMR (measles, mumps, rubella) 1 Varicella (chickenpox)	3 IPV (polio) 2 Hep A (hepatitis A) 3 Hep B (hepatitis B)
<b>Kindergarten-6<sup>th</sup></b>	5 DTaP (diphtheria, tetanus, pertussis) ★ 2 MMR (measles, mumps, rubella) 1 Varicella (chickenpox)	4 IPV (polio) ◀ 2 Hep A (hepatitis A) 3 Hep B (hepatitis B)
<b>7<sup>th</sup>-12<sup>th</sup></b>	1 Tdap (tetanus, diphtheria, pertussis) ● 5 DTaP (diphtheria, tetanus, pertussis) ★ 2 MMR (measles, mumps, rubella) 1 Varicella (chickenpox)	4 IPV (polio) ◀ 2 Hep A (hepatitis A) 3 Hep B (hepatitis B) ■

### **Instagram®, SnapChat®, Twitter®, Etc.:**

Photos and captions on a student or parent's Social Media account that depict the school, the faculty, other students, or the parish in a defamatory way may result in disciplinary action.

### **Incomplete Grades**

If a student is not passing at the time the grade card is issued due to illness or extenuating circumstances, a teacher may give an "I" on a report card. An incomplete grade may become a failure unless the student satisfactorily completes the work within the allotted time agreed upon by student and teacher.

### **Internet**

Every attempt will be made to restrict access to unwanted or distasteful information on the Internet. Students and parents will be asked to sign a contract that states an understanding and agreement for the use of Internet at St. Catherine of Alexandria School. Students/Parents should have no expectation of privacy for school-issued electronic accounts. Any student engaging in any form of cyber bullying, on or off campus, will be subject to disciplinary action.

### **Leaving Campus**

Students are not allowed to leave campus during the day without the knowledge and consent of their teacher. Permission to leave with anyone other than a parent or guardian will only be granted upon written or verbal request from the student's parent/guardian.

Parents must go to the office and sign out students before leaving the school. Students will be called to the office. If the student is to return during the day, the student must sign in.

### **Library**

**Students are allowed to do research in the library. Students are responsible for what they check out and will be expected to pay fines for late returns and/or replace lost books.**

Borrowed books are to be returned on time and in good condition.

Books damaged or lost must be paid for by the student before any other materials may be checked out. Students who have lost or damaged books do not receive progress reports or quarterly report cards until their account is cleared.

#### ***Rules for the Library***

1. Come in quietly and wait for your book to be checked in.
2. Be an example of a good listener while the story is being read.
3. Show how polite you are by raising your hand to answer questions.



4. When looking for your next adventure, be courteous to your neighbor as you walk around the library.
5. When you are checked out, sit and read or help a friend find a good book.
6. Please hug your books as you carry them back to your classroom.
7. Show respect for your teacher, friends, and library while you are there.

### **Lockers**

Each student is assigned a locker or cubby in which to store clothing. To maintain a quiet atmosphere for class, students can go to their lockers only at specified times. The school reserves the right to inspect lockers at any time. Student schedules and pencil holders facilitate learning and may be posted on the interior of a student's locker door. No student should leave items on top of lockers or on the floor next to lockers for safety reasons.

### **Lost and Found**

Lost and found items are kept for a period and then released to Catholic Charities. Parents are urged to put the student's name on all items, including coats and P.E. clothes.

Students who lose a library book, textbook or workbook must pay the replacement cost of the book plus shipping to receive a new copy.

### **Lunch**

Students bring their own lunch to school or may receive a lunch from the cafeteria. All families qualify for free lunches this year. No menu is needed unless your child chooses NOT to eat every day. In the event of a forgotten lunch, the office must be notified by 9am. **The school has sack lunches available for those students who forgot lunch if there is not enough food in the cafeteria. A \$3.00 charge will be added to the student's account if a sack lunch is given. Students should not bring glass bottles, soft drinks or excessive amounts of candy. Parents should not bring lunches or drinks from carry-out restaurants unless it is a special occasion.** There is no microwave available for student use. Please do not send foods that require heating.

Students are expected to use the same manners required in the classroom during lunch. Courtesy toward other students and cooperation with lunch monitors are always in order.

## **Mass**

Students will attend and participate in Mass. For many classes, a participation grade will be given. Parents are urged to attend and sit with their children. Attendance during the week does not fulfill a Catholic's Sunday obligation. To receive tuition at the Catholic rate, at least one parent must be a practicing Catholic, students should attend weekend Mass as well as school Masses on a regular basis, and the family must be active and registered in a parish.

## **Medications**

Certain guidelines must be met if a student must take medications at school.

- Non-Prescription Medication—Students must have the proper form signed and on file in the office. All medication MUST be turned in to the school office including cough drops. A phone call will be placed PRIOR to each administration and the guardian must give verbal permission. THE SCHOOL WILL NOT PROVIDE MEDICATION.
- Prescription Medication-- All prescription medicine must be brought to school in the original container indicating the doctor and dates of the prescription. The school office provides a form for describing the specific dosage and procedure for dispensing of medication.
- St. Catherine of Alexandria School personnel will not administer nebulizer-breathing treatments to students per Senate Bill No. 545 signed in 1995 by Governor Frank Keating. A parent or designated provider is welcome to do so.
- Students who have been diagnosed with Asthma must have a doctor's note on file in the school office that verifies the student fully understands the signs and symptoms of asthma and is confident that he can administer the medication on his own.
- Students with life-threatening allergies requiring an epi-pen need to leave one in the school office.

## **Medical Excuses**

Parents may only excuse their children from an activity for medical reasons for up to two days and must submit a note to the office to do so. If the injury/ailment requires a child to refrain from an activity for longer than two days, parents must provide documentation from their doctor.

## **Meningococcal Meningitis**

Meningococcal meningitis is a rare but potentially fatal illness that can strike at any time. Research has shown that teens and young adults are at an increased risk. **Symptoms** include severe headache, high fever, stiff neck, nausea and vomiting, numbness and loss of feeling, light sensitivity, confusion, rash, and seizures. A person may not have them all at the same time. Meningitis can be **caused** by close contact with a person who is sick with the disease. There are also people who can carry the bacteria in their nose or throat, but never become sick. Contact with these carriers can also cause someone to catch the disease. Risk factors for contact with the disease include living in close quarters, such as college dormitories, being in crowds for long periods of time, sharing drinking glasses, bottled water, or eating utensils, kissing, smoking or being exposed to smoke, being run-down to staying up late or having irregular sleeping patterns. Meningitis may be **prevented** by avoiding the behaviors that spread it. There is also a vaccination that can help prevent it. Ask your child's health care provider about how to protect your child.

## **Messages**

Messages for students are limited to emergency situations only. All attempts are made to limit classroom interruptions to enhance the learning environment. If messages must be sent to students or teachers, please call the office early to allow enough time for the message to be delivered.

## **Observations**

Parents and potential students are welcome to observe in classrooms. Requests should be made through the office and will be scheduled with the classroom teacher.

## **Office Hours**

Teachers will be in their classrooms by 7:30 a.m. daily and will remain there until 3:30 p.m. Please make an appointment with the teacher if you have concerns regarding your student. The office will be open from 7:30 – 3:30 p.m. Monday through Friday.

## **Off-Campus Conduct**

The administration of St. Catherine of Alexandria School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off-campus behavior includes but is not limited to cyber-bullying.

## *Parents As Partners*

As partners in the educational process at St. Catherine of Alexandria School, we ask parents:

1. To set rules, times, and limits so that your child:
  - Gets to bed early on school nights.
  - Arrives at school on time and is picked up on time at the end of the day.
  - Is dressed according to the school dress code.
  - Completes assignments on time.
  - Has lunch or nutritional sack lunch every day.
2. To actively participate in school activities such as Parent-Teacher Conferences.
3. To see that the student pays for any damage to schoolbooks or property due to carelessness or neglect on the part of the student.
4. To notify the school when the student has been absent or tardy.
5. To notify the school office of any changes of address or important phone numbers.
6. To meet all financial obligations to the school.
7. To inform the school of any special situation regarding the student's well-being, safety, and health.
8. To complete and return to school any requested information promptly.
9. To read school notes and newsletters and to show interest in the student's total education.
10. To support the religious and educational goals of the school.
11. To attend Mass and teach the Catholic faith by word and example.
12. To support and cooperate with the discipline policy of the school.
13. To treat teachers with respect and courtesy in discussing student problems.

## **Parent's Role in Education**

We, at St. Catherine of Alexandria School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. Catherine of Alexandria School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

**Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others.** Ideals taught in school are not well-rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter a partnership with us at St. Catherine of Alexandria School, we trust you will be loyal to this commitment. During these formative years (Pre-K to 8), your child needs constant support from both parents and faculty to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. **To divide authority between school and home or within the home will only teach disrespect of all authority.** If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships. Talking negatively about a child's teacher at home will only create an attitude of distrust toward the teacher, the school, and the parent.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. Parents are encouraged to let their child experience a logical consequence for an inappropriate action or behavior. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she can become.

## **Parking**

No parking is allowed in the North parking lot or south drive. Visitors throughout the school day are to park in the east lot, entering and exiting through the south gate. For drop-off and after school pick-up, parents should enter through the west gates and exit the east gates.

## **Pets**

In the interests of safety and health, family pets of any kind are not allowed in school buildings. For show and tell, see **Animals on Campus**.

## **Physicals**

All new students must have a physical before school starts. All students participating in sports must have a physical on file prior to the first practice of the season.

## **Playground**

Students must follow playground rules when using the playground. These rules are for the safety of everyone on the playground and the same rules shall also apply during After Care.

The rules are as follows:

1. Leave all glass, rocks, sticks, woodchips and dirt where you found them. Report glass, large and/or sharp rocks and sticks to the teacher on duty.
2. Sit correctly in the swings and swing back and forth only.
3. Play tag football only.
4. Feet must go down first when sliding down the slides. Slide DOWN only.
5. Throwing balls or other equipment at, over or near power lines is not allowed.
6. Kickball, four square and football rules are the same as when played in PE. Abusive or aggressive behavior and language will not be tolerated.
7. When playing basketball, everyone must be willing to sub in and out. Abusive language or aggressive fouls are not acceptable. Hanging from the basketball rims is not allowed.
8. All play equipment must be returned to the proper place.
9. Play tag only on the playground or field area, not on playground equipment.

10. Keep away from swings while they are in use (remain outside of the ties for safety).
11. Trees on our playground are not for climbing.
12. Stay away from the tree line at the back of the field.
13. Always be in view of the teacher(s) on duty.
14. All kicking of sports equipment should be done on the field, not on the blacktop.

### **Privacy**

Students enrolled in a private school setting have no right to privacy. Backpacks and lockers may be searched at will. A student's person may be searched as well if the situation deems it necessary.

### **Promotion/Retention/Transfer**

Promotions and retentions are based on an evaluation of academic, physical, social and emotional growth. The primary reasons for considering retention are: a) developmental reasons, b) indifference or lack of effort on the part of a capable student, c) physical or social immaturity, d) frequent or long absences, e) excessive tardiness, and f) non-mastery of grade level skills. Parents will be involved in any retention process.

Students who successfully complete assigned material, comply with the attendance regulations, and attain a minimum "D" average, will be promoted.

If a student is promoted to the next grade level over the advice of the professional staff, parents will be required to sign a statement that they realize this action is against the professional advice of the school staff. Each student will be addressed as to his or her individual needs.

#### **Students in grades five through eight will adhere to the following policy:**

Each class per semester is worth .5 credits. Classes include academic courses (math, language arts, reading, social studies, science and religion) and exploratory classes (physical education, technology, choir and/or art). A student must obtain 7 out of 9 potential credits throughout the course of the year. 5 of the credits must be obtained by passing academic courses (math, language arts, reading, social studies, science and/or religion). Students failing to meet these requirements will be required to take summer school classes at the parent's expense.

Students who fail to meet the minimum level of achievement for a given grade level may be transferred to the next level, if after consideration of all factors (social, emotional, physical, academic, age), it is determined that retention would not benefit the student. These students may be required to take summer school classes and/or tutoring at the parent's expense.

### **Recess**

Students will go outside if the temperature (including wind chill or heat index) is at least 32°F and does not exceed 92°F. Please dress students accordingly.

Parents may request indoor recess for students who cannot go outside for health reasons. A note from a doctor is required for indoor recess longer than two days.

If a child requires only restricted activity during recess, that student will go outside, and activity will be restricted there.

### **Repair/Replacement of School Property**

Parents and students will be financially responsible for any school property that is damaged or destroyed by the student. Because of budget limitations, even if the damage is not intentional, the student and parents may be responsible.

### **Religion Class and Mass**

All students who attend St. Catherine of Alexandria School will be expected to attend school Mass and religion class and complete assignments.

### **Report Cards/Progress Reports**

Progress reports can be viewed at any time for grades 3-8 via the Ren Web website.

Report cards are prepared for each student at the end of every nine weeks. They are either given to parents or are available to the parent via the Ren Web website if all financial obligations have been met.

### **School Safety**

St. Catherine of Alexandria School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest or online**) face detention, suspension, and/or expulsion.

Harassment of any type is not tolerated. The principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

In the event that the school suspects danger to a student or the school community, the school reserves the right to call the police.



## **Search**

The school reserves the right to search anything brought on school property. This includes cell phones and other electronic devices.

## **Self-Discipline**

Students must learn that they are responsible for their actions, and therefore the consequences of their actions. Students are to use the control they have over their lives to make good choices. Students also need to learn to respect others and come to understand their preference has to take second place to benefit the community of learners in their classroom.

Self-discipline is a key Christian concept and students will be encouraged to develop strength in this area appropriate to their age and ability.

## **Sexting**

Students involved in possession or transmission of inappropriate photos or conversation on their cell phones or other electronic devices face suspension and/or expulsion.

## **Service Hours**

To ensure a quality education for our children, every school family is asked to perform hours of service. Therefore, there is a service-hour commitment for each family to perform 15 hours minimum of volunteer service (7.5 hours minimum for single parent families). You may log your hours on the form provided during registration and hand it into the school office periodically, or you may log your hours in the Service Hours Log outside the main office. Our goal is to increase stewardship in the St. Catherine of Alexandria community. The list of eligible activities is varied and subject to change depending on the school's needs. Should your Service Hours commitment not be fulfilled, a \$10/hour not served will be charged to your final After-Care statement.

## **Smoke-Free Campus**

St. Catherine of Alexandria is a smoke-free environment. Smoking, including e-cigarettes, is not permitted in any area on the school or church grounds.

## **Sports Fees**

A \$50 charge will be posted to a student's account should he/she not return an athletic uniform within two weeks of the last game of the season. All sports fees not collected by the first game will go on the student's After-Care account.

## **Stewardship**

Sharing our gifts of time, talent and treasure is of the utmost importance at St. Catherine of Alexandria Church and School. So many of the wonderful opportunities our students have available to them would otherwise not be offered if not for the precious time that so many of our parents and community members donate so freely. Parents are always encouraged to participate in their children's education as much as possible to maintain and improve the high standard of excellence that St. Catherine of Alexandria has established. Examples of gifts of time include but are not limited to the following: coaching sports teams, sponsoring clubs, driving for field trips, participating in Home and School activities, serving on an Advisory Council committee, working in the cafeteria, tutoring, participating in Days of Caring, etc.

### **Student Directory**

Each family has access to a student directory on RenWeb/FACTS SIS. Parents may choose to exclude any personal contact information from the Student Directory.

The Student Directory should be used to acquaint parents with the names of their children(s) classmates and parents. These directories should not be **used** or **sold** for other purposes.

### **Student Records**

St. Catherine of Alexandria School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent through US Mail, email, or fax.

Students requesting records/transcripts/recommendations must make a five school-day request to the school office. All forms should be submitted to the St. Catherine of Alexandria School Office for distribution. Completed forms will be sent via the U.S. Mail, fax or email. Special handling will require that all postal fees be paid by the parents.

**No records will be sent to transferring schools of students whose financial commitment is in arrears.**

### **Tardiness**

Students who are tardy not only jeopardize their own education experience but serve as a disruption to other students who have started their day. Please have your child to school on time. We recommended having them to school at least 15 minutes prior to the start of the day so they can put their backpacks up and get settled before class begins. Persistent tardiness will result in a principal/parent/student conference and/or other consequences deemed appropriate by the school administration and could lose tuition assistance for the year. Forty (40) or more times tardy could result in students being retained for the next school year.

### **Technology Concerns**

**Blogs:** Engagement in online blogs such as, but not limited to Facebook®, etc. may result in disciplinary actions (including expulsion) if the content of the student’s or parent’s blog includes defamatory comments regarding the school, the faculty, other students or the parish.

**Cell Phones:** If a student needs a cell phone after school due to walking home from school, entering a house where no one is home, or attending sport practices or games, he/she should leave it in the school office in the off position for the day. The school will not be held responsible for any lost/broken/stolen cell phones. At no time during the day should a cell phone be in a student’s possession. **Items taken away from students will be returned to the parent(s)/guardian(s).**

### **Chromebook Usage**

1. The Chromebook is the property of St. Catherine of Alexandria of Alexandria School.
2. The student will follow the school’s code of conduct and Internet usage policy.
3. The student will not damage or disable the hardware or software or behave in a manner which might lead to accidental or deliberate damage to the equipment.
4. The student will be responsible, respectful, and safe when online and working with others.
5. The student will do his/her own work and not use other people’s work as his/her own.
6. If the student encounters inappropriate material that makes him/her feel uncomfortable or is not respectful, he/she will tell a teacher or responsible adult immediately.

#### Students WILL:

- Use the Chromebook and other school technology resources only for academic purposes during instructional time.
- Use appropriate language and graphics, whether posting and publishing from home or school using all types of communication tools.
- Use only his/her assigned Chromebook and St. Catherine of Alexandria accounts.
- Maintain confidentiality with usernames and passwords.
- Communicate only in ways that are kind and respectful.
- Refrain from making illegal copies of music, games, movies or other copyrighted material.
- Give appropriate credit when using the words or works of others.
- Prevent damage to the Chromebook by following care guidelines.
- Report any damage to the Chromebook immediately to the instructor or staff member..
- Always log off before shutting down and recharging.

#### Students will NOT:

- Allow others to use his/her assigned Chromebook.
- Use Chromebooks for gaming or web browsing not related to a school assignment.
- Leave his/her account open on his/her assigned Chromebook. The student’s account will be suspended.

**ALWAYS LOG OFF**

**Electronic Readers (E-readers):** Electronic readers, simply called “e-Readers”, are digital devices that can store books, periodicals, magazines, and other electronic media. e-Readers like

Amazon's Kindle®, Barnes & Noble's Nook®, Apple's iTouch®, and Apple's iPad® are quickly becoming ubiquitous in our digital culture and they simply cannot be ignored. St. Catherine of Alexandria School, in striving to maintain technological relevance in education, is providing the opportunity for students to use these devices in accordance with our e-Reader Acceptable Use Policy. This opportunity is a privilege that requires extra caution and responsibility both on the part of the students and their parents.

**e-Reader Acceptable Use Policy:**

The wide variety of hardware and software capabilities of available e-Readers makes them challenging to monitor and control in a school environment in contrast with school owned technology assets like computers, etc. Therefore, our e-Reader Acceptable Use Policy needs to be specific and clear. A student who violates any portion of the e-Reader Acceptable Use Policy may immediately lose the privilege to use their e-Reader at school for a length of time commensurate with the nature of the violation.

1. All e-Readers must be registered with the St. Catherine of Alexandria IT Specialist and accompanied by the Acceptable Use Agreement Form signed both by the parents and the student.
2. e-Readers are to be used **only** for the reading of school approved material (books, etc.) and not for other purposes such as communication, entertainment, music, gaming, etc.
3. All material on the e-Reader must comply with the spirit and policies of St. Catherine of Alexandria School. Please refer to the Parent-Student Handbook for more details.
4. All e-Readers must have cellular and network capabilities disabled (turned off) while the device is at school.
5. e-Readers must be used at appropriate times in accordance with teacher instructions. The e-Reader must not be a distraction for the student or those around him/her nor be a source of any classroom disruption.
6. e-Readers are not to be used during Before/After Care, lunch, middle-school breaks, or during playground/recess time or during carpool.
7. The student is responsible for knowing how to properly and effectively use their e-Readers and this should not be a burden for the teachers.

**Sexting:** Students involved in possession or transmission of inappropriate photos or conversation on their cell phones or other electronic devices face suspension and/or expulsion.

**Social Media:** Photos and captions on a student or parent's Social Media accounts that depict the school, the faculty, other students, or the parish in a defamatory way may result in disciplinary action.

**Texting:** Students should at no time be involved in texting during the school day. Students involved in texting at school face detention, suspension and/or expulsion.

**Virtual Reality Sites:** Virtual Reality Sites such as, but not limited to, [www.there.com](http://www.there.com)® and [www.secondlife.com](http://www.secondlife.com)®, etc. pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often

predators are not living in a neighborhood, but within the home via a computer. Students or parents whose avatars depict other students, teachers, or parish staff in a defamatory light face detention, suspension, or expulsion.

### **Telephone**

Students are only permitted to use the telephone in cases of emergency. If a student forgets everyday materials or assignments on a regular basis, the student will not be permitted to use the telephone to ask someone to bring those items. This stand corresponds to our ongoing endeavor to promote and develop a sense of personal responsibility within your child.

### **Testing**

Formal standardized testing (MAPS testing) is done each fall and spring and results are given to parents after the spring testing. Middle school students may be involved in Midterm and Final Exams to assess the cumulative knowledge of subject matter taught during the academic year. Final Exams will help students be more fully prepared for the assessment challenges and expectations of high school.

### **Textbooks**

Students are responsible for maintaining their textbooks in good order and caring for all learning materials, keeping them covered as applicable. If a textbook or any other classroom item a student has is lost or damaged, that student is responsible for its replacement. A student will not be issued another textbook until he/she has paid for the lost/destroyed item.

### **Threat to Self and Others**

Should a student make a threat to himself or another, a letter from a licensed psychologist or counselor must be obtained stating the student has been evaluated and that in his/her professional opinion she/he is not a threat to him/herself or others before returning to class.

### **Title IX**

St. Catherine of Alexandria School adheres to this tenet of Title IX: “No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

### **Transfer of Students**

Notice of withdrawal of a student should be made by the parent in **writing** to the principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. **No student records will be forwarded to another school until Business Office accounts have been settled.** (See previous section on Student Records for transcript information.)

### **Tuition Assistance**

Tuition assistance is available for families who qualify. Parents may apply via <https://factsmgt.com/financial-management/grant-and-aid-assessment/>. For students to qualify, they must be enrolled, and all paperwork turned in to the office. Students allocated tuition assistance from the Diocese or St. Catherine of Alexandria School are expected to follow all school policies and procedures, put forth their best effort academically with a minimum C average, and have limited behavior issues. If one or more of these requirements is not met, a committee comprised of members of the school administration and faculty and/or a member of the Advisory Council will evaluate student progress and behavior logs on a quarterly basis to determine eligibility for continued assistance.

### **Tuition- Refunds and Prorate**

- Refund policy- The yearly tuition rate is divided up into four 9-week terms. Refunds will be based on the tuition for that 9-week term. There is a 100% tuition refund during the first 5 business days of each 9-week term. There is a 50% tuition refund during the next 15 business days of each 9-week term. Starting the 21<sup>st</sup> business day of each 9-week term, there is no refund available.
- Prorate policy- Tuition will be prorated beginning the 16<sup>th</sup> business day of each 9-week term. Questions regarding these policies should be directed to the business office.

### **Tutoring/Remediation Policies**

St. Catherine of Alexandria teachers work with students as needed during and after school.

Any student needing additional tutoring in reading, may qualify to meet with our Reading Specialist. The students will be tested to see where their weaknesses are and work on those skills. Once the student has made significant progress, he/she can graduate from the remediation and remain in class with his/her peers.

Students with a 50<sup>th</sup> percentile or lower score in reading or math on the MAPS Assessments, below a 4.5 on ACCESS Testing for ELs, shown a significant need by grades or behaviors and with a residence in Tulsa Public Schools school district, may qualify for Title I or Title III Tutoring. These students must be tutored by a highly qualified tutor hired by TPS for certain areas of tutoring. To begin this program, parents must sign a parent letter acknowledging their

permission. These tutors work on the weak areas in which the classroom teachers ask the tutors to assist.

### **Unexcused Absence**

Any absence not properly explained is unexcused. Work cannot be made up for these absences. If a student skips class or school, a parent will be notified. All make-up work will be completed but no grade will be given.

### **Uniforms**

All students in grades PK-8 wear uniforms. It is the student/parent's responsibility to make sure the student is in proper uniform. Students who are in extreme violation of proper uniform may not be allowed to attend class and may be sent home to change into the proper uniform. Parents will be notified of persistent uniform violations.

Regulation uniforms may be purchased at C & J Uniforms, 4984 South Memorial Drive in the Fontana Shopping Center, phone 918-610-7470.

#### ***Girls PK-4<sup>th</sup> Grade***

- \* Regulation jumper (no shorter than credit card width from kneeling position- shorts worn under)
- \* Solid red, navy, or light blue polo shirts
- \* Light blue collared shirts (may have oxford, peter pan or knit collar; navy blue turtleneck may only be worn underneath a regulation shirt)
- \* Solid navy pants (no jeans, corduroy, pants gathered at the ankle, cargos, or tight-fitting pants)
- \* Belt (if pants have loops- **solid** black, brown, or navy)
- \* Solid navy walking shorts that are no more than a credit card length above the knee from kneeling position
- \* Solid navy, black, white, or light blue socks or tights. Socks must be visible over shoes
- \* Solid navy or red sweaters
- \* Solid navy sweatshirts worn over official school shirt (school emblem only)
- \* Regulation sweatshirt (with school emblem) may be worn over official school shirt (NO HOODIES)

#### ***Boys PK-4<sup>th</sup> Grade***

- \* Solid navy pants (no jeans, corduroy, pants gathered at the ankle, cargos, or tight-fitting pants)
- \* Solid red, navy, or light blue polo shirts
- \* Solid light blue collared shirt (may have oxford or knit collar; navy blue turtleneck may only be worn underneath a regulation shirt)
- \* Belt (if pants have loops- **solid** black, brown, or navy)
- \* Solid navy walking shorts (no more than credit card width above knee from kneeling position)
- \* Solid navy, black, white, or light blue socks; Socks must be visible over shoes
- \* Solid navy or red sweaters.
- \* Solid navy sweatshirts worn over official school shirt (school emblems only)
- \* Regulation sweatshirt (with school emblem) may be worn over official school shirt. (NO HOODIES)

#### ***Girls 5<sup>th</sup> -8<sup>th</sup> Grade***

- \* School Plaid or Khaki skirt (no more than credit card width above the knee from kneeling position shorts worn under)

- \* Solid red, navy, or light blue polo shirts
- \* Solid light blue collared shirts (may have oxford, peter pan or knit collar; white or navy-blue t-shirt may only be worn underneath a regulation shirt)
- \* Solid khaki pants with loops (no jeans, corduroy, pants gathered at the ankle, cargos, or inappropriately fitting pants)
- \* Belt (**solid** black, brown, or navy)
- \* Solid khaki walking shorts (with belt loops) that are no more than a credit card length above the knee from kneeling position
- \* Solid navy, black, white, or light blue socks or tights; Socks must be visible over shoes
- \* Solid navy or red sweaters.
- \* Solid navy sweatshirts worn over official school shirt (school emblems only)
- \* Regulation sweatshirt (with school emblem) may be worn over official school shirt. (NO HOODIES)

### ***Boys 5<sup>th</sup> -8<sup>th</sup> Grade***

- \* Solid red, navy, or light blue polo shirts
- \* Solid light blue collared shirts (may have oxford or knit collar; white or navy-blue t-shirt may only be worn underneath a regulation shirt)
- \* Solid khaki pants with loops (no jeans, corduroy, pants gathered at the ankle, cargos, or inappropriately fitting pants)
- \* Belt (**solid** black, brown, or navy)
- \* Solid khaki walking shorts with belt loops (no more than credit card width above knee from kneeling position; no cargo shorts)
- \* Solid navy, black, white, or light blue socks; Socks must be visible over shoes
- \* Solid navy or red sweaters.
- \* Solid navy sweatshirts worn over official school shirt (school emblems only)
- \* Regulation sweatshirt (with school emblem) may be worn over official school shirt. (NO HOODIES)

### ***PE Uniform (Grades 5-8)***

- \* Solid navy blue or black shorts (regulation length; no logos except for the school's)
- \* St. Catherine of Alexandria School t-shirt or a plain white or navy t-shirt
- \* Solid navy sweatshirt for cool days (no logos)
- \* Solid navy, black or gray sweatpants/wind pants for cool days (no logos)
- \* Athletic shoes
- \* Regulation sweatshirt may be worn over shirt. (NO HOODIES)
- \* Leggings may only be worn under shorts.

### ***Shoes***

- \* Dress shoes may be solid black, brown, white or navy. [No platforms over 1 inch, boots, cleats, or sandals.] **Laces must match the shoes and be appropriate length.**
- \* No boots may be worn to school with uniform. (All ages)
- \* Tennis shoes may be worn, but may not have flashing lights, cleats, or wheels. **Laces must match the shoes and be appropriate length.** The administration reserves the right to prohibit a student from wearing distracting shoes with extremely bright colors (i.e., neon) and laces.

**All shirts must be always tucked in. Shorts may be worn from the opening of school until the end of the first quarter, and from after spring break to the end of school unless students are informed otherwise.**

### **VIRTUS-Protecting God's Children**

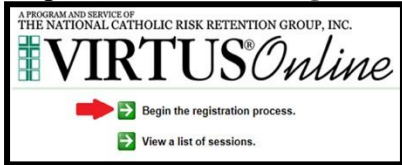
In order to complete the Child & Youth Protection Requirements in the Diocese of Tulsa, you must first register for an account with VIRTUS Online.



Go to <http://www.virtusonline.org>

On the left side of the screen, click the **First-Time Registrant**, to begin registration.

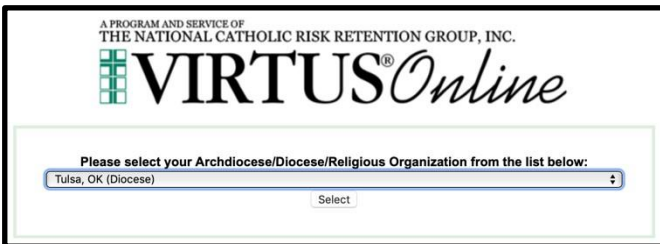
To proceed, click on **Begin the registration process**.



Use the dropdown menu to **Select Tulsa, OK (Diocese)** from the list,



Choose **No**



If you have already created an account in VIRTUS, please return to the VIRTUS Online main page and select the link **Need Login Information?**

**Provide all the information** requested on the screen.

Several fields are required, such as: First, Middle & Last Name, Email address, Home Address, City, State, Zip, Phone Number and Date of Birth.

(Note: Do not click the back button or your registration will be lost.)

Click **Continue** to proceed.



It will need an email address, consider obtaining a free email account at mail.yahoo.com, or any other free service. This is necessary for your VIRTUS Coordinator to communicate with you. If you do not have an email address, please let your supervisor know.

**Select** the PRIMARY location where you work or volunteer by clicking the downward arrow and highlighting the location.

Note: This should be the location requesting your background check

Choose **Continue** to proceed.

**Select your role(s).**

Please **read the descriptions carefully**, if your location has not given you specific instructions on which role to choose.

**Choose** only those roles that apply to the previously selected location. Please check all roles that apply there.

**Select Educator ONLY if you are an OK Licensed Catholic School teacher.**

Additionally, **enter your title or function** in the box provided [which best describes your role(s)] -- ie. Catechist, Coach, Deacon, DRE, Eucharistic Minister, Math Teacher, Priest, Room Mom, Seminarian, etc).

Click **Continue** to proceed.

Your selected location and roles are displayed on this screen.

**Select YES**, if you need to add secondary/additional locations. (Follow instructions in previous steps to select additional locations and roles.)

**Otherwise, select NO.**

A PROGRAM AND SERVICE OF THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC.

**VIRTUS<sup>®</sup>Online**

**You have chosen following locations and roles:**

Chancery (Broken Arrow)  
• Volunteer ✓

**Are you associated with any other locations?**

Yes No

A PROGRAM AND SERVICE OF THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC.

**VIRTUS<sup>®</sup>Online**

**Please select the primary location where you work or volunteer.**

Location: - Please select - ?

Continue

Please check all that apply. You must select at least one role.

**Please select at least one primary role you perform at this location**

- Candidate for ordination**  
*Seminarians, candidates for the seminary and diaconate aspirants.*
- Deacon**  
*Only those men who have been ordained to the Order of Deacon and serve in that capacity with the Diocese of Tulsa. This also includes retired Deacons.*
- Educator**  
*CATHOLIC SCHOOL TEACHERS ONLY and substitute teachers in the Catholic Schools of the Diocese of Tulsa who are licensed by the Oklahoma State Department of Education, i.e. Salaried teachers, principals and administrators. This role is NOT for Catechists or Parish Religion Educator staff (they should use the volunteer role or "employee-parish/parochial" role).*
- Employee (Diocesan/Eparchial)**  
*Bishop Kelly Calvary Cemetery Casco Hall Catholic Charities Monte Cassino Porte Caeli San Miguel School*
- Employee (Parish/Parochial)**  
*This is for Parish and/or non-teacher School employees. Directors of Religious Education Secretaries Coordinators of Youth Ministry Support staff*
- Priest**  
*Incardinated priests Non-incardinated Priests Religious Priests*
- Volunteer**  
*Any unpaid person who is expecting to be regularly engaged in ministry with access to children or vulnerable adults Catechists- teachers of religion, Nursery workers Leaders and helpers of various youth organizations associated with the Diocese or any parish, such as scouts, campfire, athletics groups and choirs.*

**Please select any additional roles you perform at this location**

- Independent Contractor**  
*Vendor*

If you have a title please enter it below.  
If  Screenshot  No screenshot have a title, please briefly describe what you do.

Answer the three YES/NO questions.

Click **Continue** to proceed.

Please **review** Policies & Procedures for the Protection of Children & Young People.

**DO NOT TRY TO SIGN THE PDF FILE**

Please **check the box**, indicating that you have read and understand the Policies & Procedures for the Protection of Children & Young People.

**Type your name and date.** Click **Continue** to proceed

Please **review** Code of Ethics Agreement.

**DO NOT TRY TO SIGN THE PDF FILE**

Please **check the box**, indicating that you have read and understand the Code of Ethics Agreement. **Type your name and date.** Click **Continue** to proceed.

Select **“I need to apply for a background check and access the VIRTUS Online Training”**

**Complete your background check prior to completing your training.**

Do not bypass the background check or you will have to ask your local administrator to prompt the background check again.

Answer the Background check questionnaire.

A PROGRAM AND SERVICE OF  
THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC.  
**VIRTUS<sup>®</sup>Online**

Diocese of Tulsa  
**Background Questionnaire Concerning Sexual Misconduct**  
These questions are in addition to your background check.  
Answers to all questions are required.

Do not disclose answers previously reported to diocese on a prior background questionnaire. Do not disclose any convictions that have been sealed or expunged, including juvenile records. Disclosure of criminal history will not automatically disqualify you from consideration. Each case will be judged on its own merits based on the job responsibilities, nature, and severity of the conviction and how long ago it occurred in compliance with the Policies & Procedures for the Protection of Children & Young People of the Diocese.

Have you ever been convicted of a crime of sexual misconduct, of physical sexual misconduct, sexual harassment or exploitation?	Yes No
Have you ever been convicted of any other crime?	Yes No
Has any allegation or civil or criminal complaint ever been made against you relating to sexual misconduct, sexual harassment or exploitation or physical sexual misconduct?	Yes No
Have you ever terminated your employment or had your employment terminated for reasons relating to allegations of sexual abuse, sexual harassment or exploitation by you, or relating to civil or criminal complaints for sexual or physical sexual misconduct brought against you by others?	Yes No
Have you ever received any medical treatment, physical or psychological, for reasons involving sexual misconduct, sexual harassment or exploitation with a minor or adult?	Yes No
Is there anything in your past that the Church should be aware of, in order to make a sound decision regarding your relationship as an employee or volunteer with the Church and the safety of youth and young adults?	Yes No

**Acknowledgment**  
By clicking the button below, I certify that the facts contained in this Questionnaire are true and complete to the best of my knowledge and understand that falsified statements shall be grounds for dismissal. I authorize investigation of all statements contained herein and release of parties from all liability for any damage that may result from furnishing same to you.

Acknowledge and proceed to background check.

Choose NO for the question— **Have you already attended a VIRTUS Protecting God's Children Session**

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Have you already attended a VIRTUS Protecting God's Children Session?

YES NO

Choose the language of the training you wish to complete.

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**VIRTUS<sup>®</sup>Online**

Please select the session you wish to attend

- Protecting God's Children for Adults (Online Training)
- Protecting God's Children for Adults (Online Training in Spanish)

Complete Registration

You will see the Background check screen next. To complete a Background Check, **click** on link: Complete Trak-1 Background Check. **COMPLETE Background Check upon this account creation or you will have to call your safe environment local Admin to reset the prompt.**

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THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC.



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Thank you for registering with VIRTUS Online.

You have registered for a Protecting God's Children Online Training session and set up your VIRTUS Online account. You will receive an email confirming your registration.

**You are required to complete a background check. Your registration is not complete until you submit your background check with Trak-1**

Please complete your background check with Trak-1. By clicking on the link below, you will be directed to Trak-1's secure website.

[Complete Trak-1 Background Check](#)

This link will direct you to Trak-1's secure website.

Please **review** the Disclosure Regarding Consumer Reports and the Summary of your Rights **Click Continue** to proceed.

**TRAK-1**

Applications

**DISCLOSURE REGARDING CONSUMER REPORTS**

**Obtain a Background Check**  
This website and our authorized third-party contractor will use your information for work or to determine if you may obtain a background report under an investigative consumer report on you from Trak-1, a consumer reporting agency, or from any third party, in order to determine if you are eligible for employment.

**Consumer Report Defined**  
A consumer report is any communication of information by a consumer reporting agency bearing on your creditworthiness, credit standing, credit capacity, character, general reputation, conduct, observability, or mode of living which is used or expected to be used for purposes of serving as a basis in establishing your creditworthiness or eligibility for employment purposes. It includes, with or without a consumer report, a "background check report."

**Investigative Consumer Report Defined**  
An investigative consumer report is obtained through personal interview with individuals who may have knowledge of your character, general reputation, conduct, observability, or mode of living. An investigative consumer report might include, for example, data on the consumer's address and prior or current residences with former employers or colleges and where you worked.

**Accuracy May Vary**  
The consumer reports or investigative consumer reports may contain public record information which may be outdated or made in error including, but not limited to consumer credit, criminal records, civil cases in which you have been named, driving history records, court records, sex offender records, residential mortgage delinquency records, disability records, previous employment history, vehicle registration status history, social security history, military records, professional licensure records, and/or records, drug testing, government records, and others.

The further processed that these reports may include extensive information along with means for verification of your information. You also acknowledge and understand that information that originates from various sources, such as third-party agencies, may contain information about your past activities that are inaccurate, and that consumer reports containing such information, drug testing, or other related records and related information may be obtained only after a written offer of employment has been made.

**Your Rights as a Consumer**  
You are hereby notified that you have the right to make a timely request for a copy of the name and address of the above investigative background report and a complete copy of all consumer report obtained in Trak-1's file on you at the time of your request by providing proper identification.

You are further notified that prior to being placed in employment or hired or to pay an administrative expense of the consumer report, you will be provided a copy of this report, the name, address and telephone number of the consumer reporting agency, and a description of the type of information included in the report (including but not limited to the information in the report) and your right to dispute the report's accuracy with the consumer reporting agency.

Trak-1 | Consumer Reporting | 7131 Riverside Parkway | Tulsa, Oklahoma, 74136  
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**TRAK-1**

Applications

**A SUMMARY OF YOUR RIGHTS**

**Fair Credit Reporting**  
The Fair Credit Reporting Act promotes the accuracy and privacy of consumer information in the files of credit reporting agencies. Under the Fair Credit Reporting Act, the consumer maintains the affirmative right to dispute errors or inaccuracies contained in a consumer report, including the right to a free copy of a credit report annually or under other situations, such as the denial of a consumer's application for credit, insurance, or employment. Please review this summary for an overview of the general rights afforded the consumer under the Fair Credit Reporting Act.

[Click here to view the Summary of Your Rights](#)

You need a PDF reader to view the Summary of Rights

[Continue](#)

Please review the application Authorization

Use your mouse or finger (if on a phone) to **draw** your signature in the BLUE box provided on the screen. Scroll down the page.

Click Continue to proceed.

**TRAK-1**  
Applications

**AUTHORIZATION**

**What Authorization Means**  
Your signature below indicates the following:

1. You authorize, without reservation, Trak-1 or any third party to obtain and/or furnish to Chancery Youth Office Broken Arrow RCDOT any records or information referenced in the provided disclosure statement for employment-related purposes.
2. You authorize ongoing procurement of any records or information, reports and records at any time during your employment to the extent allowed by law.
3. You authorize the use of a fax or photocopy of this authorization as having the same authority as the original.
4. You authorize and request, without reservation, any present or former employer, school, police department, financial institution, division of motor vehicles, consumer reporting agency, or other entity, person or agency having knowledge about you to furnish Chancery Youth Office Broken Arrow RCDOT and/or Trak-1 with any and all background information in their possession regarding you for these stated employment purposes.
5. You understand and agree that in connection with your employment your consumer report information, whether investigative or otherwise, may be shared with and/or reviewed by all applicable parties involved in the hiring process.
6. You have read and fully understand the foregoing disclosure and this authorization.
7. You certify that all the information you have provided on this form is true, complete, correct and accurate, and
8. You certify you have received, reviewed and understood the "Summary of Your Rights under the Fair Credit Reporting Act 15 U.S.C. §1681 et seq.," which is published by the Federal Trade Commission to help you know your rights.

As specified in the Disclosure, I understand that by entering an electronic signature or mark in the signature box I am acknowledging my understanding and agreement to have Trak-1 Technology conduct a background check on me and to provide a copy of my background check report to Chancery Youth Office Broken Arrow RCDOT.

Applicant Signature

**Draw Signature** **Signature Not Working?**

**Check this box if you are a Minnesota, Oklahoma, or California applicant, and you would like to receive a copy of your consumer report, if one is obtained. For California applicants only, a copy of your report will be sent to you by the above-referenced employer within three business days beginning on the date of receipt by the employer. For Minnesota applicants only, the consumer reporting agency shall furnish a copy of your consumer report within twenty-four hours of providing it to the above-referenced employer. For Oklahoma applicants only, the consumer reporting agency shall furnish a copy of your consumer report.**

**CALIFORNIA APPLICANTS:** Pursuant to § 1798.22 of the California Civil Code, you may view the file maintained on you by Trak-1 during normal business hours. You may also obtain a copy of this file, either in person or by mail, by submitting proper identification and paying the costs of duplication services. You may also receive a summary of the file by telephone upon production of adequate identification. Trak-1 is required to have trained personnel available to explain your file to you and any coded information contained therein. You may appear in person alone, or with another person of your choice, provided that this additional person furnishes proper identification. California Civil Code section 1798.16(2) requires a separate disclosure and authorization to be signed by an applicant or current employee each time a background check is performed for employment purposes. This requirement does not apply in situations where the employer has a suspicion of wrongdoing or misconduct by a current employee.

**MAINE APPLICANTS:** Pursuant to Maine state law, § 1311(2), Trak-1 is required to reinvestigate any consumer dispute made by a consumer residing in the state of Maine within 21 calendar days of notification of the dispute by the consumer.

**Continue**

To proceed with your Background Check, enter the requested applicant information into the designated fields.

Omit any apostrophes or hyphens from your name.

Do not enter your City/State, instead **enter your zip** code and select the red "Click to populate City/State" button. It will be entered automatically.

Do not overwrite the City/State from what is populated  
Click Continue to proceed.

**TRAK-1**  
Applications

**Applicant Information**  
Fields marked with an asterisk (\*) are required.

\* Email Address

\* First Name  \* Middle Name  \* Last Name

Suffix

Sex  Race

\* Social Security Number - No Type SSNs

\* Date of Birth  \* Estimated Salary

\* Address (Street address only)  Address (Apt. number, etc.)

Country  City

State  \* Zip

**Continue**

**Review** all information on the screen for accuracy. To **make corrections**, **click** Back. When information is verified, correct and complete, **click** on Submit Application.

**Close** screen and/or return to VIRTUS Online and access your *Protecting God’s Children* training.

**Select** the “You have 1 online module...” link in the Current Training box.

Click on the title of the training which will begin the training. Training typically takes 1-1 ½ hours and consists of several modules with questions to answer.

If you have questions, please contact the local administrator at the Church or School requiring your compliance with Child & Youth Protection Requirements.

## **Visitors**

For safety and educational reasons, no visitor may go directly to the classroom during school hours. Please make an appointment to visit the school office. All visitors must sign in in the school office. Forgotten lunches, books, etc. are to be brought to the office and your child will be notified. Classrooms may not be disturbed.

Loitering during school hours interrupts the educational process and does not allow students, teachers, or other staff members to perform their duties. If you have an educational concern, please contact the faculty member you would like to speak with to set up an appointment.

## **Volunteers**

We encourage, welcome, and deeply appreciate the assistance of regular, reliable, and committed volunteers, as we feel this to be a strong component of stewardship.

All adults working with students will be required to complete an application, VIRTUS training and required forms for the safety of all of our students. (Information available in School Office.)

All volunteers working with children are to be bound by the school codes of confidentiality and ethics, as well as our school's mission and philosophy.

## **Weapons**

St. Catherine of Alexandria School provides a safe environment and is concerned for the safety of each of its students and employees. Therefore, no weapon of any type (guns, knives, fireworks, etc.) or look-alike toy weapons are permitted.

Federal law prohibits the possession or discharge of guns within 1000 feet from school property. Possession of a dangerous/deadly weapon on school property will not be tolerated. Any student who knowingly brings a weapon to school may be expelled and law enforcement agencies contacted. Possession of look-alike toys may be cause for disciplinary action.

The school retains the right to search school lockers used by students or student book bags or personal items if there is just cause for suspicion that drugs or weapons may be on school grounds.

Students who participate in illegal activities of any type may be disciplined even if activities occur off campus.



### **Withdrawals**

Any early withdraw of a student from St. Catherine of Alexandria School requires notification from the parent as well as an exit interview with the principal/pastor. All bills and library fines must be paid, and books turned in before St. Catherine of Alexandria School can release a student's records. See Tuition – Refunds and Prorate for details regarding billing.

### **Right to Amend**

St. Catherine of Alexandria School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via e-mail communication.

## **ADDITIONAL COVID GUIDELINES**

- 1. All students need to bring a water bottle as water fountain use will be discouraged to prevent the passing of germs.**
- 2. Any child who runs a fever during the day will need to be picked up immediately and will be required to stay home until fever/symptom free without the use of fever-reducing medications for 24 hours.**
- 3. Any family who tests positive should notify the school immediately, and quarantine for the amount of time recommended by the Tulsa Health Department.**
- 4. Any student who is distance learning during a quarantine will be required to check in with the school/teacher daily to count toward attendance.**

## **National School Lunch Act**

The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced-price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced-price meals, and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaints\\_filing\\_cust.html](http://www.ascr.usda.gov/complaints_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer

- ***St. Catherine of Alexandria School and the Diocese of Tulsa and Eastern Oklahoma have applied for an exemption for the wording that is being added to this civil rights statement that is contrary to our Catholic beliefs.***



**FIELD TRIP / OFF-CAMPUS ACTIVITY FORM**

By completing this form, you are requesting that your student be allowed to attend the field trip/off-campus activity listed below. By signing, you agree to all stipulations regarding this field trip/off-campus activity. Any additional special information will be provided. Every trip is designed with your student's safety in mind. When the activity is over, the students will return directly to their school unless otherwise stated. Failure to complete this form in its entirety will necessitate that your student not attend the activity. No written notes or phone calls granting permission will substitute for this form.

Field Trip/Off-Campus Activity \_\_\_\_\_ Date \_\_\_\_\_

Destination \_\_\_\_\_ Departure Time \_\_\_\_\_ Return Time \_\_\_\_\_

Cost per Student \_\_\_\_\_ Item(s) to bring \_\_\_\_\_

What to wear \_\_\_\_\_

Educational Purpose \_\_\_\_\_

Means of Transportation \_\_\_\_\_

----- ✂ -----

*Retain the top portion of this for your information. Return lower section by \_\_\_\_\_.*

*Your student will not be allowed to participate in this activity if this permission slip is not returned by the date indicated. As the parent or legal guardian of my Child, I request that \_\_\_\_\_ be allowed to attend the activity \_\_\_\_\_ on \_\_\_\_\_ I understand the cost will be \$ \_\_\_\_\_*

I am the parent or legal guardian of \_\_\_\_\_ (“my Child”), who has my consent to attend/participate in the activity or event described above. I understand and accept on behalf of my Child the risks inherent in the activity and event. I have disclosed to the sponsor of the activity or event any special medical or other conditions of my Child that are relevant to this activity or event.

If emergency medical treatment is required for my child during the activity or event, I authorize and request the sponsor representatives to obtain the medical treatment. During the field trip/off-campus activity, a parent/guardian can be reached at the following phone number: \_\_\_\_\_. An alternate relative's or neighbor's number is (name/number) \_\_\_\_\_ Physician's name/number: \_\_\_\_\_. I further agree to be responsible for any charges incurred in relation to obtaining such medical and/or dental care.

On behalf of my Child and myself, I hereby release the Catholic Diocese of Tulsa, its Parishes and affiliated organizations, and the employees and volunteers thereof, from any claims or causes of action that may arise from, or are connected with, my Child's participation in the activity or event described above.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_



## RULES AND CODE OF ETHICS – COMPUTER AND INTERNET USAGE

As a computer user, I agree to follow the rules and code of ethics in all of my work with computers while attending \_\_\_\_\_  
Saint Catherine School.

1. I recognize that all computer users have the same right to use the equipment; therefore, I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges and diskettes that are provided by the school. When I am in the computer lab, I will talk softly and work in ways that will not disturb other users. I will keep my computer work area clean and will not eat or drink in the computer lab.
2. I recognize that copyright laws protect software; therefore, I will not make unauthorized copies of software and I will not give, lend or sell copies of software to others. I understand I will not be allowed to bring software applications, games or CD-ROMS from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
3. I recognize that the work of all users is valuable; therefore, I will protect the privacy of others by not trying to learn their password. I will not copy, change, read or use files from another user without prior permission from that user. I will not attempt to gain unauthorized access to system programs for computer equipment. I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications.
4. I will honor my school[s] procedures for the storage of information. I realize that, after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive.
5. Each student who receives Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network or computing resources must comply with the appropriate rules for that network or resource.
6. As a user of a network, I will not use bulletin boards nor chat lines for personal use. In addition, I will not reveal personal information, home address or personal telephone numbers or those of students, teachers or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.
7. The school does use an Internet Blocker but parents must realize that their students may encounter material on network/bulletin boards that they do not consider appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.). The student is responsible for not pursuing material that could be considered offensive.
8. **The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges.** Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The administrator will deem what is inappropriate use, and their decision is final. The administration, faculty and staff of the school may request the administrator to deny, revoke or suspend specific user privileges.

**Violations of the rules and code of ethics described above will be dealt with seriously.**