



Family Handbook
2024-2025

FOUNDATIONAL STATEMENTS	5
ACCIDENTS	6
ACCREDITATION	6
ADMISSIONS	6
AGE REQUIREMENTS	6
ALLERGIES	6
APPLICATION	6
ATHLETICS	6
ATTENDANCE: TARDIES AND ABSENCES	7
BICYCLES AND SCOOTERS	8
BOARD OF GOVERNORS	8
CATALDO CARE	8
CHILD ABUSE AND NEGLECT POLICY	9
CLASS SIZE POLICY	9
CLUBS	9
CODE OF CONDUCT	9
COLLECTION AND SOLICITATION OF FUNDS	9
COMMUNICATIONS	10
COMMUNITY SERVICE	10
CONFLICT RESOLUTION PROCEDURES	11
CURRICULUM	11
DAILY SCHEDULE	11
DISCIPLINE POLICY AND PROCEDURES	11
DISCIPLINE PLAN	12
DISTRIBUTION OF PROMOTIONAL MATERIALS	14
ELECTRONIC DEVICES	14
EMERGENCY CONTACTS	14
ENDORSEMENT OF NON-SCHOOL RELATED BUSINESS	15
FIELD TRIPS	15

FINANCIAL REGULATIONS & PROCEDURES	15
FUNDRAISING POLICY	15
GRADING SYSTEM	16
GRADUATION	17
HARASSMENT	17
HEALTH SERVICES	17
HOMEWORK	17
HOT LUNCH/MILK	17
ILLNESS	17
IMMUNIZATIONS	17
IN-SERVICE DAYS	18
INSURANCE	18
LICE	18
LOST AND FOUND	18
MEDICATION	18
MESSAGES AND DELIVERIES	19
NON-CUSTODIAL PARENTS	19
PARENT CLUB	19
PARENT TEACHER CONFERENCES	19
PARKING PLAN AND PROCEDURES	19
PARTIES	20
REGISTRATION	20
SACRAMENTAL PREPARATION	20
SCHEDULING EVENTS	20
SCHOOL ADVISORY COUNCIL	20
SCHOOL CLOSURE	20
SCHOOL CRISIS PLAN	20
SCHOOL DISMISSAL	21
SCHOOL HOURS	21

SCHOOL LITURGIES	21
SCHOOL NEWS	21
STANDARDIZED TESTING	21
STUDENT PLACEMENT	
STUDENT RECORDS	21
STUDENT TRANSFERS/WITHDRAWALS	22
SUPERVISION	22
TECHNOLOGY – ACCEPTABLE USE PLAN	22
TELEPHONE USE	23
TOYS	23
TRANSPORTATION	23
TUITION	23
UNIFORM POLICY	23
VOLUNTEERING	25
WAIT LIST	26
WEAPONS	26
YEARBOOK	27

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

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.

Withdrawal Process

The school asks that a family notify its student's teacher and the Principal as far in advance as possible of any intent to withdraw. In terms of tuition, a full month's tuition will be charged for any month in which the student attends class. This is based on the year being broken down into 10 equal months, September through June. If tuition has been prepaid, a refund will be issued for the remainder of the year, not including the current month. If a family has chosen a 12 month payment plan or another plan where full payment has not been made for the final month attended, there will be an adjustment made to the final month's bill.

Mid Year Enrollment

As room in a classroom permits, Cataldo has the ability to enroll students mid year. To begin that process, or inquire about potential enrollment, please contact Anita Vigerstol at avigerstol@cataldo.org.

For transfer students, we offer open enrollment year-round. Transfer students 1-8 will be required to complete an application and assessment before receiving registration paperwork.

AGE REQUIREMENTS

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

ALLERGIES

If a child has an allergy that is potentially life threatening, the parent/guardian is 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.

APPLICATION

Cataldo requires all incoming new students in 1st through 8th grade to complete an application process. The following outlines the process:

1. Parent Tour
2. Submit completed application
 - Application form
 - \$25 application fee
 - Copy of most recent grades
 - Copy of student's birth certificate
 - Any IEP or 504 issued to the student
3. Cataldo will request a Recommendation Form from the current school
4. Visit day and assessment
5. Application Committee to review application
6. Once items #1-4 have been satisfied a decision will be issued by the Application Committee within 48 hours

ATHLETICS

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

Cheerleading (7th - 8th Grade)
Fall Cross Country (1st - 8th Grade)
Fall Football (5th - 8th Grade)
Fall Volleyball (5th - 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 a 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: TARDIES AND ABSENCES

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 circumstances 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, a 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 the 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.

GOVERNANCE

Cataldo Catholic School is governed by the pastor of St. Augustine Parish. The role of the pastor in service to the school is to provide governance at the local level, determine the policies of the school, and support the administration and faculty, who are immediately responsible for the daily life of the school. The pastor 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 7:00 am and 7:55 am (one-hour minimum for any use in the morning) and 2:30 pm and 5:00 pm. The Cataldo Care Summer Program is available from 8:00 am to 3:00 pm each weekday excluding holidays. Cataldo Care is available to children registered at Cataldo and between the ages 3-12.

years. All children participating in the program need to be registered for the service to attend.

Admission Requirements: Registration forms must be completed and returned to the school office with a non-refundable \$40 (\$75 for the summer program) per child fee before a child may attend Cataldo Care. The following forms are required:

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

Hours: 7:00 am – 7:55 am and 2:30 pm – 5:00 pm on regular school days and 11:00 am – 5:00 pm on early release days. Cataldo offers care most days that school is in session including early release days. Cataldo Care will be closed on Good Friday and the last day of school. 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. A Late Pick-Up fee will be assessed for children not picked up by 5:00 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 is available to those who have ordered it.

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 must immediately report any changes in plans. Communication must be sent to both the school office and Cataldo Care 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:

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

CLUBS

Cataldo offers a variety of after school clubs. Communications will come from the school and/or your child's teacher for information and fees.

CODE OF CONDUCT

All clergy, employees, parents, and volunteers of Cataldo Catholic School are required to adhere to the Catholic Diocese of Spokane Code of Conduct as detailed on the diocesan website. All volunteers who have contact with students must attend a Virtus Safe Environment "Protecting God's Children" training (and update their eligibility annually), which includes a background clearance check. See the Volunteering section for details. 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

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 congruence 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 fundraisers 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 Tuesdays 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

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.

7:00 a.m.	Cataldo Care Opens
7:45 a.m.	Arrival Time (outside supervision begins)
8:00 a.m.	School Starts
2:30 p.m.	General Dismissal (supervision ends at 2:45 p.m.)
2:30 p.m.	Cataldo Care Opens
5:00 p.m.	Cataldo Care Closes

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

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

DISCIPLINE POLICY AND PROCEDURES

The following discipline policy and procedure applies to any action that has taken place on the Cataldo School campus and at school sponsored functions.

PRINCIPLES

- Every person deserves to be respected and treated with Christ-like action.
- Every person deserves to be safe, to feel safe, and to be free from danger.
- Students attend school to learn academics, behavioral skills, social skills and learning is enhanced in a physically and emotionally safe environment.
- Learning is enhanced by the establishment of academic and behavioral expectations.
- Special emphasis will be placed on the teaching of self-discipline, good citizenship and social skills.

BEHAVIOR EXPECTATIONS

- I will follow directions the first time given.
- I will keep my hands, feet, mouth, and objects to myself.
- I will act with integrity and respect for the Cataldo School community.
- I will always be in the proper place.
- I will walk in the building at all times.
- I will use all materials and equipment properly.

TERMINOLOGY

Detention: Detention involves keeping a student in the classroom under supervision for a set period of time. Students do not miss class time in serving detention.

In-school Suspension: This practice is used for cases when a student needs to be removed from the classroom for a set period of time. The student will do assigned class work at a designated place in the school, separate from other students.

Home Suspension: This practice is used for very serious cases and then only when the Principal thinks it is imperative to remove a student from contact with fellow students. Parents will be informed that their child is to remain away from school for a definite number of days, during which time appropriate faculty and parent action is planned.

Probation: Probation is a formal warning that unless set conditions are met, more serious action will be taken. During the probation period, the child will be evaluated on his/her ability to conform to school expectations, whether academic or behavioral. All new students remain on academic and behavioral probation for their first year.

Expulsion: Expulsion is the permanent removal of a student from the school and is the most serious disciplinary action taken. Expulsion may result from a single, very serious infraction or from an ongoing pattern of misbehavior.

DISCIPLINE PLAN

Inappropriate behaviors at Cataldo fall into 3 categories or levels of offenses.

Each level is addressed either by the classroom teacher or the school administration.

Multiple offenses in one level can result in elevating offenses to higher levels.

Examples of (but not limited to) Level 1 Offenses

- Level 1 and 2 offenses will be handled by the teacher.

Level 1 Offenses	
<ul style="list-style-type: none"> • Not following directions • Running or jumping in hallways • Excessive talking out of turn • Inappropriate laughing/sneering • Teasing/put downs • Eye rolling • Interrupting • Inappropriate language 	<ul style="list-style-type: none"> • Name calling • Misuse of materials • Wandering the hallway • Mocking • Not keeping hand, feet, and objects to myself • Tardiness within the school day • Uniform infractions

Examples of (but not limited) Level 2 Offenses

- Handled by the teacher with documentation of behavior and action.
- Parent contact.

Level 2 Offenses	
<ul style="list-style-type: none"> • Back talking/arguing • Inappropriate gestures/language Taunting • Refusing to work • Lying 	<ul style="list-style-type: none"> • Throwing objects • Hitting • Failure to turn in your phone/smart watch to your teacher at the beginning of the school day • Derogatory notes/pictures • Chewing gum

Examples of (but not limited to) Level 3 Offenses

- Handled by the administration. Direct office referral with accompanying referral form.
- Parent contact.

Level 3 Offenses	
<ul style="list-style-type: none"> • Fighting • Cheating • Ethnic slurs • Obscene gestures • Inappropriate touching • Damaging property • Direct and willful disobedience of school rules and policies • Disruptive clothing • Disrespect for authority 	<ul style="list-style-type: none"> • Bullying behavior and intimidation • Threatening/taunting • Threatening bodily harm • Stealing • Biting • Use of profanity • Pulling fire alarm • Harassment • Plagiarism • Misuse of technology

Zero Tolerance Offenses

- Alcohol/Drugs
- Weapons/facsimile of a weapon/dangerous instrument or threat of contraband
- Leaving school without permission
- Assault with intent to fight with another student
- Sexual harassment

DISCIPLINE PROCEDURES

Classroom

Level 1 and Level 2 behaviors are handled by the teacher.

- The teacher will follow individual classroom procedures of behavior management.
- The teacher must contact a parent/guardian regarding the offense for level 2.
- The teacher will document the incident.

Level 3 behaviors are handled by the school administration.

- Results in a direct office referral.
- An administrator will contact the student's parents.
- An appropriate consequence will be given.

In an emergency situation, the student may be brought straight to the office. If the teacher is unable to bring the student, the office will be contacted and an administrator will come to the classroom and remove the student.

Prior to an Office Discipline Referral:

1. Parents and students must know teacher expectations and procedures.
2. Parents and students must know the classroom teacher's discipline plans and procedures.
3. Teachers must document unacceptable behaviors and consequences imposed, trying several strategies/interventions to stop the inappropriate behavior. A parent contact must be made before an office referral is made.
4. All Level 3 Violations warrant an immediate office referral. A completed office referral form must accompany the student to the office.

Detention

A level 3 offense will result in a detention.

For kindergarten through fourth grade, detention will be served during the recess following the determination of discipline or free-choice time. If the offense occurs after 1st recess, the detention will be enforced at the soonest possible recess.

For fifth through eighth grade, detention will be served after school on Tuesdays and Thursdays from 2:30pm-3:30pm. The detention will be served during the next detention day after the offense occurs. If an offense occurs on a Tuesday or Thursday it will be administered during the following detention day. For example, if a student commits an offense on a Tuesday, the detention will be served on the Thursday of that week.

Suspension/Expulsion Protocol

Suspensions will be administered as in-school suspensions. Students are required to report to the office at the start of the school day and will serve their suspension with the school administration.

Certain offenses require an immediate office referral (e.g. sexual/racial harassment, possession of a weapon, making threats, inflicting bodily harm on others and other safe school violations). These incidents may immediately result in an out-of-school suspension or other consequences at the discretion of the administrator. Extreme or chronic behaviors may warrant a referral to the Cataldo administration.

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 obtain a Diocesan Approval Form.

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. During registration each year, every family is required to update its emergency contact information for the school office records. If there are changes during the year, it is the responsibility of the parent to immediately notify the office.

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

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.

See "VOLUNTEERING" for more information on driving for field trips.

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 three 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, to 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.

Fundraising Guidelines:

- All fundraising on behalf of Cataldo must have the approval of the Principal.
- 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 Business Manager 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 Gradelink to parents.

Grades K to 5th

- 3 = Proficient with skill or concept
- 2 = Developing understanding of skill or concept
- 1 = Requires considerable assistance when attempting
- X= Skill or concept 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.

HARASSMENT

It will be a violation 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.

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

HEALTH SERVICES

Students are screened for hearing and vision each year Cataldo has the services of nurse-in-training students from a local university to aid 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 child's assignment completion through the school's learning management system (Gradelink). Teachers depend on their cooperation to supervise this critical practice.

Assignments should be geared to the age and abilities of individual students. Home conditions of individual students should be considered in connection with assignments that will have to be completed there. Homework should be considered practice and thus suitable opportunity for classroom presentation

and follow-up should be allowed. Homework should not exceed the equivalent of 10 minutes per grade level. For example, a 4th grade homework load should not exceed 40 minutes. Homework should be corrected carefully and returned to students with feedback in a timely way.

Contact the school office via email in order to pick up assignments missed due to illness. 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 faculty 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.

HOT LUNCH/MILK

Most Fridays, *except half days*, hot lunch is available for students who have pre-ordered. Ordering takes place four times a year. Information is sent home through In Touch.

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

ILLNESS

Please use the guidelines below when determining if a student can come to school.

A student must stay home if a student exhibits these symptoms at home within 24 hours or comes to school with these symptoms, parents will be required to pick up their student from school.

- Eyes- thick mucus or pus draining from the eye or pink eye.
- Fever- temperature of 100.4 degrees Fahrenheit or higher. A student must be fever- free for a full 24 hours before returning to school without the aid of fever-reducing medication such as: Tylenol, Ibuprofen, or other NSAID before returning to school.
- Infection requiring antibiotics- Sinus Infections; Upper Respiratory Infections, Bronchitis, Strep Throat, Conjunctivitis: May return to school after a full 24 hours on antibiotics and Fever- Free for 24 hours.
- Diarrhea
- Vomiting

Your Child should stay home: (While parents may decide to send their student to school, if necessary parents will be contacted to pick up their student.)

- Greenish Nose Discharge, and or Chronic Cough-should be seen by a health care provider. These conditions may be contagious and require treatment.
- Appearance, Behavior- unusually tired, pale, lack of appetite, difficult to wake, confused, or irritable.
- Rash- body rash especially with fever or itching. Heat rashes and allergic reactions are not contagious.
- Sore Throat-especially with fever or swollen glands in the neck.
- Ear Infections without fever- do not need to be excluded unless too painful.

IMMUNIZATIONS

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 and staff. On these days, teachers and staff 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.

LICE

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.

LOST AND FOUND

All lost and found items are collected and placed 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 clothing 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.

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 the student's name, physician, dentist 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.

Medication requiring injection will not be administered by school personnel unless it is provided for by a care plan for the child needing 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.

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 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 to 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. All parents are encouraged to participate.

PARENT TEACHER 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 Gradelink quarterly. Parent conferences are scheduled 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

Kindergarten-8th Grade Pick-up and Drop-off

- To eliminate congestion on 18th, please enter blacktop from 18th and exit onto 17th.
- While on the blacktop, park away from the entrance and exit, and leave space for traffic to flow through the lot on the east side.
- Do not park in the No Parking Zone in front of the school.
- Do not park near the crosswalk.
- Do not stop or park on 18th Avenue during drop off or pick up.
- Cross at the crosswalk.

Preschool Drop Off Only

Preschool students must be signed in and out of class each day. Students are to be walked to the classroom

at the start of the day by a parent/guardian.

PARTIES

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

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).

REGISTRATION

Registration for the upcoming school year occurs each spring for current Cataldo families and approximately a week and a half later for new families. In order for registration to be considered complete, a family must complete the online Gradelink 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 your parish Religious Education Director.

SCHEDULING EVENTS

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

SCHOOL ADVISORY COUNCIL

The School Advisory Council (SAC) serves as an advisory council to the Principal. The SAC consists of a minimum of seven members drawn from among Cataldo parents and parishioners of the three parishes. A full listing of SAC members is available on the Cataldo Catholic School website.

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 Gradelink, the school's emergency communication system. 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 Gradelink to contact families via email and text message with instructions for 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 a 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 or the individual has been authorized by the parent or guardian in Gradelink. 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 Cataldo Care charges 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 to the classroom after 8:05 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 Tuesdays at 9:00 am unless otherwise communicated.

SCHOOL NEWS

The *In Touch* is e-mailed to all families. Parents should refer to these news items to stay informed. Anyone wishing to have items included in the *In Touch* must submit them in writing or via email (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, winter, and spring of each year to all K-8 students. Selective assessments may be administered in the 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 administration works with teachers to balance each class in relation to a variety of factors. Class size, gender balance, social, and academic concerns will be factors in student placement. No teacher requests will be honored. Final placement of students is at the final discretion of the administration.

STUDENT RECORDS

Official records for each student will be kept on file in the school office. 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 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. Prepaid financial pledges will be reimbursed on a prorated basis.

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

SUPERVISION

Supervision is provided in designated areas before school from 7:45 am until 7:55 am, and again after school from 2:30 pm until 2:45 pm or 11:00 am - 11:15 am on early dismissal days. If students are still present after 2:45 pm or 11:15 am, 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 pm to 2:45 pm only if their parent is directly supervising. Parents must gather their children and depart by 2:45 pm.

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.

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 values.

Users are expected to:

- Use appropriate language in searches and compositions
- Observe standard copyright restrictions
- Refrain from revealing anyone's personal information, address, or phone number (including his or her own)
- 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 contract is on file with the school. Payment according to the agreed schedule is via FACTS 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.

If financial reconsideration of the tuition contract 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

Cataldo's approved uniform supplier is Elderwear. Items can be purchased online at elderwearwecare.com.

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

SPECIAL MASS DRESS CODE- All students will be required to wear either the navy v-neck sweater, navy v-neck vest, or navy cardigan sweater on Mass days.

Tops- All shirts, sweatshirts, sweaters, and fleece must have the approved Cataldo logo.

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 must be white, black, or navy.

Tights and leggings- Tights and leggings must only be worn under skirts or dresses. They must be white, black, or navy. No patterns, lace or other decorations are 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.

Belts- If worn, are to be plain brown, black or navy.

Additional Uniform Guidelines

- Makeup is not permitted. This includes tattoos and body glitter.
- Hair should be kept out of the eyes, and be appropriately groomed. Students may color their hair in natural tones, but no other hair color (pink, purple, green etc.) is allowed.
- All shirts must be tucked in on Mass days, field trips and other special events.
- No visible underwear (this includes thermals, performance wear and camisoles)
- No boots, fashion or otherwise. Snow boots may be worn for recess only.
- No earrings below the earlobe. This is for the safety of students.
- No hats are to be worn in the school.

GIRLS		BOYS	
Tops		Tops	
Girl's Polo	Navy	Co-ed Polo	Navy
Co-ed Polo	Navy	Performance Polo	Navy
Performance Polo	Navy	Vest	Navy
Vest	Navy	Sweater	Navy
Sweater	Navy	Quarter Zip Sweatshirt	Navy
Quarter Zip Sweatshirt	Navy	Micro Fleece Jacket	Navy
Micro Fleece Jacket	Navy	Flat Front Twill Short	Khaki
Polo Dress K-3 ONLY	Navy	Flat Front Twill Pant	Khaki
Skort	Woodland Plaid		
Center Box Pleat Skirt	Woodland Plaid		
Shift Dress K-5 ONLY	Woodland Plaid	Socks	White, Navy, Black
Flat Front Twill Short	Khaki	Leggings, Girls	White, Black, Navy
Flat Front Twill Pant	Khaki		

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 an incentive for participation in extracurricular programs, community events, or service projects.

Acceptable Dress on Non-Uniform Dress Days

- Jeans, shorts, joggers/sweatpants, 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 bottom
- 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 midriff 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.

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.

All volunteers of Cataldo Catholic School are required to adhere to the Catholic Diocese of Spokane Code of Conduct as detailed on the diocesan website. All volunteers who have contact with students must attend a Virtus Safe Environment "Protecting God's Children" training (and update their eligibility annually), which includes a background clearance check. See the Volunteering section for details. The school reserves the right to limit access to students to anyone who is not in compliance with these expectations.

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.

Field Trips: In addition to completing the Virtus Safe Environment training, drivers for field trips must show evidence of a current driver's license and auto insurance, and be at least 25 years of age. If you are asked to drive, take only as many children as you have seat belts. Seat belt laws for Washington Traffic Safety Commission require that a child passenger must have safety restraints when riding in a car. 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 or side trips (e.g., for refreshments) are permitted.

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 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.

WAIT LIST

Students will be placed on a wait list if their registration is complete and the class they intend to enter is full. A completed registration includes: Gradelink registration, Tuition Contract, Student Data Form, Signed Certificate of Immunization, Birth Certificate, and Registration Fee.

A student's placement on the waitlist is determined according to the following priorities:

1. Siblings of students presently enrolled at Cataldo Catholic School provided:
 - Tuition account is in good standing
 - Student is in good standing academically and behaviorally
2. Children of registered and active members of the Cathedral of Our Lady of Lourdes, Sacred Heart, and St. Augustine parishes
3. For Preschool Families:
 - Families intending to continue enrollment through 8th grade
 - Families seeking full time enrollment versus part time enrollment
5. Registered and active families of other Catholic parishes within the Diocese of Spokane
6. Registered and active families of other Catholic parishes outside the Diocese of Spokane
7. 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.