



Family Handbook

2018-19

CONTENTS

FOUNDATIONAL STATEMENTS	3
ACCIDENTS OR ILLNESS	5
ACCREDITATION.....	5
ADMISSIONS.....	5
AGE REQUIREMENTS	5
AFTER SCHOOL CARE.....	5
ALLERGIES	5
ATHLETICS	5
ATTENDANCE: ABSENCES AND TARDIES.....	6
BICYCLES AND SCOOTERS.....	7
BOARD OF GOVERNORS.....	7
CATALDO CARE	8
CHILD ABUSE AND NEGLECT POLICY	8
CLASS SIZE POLICY	9
CLUBS	9
CODE OF CONDUCT.....	9
COLLECTION AND SOLICITATION OF FUNDS.....	9
COMMUNICATIONS	10
COMMUNITY SERVICE.....	11
CONFLICT RESOLUTION PROCEDURES	11
CURRICULUM	11
DAILY SCHEDULE.....	11
DISCIPLINE POLICY AND PROCEDURES.....	11
DISTRIBUTION OF PROMOTIONAL MATERIALS.....	13
ELECTRONIC DEVICES.....	13
EMERGENCY CONTACTS	13
ENDORSEMENT OF NON-SCHOOL RELATED BUSINESS.....	13
FIELD TRIPS	13
FINANCIAL REGULATIONS & PROCEDURES	14
FUNDRAISING POLICY	14
GRADING SYSTEM.....	16
GRADUATION	16
HARRASMENT.....	17
HEAD LICE	17
HEALTH SERVICES	17
HOMEWORK	17
HOMEWORK CLUB.....	18
HOT LUNCH/MILK.....	18
IMMUNIZATION	18
INSERVICE DAYS	18
INSURANCE	18
LIBRARY.....	19
LICE	19
LOST AND FOUND.....	19
MEDICATION.....	19
MESSAGES AND DELIVERIES.....	20
NON-CUSTODIAL PARENTS.....	20
PARENT CLUB	20
PARENT CONFERENCES	21
PARKING PLAN AND PROCEDURES.....	21

PARTIES	21
SUPERVISION	22
PROMOTION AND RETENTION.....	22
REGISTRATION	22
SACRAMENTAL PREPARATION.....	22
SCHEDULING EVENTS	22
SCHOOL CLOSURE	23
SCHOOL CRISIS PLAN	23
SCHOOL DISMISSAL	23
SCHOOL HOURS.....	23
SCHOOL LITURGIES.....	23
SCHOOL NEWS.....	24
STANDARDIZED TESTING.....	24
STUDENT PLACEMENT	24
STUDENT RECORDS.....	24
STUDENT TRANSFERS/WITHDRAWALS	25
TECHNOLOGY – ACCEPTABLE USE PLAN	25
TELEPHONE USE.....	26
TOYS.....	26
TRANSPORTATION	26
TUITION.....	26
UNIFORM POLICY	27
VISITORS	29
VOLUNTEERING	29
WAITING LIST	31
WEAPONS.....	31
YEARBOOK	31
PERSONNEL AND SCHOOL ADVISORY COUNCIL	31

FOUNDATIONAL STATEMENTS

Mission Statement

Cataldo Catholic School's mission is to provide for the spiritual, intellectual, social, and physical growth of all students. The school is an integral part of the ministry of the Catholic Church, in partnership with St. Augustine, Sacred Heart and the Cathedral of Our Lady of Lourdes. As a community, parents, staff, and pastors collaborate to develop and implement an educational experience that enables students to integrate Catholic faith, Tradition, and values throughout their lives.

Philosophy

Cataldo Catholic School is a faith community that recognizes and supports "parents as the most influential agents of catechesis for their children" (To Teach as Jesus Did, Section 52, NCCB, 1973). The school community provides a Christ-like atmosphere where students develop their God given potential and learn to respect the dignity of all. The community models the values and principles it instills in its students. Cataldo Catholic School provides research-based programs necessary for the growth of the whole child.

SCHOOLWIDE LEARNING EXPECTATIONS

A Cataldo Catholic School Graduate Is...

A spiritual person who:

- † is knowledgeable of Catholic faith, Traditions, and doctrine.
- † participates in a sacramental life.
- † practices Catholic Social Teachings.

An intellectual person who:

- † is a critical and independent thinker.
- † is knowledgeable of the sciences, humanities, and arts.
- † applies knowledge meaningfully.

† is an effective communicator.

A social person who:

† maintains healthy relationships with others.

† is self-evaluative, resilient, and resourceful.

† follows rules and is accountable.

A physical person who:

† practices personal hygiene.

† is knowledgeable of fitness and nutrition.

† practices personal safety.

ACCIDENTS OR ILLNESS

Incidents of an accident or injury to a student while at school or while at a school-related event will be reported immediately to the Principal. The child will be given appropriate first aid, and the parent or guardian will be notified depending on the severity of the incident. In the case of a serious accident, the parent will be contacted immediately, and, if appropriate, a 911 call will be made. A current emergency information form signed by a parent or legal guardian will be on file for each enrolled student. This form must be updated on a yearly basis. A written accident report will be filed for any student suffering an injury at school or school-related event.

ACCREDITATION

Cataldo Catholic School is accredited by the Western Catholic Educational Association (WCEA).

ADMISSIONS

Cataldo Catholic School admits students of any race, color, religion, sex, national, and ethnic origin to all the rights, privileges, programs, and activities at Cataldo Catholic School. Cataldo Catholic School does not discriminate on the basis of race, color, religion, sex, national, or ethnic origin in administration of educational policies, athletic, and other school related programs.

For transfer students, we offer open enrollment year-round. Transfer students K-8 will be required to complete an application and assessment before receiving registration paperwork.

AGE REQUIREMENTS

All preschool and kindergarten students must be of age by August 31st of the current school year for regular enrollment.

AFTER SCHOOL CARE

See "CATALDO CARE."

ALLERGIES

If your child has an allergy that is potentially life threatening, you are required to notify the school and supply specific details of the action plan to follow should an allergic reaction occur. Teachers who teach a student with a life-threatening allergy will be provided with an EpiPen to keep in their classroom if necessary.

ATHLETICS

Cataldo offers an opportunity for its students to participate in the following sports:

- Cheerleading (8th Grade)
- Fall cross country (3rd – 8th Grade)
- Fall football (5th – 8th Grade)
- Fall volleyball (5th – 8th Grade)
- Fall cross-country (3rd – 8th Grade)

Winter basketball (5th – 8th)
Spring baseball (5th – 8th Grade)
Spring softball (5th – 8th Grade)

Cataldo adheres to the comprehensive Diocesan Athletic Policy, which may be accessed via www.dioceseofspokane.org.

There is a separate athletic fee for each participating student. No student will be refused participation because of inability to pay. Parents may submit requests for athletic fee waiver to the Principal.

Each student athlete participating in league play is expected to maintain the following minimum academic standards:

- Must maintain a minimum of a 2.0 GPA or may not have earned a failing grade in any subject at midterm or quarter
- Loss of eligibility will result in no participation in any athletic game or match for a minimum of one week
- The student may petition the school for game eligibility after verification of improvement of grade(s) to a “C” or 70% average after the one-week suspension
- The school will then notify the respective coach that the student is again eligible and of any conditions placed on further eligibility.

In addition, the Diocesan Athletic Policy sets forth minimum behavioral standards to ensure good sportsmanship, fair play, and to affirm Christian behavior.

Each student athlete must have on file in the school:

- Athletic Participation Form signed by parent or legal guardian.
- Physical Exam Form signed and dated by a physician. The physical exam form is valid for two calendar years.
- Adequate insurance coverage.
- Concussion baseline test and form signed by both student and parent or legal guardian.
- Verification that the student athlete and his/her parent/guardian understand and agree to abide by the Diocesan Athletic Program rules and regulations, and that they are aware of the school’s athletic program rules and guidelines and agree to abide by them.

ATTENDANCE: ABSENCES AND TARDIES

It is imperative that all students arrive to class on time. Students arriving late cause a disruption to the learning of all other students in the class. Additionally, tardy students miss valuable instructional time.

Students who do not enter their classroom by 8:05am are considered tardy. Tardiness is unexcused with the exceptions being medical appointments or extenuating circumstance that are excused at the discretion of the school administration. A student must have a note from a doctor in order for his/her tardiness to be excused for a medical appointment. If a

student has been tardy 3 times, excused or unexcused, within a semester, a message will be sent home reminding the parents/guardians of the importance of being on time for school and classes. If a student has been tardy 5 times, excused or unexcused, within a semester, a meeting will be scheduled with the administration to create a plan and contract to address the tardiness and prevent any further tardiness. If a student continues to be tardy after the plan and contract have been implemented, additional consequences will be put in place, such as loss of tuition assistance, not being invited to register for the following year, or other consequences at the discretion of the school administration.

All absences, excused and unexcused, are recorded on each student's personal record. Absences from school will be excused for illness or injury of a student. An absence will also be excused for serious illness or death of a family member. Absences for medical appointments will also be excused with a note from a physician. All other absences will be considered unexcused. Any illness that results in an absence of 4 or more consecutive days will require a note from a physician in order to excuse absences after the 3rd consecutive day a student is absent from school.

In the event that the school office is not informed by a parent/guardian of a reason for absence by 2:30pm of the day of the absence, it will be recorded as unexcused. Acceptable forms of notification include a written signed note, phone call, or email.

If a student has 5 or more absences in a year beyond those for appointments or illnesses that have been excused with a note from a physician, a meeting will be scheduled with the administration to address the pattern of absences. A plan and contract will be created to ensure that acceptable attendance is achieved for the remainder of the school year. If the plan and contract are not adhered to, additional consequences will be put in place, such as loss of tuition assistance, not being invited to register for the following year, or other consequences at the discretion of the school administration

BICYCLES AND SCOOTERS

Bicycles should be locked in the racks when parked at school. Thefts have occurred, and Cataldo encourages use of locks that cannot be cut by bolt cutters. Bicycles and scooters should be walked on and off the school grounds before and after school. Scooters are to be folded and put away during school hours. Helmets are mandatory for both bike and scooter riders.

BOARD OF GOVERNORS

Cataldo Catholic School is governed by a Board of Governors consisting of the pastors of Saint Augustine, the Cathedral of Our Lady of Lourdes, and Sacred Heart parishes. The role of the Board in service to the School is to provide governance at the local level, determine policies of the school, and support the administration and faculty, who are immediately responsible for the daily life of the school. The Board of Governors consults a School Advisory Council (SAC) consisting of a minimum of seven members drawn from among Cataldo parents and parishioners of the three parishes.

CATALDO CARE

Cataldo Care is available to families all year on a space available basis. The program during the school year provides care between the hours of 6:55 a.m. and 7:55 a.m. (one-hour minimum for any use in the morning) and 2:30 p.m. and 5:30 p.m. The Cataldo Care Summer Program is available from 6:55 a.m. to 5:30 p.m. each weekday excluding holidays. Cataldo Care is available to children ages 3-12 years. All children participating in the program need to be registered to attend.

Admission Requirements: Registration forms must be completed and returned to the school office with a non-refundable \$35 (\$75 for the summer program) per child fee before a child may attend Cataldo Care. The following forms are required:

Payment Agreement	Child Pick-Up Authorization Form
Medical Treatment Form	Immunization Form

Hours: 6:55 a.m. – 7:55 a.m. and 2:30 p.m. – 5:30 p.m. on regular school days and 11:00 a.m. – 5:30 p.m. on early release days. Cataldo offers care every day that school is in session, including early release days. Parents must register for the Cataldo Care program in order to have access to the service.

Fees and Payments: Hourly payments for Cataldo Care will be billed at the end of each month. The fee is \$5.80 per hour with a Late Pick-Up fee for children not picked up by 5:30 p.m. of \$5.00 per minute for every minute thereafter.

Snacks: It is requested that parents send a healthy snack for their child. Cataldo Care does not provide snacks.

Lunch: Children who attend Cataldo Care on early dismissal days are required to bring their own lunch. Milk may be purchased through the office.

Signing In and Out: Washington State Law requires each child to be signed in and out each day. Please use your full legal signature when signing out your child. If your child is not signed out, you will be billed the maximum amount for that day. Any person other than a parent/guardian picking up must be identified on the child pick-up authorization form and may be asked to present identification prior to the release of the child.

Parents or guardians should immediately report any changes in plans to the school office. Communication must be through the school office to ensure distribution of those communications to all relevant staff members. If a student regularly scheduled for Cataldo Care will not be attending on a given day, the parent or guardian should contact the office to provide notice. If a child does not regularly attend Cataldo Care but needs to do so on a given day, arrangements should be made through the school office, and paperwork may be required in advance.

CHILD ABUSE AND NEGLECT POLICY

All school personnel and volunteers having reasonable cause to believe that a child has

suffered abuse or neglect will report such incident pursuant to and in compliance with Diocesan Policy (5141.5) and RCW 26.44.030.1.

CLASS SIZE POLICY

Class size in grades K-8 will not exceed 25 students, with the following provisions:

Grades K-2 will be provided a half-time (.5 FTE) aide in the event class size exceeds 20.

Given exceptional circumstances, and having considered the needs of individual classes, the administration has discretion to enroll up to 30 students in a class.

Given exceptional circumstances, and having considered the needs of individual classes, the administration has discretion to exceed 30 students in a class, with the consent of the Board of Governors.

CLUBS

Cataldo offers a variety of after school clubs like Yearbook, Lego League, Homework, etc. Communications will come from the school and/or your child's teacher for information and fees. Most clubs charge a flat fee for participation. Homework Club is billed at \$5 per day and is offered after school from 2:35 p.m. to 3:30 p.m.

CODE OF CONDUCT

All school personnel and volunteers who have regular unsupervised access to children are required to participate in the diocesan Code of Conduct Training and submit to a background clearance check as mandated by the Diocese of Spokane. The school reserves the right to limit access to students to anyone who is not in compliance with these expectations.

COLLECTION AND SOLICITATION OF FUNDS

These regulations are in place to provide equitable and fair treatment for everyone involved in fundraising for Cataldo Catholic School activities, and programs, including those funds raised annually by the Cataldo Office of Advancement.

Collection of funds by parents, students, volunteers, or staff for the benefit of staff members or school activities and programs, must be approved in advance by the Director of Advancement in consultation with the Principal. The Principal and Director of Advancement will consider these events in light of current operating budgets, planned fundraising for the current year, and congruency with the school's foundational statements and approved annual advancement plan. Individuals and groups are not allowed to solicit funds for non-school-related events and activities.

School groups and organizations will discuss all fundraising and solicitation activity plans with the Principal and the Director of Advancement *prior* to planning the event. A written outline of all planned fund-raisers and solicitations for the school year will be added to the

school master calendar upon approval by the administration.

All monies received from any school related activity or event must be deposited into the school bank accounts by designated school staff. It is a mandatory regulation for all funds to be verified by two people.

These funds are not allowed to leave the school premises. All funds are to be verified, counted, and turned into the front office for safekeeping and processing to the bank. There are absolutely no exceptions to this rule.

In the event of activities that may take place outside of school hours, you will need to contact the Principal or the Director of Advancement prior to the event for instructions on where the funds are to be secured.

No funds are to be stored in the classrooms overnight or kept in the possession of an individual or employee.

These monies may *not* be used as reimbursement to individuals for their expenses or receipts. All monies are to be banked in the original form in which they were received. Individuals are not allowed to deposit school funds into their own bank accounts.

All checks, money orders, and any forms of currency whatsoever are to be payable to Cataldo Catholic School and not an individual person or staff member.

If start-up funds are needed for making change, a request for these funds will need to be submitted to the office prior to the event. These funds will be deducted from the total income so that they can be posted back to the cash fund. Final accounting for these events can be obtained from the school after the event is completed.

A check request form must be attached to all receipts. All receipts should be legible and detailed so it is clear which items are being reimbursed. The form must be filled out to include the name and address of the person or vendor to be reimbursed. The total on the front of the check request must balance with the total of the receipts that are attached. The Principal or designee must approve the check request. All expenses for school related activities, programs, and events must be turned in to the school office within two weeks of the end of the event.

Loans are not to be made using any school monies.

COMMUNICATIONS

Schoolwide communications are for the purpose of fostering and promoting the entire school as a faith community and will be in keeping with the foundational statements of the school. Communications to be included with the *In Touch* are due to the office by Tuesday at 12:00 p.m. All schoolwide communications require prior approval of the Principal or designee before they can be distributed.

COMMUNITY SERVICE

Moving faith into action, students participate in a variety of community service projects throughout the year. All students are expected to participate in regular, grade-level appropriate service projects.

CONFLICT RESOLUTION PROCEDURES

All members of the Cataldo Community are encouraged to resolve conflicts directly and respectfully. Further conflict resolution processes are governed by Cataldo Board Policy #6020 Resolution of Conflicts available on Sycamore and by request.

CURRICULUM

Curriculum is developed, reviewed, and evaluated on an annual basis according to the established diocesan guidelines for curriculum development. Students enrolled in Cataldo Catholic School will participate in the total school curriculum. The scope and sequence for each grade level is designated in the site Curriculum Guide for all curricular areas:

- Religion
- Christian Living
- Mathematics
- Health and Fitness
- English Language Arts
- Science
- Social Studies
- Music
- Art

DAILY SCHEDULE

Students who arrive prior to 7:45 a.m. will be sent to Cataldo Care, which is subject to a one-hour minimum charge.

6:55 a.m.	Cataldo Care Opens
7:45 a.m.	Arrival Time (outside supervision begins)
2:30 p.m.	General Dismissal (supervision ends at 2:45 p.m.)
2:30 p.m.	Cataldo Care Opens
5:30 p.m.	Cataldo Care Closes

Students present after 2:45 p.m. will be sent to Cataldo Care.

The daily schedule is distributed at Back to School Night and is available upon request from your child's teacher.

DISCIPLINE POLICY AND PROCEDURES

Consistent with its foundational statements, Cataldo Catholic School upholds a standard

of student conduct that serves to enhance the overall Catholic atmosphere of the school. Students are expected to act in accordance with the school's foundational statements. Parental cooperation is essential for the welfare of students. Cataldo uses the Discipline with Purpose (DWP) program. This program is:

- ✓ Rooted in the word “disciple”
- ✓ Resonate with the Catechism of Catholic Church
- ✓ Conducive to Christ-Like Atmosphere
- ✓ Aimed at Moral Formation through Self-Discipline
- ✓ Consistent with Cataldo Foundational Documents
- ✓ A Fully Developed Research Based System
- ✓ Conducive to a Safe Environment of Mutual Respect, Kindness, Acceptance
- ✓ More Than Mere “Tolerance”
- ✓ One that Teaches Students to Be Responsible for their Own Behavior
- ✓ Helpful in Teaching Students to Make Appropriate Choices
- ✓ A P-8 Curricular Program
- ✓ Inclusive of Training, Social Skills, Conflict Resolution, and Management

Schoolwide Rules

- Rule #1: Respect Yourself, Others, and Things
- Rule #2: Contribute to the Cataldo Learning Environment
- Rule #3: Follow School and Classroom Procedures

Schoolwide Procedures

Cataldo Catholic School Staff have developed procedures for the following:

- Classroom
- Hallways
- Playground
- Restrooms
- Church
- Transportation
- Field Trips
- Assemblies
- Community Service
- After School Activities

Students are expected to learn and follow these procedures, which are displayed on T-Charts throughout the school and in classrooms.

Parent Responsibilities

In support of the foundational statements, parents contribute to the educational experience by:

- Learning and participating in the parental components of Discipline with Purpose.
- Supporting the school in its commitment to student growth and behavioral expectations. Where parental conduct interferes, impedes, or is not supportive of the discipline process, the school may require parents to withdraw their children.

- Communicating openly with staff and administration.

Emphasis is placed on the affirmation of student efforts to meet expectations of appropriate behavior. In the event that students do not follow the behavioral expectations, consequences may include but not be limited to:

- Reflection, “time out”
- Facilitated reparation and reconciliation
- Discussion with Cataldo staff members
- A call home
- A conference with appropriate school staff and parents
- Denial of privileges and participation in events
- Detention during recesses, lunch, or after school
- Enforcement of an individualized behavior plan
- Referrals
- In-School Suspension
- Suspension from School
- Permanent Expulsion from School

DISTRIBUTION OF PROMOTIONAL MATERIALS

Distribution of promotional materials is limited to non-profit agencies or organizations. Those seeking to distribute such materials to students, parents, or staff must have approval of the Principal or designee beforehand.

ELECTRONIC DEVICES

Cell phones, smart phones, electronic toys, games, iPods, smart watches, and whatever the current technology might be are subject to school rules and procedures and may be confiscated; if so, parents or guardians must retrieve the device at the school office.

EMERGENCY CONTACTS

The school maintains a file for each student containing information that includes emergency contacts in the case of injury or illness. At the beginning of each school year, each family is to update its emergency contact information for the school office records. If there are changes during the year, the office needs to be notified immediately.

ENDORSEMENT OF NON-SCHOOL RELATED BUSINESS

Students may not use school time to procure funds for non-school related activities. Cataldo will not permit students to participate as a school representative in the promotion of outside or non-school related businesses. The school will not advertise or endorse products, political candidates, or private businesses.

FIELD TRIPS

Field trips will be of educational or cultural value and directly related to the curriculum.

At various times during the school year, teachers arrange for educational field trips that are curriculum based and support the foundational statements of the school.

A parent permission form is sent home prior to each field trip. Students may be denied participation if they fail to meet behavioral expectations or fail to turn in the permission slip on time. The school cannot accept verbal consent for permission to participate in a field trip.

Drivers for field trips must show evidence of a current valid driver's license, auto insurance, and updated code of conduct. Drivers must be at least 25 years of age. If you are asked to drive, take only as many children as you have seat belts. No side trips (e.g., for refreshments) are permitted.

Seat belt laws for Washington Traffic Safety Commission require that a child passenger must have safety restraints used when riding in a car.

FINANCIAL REGULATIONS & PROCEDURES

To safeguard the non-profit status of the school and to ensure equitable and just treatment of those involved, the collection of all funds or other gifts by individuals or groups for the benefit of any school need and/or activity including, but not limited to: fundraising, unsolicited donations, gifts for staff members, classroom projects, or parties, will be approved, regulated, and monitored by the Principal and will be congruent with the school's foundational statements, fundraising policy, and approved annual advancement plan. Individuals should not solicit funds for non-school related events/activities.

FUNDRAISING POLICY

Cataldo Catholic School, like any Catholic school, relies on fundraising to supplement tuition and parish subsidies in meeting the operational costs of the school. Cataldo Catholic School wants to make every fundraising effort a positive and fruitful experience for everyone. Fundraising activities must respect the priorities of the school as a whole. It is the objective of Cataldo to manage its fundraising activities to avoid tiring our donors with appeals, to use volunteer energies and efforts in ways to best generate returns, and to comply with all other Cataldo policies. In order to achieve these objectives-the following policy has been promulgated:

All fundraising activities associated in any way with Cataldo Catholic School must be reviewed and approved by the Director of Advancement in consultation with the Principal.

Types of Fundraisers:

Schoolwide Fundraisers: These major fundraisers involve the entire student body. Currently four school-wide fundraisers are approved to be held annually: the Auction, the Annual Fund for Cataldo, and Cougar Stomp. The proceeds from these fundraisers provide significant budgetary support to the school and therefore take precedence over all

other fundraising activities. These fundraisers are directed and managed by the Advancement Office under the direction of the Principal.

Group: These fundraisers are conducted by school groups. Only members of the group are asked to help raise funds.

Service Projects: These are projects, held in conjunction with the school's community service program, raise and contribute funds directly to service organizations outside of Cataldo. All Group and Service Project fundraisers require the annual approval by both the Principal and the Advancement Office.

Approval Guidelines:

- The Advancement Office will create a fundraising calendar each school year.
- All fundraising proposals must be submitted to the Principal and the Advancement Office on a Fundraiser Proposal Form. Once proposals have been reviewed and approved they will be entered onto the fundraising calendar.
- The deadline for submitting fundraising proposals is the second Friday in September. Any proposals submitted after that date cannot be considered for the current school year.

Timing and Number of Fundraisers:

- Fundraisers on school grounds or under school auspices are not to take place on the following days: Palm Sunday, Easter Sunday, Christmas Eve, Christmas Day, or any other Holy Days of Obligation
- No more than one fundraiser may run at a time.
- Fundraiser "sell time" will not last longer than three weeks. Delivery of items can take place following the sale.
- Eighth grade will be allowed a maximum of three fundraisers a year.

Purpose of Funds:

- The purpose of the funds to be raised must be stated clearly when submitting the fundraiser proposal. The purpose must also be stated on all marketing done to promote the fundraiser.
- If the proceeds are to be divided among various groups, the percent to be given must be specified on the proposal form and marketing materials.
- Proceeds must go to the recipients designated, in the predetermined amount.

Reporting:

- All fundraisers must produce a budget with projected expenses and income for review by the Principal and the Director of Advancement before the fundraiser can be approved.
- The group conducting the fundraiser is responsible for providing a written financial report to the Advancement Office after the fundraiser has taken place.
- The Director of Advancement in consultation with the Principal will develop and present an annual fundraising summary for presentation to the Cataldo Board of Directors.

Receipts and Reimbursements

- All requests for reimbursement are to be completed and submitted on forms provided by the school office to the school bookkeeper by the project leader within two weeks of the fundraiser close. Receipts should accompany forms.
- No reimbursement for a fundraiser will be given past two weeks after the conclusion of the fundraiser.
- Refer to Collection and Solicitation of Funds for additional guidelines and procedures

Compliance:

A group's compliance or lack thereof with this policy and procedure will be considered in future fundraising application requests.

Exceptions:

Exceptions to this policy and procedure or to any part of it should never be assumed by the fundraising group, but will only be granted by way of the application process and the approval of the Principal and the Director of Advancement.

Students and families will be asked and encouraged to participate in group fundraisers. They will not be penalized for their inability to participate.

GRADING SYSTEM

In grades K-5 students are graded according to a coded system indicating where a student is progressing or needing improvement. The code is further clarified by descriptive comments. In 6th - 8th grades, students commonly receive percentage grades. Discipline does not factor into academic grades. Report cards are issued quarterly via Sycamore to parents.

Grades K to 5th

4 = Is meeting objectives and performing skills/activities independently
3 = Is working toward objectives with continuing assistance
2 = Requires considerable assistance when working toward objectives
1 = Needs more time to develop
X = Is not evaluated at this time

Grades 6th to 8th

A = 90-100
B = 80-89
C = 70-79
D = 60-69
F = 59 and below

GRADUATION

Graduation ceremonies will be simple and appropriate for the age group involved. Schools are required to provide a minimum of 1,000 student contact hours each year for all students. Once this minimum has been achieved, eighth grade graduates may be excused no earlier than five school days before the last regular student contact day of the school year. Graduation exercises will not entail undue expenses for parents.

HARRASMENT

It will be a violation of this policy for any student, parent, teacher, administrator or other school personnel of the Diocese of Spokane to harass the above stated individual or groups through conduct or communication as defined by this policy and regulation.

In dealing with allegations of harassment, the school adheres to the procedures and definitions as specified by the Diocese of Spokane.

HEADLICE

Any student found to have head lice, nits, or egg cases will be excluded from school until all head lice, nits, and egg cases have been completely removed from the child, as verified by designated school staff.

HEALTH SERVICES

Students may be screened for hearing and vision. Yearly, Cataldo has the services of a nurse-in-training from Gonzaga University to aide in these screenings.

HOMEWORK

Cataldo Catholic School’s homework is an essential element in the total school program. It is encouraged for the purpose of enrichment or reinforcement of previously taught concepts and will help form good study habits. Parents are expected to monitor their children’s assignment notebook to ensure completion of assigned homework. Teachers depend on their cooperation to supervise this critical practice.

The following are suggested time allotments for home study:

GRADE	K	1	2	3	4	5	6	7	8
MINUTES	15	20	30	45	60	75	90	120	120

*Remember times listed are an average. Some nights students may have more than other nights. These time allotments do not include expected reading time for each grade level.

Assignments missed due to illness may be picked up daily after school from the office. Parents and students are responsible for making arrangements for students to complete work missed while absent for any reason.

Teachers have limited ability to provide work in advance of prolonged planned absences. Families must respect these limits and not expect Cataldo staff to make undue accommodations for absences due to family preferences. Students will be given a reasonable amount of time to complete missed assignments as determined by the teacher.

Students who have neglected to turn in assignments on time will be required to do them as

designated by the classroom teacher, subject to their rules for such work.

HOMEWORK CLUB

See “CLUBS.”

HOT LUNCH/MILK

Most Fridays, *except half days*, hot lunch is available for students who have pre-ordered. Orders must be pre-paid and take place four times a year. Each lunch starts at \$3.00, and is an extra \$1 for each additional entrée. Parent volunteers serve lunches. See the school calendar for schedule.

Cataldo’s milk program is available to all students, preschool through 8th grade. Milk is ordered by the year and should be paid for in advance. Application for free or reduced priced milk may be obtained in the office.

IMMUNIZATION

Cataldo Catholic School abides by the immunization requirements of the State of Washington. Washington State Law prohibits any child from entering school without a complete Immunization Record. A current Immunization Record must be on file at the school office for each child before he/she attends school. It is the parent’s responsibility to notify the school any time these records need to be updated.

IN-SERVICE DAYS

Faculty in-service days are scheduled to provide for professional growth of teachers. On these days, teachers participate in workshops and seminars, or they are involved with the evaluation and improvements of the school curriculum. For dates and time of dismissal on these days, refer to the school calendar.

INSURANCE

Cataldo may provide access to insurance to help with the cost of a child’s medical treatment for injury sustained during school activities. This “school-time accident” insurance is designed to cover some, but not all, of the possible costs not covered by any other insurance families may have. If a program is provided, details regarding this insurance are covered in the brochure sent home with children each year.

Parents/guardians are responsible to read and understand the content of the brochure. The brochure may contain a number of optional plans designed to protect students 24 hours a day, year round. Parents can purchase additional optional coverage. This coverage is available on a yearly basis and can change from year to year, so it is important that each year parents/guardians read and review the coverage provided so that they can add optional coverage as needed.

LIBRARY

Cataldo staff and parent volunteers manage the library. Most classes have regularly scheduled a library time. Students in kindergarten and first grade may check out one book for a one week loan. Students in second through eighth grade may check out up to two books or other library items for a two-week loan period and may have a maximum of two items out at one time. Library books may be renewed once. Students are held accountable for all materials they have checked out until those materials have been checked back in to the library. The drop-off box is by the Kindergarten classrooms and children may return their books at any time.

Overdue notices are sent to each student at the end of each month. Students will be billed for the replacement cost of items which are damaged or lost. Students who still have overdue books at the end of the year will be billed on their last tuition statement for the year. Payments should be sent to the office, with overdue notice sent to the library. If the book is returned in acceptable condition, the bill will be cancelled.

Students in kindergarten through 5th grade are not permitted to check out books from the Young Adult (YA) collection.

LICE

See “HEAD LICE.”

LOST AND FOUND

All lost and found items are collected and placed in bins in the closet down the hall from the office. Please mark all of your children’s clothing with their names. Lost articles cannot be kept indefinitely; they will be taken to a used clothes or items facility every other month or, if they are uniform components, placed in the Uniform Exchange room.

MEDICATION

The school is not authorized to administer any medication of any kind without appropriate authorization. Oral medication may be dispensed at school when the following requirements are met:

A Medication Request Form must be completed for each student receiving *any kind* of prescription or nonprescription medication at school. The Medication Request Form must be signed by the child’s parent or guardian and by a physician, dentist, or a licensed health professional prescribing within the scope of his/her prescriptive authority, and must be current and valid for a period not to exceed one school year. Forms are available from the office.

Any medication required for fifteen or more consecutive school days must be accompanied by current written instructions from a physician, dentist, or a licensed health professional prescribing within the scope of his or her prescriptive authority for dispensing the medication.

All medication must be supplied and delivered to the school by the parent or guardian.

All medication must be in its properly labeled container.

Non-prescription medication must be brought to school in its original container. Prescription medication must be in a container labeled by a physician, dentist, or pharmacist and brought to school by the child's parent or guardian. The label will include student's name, physician's, dentist's or a licensed health professional's (prescribing within the scope of his/her prescriptive authority) name, name of medication, dosage, and time of day to be taken.

Cataldo will provide the means for safekeeping and secure storage for all medication. If special conditions are required to maintain the quality of the medication, the school will adhere to the instructions of the physician, dentist, or pharmacist.

No medication requiring injection will be administered by school personnel unless provided for by a care plan for the child need an injection.

Medications can be dispensed only by specially designated personnel. A medication record will be maintained for any student receiving medication at school.

Medications will be returned directly to the parent or guardian when no longer required or at the end of the school year. Any unclaimed medication will be destroyed. In the event the Principal considers it necessary to discontinue dispensing medication, the student's parent or guardian will be notified in advance.

MESSAGES AND DELIVERIES

In order to ensure the safety of students and to reduce the number of classroom interruptions throughout the day, messages and personal items must be delivered to the office. All notifications that need to be delivered to students must be received at the front office by 2:00 pm in order to ensure a timely delivery.

NON-CUSTODIAL PARENTS

Cataldo abides by the provisions of the law with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. Cataldo will interpret all parenting plans literally, and will enforce them according the letter of the plan. Cataldo will not engage in disputes over visitation or any other aspect of parenting plans. Parents must have such disputes resolved by appropriate authorities, and any such resolutions must be provided to Cataldo in writing.

PARENT CLUB

The Parent Club is an active parent group, whose primary purpose is to foster a strong sense of community within our school. Parent Club also provides an organized forum to voice ideas and suggestions. Parents are encouraged to volunteer for executive positions and various committees that support the school. Meetings are held once a month on Tuesday evenings. All parents are encouraged to attend.

PARENT CONFERENCES

Communication between home and school is essential in the development of good relationships in the school community. Staff members are always open to formal and informal communications with parents.

To assist in these communications, official academic reports are sent out via Sycamore quarterly. Parent conferences are scheduled through Sycamore twice a year. At other times, teachers and parents share the responsibility for arranging conferences when either academic progress or total personal growth warrants a meeting.

PARKING PLAN AND PROCEDURES

Morning Drop-off: To eliminate congestion on 18th, enter blacktop from 18th and exit on 17th.

- Park away from the entrance and exit lane
- Do not park in the No Parking Zone
- Do not park near the crosswalk
- Do not stop on 18th

Afternoon Pick-up: Parking along the fence at 17th and 18th should be in a single row and remain in an orderly manner in rows of two on the blacktop.

- Park away from the entrance and exit lane
- Do not park in the No Parking Zone
- Do not park near the crosswalk

Parking is prohibited within 15 feet of any intersection.

PARTIES

Children who are having parties may distribute invitations at school only if every child in the class or at least all girls or all boys are invited. If this is not the case, invitations are to be mailed from home or phone contacts made outside of school time.

Birthdays are a special time for children. Treats may be sent the day the student would like to celebrate his/her birthday. Please be aware of any allergies students in the classroom might have. To protect against allergies, the school reserves the right to restrict distribution of treats or snacks. The birthday child may wear non-uniform dress on that day (Mass day excluded).

SUPERVISION

Supervision is provided in the morning before school from 7:45 a.m. until 7:55 a.m., and again after school from 2:30 p.m. until 2:45 p.m. or 11:30 a.m. - 11:45 a.m. on half days. If students are still present after 2:45 p.m. or 11:45 a.m., they will be sent to Cataldo Care to await pickup, at which time they will be charged standard rates.

Children are allowed to play on the grassy area south of the school from 2:30 p.m. to 2:45 p.m. only if their parent is directly supervising. Parents must gather their children and depart by 2:45 p.m.

Children should cross Stevens street only by way of the crosswalk. Students may not cross Stevens until a parent has arrived to pick them up.

Students are not allowed to play on the rock walls or jump from them to the sidewalk. Parents are asked to help supervise their children and maintain safety rules after school.

PROMOTION AND RETENTION

Decisions regarding promotion and retention are based on appropriate progress toward grade level learning objectives and will result only from careful study and evaluation of student progress by the teacher, parents, and Principal.

Recommendations for retention will be based on substantial evidence that considers all aspects of the child's development and progress. Evidence supporting a recommendation of retention will be presented to parents or guardians no later than April 1.

REGISTRATION

Registration will begin at an announced date each spring for current Cataldo families and a week and a half later for new families for the following school year. In order for registration to be considered complete, a family must complete the online registration and turn in all forms and registration fees. Without completion, space will not be guaranteed. In the event a student cannot be placed because of lack of space, the deposit will be refunded.

SACRAMENTAL PREPARATION

The Sacramental Program for Cataldo Catholic School students will be administered through the Religious Education Departments of the respective parishes. Please contact the parish Religious Education Director.

SCHEDULING EVENTS

All school-sponsored activities must be approved by and scheduled through the office prior to making any commitments or sending notification to families.

SCHOOL CLOSURE

Cataldo Catholic School will be open daily as scheduled unless a closure or late start announcement is made. Closure information will be communicated via the school's communication system, website, and posted on the following TV stations: KREM, KXLY, and KHQ and their affiliate radio stations. Closure days will be made up as announced only if the closure results in Cataldo's inability to provide the state mandated number of hours of instruction. If no announcement is made, parents should assume that the current calendar remains in effect.

SCHOOL CRISIS PLAN

The school maintains a comprehensive Crisis Plan to ensure the appropriate response to emergency situations. In the event of a crisis the school will utilize Sycamore to contact families via email or text message with instructions as to procedures for families to follow for the safety of their children.

SCHOOL DISMISSAL

School dismisses at 2:30 p.m. each day. If there is need to remove a student before regular dismissal time, the student must be signed out at the office upon pick-up. Please note only a legal parent or guardian may sign the student out unless the school has received written authorization from the legal parent or guardian to release the child to someone else. No student should be taken from the classroom or the playground without first checking in with the office.

Parents must ensure students are picked up by 2:45 p.m. each school day. Any students on school grounds after 2:45 p.m. will be taken to Cataldo Care subject to a \$10 minimum charge if no notice is given. Otherwise, regular Cataldo Care rates apply, and parents will be required to register for Cataldo Care if they have not already done so.

SCHOOL HOURS

Students will be allowed into school at 7:55 a.m. and are expected to be in their classroom at 8:00 a.m. Students arriving after 8:00 a.m. are considered tardy and must check in at the office for a late slip in order to gain entry into class. Parents who anticipate a late arrival should send a note with the student or come into the office to sign the student in. Parents must ensure pick up by 2:45 p.m. or children will be checked into Cataldo Care and charges will be billed.

SCHOOL LITURGIES

Mass celebrations are held at St. Augustine Church on Thursdays at 9:00 a.m., and on other designated dates and places as announced including once per year at Sacred Heart and the Cathedral of Our Lady of Lourdes. As part of the religion curriculum, students are required to attend Mass. (See the *In Touch* newsletter or Sycamore for schedules).

SCHOOL NEWS

On Thursdays, class news notes and other items are sent home in a large manila envelope with the youngest student in each family. The *In Touch* is e-mailed to all families. It is also posted on Sycamore under the Documents tab. Parents should refer to these news items to stay informed. Parents are asked to sign and date the envelope, then return it with the student for re-use each week.

Anyone wishing to have items included in the *In Touch* must submit them in writing or via e-mail (office@cataldo.org) along with a contact name and phone number by noon on Tuesdays.

STANDARDIZED TESTING

Cataldo Catholic School participates in the diocesan testing program. The Measures of Academic Progress (MAP) assessment is administered in the fall and spring of each year to all K-8 students. Selective assessments may be administered in the winter and summer. Results are provided to parents via Sycamore. The feedback from these tests, among other measures, assists Cataldo in the curriculum development process.

ACRE (Assessment of Catholic Religious Education) provides Cataldo with information about students' faith knowledge. It is designed to assess students' knowledge of key religious concepts taught by Catholic schools and parish programs. It is administered annually to 5th and 8th graders.

STUDENT PLACEMENT

The "chemistry" or make-up of a class is an important factor for a successful school year. The administration works with teachers to balance each group as much as possible in relation to a variety of factors. Class size, gender balance, social, and academic concerns will be factors in student placement. Final placement of students is at the final discretion of the administration.

Recognizing the varied gifts that teachers bring and the importance of the opportunity for students to have a variety of learning experiences, parents are asked not to submit placement requests to teachers and teachers are not to discuss placements or requests with parents. Any requests should be based exclusively on specific and documented student needs. Requests should be sent to the Principal and copied to the Office Manager via email by May 15 prior to the end of the school year for the following year. Requests after the deadline may not be considered. Requests made after class lists are released will not normally be honored.

STUDENT RECORDS

Official records will be kept on file in the school office for each student. These records will be kept secure at all times. *Only the following persons will be permitted to inspect*

and review records concerning a student:

- Parent or guardian of a student and anyone (including a student) who has written permission of such parent(s) or guardian;
- School officials, including teachers, who have assigned classroom or counseling responsibility to the student;
- Requesting schools in the case of transfer and then only with a written request from the school that the student will be attending. Files may be hand delivered or securely mailed by a school official to the requesting school. Student files may not be hand transported by parents or guardians.

STUDENT TRANSFERS/WITHDRAWALS

Request for withdrawal must be submitted to the school office in writing. Parents will be asked to complete a request for withdrawal form to include information regarding their reason for withdrawal.

Students leaving Cataldo Catholic School are required to return all texts and resources provided by the school. Lost or damaged materials must be replaced before a report card is given. Any unpaid balances and fees must be paid in full before the withdrawal can be processed and before records can be transferred. Pre-paid financial pledges will be reimbursed on a pro-rated basis.

Student records will be forwarded only upon receipt of a signed written request from the school of transfer.

TECHNOLOGY – ACCEPTABLE USE PLAN

The technology resources of Cataldo Catholic School are available for use by students. These resources include but are not limited to: computers, servers, software and hardware of both the computers, and the networks as well as the internet capabilities of the systems involved.

Technology resources are the property of Cataldo Catholic School and students are expected to use these systems responsibly and only for work related to the curriculum. The school network provides students with Internet access in the classroom. Cataldo's technology tools require responsible users. Parents and students should read the guidelines to understand the requirements for using technology tools at Cataldo Catholic School. The Acceptable Use Plan must be signed by both parent and student before a student will be allowed to use technology.

Computer use is monitored by classroom teachers, and the network has content filtering in place to restrict access to controversial materials; however, no content filter is 100% effective. If a student chooses to access resources that are objectionable, obscene, or restricted, the consequence will be suspension of access and/or other disciplinary action.

Technology tools are given to students as a privilege; access is not a right. All users are required to conduct themselves in a responsible, ethical, and polite manner. The use of the

school's network must be in support of the school's mission and consistent with diocesan and school policy and Catholic-Christian values.

Users are expected to:

- Scan media from home with antivirus software before use at school
- Use appropriate language in searches and compositions
- Refrain from using the network in ways that are disruptive to others
- Observe standard copyright restrictions
- Refrain from revealing anyone's personal information, address, or phone number (including his or her own)
- Understand that uploading or downloading software illegally is a federal crime
- Understand that they are not to access services illegally

Disciplinary action:

Disciplinary action will be consistent with the school's standard policies and procedures. The user is ultimately responsible for his or her actions in accessing network services. Inappropriate actions may result in suspension of access and other disciplinary action.

TELEPHONE USE

The school telephone is for school business. Use by students will be limited to illness and emergencies only.

TOYS

Toys brought from home are prohibited. Cataldo does not accept responsibility for lost or stolen items and reserves the right to hold any item until the child is picked up at the end of the day. Please remember Cataldo is a weapon-free environment; no toy weapons of any kind will be allowed.

TRANSPORTATION

Transportation to and from Cataldo is the responsibility of the parent/guardian.

TUITION

Parents or guardians must ensure that a signed tuition agreement is on file with the school. Payment according to the agreed schedule is via electronic funds transfer (EFT) for all accounts.

Unless notification is made to the Principal or school business office, accounts 15 days overdue will be considered delinquent.

Parents will be notified in writing regarding the delinquency of the account.

The parent is responsible for initiating discussion with the Principal or designee concerning the reasons for delinquency and establishing a written plan of action for

payment of the delinquent account.

Questions regarding tuition may be directed to the bookkeeper at 624-8759 x305.

If financial reconsideration of the tuition agreement is required, contact the Principal

UNIFORM POLICY

Personal appearance is important to a child's self-esteem as well as their educational outlook. Proper grooming and a standard uniform unifies our students, reminds them that their presence at Cataldo is a privilege that they should approach with pride and dignity, and projects a unified identity to the wider community. As a Catholic school, we strive to have students to accept themselves and each other for who they are, not for what they wear. Furthermore, a school uniform presents a professional image to our community and distinguishes our students while they participate in community activities. It is our hope that holding the students accountable for these expectations of the Uniform Policy will continue our success in growing your children into responsible, well-rounded individuals.

Based on this philosophy Cataldo Catholic School has developed the following uniform policy: Uniforms are worn by all students at Cataldo Catholic School, every school day, unless the administration pre-approves an alternate dress for a particular day.

Uniform Supplier:

Tommy Hilfiger School Uniforms

Any uniform items you currently own will be acceptable through the 2018-2019 school year.

Uniform supervision is first and foremost the responsibility of the parents. Please observe the following Dress Code:

TOPS- All shirts, sweatshirts, sweaters and fleece must have the approved Cataldo logo. The only exception is the girl's blouses.

PANTS- No cargo pockets, no flaps on the back pockets. No Capri length.

SKIRTS- All hems must be no shorter than approximately four inches above the knee.

SHORTS- Shorts must be no shorter than mid-thigh and no longer than just below the knee.

SOCKS- Socks must be solid color. They may be white, navy, or red.

TIGHTS/LEGGINGS- Tights and leggings may be white, black, navy or red. No patterns, lace or other decoration is allowed. Leggings must be full-length.

SHOES- Athletic shoes with non-marking soles are recommended. The heel should be no more than one inch in height. Shoes must have closed heels and toes.

Jumper	Plaid	Bottoms, 6-8	
Twill Bermuda Short	Navy	Flat Front Twill Short	Khaki
Twill Bootcut	Navy	Flat Front Twill Pant	Khaki
Twill Straight Leg	Navy		

Non-Uniform Dress Day

Students will be allowed to wear non-uniform dress on designated special occasions or school celebrations. It is the intent that modest and appropriate Catholic School attire be worn. Non-uniform dress may not be used as incentive for participation in extra-curricular programs, community events, or service projects.

Acceptable Dress on Non-Uniform Dress Days

- Jeans, shorts, joggers/sweat pants, track pants, leggings
- All hems must be no shorter than 4 inches above the knee
- All leggings must be paired with a shirt that falls below the rear
- Temporary spray in hair color is acceptable but must wash out easily

Not Acceptable on Non-Uniform Dress Days:

Halter tops, tank tops, bare midriffs, tight fitting tee shirts, spaghetti straps

Shirts must cover the body when arms are raised in the air

All clothing must be hole-free

Consequences:

Students will be sent to the office to be brought into compliance before returning to class.

Parents must bring appropriate clothing if the school cannot provide it.

Uniform Exchange

The school has a uniform exchange program. The uniform exchange is available to all Cataldo families. For more information, please contact the office at 624-8759.

VISITORS

Visitors are required to check in at the office and acquire a visitor’s tag to be worn while in the building.

VOLUNTEERING

Parents are expected to volunteer as a part of their stewardship commitment to the school. While Cataldo asks a minimum of 20 hours per year from each parent, the overarching principle is that of sacrificial giving in accordance with one’s means. Many parents volunteer far more than this minimum, and Cataldo appreciates the essential contributions of volunteers.

Background Check: In accordance with diocesan policy, all volunteers who have regular unsupervised access to Cataldo students must have a current background check in

accordance with diocesan policy.

Code of Conduct Training: In accordance with diocesan policy, all volunteers who have regular unsupervised access to Cataldo students must have completed the Diocesan Code of Conduct training which will need to be updated annually between July 1 and October 1 via the diocesan website.

Field Trips: Volunteer drivers must have at least two students in their car on field trips and must have another adult at the end of the destination to meet them. There must be two adults present in the car if there is only one student. No additional stops may be made.

Proof of Insurance: All volunteers who drive Cataldo students must show proof of insurance and have the required number of seatbelts needed for each child.

Commitment: Agreeing to participate in volunteer activities means that a definite commitment to serve has been made. If unable to fulfill a volunteer commitment, please find a substitute. If unable to do this, please notify the volunteer coordinator or person responsible for the activity to which the volunteer commitment has been made.

Drugs and Alcohol: The Diocesan Code of Conduct prohibits the use, possession, or distribution of smoking products, alcoholic beverages, or illegal drugs at any school sponsored youth event. All smoking or vaping of any substance and alcohol use are prohibited on school property or while chaperoning students.

Confidentiality: Discretion must always be used when conveying experiences as a school volunteer. Volunteers should not discuss any information obtained in the volunteer setting.

Accountability: Volunteers must know which students are their responsibility at all times. If a child must leave a designated group, the staff person in charge must give permission. If this is not possible, authority is delegated to the volunteer. Children must never be left unsupervised. No side trips are allowed on field trips.

Discipline: Cataldo has a stated discipline policy and procedure. All actions involving student discipline should conform to these policies and procedures. Should a discipline situation arise involving a student and a volunteer, whenever possible the situation should be dealt with by a school employee. When this is not possible, the volunteer should take appropriate steps to deal with the immediate situation. However, the staff member to whom the volunteer is responsible should set consequences.

Written Communication: All communication sent to families must be approved by the Principal before it is copied and sent home.

Finance: Volunteers are not allowed to do any fundraising within the classroom or school without prior approval from the Director of Advancement and Principal. Official guidelines must be followed.

WAITING LIST

Students will be eligible for the wait list once they have submitted a completed registration. This includes: Tuition Agreement Form, Electronic Funds Transfer, Emergency Information Form, Permissions Form, Student Data Form, Signed Certificate of Immunization, Birth Certificate, and \$100 Registration fee per child. Their order on the waitlist is determined according to the following priorities:

1. Student in good standing academically and behaviorally
2. Student account in good standing
3. Siblings of children presently enrolled in the school
4. Full time students over part-time
5. Children of registered and active members of St. Augustine's Sacred Heart, and the Cathedral of Our Lady of Lourdes parishes
6. Registered and active families of other Catholic parishes within the Diocese of Spokane
7. Registered and active families of other Catholic parishes outside the Diocese of Spokane
8. All other students by date of registration

WEAPONS

Weapons are defined as any instrument used with the intent to threaten or cause harm to another including weapons as defined in RCW 9.41.250 and RCW 9.41.280.

In order to promote a safe learning environment, Cataldo prohibits the possession, use of, or involvement with, any weapon on school property or at a school activity. Any violation of this policy constitutes grounds for suspension or expulsion from all school property, activities, and events.

YEARBOOK

Yearbooks are ordered online in the spring.

PERSONNEL AND SCHOOL ADVISORY COUNCIL

A full listing of Cataldo personnel and School Advisory Council (SAC) members is available on the Cataldo Catholic School website. The SAC is advisory to the Board of Governors, which consists of the pastors of St. Augustine, the Cathedral of Our Lady of Lourdes, and Sacred Heart parishes.