



Saint Catherine of Siena School

Student-Parent Handbook
2017-2018

Family, Faith, and Academic Excellence

Saint Catherine of Siena
18125 Sherman Way
Reseda, CA 91335

School Website: www.catherineofsiena.org

School Phone: 818 343-9880

Preschool Phone: 818-343-1073

“Be all you were meant to be,
and you will set the world on fire”

Saint Catherine of Siena

Administration, Faculty, and Support Staff

Father Mauricio Goloran	Pastor
Mrs. Liliana Rivas	Principal
Mrs. Lorna Alcaraz	Office Manager/Finance
Mrs. Genevieve Ada-Atilon	Preschool Director
Ms. Raquel Cruz	Preschool Teacher
Ms. Sonia Parra	Kindergarten Homeroom 1 st Grade Language Arts
Mrs. Phyllis Lieb	First Grade Teacher Aide
Mrs. Rebecca Flores	Second/Third Grades Homeroom 2 nd , 3 rd , 4 th and 5th Grade Language Arts
Mrs. Stephanie Hovsepien	Fourth/Fifth Grades Homeroom 2 nd , 3 rd , and 5 th Grade Math
Mr. Jason Rice	Sixth/Seventh Grades Homeroom 4th, 6th, 7th and 8th Grade Math 6th, 7th and 8th Grade Social Studies K-8th Grade Computer Science
Ms. Alyssa Ignacio	Eighth Grade Homeroom 6th, 7th, and 8th Grade Language Arts 6th, 7th and 8th Grade Science
Ms. Ruth Egan	Instructional Aide/Religion
Sr. Louise Hlavac, SND	Instructional Aide/Religion
Sr. M. Richardlyn Jones, SND	Instructional Aide/Religion

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A. GENERAL INFORMATION

1. MISSION STATEMENT, PHILOSOPHY AND GOALS OF SCHOOL **Mission Statement**

We are the parish school of St. Catherine of Siena. We are the students, parents (the teachers at home) and the teachers at school.

We learn together as God's family. Like Jesus, Mary and Joseph, we live God's transforming life and share this with others.

Through prayer, excellence in education and Catholic values, we prepare students, regardless of ethnicity or family income, to become kind, courageous and wonderful children of God, transforming the world around us.

Accreditation

St. Catherine of Siena School is authorized as a Catholic Elementary School by the Los Angeles Archdiocese and is under the direction and guidelines of the Department of Catholic Schools. Our school is fully accredited by the Western Association of Schools and Colleges and by the Western Catholic Educational Association.

Philosophy

We are firmly committed to live and teach by our philosophy, keeping in mind the aims of Catholic Education as stated by the Bishops of the United States in their document. "To Teach as Jesus Did: Imparting the Gospel Message, Building Community and Giving Service." There are definitive goals from six categories which the faculty and staff at St. Catherine of Siena must achieve to be responsive to the Bishops' directive: spiritual, intellectual, psychological, sociological, physical, and aesthetic. To meet the goals in these six areas, we have established the following objectives and the courses of action to be pursued.

Spiritual Goals

At St. Catherine of Siena School, we teach that Catholicism is a way of life, where each student has the opportunity to develop a personal, sacramental relationship with God and to experience a sense of lived Christian community. We foster attitudes of respect, justice, peace, and concern for all. We strive to develop in each child a knowledge of the fundamentals and sacraments of our Church; essentials of the formation of a Christian life.

Intellectual Goals

Using Jesus the perfect teacher, as our model, the faculty at St. Catherine of Siena School works to develop the student's intellectual curiosity, sense of wonder, vision, and love of learning. We will continue to promote the skills of critical thinking, reasoning, and making fair judgments; to make students aware of their own capabilities and instill the desire to strive for excellence. We recognize each student's uniqueness, so as to make every student realize his/her own self-worth and dignity, and that their individual contribution is needed and valued.

Psychological Goals

The fundamental concept in Catholic social teaching is the recognition of the uniqueness and dignity of the human person. Human dignity and sacredness, present from the moment of conception, are rooted in the fact that every human being is created by God in his image and likeness (cf. Gn. 1,26) and is destined to be with Him forever. We work to develop in each student a feeling of self-worth, confidence, and achievement, and to help each student appreciate one another. It is important to foster self-discipline, and to accept the limitations of self and others.

Sociological Goals

Because it is so crucial that the people of our world live in harmony, we must try to create and appreciate a concern for all peoples by fostering in our students not only the acceptance of, but an appreciation for the cultures of other members of God's family. We work to develop the personal skills, which will empower our students to make meaningful contributions in a multi-socioeconomic and multi-cultural society.

Physical Goals

We hope to teach our students that good health, safety habits, and respect for the human body, including sexuality, are important to a happy life. We wish to impress upon them the importance of teamwork and good sportsmanship, and educate them to the skills necessary to participate in physical activities. The students will realize that physical fitness will improve their self-confidence and general well being, and that hard work and dedication will result in reaching their full potential.

Aesthetic Goals

We strive to cultivate in our students and appreciation for the beauty of God's creation and an appreciation for the fine arts. The students will explore their own creative abilities to enrich their lives.

2. CODE OF CHRISTIAN CONDUCT COVERING STUDENTS AND PARENT GUARDIANS (Archdiocesan Policy)

The students' interest in receiving a quality, morally based education can be served if students, parents, and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their children.

It shall be an express condition of enrollment that the students and parents/guardians shall conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to any policies or procedures set forth in any student/parent handbook of the school.

These Christian principles further include, but are not limited to, the following:

Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.

Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.

- Any parent/guardian or other person whose conduct in a place where a school employee is required to be in the course of his/her duties materially disrupts classwork or extracurricular activities or involves substantial disorder is guilty of a misdemeanor. This statement does not apply to any otherwise lawful employee concerted activity, including but not limited to, picketing and the distribution of handbills.

- Any parent/guardian, or other person who insults or abuses the principal or any teacher in the presence of other school personnel, students or parents and at a place which is on school premises or public sidewalks, streets, or other public ways adjacent to school premises or at some other place if the principal or teacher is required to be at such other place in connection with assigned school activities, risks the continuation of their child in the school.

- These expectations for students and parents/guardians include, but are not limited to, all school sponsored programs and events (e.g., extended care, athletics, field trips, etc.). The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without warning.

3. CONSULTATIVE SCHOOL BOARDS AND PARENT ORGANIZATIONS ***(Archdiocesan Policy)***

It is expected that each Catholic elementary school will establish a Parent Teacher Organization and a Consultative School Board. Both groups exist to support the school and are critical to the school's viability, but they have very different functions.

Parent Organizations

The main functions of the Parent Teacher Organization are to raise funds for the school's current operational expenses, to promote parental support for the school program, and to increase mutual understanding between school and parents. The membership of the parent teacher organization shall include the pastor, the principal, the parents or legal guardians, and the faculty of the school.

All parents are required to attend the general PTO meetings

Financial operation of a parent teacher organization shall be governed by the regulations for financial operations as found in the Parent Teacher Organization Bylaws (see Administrative Handbook).

Consultative School Boards

The general responsibilities of the Consultative School Board are in the following areas: strategic planning; policy development; resource development; institutional advancement;

advice and counsel with regard to financial planning, management and reporting; marketing of the school and evaluation of the board's goals and activities.

The membership of the Consultative School Board should include the pastor, principal, parents (no more than one-third of the total membership), alumni parents, parishioners, members of the civic and local business community, and area educators. Under Canon Law and Archdiocesan guidelines (see Administrative Handbook for Bylaws), the members advise the administrative team (pastor and principal) and cannot make decisions binding for the parish education program without the approval of the administrative team (A Primer on Educational Governance in the Catholic Church, the CACE/NABE Governance Task Force, NCEA, 1998).

The regional supervisor at the Department of Catholic Schools is available to assist and guide schools in the implementation of a Consultative School Board.

Parent-Teacher Organization (PTO)

Every parent and teacher is a member of the St. Catherine of Siena School PTO. The purpose of this group is to support St. Catherine School, spiritually, financially, and with shared talents. It is a vital link in the success of our school. It functions under a constitution approved by the Archdiocese. We need everyone's involvement in its programs, three general meetings, and fundraisers.

4. SCHOOLWIDE LEARNING EXPECTATIONS

We are Catholic Believers

- Who understand the teachings of the Catholic Church
- Who live and practice our Catholic Christian beliefs on a daily basis
- Who demonstrate an understanding of social justice and service to others in our school, parish and community

We are Academic Achievers

- Who strive to achieve our personal best
- Who think critically and problem solve
- Who communicate effectively

We are Globally Aware Citizens

- Who take lifelong responsibility for our own learning and actions
- Who respect diversity and promote tolerance for all cultures
- Who appreciate art, music, and physical well-being

5. HISTORY OF ST. CATHERINE OF SIENA SCHOOL

St. Catherine of Siena, in Reseda, was canonically established in May, 1949. Plans were drawn for a temporary church. This building became the hall upon completion of the permanent structure in 1966.

Monsignor Hackett was the founder of St. Catherine's. Since its very inception, he had a vision and determination to build what is today a real tribute to his foresight. In the spring of 1981, Monsignor Hackett retired and Monsignor Sean B. Flanagan became the new pastor.

Monsignor Hackett died in December, 1988. Earlier that year, the parish hall was named in his honor. Monsignor Sean Flanagan remained the pastor until July, 2002 when he moved to a smaller parish in Long Beach and Father Paul Vigil took over the responsibility as new pastor, followed by Fr. Paul Griesgraber. Fr. Mauricio Goloran

The first unit of the school was begun in 1951 and was opened to students in September, 1952. The school was staffed by Sisters of St. Joseph of Carondelet and the first unit of St. Catherine's convent was built.

Because of the rapid growth in the area, a second unit of the school was added in 1953. In 1956, additions to the school and convent were made. A fourth unit of the school and a final unit of the convent were built in 1958. The school had two classrooms for each grade level, one through eight, with 50 to 55 students in each classroom.

Due to the population growth in the valley, it became necessary to divide the parish. The territory east of Louise formed the new parish of St. Bridget of Sweden in the year 1955. The parish was again divided with the territory west of Vanalden forming part of the new parish of St. Joseph the Worker in the year 1956.

In 1971, in compliance with an Archdiocesan mandate, the school began phasing out one classroom each year. The program continued, and we became an eight classroom school in 1978.

The vacant classrooms have been utilized as a, computer lab, library, school office, health room, CCD office, Youth Ministry Office and a Science lab.

The Sisters of St. Joseph of Crondelet served St. Catherine of Siena for twenty three years, followed by the administration of a lay principal for one year. Beginning in August, 1975 an

Adrian Dominican, Sister Elizabeth Nolan assumed the administrative responsibility. Two other sisters of the same community joined the faculty. Kindergarten was added in September, 1981. This has proven to be a valuable addition to our school.

The three Adrian Dominican sisters left in June, 1983. It was at this time Mrs. Marion Falchi became principal. In the spring of 1990, central air conditioning was installed in all the classrooms, library and office. Mrs. Falchi left St. Catherine's for a position with the Department of Catholic Schools and was replaced by Dr. Don Dyer in September, 1990.

In 1999, following a shooting at a nearby Jewish day care facility, wrought iron security fencing was installed around the school. During the summer of 2000 the modular building obtained after the earthquake was made a permanent structure. The building served as our day care facility and meeting rooms for the parish until 2002 when work began on the building to convert it to a pre-school facility.

Dr. Don Dyer retired in June of 2002 and moved to Tennessee. Dr. Paul Sullivan, Vice Principal, replaced Dr. Dyer as principal of St. Catherine's for two years.

Dr. Sullivan was Principal, June 2002 to June 2004. Mrs. Teri Glenn was Principal from the summer of 2004 to June 2007.

In 2007, we welcomed Ms. Roberta Fox as our new principal. With a new emphasis on curriculum development, St. Catherine's received new teaching materials.

In the summer of 2009, Mr. CJ Kruska stepped in as the new principal along with the new Administrator Pro Tem, Fr. Paul Griesgraber. The Archdiocese of Los Angeles, through Together In Mission, helped to improve the facility of the school and parking lots. A new exterior paint scheme was added to the school and hall. Between the classrooms, the basketball courts were removed and a beautiful grass courtyard was created. The parish also received a new parking lot and playground surface.

The "Field of Dreams" was dedicated to the memory a St. Catherine alumnus Hugo Lopez by Bishop Gerald Wilkerson on August 30, 2009. The field hosted several events in 2009-2010 including school and parish picnics, athletic events and in July 2010 a special welcome Mass to honor our new Archbishop Jose Gomez Mass.

Mr. Kruska resigned as Principal in November 2010. Fr. Paul named Sr. Sheila McNiff, SHCJ as Principal. The transformation in Christ in the school daily life was blessed. An increased enrollment was a primary focus with an increase of 89 new student

Technology, enrollment and tutoring continue to be goals of the School Advisory Board. Technology has had significant developments. Every class has the capacity to teach with a projector that places the text book on a screen for the students to follow. Our technology curriculum for each grade is followed in the weekly computer lab classes. Parent messaging systems are in weekly use. Tablets are in use in the Junior High classes with their textbooks in the app program. Learning centers in the K-5 classes as well as class presentations use computers.

In June of 2015, Sister Sheila retired from her role as principal to pursue her dream of service to the needy in other countries as well as continue her role as a leader in her community. Ms. Desiree Tedesco was hired as the new principal to begin the year of 2015-16. Under the direction of Deacon Phil Luevanos, the school had a fresh start with a dedicated group of teachers ready to commit to excellent teaching practices and instill the roles and responsibilities to our students of what it means to be a Catholic Christian in today's society.

Saint Catherine's School and Parish were blessed in the summer of 2016 when word was spread that Father Mauricio Goloran was going to begin his journey with our Parish. He is dedicated to the growth and prosperity of both the Parish and the school.

We have instituted STREAM at Saint Catherine's School where the students are exposed to projects that incorporate, Science, Technology, Religion, Engineering, Art., and Math. Every Friday, the students work in their school families to create, investigate, and finish thematic STREAM activities that incorporate the themes of the academic as well as the liturgical calendar.

This school is unique in our mission to provide an excellent Catholic education. We prepare students, regardless of ethnicity or family income, to become kind, courageous and wonderful children of God, transforming the world around us.

6. SCHOOL MAP (Image is missing due to technical difficulties)

7. SCHOOL DAILY SCHEDULES

Monday-Thursday

7:50 a.m.– School begins with Opening Prayers
10:00 a.m. – 10:30 a.m. Morning Recess/Breakfast
12:15 p.m. – 1:00 p.m. Lunch/Recess
3:00 p.m.– Dismissal
3:15 p.m.– Extended Care

Friday

7:50 a.m.– School begins with Opening Prayers
10:00 a.m. – 10:30 a.m. Morning Recess/Breakfast
11:30 p.m. – 12:00 p.m. Lunch/Recess
1:00 p.m.– Dismissal
1:15 p.m.– Extended Care
6:00 p.m.-Extended Care ends.

Noon Dismissal

7:50 a.m.– School begins with Opening Prayers
10:00 a.m. – 10:30 a.m. Morning Recess/Breakfast
12:00 p.m. – Dismissal
12:15 p.m.– Extended Care
6:00 p.m.-Extended Care ends.

SCHOOL MASS: Wednesday 8:30 a.m.

If a student arrives to school late or leaves school early during the day, a parent or guardian must sign the student in to or out of school through the office.

8. DRESS / UNIFORM CODE

Our uniform policy is formed to help keep the focus on learning, build unity; limit expensive clothing costs, and create a sense of identity for the school. **It is the responsibility of the parents to see that their children adhere to the policies and to support the school in this matter.**

Students not in the proper uniform will receive an Out of Uniform notice. If the student arrives to school a second time without the complete uniform, school will call the parents to bring the proper uniform to school so the student can change. Three Out of Uniform notices will result in an detention and/or suspension. Final decisions about uniform matters are done by the school principal.

Students are never allowed to be in campus without complete uniform unless, they have earn the privilege of a "Free dress pass" given by their teachers or the Principal.

Please contact the principal for any special circumstances which may need to be addressed on an individual basis to meet these uniform standards. **All students must be in total compliance with the uniform code from the first day of school.**

Uniform Regulations

All uniforms must be purchased at DENNIS UNIFORM COMPANY
6459 De Soto Avenue, Woodland Hills, CA 91367
(818) 703-7493 FAX (818) 703-7647 www.dennisuniform.com +
School Code: *SH00AL*

MASS UNIFORM: (Required)

For Wednesdays and other special days, students are expected to be in "**Full Mass Uniform**".

Full Mass Uniform *may* be worn all day. Examples of full dress uniform days would be days the school has a special program. They will be marked on the Master Calendar, written in the Newsletter, and/or publish on the school website and social media.

Mass uniforms may not be worn during P.E. class.

Full Mass Uniform: BOYS Grades K-8 (Required)

Navy Twill Pants (2 styles to choose)
White Broadcloth Short Sleeve Shirt
Navy V-Neck Vest with St. Catherine Logo
Belair Plaid Redi Knot Adjustable Tie
Belt must be worn at all times
Black, White or Navy Socks that are visible above shoes, no ankle or low-cut socks

Full Mass Uniform: GIRLS Grades K-2 (Required)

Belair Plaid Shift
White Broadcloth Short Sleeve Blouse with Peter Pan Collar
Navy V Neck Scallop Edge Cardigan with St. Catherine Logo
Belair Plaid Crossover Tie
Black, White or Navy Socks that are visible above shoes, no ankle or low-cut socks

Full Mass Uniform: GIRLS Grades 3-8 (Required)

Belair Plaid Skort, Minimum finger-tip length

Taylor Blouse Short Sleeve – White Stretch Poplin

Navy V Neck Cardigan with St. Catherine Logo

Belair Plaid Redi Knot Adjustable Tie

Black, White or Navy Socks that are visible above shoes, no ankle or low-cut socks

OUTERWEAR:(Required)

Only official navy blue, with school logo outerwear is allowed to be used at school.

A variety of models of jackets, sweaters, sweatshirts are available for the students to choose from at Dennis Uniform.

It is highly recommended to write the student's name clearly inside the jackets, sweaters and/or sweatshirts.

No any other color or brand outerwear is allowed to be worn during school hours.

No raincoats or snow jackets are allowed allowed to be worn in the classroom.

PE UNIFORM: PE Uniforms must and should only be worn on PE days, Tuesdays and Thursdays

PE Uniform BOYS AND GIRLS Grades K-8 (Required):

Navy Mesh Shorts with St. Catherine Logo

Grey T-Shirt with St. Catherine Logo

Navy Sweatpant with St. Catherine Logo (Optional)

Athletic shoes are required

Black, White or Navy Socks that are visible above shoes, no ankle or low-cut socks

No leggings or pants are of any kind are allowed to be worn under the PE uniform shorts.

REGULAR DAY UNIFORM (Optional)

Mondays and Fridays students may wear regular day uniform.

This uniform choice is optional as Full Mass Uniform may be worn all days.

BOYS Grades K-8 (Optional)

Navy Walking Shorts (2 styles to choose)

White or Navy Polo with St. Catherine logo

Navy Sweatshirt with St. Catherine logo (2 styles to choose)

Navy Long Sleeved V-Neck Pullover with St. Catherine Logo

Black, White or Navy Socks that are visible above shoes, no ankle or low-cut socks

GIRLS Grades K-8 (Optional)

Navy Irvington Flat Front Navy Twill Walking Shorts, Minimum finger-tip length

White or Navy Polo with St. Catherine Logo (2 styles to choose)

Navy Sweatshirt with St. Catherine Logo (2 styles to choose)

Navy Jacket with St. Catherine Logo

Black, White or Navy Socks that are visible above shoes, no ankle or low-cut socks

SCHOOL LOGO POLO

May not be wear as part of the Full Mass Uniform

May not be wear as part of the PE Uniform

White or Navy Blue with school logo

- * Tucked in at all times.
- * Not baggy or oversized.
- * Polo may be worn with uniform shorts, skorts, or long pants.

UNDERGARMENTS

All undergarments must be plain white, black or navy.

No leggings are allowed at any time.

BOYS/GIRLS SHOES

- * Sturdy leather-type or athletic shoe, non-skid sole with tie or Velcro fasteners.
- * All Black NO OTHER COLORS (white sole okay) on shoe. Black or White laces only.
- * Shoes must be closed toe, closed heel.
- * No light-up, roller, or extreme styles of shoes allowed.
- * No platform-style shoes.
- * No boots, no rain boots, no crocs, no flip-flop at any time.
- * Administration has the final decision on appropriate shoes.
- * Athletic shoes are mandatory on PE days

BOYS and GIRLS HAIR

- Haircuts are to be traditional or conservative style.
- Boys hair may not touch collar, cover ears or cover eyebrows.
- No tails, steps, stripes, coloring, etc.
- Graduated cut is the accepted style.
- No shaved or stubby cuts.
- No colored or bleached hair.
- Hair is to be out of eyes.
- No extreme adornments.
- No corn row braiding or beads.

A student who has a hairstyle not in line with policies will be given a uniform violation. Failure to comply will result in consequences decided by the homeroom teacher and administrator.

Final decision about the compliance of a hair style is going to be taken by the school Principal.

BOYS/GIRLS Make-Up and Accessories

No use of lipstick, eye make-up, nail polish, acrylic nails, etc., and jewelry is appropriate for school time and is a source of distraction and, in the case of jewelry, a safety hazard in the classroom for both the wearer and the observer. These items are not allowed at any time.

Teacher will require removal at once.

- For girls, pierced earrings (small stud type); a non-alarm watch; are all that is permitted. Girls are only permitted one stud earring per ear on each the lobe. No bracelets (including rubber bands) are permitted. The only thing permitted on wrist is a non-alarm watch. One bracelet may be deemed as an 8th grade privilege.

- Boys are not permitted to wear earrings. A non-alarm watch is all that is permitted.
- No bandana or sweat headbands are allowed. Girls may have simple headbands in solid navy blue, black, or white only.
- Teachers will remove jewelry and give it to the office for pick-up. School is not responsible for lost jewelry.

NO temporary or permanent tattoos of any kind are allowed.

BOYS/GIRLS Non-Uniform Dress Days

On days when the students earn the privilege to not wear their school uniform, we ask you to observe that students are dressed appropriately for school.

School shoes must be worn also in non-uniform dress

Non-Uniform Days: (Only on announced days)

1. Long pants, dresses, or skirts (modest, no mini-skirts, no skin-tight styles).
2. Properly fitting, clean jeans. Non ripped jeans or slacks are acceptable. No low riders for girls or boys.
3. Shorts may be uniform shorts or long walking short style. No short shorts.
4. No sweats unless a Sweats Day is identified.
5. Shirts need to have collars or appropriate necklines and sleeves. No inappropriate pictures or sayings on them.
6. No cut-off pants, cropped shirts, tank tops, spaghetti straps or bare midriffs. No belly-buttons showing.
7. Socks must be worn. No leggings or skinny jeans permitted.
8. No open-toe sandals or shoes without a back. Platform or heels are not to be worn because of safety factors.
9. Make-up and heavy jewelry may not be worn.
10. On special days such as Valentine's, St. Patrick's, etc. appropriate accessories with colors or theme of the day may be worn if announced by principal. Example: hair ribbons, socks, pins. Teachers will determine if they are appropriate.

11. If in doubt, don't wear it.

Final decision about the a non uniform school appropriate clothes are going to be taken by the school Principal.

9. LUNCHES AND SNACKS

Students may bring a snack for morning recess. Snack should be of a healthy nature and able to be consumed during a limited time. No hot beverages in morning.

Students eat lunch at the lunch tables. Please limit sugary items. Please stress with your child the importance of eating a healthy lunch. They need this nutrition to be effective in a learning environment. Please monitor the taking of a lunch and the amount of food returned uneaten. Many times the younger students are unable to eat all the food sent. There is so much wasted food that is being thrown in the trash. We encourage students to take excess food home and discuss the matter with you. **Please do not send any glass containers.**

We encourage students to recycle and conserve materials used to pack lunches.

Anyone checking a child out for lunch needs to send a note in the morning and sign the child out in the office. Upon return, the parent must sign the child back in at the office.

PLEASE DO NOT BRING YOUR CHILDREN LUNCH UNLESS IT IS AN EMERGENCY. IT DOES NOT TEACH THEM RESPONSIBILITY WHEN YOU DELIVER LUNCH EVERY DAY. IT IS DISRUPTIVE TO THE OFFICE AND TO THE CLASSROOM.

Please do not bring fast food to your child at lunch. A healthy home-packed lunch is also much more nutritious. Do not go directly to the classroom or pavilion with any items.

Do not sit in the parking lot and have your child go to the car. This is unsafe. The office staff does not take responsibility if lunches are not delivered to students.

Breakfast and Lunch Program

St. Catherine of Siena School offers the Archdiocesan food Service Program. Information regarding cost, menu and ordering may be obtained in the school office.

10. BIRTHDAYS

We will not pass out birthday invitations.

Students must do this on their own, off of campus, or by mail. Students will celebrate a classmate's birthday by making appropriate birthday cards for them.

Students may bring cupcakes to share with his/her classmates with prior arrangement made with their teacher. Birthday parties at school are not permitted.

11. SCHOOL TELEPHONE

The school telephone is for business purposes and for emergencies, such as sickness or parent summons. Students must be trained to use foresight so that the necessary permission to go places after school hours is obtained from parents before the student comes to school. Permission to use the phone must be obtained from the teacher or principal.

Requests to call for forgotten items at homes are not legitimate reasons to use the school phone. These requests may be denied. In case of an emergency after office hours, students may ask the Extended Care Director for use of a phone.

12. CELL PHONE/Electronics REVISIT THIS POLICY

Students cannot use cell phones, iPods, cameras or any other electronic device while at school.

If a student brings a personal electronic device that is not pre-approved, they will be required to keep them in their backpack or turn it into the teacher, this is up to the discretion of the homeroom teacher. If the student is on their electronic device without permission, the teacher is instructed to send the device to the office. Parents are responsible to pick up the device at the end of the day and will pay a \$10 fee. The device will be held until the fee is paid. **THE SCHOOL**

IS NOT RESPONSIBLE FOR LOST, STOLEN OR DAMAGED DEVICES.

13. SAFE ENVIRONMENT TRAINING FOR CHILDREN, YOUTH, AND PARENTS **(Archdiocesan Policy)**

Good-Touch/Bad-Touch®

St. Catherine of Siena School has established **Good-Touch/Bad-Touch®**, an ongoing safe environment training program for students. This program is implemented in Grades K-9 in Catholic elementary schools throughout the Archdiocese of Los Angeles. The program is designed to be age appropriate, to support children in understanding occasions of abuse, and to give them confidence in reporting and asserting themselves in situations where they feel unsafe.

VIRTUS® Training

The Charter for the Protection of Children and Young People, approved by the U.S. Conference of Catholic Bishops in November, 2002, calls for the establishment of Safe Environment Programs, including the screening and education of all personnel who have regular contact with minors. The National Catholic Risk Retention Group, Inc. (**VIRTUS**) is charged with instituting the guidelines established by the U.S. Bishops. **The Archdiocese has mandated that every parent who volunteers at school, at the Parish Festival, or in any other capacity, who have contact with children must attend a “Safeguard the Children Awareness Session”.** The purpose of these sessions is to increase awareness of child abuse, child safety issues and to facilitate the implementation of preventative measures to protect children in our school. You must register to attend. Please contact the school office for a list of sessions. *You will receive three parent participation hours for this training.* Following the completion of the **VIRTUS** training, please bring a copy of your certificate to the office to be kept on file.

Fingerprinting

Fingerprinting from a Live Scan Machine is required for all parents who plan to volunteer in the classroom, library, office, coaching, scouting, or in any other capacity where the parent may be alone with students. No parent will be permitted to be alone with a student without this authorization. The Los Angeles Archdiocese has purchased a Live Scan Machine, which is traveling between parishes. There is no charge to parents when fingerprinting is done through the Archdiocesan Live Scan Machine. Please pick up a form in the office along with a list of dates that the Live Scan Machine will be at a parish in our area. Appointments are required. The form must be returned to the office to be kept on file.

Child Abuse Policy

The California Penal Code requires that any employee of the school who knows or reasonably suspects that a child has been a victim of child abuse or neglect must report the incident to a child protective agency immediately by phone. Any person mandated by the Penal Code who fails to report an instance of child abuse/neglect that he/she knows or reasonably should know to exist, is guilty of a misdemeanor punishable by imprisonment in the county jail

and/or a fine.

GUIDELINES FOR ADULTS INTERACTING WITH MINORS AT PARISH OR PARISH SCHOOL ACTIVITIES OR EVENTS

Revised August 20, 2007

Adults acting in a staff, faculty, ministerial or other paid or volunteer position in the Archdiocese are role models who are called to treat each minor with respect and care. Staff members, faculty or volunteers serving either in a paid or volunteer position need to maintain professional relationships with minors whether on or off parish or parish school locations.

- Staff members/faculty/volunteers will ensure that minors are properly supervised at all times, thus providing them a safe environment. Minors must be viewed as "restricted individuals" because they are not adults and are not independent.
- If staff members/faculty/volunteers who are supervising minors observe a situation where civil law, parish and/or school rules are being violated, they must take appropriate action immediately.
- Staff members/faculty/volunteers should always be aware they have considerable personal power because of their ministerial positions. Therefore, they will maintain respectful ministerial relationships, avoiding manipulation and other abuses of power.
- Staff members/faculty/volunteers must avoid assuming the role of a "father or mother figure" which may create an excessive emotional attachment for all parties.
- Attraction between adults and minors is possible, and care and caution should be taken in all interactions. The parish/school administration should be informed immediately if such an attraction exists. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are inappropriate and unethical. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are unlawful.
- Communications with minors (e.g., notes, email and internet exchanges, telephone calls) must be for professional reasons only.
- Discussions of a sexual nature must always take place in an appropriate educational context. Sexual jokes, slang or innuendo are inappropriate when interacting with minors.
- Staff members/faculty/volunteers will respect confidential information concerning minors or confidential information of a personal nature shared by a minor. However, if a minor shares confidential information that could pose a threat to the minor or to others, the staff member/faculty/volunteer has an obligation to notify the proper authorities.
- When staff members/faculty/volunteers are supervising minors or young adults at parish/parish school-sponsored activities, they may not be under the influence of alcohol, may not consume alcohol in the presence of persons under age 21, nor offer alcohol to them.
- When a staff member/faculty/volunteer is alone in a room with a minor, the door must be open or there must be clear visibility through windows.
- Staff members/faculty/volunteers are to engage in games or sports activities with minors only in the presence of other adults, or in a place openly accessible/visible to others.
- Staff members/faculty/volunteers planning parish/parish school events in their homes with minors must have the permission of the parish/school administration. In addition, staff

members/faculty/volunteers may not have any minor in their homes without the knowledge of the minor's parent or guardian.

- Staff members/faculty/volunteers may not drive minors unless it is to or from a parish/parish school-sponsored activity and may never drive alone with a minor. Driving minors requires parental permission slips that indicate the transportation is by personal vehicle. The parish/parish school administration must approve any use of personal vehicles. Trips involving minors must have a sufficient number of adult chaperones and minors to preclude the appearance of inappropriate personal involvement with minors.
- Parent/guardian written permission is required for the publication of a picture of a minor.
- Adults are permitted to interact alone with minor(s) only after complying with Archdiocesan policies regarding fingerprinting and safe environment training. They may work with minors only as part of a team if they have not these requirements.

BOUNDARY GUIDELINES FOR JUNIOR HIGH AND HIGH SCHOOL YOUTH WORKING OR VOLUNTEERING WITH CHILDREN OR YOUTH *Revised August 20, 2007*

To ensure the safety of the children in the Archdiocese of Los Angeles, all youth volunteers, both junior high and high school students, including students who are already 18, who work or volunteer with children/youth in school or parish settings must receive training on these boundary guidelines before undertaking their ministry in the Archdiocese of Los Angeles and must sign the Code of Conduct form available in the school office to verify that they understand their obligations.

14. PARENT/STUDENT COMPLAINT REVIEW PROCESS (*Archdiocesan Policy*) Concern for the dignity and rights of each person are intrinsic to the Church's mission as a true witness to the spirit of the Gospel. Circumstances may give rise to conflicts among students, parents and school staff. All parties are encouraged to use every available means to resolve these conflicts when they occur. However, if the involved parties are unable to resolve their conflicts, families may use the Parent/Student Complaint Review Process for additional assistance. All those participating in the Complaint Review Process are responsible to strive toward reconciliation and act in good faith. Legal representation is not permitted during the Complaint Review Process. Any person filing a complaint is to be free from restraint, coercion, discrimination, or reprisal in any form.

School Level

- The person bringing the complaint is encouraged to try to resolve the complaint by discussing it with the persons directly involved.
- If resolution is not achieved, the complaint should be discussed with the principal (or the pastor, if the principal is the subject of the complaint).
- For elementary schools, if the principal is unable to resolve the conflict, the principal will bring the pastor into the process as appropriate.
- After reviewing the facts and facilitating discussion of the problem the principal will respond to the person bringing the complaint.

Department of Catholic Schools Level

- If the complaint is not resolved at the school or parish level, the complaint may be submitted in writing to the supervisor at the Department of Catholic Schools, outlining the concerns and reviewing the local process.
 - The supervisor will review the complaint (with such consultation as may be appropriate) in a timely fashion and will endeavor to mediate and resolve the matter.
- However, if no agreement can be reached, the supervisor will make a final determination concerning the resolution of the complaint, based on the application of Archdiocesan and school policies and/or regulations, and communicate that determination, which will be final and binding, in writing to all parties.

B. ADMISSION AND ATTENDANCE

15. GUIDELINES FOR ADMISSION

- Our school is open for students from TK to 8th grade.
- The recommended age for Transitional Kindergarten is four years of age on or before September 30th.
- The recommended age for Kindergarten is five years of age on or before September 1st.
- All students must comply with current California immunization and health requirements prior to enrollment.
- The parish school will strive to have Catholic education accessible to as many students as possible; it will serve the educational needs of all students according to the school's resources.
- The pastor and principal will review a student's continued eligibility for enrollment in the parish school.

16. NON-DISCRIMINATION POLICY (*Archdiocesan Policy*)

NONDISCRIMINATION POLICY 2017-2018

SCHOOL STUDENT NON-DISCRIMINATION POLICY

The school, mindful of its mission to be a witness to the love of Christ for all, admits students regardless of race, color, national origin, and/or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school.

The school does not discriminate on the basis of race, color, disability, medical condition, sex, or national and/or ethnic origin in the administration of educational policies and practices, scholarship programs, and athletic and other school-administered programs, although certain athletic leagues and other programs may limit participation and some archdiocesan schools operate as single-sex schools.

While the school does not discriminate against students with special needs, a full range of services may not always be available to them. Decisions concerning the admission and continued enrollment of a student in the school are based upon the student's emotional, academic, and physical abilities and the resources available to the school in meeting the student's needs.

17. INCLUSION PROCEDURES (*Archdiocesan Policy*)

Through the mission of the Archdiocese, our schools strive to serve children with varied learning needs. All educators in Archdiocesan schools follow "Directions for the Inclusion Process in Catholic Schools: Support Team Education Plan Process (STEP) and Minor Adjustment Plan Process (MAP)". Parents or guardians who feel that their student may need a minor adjustment to enable him/her to participate in the general education curriculum of the school should consult the student's teacher and principal to determine how best to meet the students needs.

18. ABSENCE & TARDINESS

Parents are required to call the school office by 8:30 a.m. if your child is absent. Please leave your full name, your child's name, their grade and the reason for their absence. The school may call the parent at home or work to verify any absence. Too many absences may jeopardize the promotion to the next grade, even if the work is done at home. Excessive absences or tardies may jeopardize re-admission to St. Catherine of Siena School the following year.

Prompt and regular attendance is important. Frequent tardiness indicates a lack of interest in school, disrupts the classroom, and inconveniences the students, teachers and staff. An unusual circumstance can cause an occasional tardiness; however, frequent tardiness will not be accepted. A student, who enters the school after 7:50am, must then report to the office to register the tardy. When a student is tardy three (3) times in a trimester, the parent and child will write a note explaining the tardiness. If there are more than three (3) tardies, a meeting with the parents will be scheduled with the principal. If the problem persists, parents are going to be required to serve/pay one extra service hour per 3 tardies.

Personal Absences

Parents must notify the school in writing when a student will be out of school.

We discourage removal of students during the school term unless it is an emergency.

The teacher is not required to give the student work during a sustained absence.

For vacations, students need to make up this work after returning. The students are responsible for all missed work upon returning to school. The teacher will set the time frame for work to be done during the absence and/or upon return. Being absent for extended non-medical reasons does not release the child from tests upon return.

Medical & Dental Appointments

If a student has a medical, dental, eye, or educational appointment during school hours, the parent or guardian must inform the teacher with a written note which is dated and signed. This note should indicate the time when the student is to be released from class and when he/she is expected to return to class. **A parent or guardian goes to the office and signs the child in to or out of school.** No student may leave the premises during school hours unless signed out in the school office by an adult listed on the emergency card. A written certification from the doctor or dentist stating the time of release should be requested at the doctor's office and given to the office upon the student's return. Certification from the doctor is the ONLY LEGAL reason a student may not be counted tardy or absent. **With the Friday 1:00p.m. dismissal, we strongly encourage you to make appointments on these afternoons and not during school hours.**

19. HOME AND SCHOOL COMMUNICATION & PROCEDURES

Each Monday, a Newsletter (in a large **family envelope**) will usually be sent home with the oldest child. It will contain information from the principal, office, School Advisory Council, support groups, etc. Please empty the envelope, read the contents, sign the front of the envelope and return it the next day. Lost envelopes will be replaced for \$1.00. It is a responsibility the oldest child needs to take seriously.

Parent Conferences are required after the 1st report card. We encourage both parents to attend whenever possible. In Grades K-4, only the parents need to attend. ***In Grades 5-8 the student must also be at this conference.*** Additional conferences in person or by phone may occur throughout the year, initiated either by teacher or parent. Requests for a teacher conference must be made in writing directly to the teacher via email or via the office. All conversations regarding your student must be prescheduled. Please allow 24 hours for the teacher to respond.

Progress Reports are sent home for Grades K – 8. The reports may indicate deficiencies in a subject or study skills, a dramatic drop in a grade, or indicate good growth or progress in a specific area. Not all students will receive progress reports. These reports are to be signed and returned to the homeroom teacher within three days or the principal will call for a personal appointment with the student, parent and the teacher.

Grades are posted on Gradelink regularly. Report Cards for Grades K – 8 are sent home at the end of each trimester. The Master Calendar indicates the dates when report cards will be sent home with students.

Gradelink Online Grading System Grades 3-8 Teachers in grades 3 – 8 will post grades online using Gradelink, a web-based school portal system. Parents will be able to check their child's latest grades, receive email alerts when new grades are posted, and *review what homework has been turned in*. Teachers will upgrade their online grade books every two (2) weeks. It is important to understand that while Gradelink accounts will accurately reflect student progress, they are not intended to be used for daily grade reports.

Gradelink accounts can only be accessed using individual usernames and passwords. Parents and students will receive activation codes for their accounts at the beginning of the school year, along with instructions and support for activation. The Gradelink account is intended to strengthen communication and partnership between home and school in order to better support the student's academic progress and help each student take greater responsibility for his or her own academic success.

20. ARRIVAL/DISMISSAL PROCEDURES

Safety and Supervision

Students are not to be on the school premises before 7:40 a.m. Parents should make other arrangements for child care before 7:40 a.m. Failure to adhere to this rule by dropping off students before this time will jeopardize enrollment at the school.

If a student arrives to school late or leaves school early during the day, a parent or guardian must sign the student in to or out of school through the office.

After school all students are to be off the campus by 3:15 p.m. unless in Day Care or under the direct supervision of a coach. **Students still at school after 3:15 p.m. will be sent to Extended Care and parents will be charged.** If an emergency arises and pick-up may be late, call the school office.

21. Parents/Visitors On Campus

No parent or visitor is to go directly to a classroom with a lunch, missing work, etc. **All parents or visitors need to report directly to the office** to request assistance or sign in and pick up a volunteer badge for volunteer work. **Classrooms and teachers should not be interrupted during school hours.**

Dismissal is at 3:00. **Parents and students are to be off campus by 3:15** unless volunteer hours are being completed or a conference has been scheduled.

If you are volunteering in classrooms or office, please sign in BEFORE you go to your area and pick up a volunteer badge so we have an accurate count of who is on campus at any point in time.

At the end of recess and lunch, students are to stop all activity and conversation when the bell rings, then walk to the designated area when signaled by teachers or aides. All drinks and bathroom needs should be handled before the end of recess or lunch period, not after the bell has rung.

AT NO TIME MAY A STUDENT LEAVE THE SCHOOL GROUNDS WITHOUT ADULT SUPERVISION. THIS IS A SERIOUS OFFENSE. This includes before, during or after school. Example: Student may not go across the street to the mini-mart between school and after school events. No child may go across the street to the preschool campus without written permission from parent and administration. Failure to obey this rule will result in suspension, removal from a team, or expulsion. Students who walk or bicycle home must have a written authorization on file in office. Permission may not be given verbally.

No skateboards, roller blades, or skates are allowed on the school grounds at any time. **Gum chewing is never allowed. This includes team practices, games, and day care.**

Students are requested not to bring toys or personal items (iPads, cell phones, etc.) to school unless requested by their teacher or Extended Care director. We cannot insure care or safety of these items.

Students are not allowed to play in or around the buildings or bathrooms before or after school. They are not to be on the playground by the basketball, volleyball, on any other play area unless they are with a coach or day care staff. The school is not responsible for the safety of your child after school hours.

School Yard Entrances and Exits

DROP OFF BEFORE SCHOOL:

Use drop off for the safety of our students by dropping off at the main school gate or use the parking stalls to drop off your child(ren) before school. **ONCE PARKED, PLEASE ESCORT YOUR CHILD(REN) TO THE FRONT GATE ENTRANCE. PARENTS SHOULD NOT BE ON CAMPUS BEFORE SCHOOL UNLESS THEY HAVE BUSINESS TO TAKE CARE OF IN THE SCHOOL OFFICE.**

AFTER SCHOOL PICKUP:

Please use the car line to pick up your child between 3:00-3:15pm. You will need to park in order to pick up your students from Extended Care. You are responsible for your child once you have picked them up, please be aware of the dangers in the parking lot. Do not loiter in the parking lot or allow children to move freely in the parking area. Students that are not picked up by 3:15pm will be sent to Extended Care for a \$10/student fee.

WE ARE VERY CONCERNED WITH EVERYONE'S SAFETY BEFORE AND AFTER SCHOOL!

22. EXTENDED SCHOOL DAY PROGRAM

St. Catherine of Siena School provides Extended Care for students enrolled in our school. This program is under the guidelines set by the Catholic School Department of Education and monitored by the Administration.

Morning: 7:15am to 7:30am	Afternoon: School Dismissal to 6:00pm
Drop-In \$5 per day per child	Drop-In \$10 per day per child
Monthly:1 child \$50	Monthly:1 child \$200
2 children \$ 65	2 children \$250
3 children or more \$ 80	3 children or more \$300

* Late pick-up fee: \$10 per child per 10-minute increment after 6:00pm.

* Monthly daycare fees are pre-paid and are due on the 1st day of each month.

* Drop-in and Late pick-up fees are due on the day they occur to be paid at the office.

*Note: Extended Care rates for August & June are pro-rated. All other months are considered to be full months for payment.

*Extended Care classroom is room 3 at the back of the school.

Students still on the grounds at 3:15 p.m. (12:15 or 1:15 on Fridays) and not in a supervised sport or school- sponsored activity will be sent to Extended Care for their safety and will be charged the Extended Care rate even if their parents are in campus.

Afternoon St. Catherine of Siena Extended Care Guidelines

1. Extended Care begins Monday to Thursday at 3:16pm and Friday's at 1:16pm or 12:16pm with no exceptions to this rule.
2. Extended Care fee is \$10 per child per day.
3. Students must be picked-up before 6:00pm. \$10 per child per 10-minute increment after 6:00pm.
4. Students in other school activities like homework club, theater, tutoring, etc. that are not picked up promptly are going to be sent to extended care and must pay the \$10 fee.
5. Students are no allowed near the school fence or on the Kinder playground.
6. Students may never open the school door.
7. Parents must walk to the extended care room to sign-out their student. Please do not horn to your child to pick him/her up.
8. Students are not allowed to use cellphone during extended care. In case of an emergency students may use the school phone.
9. iPads and any other electronics are only allowed to be used to do homework and read.

Students are only allowed to use electronics inside the extended care room.

10. Extended care schedule:

- 3:16 to 3:45 outside play. No electronics.
- 3:45 to 4:00 snack at the lunch tables. A small snack will be provide by school but parents are encourage to send a snack for their child.
- 4:00 to 5:00 homework/reading time. If students finish their homework they are allowed to play games inside the extended care room. They might be able to play outside at Ms. Miranda discretion.
- 5:00 to 6:00 movie time.

11. During a heat wave, or when it is raining, students must be inside the extended care room all the time. This is the only exception to the rule when students can use electronics to play but they can't use their cellphone.

**If you need to communicate to the Extended Care Room, use the
Extended Care Emergency Phone Number: 818-877-3245**

23. WORK PERMITS (*Archdiocesan Policy*)

Under California law and other relevant laws, a minor student may not work without a work permit issued by the appropriate authority. To obtain a work permit, certain information is required from the student's school. Information regarding work permits and how to apply is available from the California Department of Education website: www.cde.ca.gov. The minor/student, after obtaining a promise of employment, must obtain a "Statement of Intent to Employ Minor and Request for Work Permit". The minor, the employer and the parent/guardian must each complete their sections and submit the completed application to the school. The school will verify the information entered on the application by the minor and parent/guardian and will also examine the student's records and consult the teacher to confirm the student's satisfactory academic achievement to date. The student must then submit the form to the "work permit issuing authority". If all requirements are met, the work permit issuing authority may issue the "Permit to Employ and Work". The "work permit issuing authority" is the Superintendent of the local public school or those persons authorized in writing by the Superintendent to issue the permit. A copy of the signed work permit must be kept in the student's file.

24. PRIVACY & ACCESS TO RECORDS (*Archdiocesan Policy*)

Maintaining confidentiality is the legal, ethical and professional responsibility of every member of the school community, including students, parents/guardians, teachers, aides, and all other employees. Every member of the school community must respect the privacy of all students, families, employees, the principal and the pastor.

Pupil Records

"Pupil records" means any record related to a student that is maintained by a school or one of its employees. It includes health records. It does not include "directory information" or a school employee's informal notes, if the notes remain in the sole possession of the maker and

are not made available to others, except to a substitute. Only the principal, as custodian of the records, authorizes the release of pupil records. Only teachers or administrators charged with pupil oversight have the right to view or use pupil records. A teacher's aide may view or use pupil records only with direct teacher supervision. Pupil records may be released by judicial order such as a subpoena or a search warrant. In specific cases, such as suspicion of kidnapping, police officers may be given access to records. Parents and legal guardians of minors have the absolute right to access their child's pupil records in accordance with the school's reasonable procedures for providing such access. Parents or legal guardians may grant any specified person written consent to access specifically identified pupil records. In cases of legal separation and/or divorce, California state law gives the custodial parent and a non-custodial parent with visitation rights, the right to access and examine pupil records. However, only the custodial parent may consent to the release of records and has the right to challenge the content of the records and to write responses to information regarding disciplinary action. A noncustodial parent without visitation rights has no right of access to records of any kind.

25. Medications

From time to time, a student may need to take medication during school hours. All medications (prescription and non-prescription) must be administered by the school or health office personnel with written authorization from a doctor. No student may have any medicines on their person or in their possession including aspirin, cough drops, asthma inhalers, etc. No Tylenol or aspirin is kept at school for student use. A log is kept in the health office to record all medicines and administration. Students who must carry inhalers need a physicians'/health care providers' release on file stating that he/she may have it with him/her while at school or at school activities. Permission from the doctor must be written clearly (on our form) as to date, student, time, dosage, directions, and possible reactions. Prescription medicines must be in the pharmacy container. The health office and school personnel will not give any medications with just a phone call. Under some circumstances the parent will be called and be required to administer any special medical or first aid care.

Emergency and Disasters

To insure the utmost safety of our students, the school office should be notified when the information on the emergency card changes. We must be able to locate a parent or another authorized adult at any time should an emergency arise. We need at least three persons designated to sign out the child. Please inform these people stated on the card that you have listed them as authorized to sign out students.

NO CHILD WILL BE RELEASED DURING SCHOOL HOURS TO ANYONE NOT LISTED ON THE EMERGENCY CARD. NO EXCEPTIONS!!!! SIGNATURE AND TIME WILL BE RECORDED WHENEVER A CHILD IS RELEASED DURING SCHOOL HOURS OR DURING DAY CARE.

In case of earthquake or other disasters, the school will use the emergency card. Students will remain in the care of the administration and staff on the school grounds until such persons sign out the child. The school has made preparations for such situations. There are medical supplies, food, water, shelter, and procedures in place. The school has regular fire, earthquake, and disaster practices with students and staff. sponsored sport and extended day programs. Insurance claim forms are available in the school office. Forms must be completed and submitted within 90 days of the date of injury.

C. ACADEMICS AND CO-CURRICULAR ACTIVITIES

26. CURRICULUM OFFERINGS (Archdiocesan Policy)

The pastor and principal at the parish elementary school are responsible for providing the curriculum adopted by the Department of Catholic Schools. This basic curriculum prescribed for all elementary schools, beginning in kindergarten and continuing through eighth grade, includes the following areas:

Religion, Reading, Language Arts, Spelling, Mathematics, Social Studies, Science, Handwriting, Physical Education, Art, Music, and Computer Literacy.

The offering of additional instructional programs and services is dependent on the available resources and needs of each school.

27. RETENTION POLICY

The following policy is taken from Article 6103.4 of the Instructional Handbook for Elementary Schools for the Archdiocese of Los Angeles:

The decision to promote a pupil to the next grade or to retain him/her in the present grade should be based upon a consideration of both the overall welfare of the pupil, i.e.: made by carefully weighing both academic and social factors. In the event that retention is under consideration, the following guidelines should be applied:

1. The teacher is responsible for consistent evaluation, early diagnosis, and effective remediation of learning problems. Initially, the teacher should provide remedial help to the pupil within the school setting, either by individualized instruction or some form of tutoring. If such help proves to be inadequate, the teacher should advise the parents to arrange for outside remedial help, such as professional tutoring, parent tutoring, or a summer session.
2. The teacher should make the principal aware of any pupil with significant learning problems by the end of the first quarter. With the approval of the principal, the teacher should inform the parent regularly during the second quarter of the pupil's progress or possibility of retention.
3. Retention is more successful in primary grades than in later grades; therefore, the primary grade teacher should diligently observe the learner so that problems may be corrected before the pupil reaches the upper grades. Although the opinions of the teacher and the parents are significant factors, the final decision to retain a pupil is the responsibility of the principal.
4. In the case of the pupil with a severe learning problem, it may be necessary to recognize that the parochial school is not equipped to meet the needs of every pupil; and that, therefore, a transfer might be necessary.

28. TESTING AND ASSESSMENT

St. Catherine of Siena School participates in the Archdiocese of Los Angeles STAR testing program four (4) times per year.

- STAR Testing is administered to all grades four (4) time throughout the year.
- ACRE Testing (Religion) is administered to Grades 5 and 8 in January.

29. HOMEWORK POLICIES AND GUIDELINES

Homework is an important aspect of learning at St. Catherine of Siena School. Its purpose is to:

1. Reinforce skills and materials taught in the classrooms.
2. Allow the students to apply concepts taught to related activities.
3. Teach responsibility, time management, organization, and follow-through.
4. Connect parents with the curriculum, the student's progress, and the teachers.

Homework is usually given Monday through Thursday. Some Friday or weekend assignments may be needed for long-range projects or make-up work due to absences.

Junior High may have assignments over a weekend. Assignments are due the next day or as assigned. Long-term assignments will be given when appropriate. For all students, no late work will be accepted for full credit. Half credit will be given for one day late and zero credit will be given for any assignment turned in after the second day. Due dates will be given well in advance.

Homework is always to be neat, in proper form, on time, and completed. Late work may not be given credit, but still must be turned in so the teacher knows the skills were practiced.

For Sports and After school activities students must have no missing assignments.

1. Rule of thumb for the length of time for homework:

Kindergarten: Given on Mondays (1st day of school week) and due on Friday

- Grades 1-2 Approximately 30 minutes
- Grades 3-5 Approximately 1 hour
- Grades 6-8 Approximately 2 hours

These are guidelines and may vary by student.

Some long-term projects may require additional time (i.e.: Science Fair Project)

2. Absences do not release students from any work. Generally, one day is given to return work for each day's absence. Weekend days will count when doing this work. Parents are responsible for picking up student's work on days when a student is absent. Teachers may set due dates for absentee work. Students are responsible for getting the missing assignments and turning work into the teacher. Students need to take the initiative for homework.

3. Make-up tests will be given at a time set by the teacher. Make-up tests may be given in a different format. If test dates were given prior to absence, students will be expected to take tests as scheduled or as designated by the teacher.

4. Be aware that some work done in class cannot be done at home or after the fact, especially group work; therefore, some work may not be given grades.

5. Long term absences require special arrangements with teachers. Teachers are not required

to give work to students to take on a vacation during the school year. Teachers are not expected to give private instruction for work missed due to vacations taken or by commercial-work absences. Work permit applications are obtained by the parents and submitted to the office.

30. GRADING

Report Cards & Grading System

The school year is divided into trimesters. Reports are made out on the basis of work accomplished by the student. Kindergarten report cards are issued three (3) times a year at the end of the 1st, 2nd & 3rd Trimesters. The following grading system for Grades 3-8 is used by the Archdiocese of Los Angeles:

A (97 - 100%) = 4.0	B- (85 - 86%) = 2.7	D (65 - 69%) = 1.0
A- (93 - 96%) = 3.7	C+ (80 - 84%) = 2.3	F (64% or below) = 0 - Fail
B+ (90 - 92%) = 3.3	C (75 - 79%) = 2.0	
B (87 - 89%) = 3.0	C- (70 - 74%) = 1.7	

Grades 1-2 grading scale:

91 - 100 = O

81 - 90 = G

70 - 80 = S

below 69 = NI

NOTE: No + or - on report card; i.e.: G+, O-

****Progress Reports are available online at www.Gradelink.com.** It is the parent's responsibility to follow their child's progress frequently on Gradelink. It is important to remember that grades in Gradelink are not final until the end of the trimester.

Behavior & Work Habit Grades

"O" - This indicates students who seek ways to model for everyone their manners and caring attitude on a daily basis. They are helpful, polite, and courteous to other students and adults they meet each day. They show a constant regard for other's feelings and needs. They care for equipment and property. They initiate ideas and plans to improve the school community. They are regarded as class leaders in the area of self-discipline and control.

"G" - This is the expected and required behavior of students at St. Catherine of Siena School. Students display good classroom and yard standards. The child responds positively to correction in these areas.

"S" - This indicates that students' behavior and/or work habits are average & satisfactory. There is room for improvement.

"NI" - This indicates that behavior and work habits are unsatisfactory and there is immediate need for improvement in this area.

Numerous "NI" grades on a report card will jeopardize present enrollment or re- registration for the following year. The principal will make the determination as to enrollment after conferring with teachers, parents, and student.

Each teacher will give a letter grade for Work Habits and Behavior:

O - Outstanding G - Good S - Satisfactory NI - Needs Improvement

31. HONORS

The Honor Roll is prepared after each report card period for Grades 3 through 8. There is an Honors Assembly following each quarter.

Academic Honor Roll (Grades 3-8):

High Honors = 3.5 or above --- Honors = 3.0 to 3.49

All grades on the report card must be a B- or above and

All Work Habits and Behavior grades must be "S" or above

Subjects used to calculate honors are: Religion, Math, Reading/Literature, Social Studies, English & Science

32. FIELD TRIPS & CULTURAL ACTIVITIES

Field trips are educational in nature and grade level appropriate. The principal must approve any off-campus trip. No student may attend any off-campus trip without completion of the proper field trip permission slip. No phone permission will be acceptable. Some of the costs of the bus or entry fees incurred by such a trip may be paid by the parent. Trips may be on a school bus or in cars.

Anyone driving students to any event, field trip or extracurricular activity must have proof in the school office of a valid driver's license and current and valid California automobile insurance. All drivers must be 25 years of age or older to transport students.

33. CHRISTIAN SERVICE PROGRAM

Our Christian Service activities program is an integral component of the religion program and serves as an outward expression of the personal commitments of our students and faculty to fulfilling the Christian way of life. Some opportunities allotted to our students are as follows:

- Class projects to provide items to the sick, elderly and poor of our community
- Mission Awareness Program (Missionary Childhood Assoc., Lenten Mission Boxes, etc)
- Holiday Food Drive, MEND, Adopt-A-Family
- Parish Altar Servers 4th-8th Grades

Students in Grades K-5 are required to do 6 hours of volunteer service during the school year. Students in Grades 6-8 are required to do 12 hours of volunteer service during the school year.

34. ELECTRONIC COMMUNICATIONS POLICY (Archdiocesan Policy)

Guidelines for Use of Electronic Communication and Equipment

The following Guidelines apply to all electronic communication devices of any kind (for example, phones, computers, video equipment, and wireless devices and networks).

Parents are required to explain these policies to their child/ren, including primary grade students. By signing this document, parents and students are agreeing to abide by the guidelines and policies listed below.

Guidelines for Use of School Computers and Other Technology:

- All school technology systems, all information stored on them, and all work performed on them, are governed by these school policies and are subject to school supervision and inspection.
- The school reserves the right to monitor, access, retrieve, read, and disclose all messages, information and files created, sent, received, or stored on its systems (including connections made and sites visited) to law enforcement officials or others, without prior notice.
- Students may only use the system at school under the direct supervision of a staff member.
- Where pertinent and approved, students may create e-mail messages on school computers. However, caution must be exercised in doing so because the contents of e-mail cannot be considered private or confidential. Even when a message has been deleted, it may still exist on a back-up system, be restored, be printed out, or may have been forwarded to someone else without its creator's knowledge.
- Any files downloaded from the Internet and any computer disks received from non-school sources must be scanned with virus detection software. Immediately report any viruses, tampering, or other system breaches to the principal.
- If approved by the principal, students may create personal web pages on the school's computer system. All materials placed on the web page must be pre-approved in a manner specified by the school. Materials placed on the web page must relate to school.
- Students and parents will promptly inform the teacher or other school personnel of any message received that is inappropriate or makes them feel uncomfortable.
- The school will not be responsible for continually supervising or monitoring every communication and Internet session for every student.

Students using school computers and/or related technology systems may not:

- Violate any school conduct or educational rules.
- Post personal contact information about self or others. Personal contact information includes name, screen name, address, telephone, school address, parent/s name/s, work address, etc. without specific teacher oversight.
- Agree to meet with someone they have met online without their parent's approval and the presence of a parent at any meeting.
- Use obscene, defamatory, disruptive or threatening language.
- Harass, insult or attack others.
- Send comments or images that would offend someone or an organization on the basis of race, creed, gender, national origin, sexual orientation, political beliefs, or physical handicap.
- Upload or otherwise transmit copyrighted, trademarked, patented, or indecent material, trade secrets, or other confidential, private, or proprietary information. Regarding copyrighted materials, certain exceptions are given for educational purposes and if there is any doubt, students must consult with their teachers.
- Engage in any other illegal act, such as the pirating or unauthorized distribution (such as "podcasting") of copyrighted materials, music or film, or arranging for the purchase or sale of any drugs, alcohol, or regulated goods.
- Employ the network for commercial and/or or political lobbying purposes.
- Access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards others.
- Damage, alter, disrupt or gain unauthorized access to computers or other systems; e.g. use others' passwords, trespass on other's folders, work or files.

- Enable unauthorized persons to access or use the school's computer systems or jeopardize the security of the school's electronic communications systems.
- Alter, without authorization, the start up screen or the desktop or download applications that will subvert these functions.
- Introduce a virus, attempt to breach system security or tamper with the school's computer system.
- Re-post a message that was sent privately without permission of the person who sent the message.
- Download large files unless absolutely necessary. If necessary, students will download the file at a time when the system is not being heavily used.

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- Post chain letters or engage in "spamming" (sending an annoying or unnecessary message to a large number of people).
- Students may not use school facilities or equipment to transmit any radio frequency signal that is not permitted and/or licensed by the Federal Communication Commission or that would violate FCC rules or policies.
- Use computer systems for the design, development, distribution or storage of any works of programming or software unless explicitly permitted by the school staff.

Guidelines for Use of Family Computers or Personal Electronic Communication Devices:

We expect our parents to be equal stakeholders in the implementation of our computer and technology system policies by monitoring their child's Internet access and electronic use outside of school in a manner supportive of the school's policies. Inappropriate electronic communications among students outside of school or in school using personal electronic devices, may subject the student to disciplinary action.

Students may not:

- Threaten the safety or reputation of the school, its staff or students.
- Post personal contact information about other school personnel, teachers, or students. Personal contact information includes name, screen name, address, telephone, school address, parent/s name/s, work address, photos, email addresses, cell phone numbers, etc. Use obscene, defamatory, disruptive language toward or any school personnel, teachers or students.
- Harass, insult, defame, bully, attack or invade the privacy of any school personnel, teachers, or students.
- Send comments, text or images to school personnel, teachers, or students that would be considered offensive on the basis of race, creed, gender, national origin, sexual orientation, political beliefs, or physical handicap.
- Damage, alter, disrupt or gain unauthorized access to school computers or school systems; e.g. use others' passwords, trespass on other's folders, work or files.
- Enable unauthorized persons to access or use the school's computer systems or jeopardize the security of the school's electronic communications systems.

Consequences for violating any of the above guidelines:

- Suspension or permanent loss of access.
- Disciplinary action, including but not limited to suspension and even expulsion, depending on the gravity of the offense, at the principal's discretion.
- Involvement of law enforcement agencies.

Parent Conduct:

- Parents and students are expected to follow the appropriate chain of communication (contact school personnel first; if issue is not resolved, then contact the principal, pastor, and the Archdiocese) in communicating problems or issues with the school.
- Posting inappropriate comments about the school, its personnel or students, on the web and via emails does not constitute following the appropriate chain of communication.
- The school reserves the right to ask parents to withdraw their children in such cases where parents fail to abide by these policies.

35. COUNSELING POLICY (Archdiocesan Policy)

The mission and purpose of the school is education. Schools do not assume the responsibilities proper to the family and to society. Schools may not assume the responsibility for psychological counseling or therapy because they are not qualified or licensed to provide such counseling or therapy.

Schools may engage in the following activities in addition to providing classroom instruction:

- Provide advice regarding academic subjects and student progress in school;
- Give limited guidance to students who present with non-academic personal issues or situations;
- Provide referrals to marriage and family counselors, child psychologists, licensed academic psychologists, psychiatrists and similar professional for diagnosis and treatment. If the school provides referrals to parents, the list must include at least three names of qualified persons or entities;
- Retain, where necessary, appropriate professionals to provide educational testing that is needed for assessment of a student's academic ability, learning patterns, achievement motivation, and personality factors directly related to academic learning problems, or psychological counseling services for the school. Prior to entering into such a contractual relationship, the principal will ensure that the person is credentialed, licensed or otherwise properly qualified. The school may refer a student for specific or additional testing, as appropriate, generally at the parent/guardian's expense.

In cases of actual or suspected child abuse or abuse of vulnerable adults, the Archdiocesan Victims' Assistance Ministry is available as a resource. The Victims' Assistance Ministry provides outreach and guidance to those suffering from abuse; sponsors a faith-based trauma recovery program; and assists in informing parish, school, archdiocesan and governmental authorities of the allegations of abuse. Referral to the Victim's Assistance Ministry is not a substitute for mandated reporting of suspected abuse. Such a report must be made in accordance with Archdiocesan policy.

36. STUDENT ACTIVITIES

St. Catherine of Siena School provides a wide variety of activities outside the classroom. It is our hope to develop character and fair play, as well as physical or mental skill through these activities. We encourage our parents to participate in these activities by volunteering to help or be present at these events. Some of these extra-curricular activities are:

Student Council:

Student Council (with guidance from the staff moderator and principal) plan many activities throughout the year for the entire student body.

Qualifications to run for Student Council are different from other activities and are listed

here. Requirements are subject to change at the discretion of the principal and/or staff moderator. Students wishing to participate in Student Council must complete the application process, including endorsement from two faculty members. In order to be eligible, students must have a minimum B average and a good overall behavior record. The Student Council is composed of a President, Vice President and Secretary, each from the Junior High, and one representative each from the 4th and 5th grade.

The President, Vice President and Secretary of the Student Council will be elected by the student body. Elections will be held in the Fall of each school year. The three top-voted students will be President, Vice President and Secretary, according to their respective votes. The 4th and 5th grade classes will each elect a representative to the Student Council.

Athletics:

After School Sports Program for Grades 4-8 provides team sports under the direction of the Valley Sports Conference, coaches and the principal. These are in competition with other Catholic schools in our area.

“A” teams: Boys' Sports: Flag Football, Basketball, and Volleyball. “A” teams: Girls' Sports: Volleyball, Basketball, and Softball.

If needed, there are "B" teams for Grades 5 and 6. Try-outs for each team will be announced.

School Track Team will be held in the spring with participation in the annual Knights of Columbus Meet. Any student in Grades K-8 is eligible.

Altar Serving is open for boys and girls in Grades 4-8.

Extra-Curricular Agreement

St. Catherine of Siena School is proud of its extra-curricular activities and traditions. It is the aim of these programs to build a sense of fair play, teamwork, leadership and commitment. With these goals in mind, each student and parent is required to join in an agreement before beginning any extracurricular activity. Failure to adhere to any conditions of the agreement will then require the participant to be placed on probation status or dropped from the activity. No athlete will be issued a team shirt or attend a scheduled event until this agreement has been accepted by the administrator.

Due to a no-cut policy, qualified player participation is at the coach's discretion if the team roster is large.

Student Requirements:

1. Must maintain a 2.0 grade point average. A student receiving an “F” in any academic subject is ineligible.

2. Must have no grade lower than an “S” in Effort and Behavior on any progress or report card.

3. Must attend all practices and games. If illness, injury or appointment do not allow for attendance, the coach or an administrator must be notified in advance.

Attendance at practice is required to play on game day.

4. Must attend school on a game day to participate in a game.

5. Must have proper clothing, equipment, or materials at all practices and events. On game days, athletes must wear proper team jersey and team shorts to play.

6. Must be at all practices and games on time and leave at the arranged time.
7. Must adhere to all the school policies as stated in the Parent/Student Handbook.
8. Must always show respect and cooperation with coaches, other team members, visitors, etc.
9. Leave all game areas, rooms, or grounds clean and organized.
10. Must exhibit a positive attitude whether winning or losing.
11. Use proper language and behavior whether at a practice or at an event.
12. Uniforms requested to be returned must be clean and in good condition or a replacement fee will be charged.
13. Submit the required medical and emergency information on the reverse side of this form before attending any practices or events.
14. A player receiving 2 or more detentions in a sport season will be restricted from practice and games.
15. If you come to school on a game day but did not attend practice, the following penalties may occur: Volleyball - sit out one game; Basketball & Football - sit out one half; Softball - sit out two innings
16. Missing practice, leaving practice early, bad attitude or any other behavior that demonstrate lower commitment level will result in reduce play time.

37. PARENT'S AUTHORIZATION FOR PUBLICATION OF STUDENT WORK/PICTURES (Archdiocesan Policy)

From time to time the school may wish to publish examples of student projects, photographs of students and other work on an Internet accessible World Wide Web server or in other media. Student projects, photographs and other work posted on the Internet or in other media will include the student's last name's initial and first name.

Web Sites

Parents/guardians must acknowledge that they understand that the school's web site content is not private and can be reviewed, copied, downloaded and transmitted by anyone with access to the Internet and that the school has no control over this. Parents/guardians must waive, release, and forever discharge any and all claims, demands or causes of action against the school and its faculty, staff, employees, agents, contractors and any other person, organization or entity assisting them in connection with the posting of information on the website for damages or injuries in any way related to, connected to or arising from the publishing or posting of information on the school's Internet web site or the use of that information and expressly assume the risk of any injury or damage resulting from said posting of information on the web site.

Other Media

Parents/guardians must waive, release and forever discharge any and all claims, demands, or causes of action against the school and its faculty, staff, employees, agents, contractors and any other person, organization or entity assisting them in connection with the publishing of information, for damages or injuries in any way related to, connected to or arising from the publishing or posting of information in other media or the use of that information and expressly assume the risk of any injury or damage resulting from said publishing.

Parental Authorization

Parents/guardians must further understand and agree that this authorization remains in effect until such time as it is withdrawn in writing. They must understand that if they change their mind relating to this authorization, that they must submit another authorization form to the school.

38. TUITION AND GENERAL FEES

Tuition for 2017-2018 School Year

Kindergarten – 8th Grade:

1 Child	\$4,000.00 yearly
2 Children	\$7,240.00 yearly
3 Children	\$10,362.00 yearly
4 Children	\$13,504.00 yearly
5 or more children	\$16,880.00 yearly

Kindergarten, 7th Grade, and 8th Grade fees are separate from the family rates above.

Kindergarten	\$75.00
7th Grade	\$75.00
8th Grade (Graduation Fee)	\$100.00

Registration Fee

New and returning students are required to pay a \$680.00 registration fee (per student) in the spring in order to reserve a spot for the next school year.

39. TUITION PAYMENT PLANS AND AUTOMATIC DEDUCTIONS

Tuition is payable on a 10 month basis or in one installment.

Our FACTS Tuition Management program will automatically debit your account on the 5th or 20th of the month.

On extreme **documented family circumstances** parents needing special arrangements for payment of tuition must contact the principal. Registration for the next school year is contingent on having the current year paid in full.

Failure in tuition payment will result in the suspension of the student. Students are not going to be admitted in the classroom if the family has failed to pay two months of tuition without a written explanation and a payment plan approved by the principal.

Serious school tuition debt for: extended care, service hours and/or fund raising or the cumulative of all is going to be sent to collection.

In extreme documented cases of family economic stress the parents must inform the principal shortly, provide documentation of the situation to be considered for a temporary extension of their payments. The final decision in these cases is going to be taken by the principal.

A **\$25** dollar fee is going to be charged on the 30th of each month to **ALL** the families that are late on their tuition. **There are not going to be exceptions to this rule.**

To request any kind of **Tuition Assistance**, you must complete a CEF application (Catholic education foundation), you must qualify for free/reduced lunch and present the school with your

tax information. Final decision about tuition assistance is made by the principal according to the school budget.

Tuition assistance is not automatic. Every family has to complete the process every year with their current information. Having had tuition assistance in the past is not a guarantee that your family is going to receive it again.

40. FUNDRAISING REQUIREMENTS AND PARENT VOLUNTEER PROGRAM Fundraisers

All parents are expected to support the fundraisers of the school. Tuition does not cover all of the school expenses. Fundraisers make up the deficit. Failure to support the fundraisers by meeting requirements will jeopardize your student enrollment for the following year.

Credit-Earning Fundraising

Each family has a required profit level of support each year of **\$350.00** per family. If full fundraising requirements are not met, the fundraising balance will be charged to your account. Several fundraisers will be accepted for this commitment. Other fundraisers are optional and not credited to your account (Example: 8th grade fundraisers). Fundraisers may be credited at the discretion of the administration. You will be notified of the dates for these activities.

Fundraising donations credits are going to be granted to the family with the appropriate receipt. Donations can not be made with CalFresh money or any other government program.

Parent Participation – Volunteer Program

As stated in our school philosophy, parents are the primary educators of their children. The school is the educational setting for learning. There is a common bond between the parent, school staff, clergy and students. Our Parent Participation Program, in conjunction with the School Advisory Council, seeks to involve all parents in this educational process.

Each family is required to fulfill a minimum **40 hours** of service directly to aid in the education of the children at St. Catherine's. Any unfulfilled hours will be billed at \$15 per hour at the end of the school year. Details of this program are available through the school office. We are proud of the participation and enthusiasm of our parents.

It is a strength we all believe makes our school so vital.

Each family must perform 15 (minimum) of these 40 hours with the School Carnival. Any unfulfilled Carnival hours will be billed to the family at a rate of \$15.00 per unfulfilled hour. The school is receiving a share of the profit from this event. We are responsible for food and game booths during the Carnival. Parents may also work set-up, cleanup, ticket pre-sales or other approved activities for these hours.

Please call the school for information regarding volunteer programs. You will be provided with a Parent Service Hour Card which must be initialed by an authorized school representative each time you perform Parent Service Hours work. You may obtain these cards in the school office. You will be notified several times during the school year with an account of your hours. Please note that you are responsible for working on the projects you selected, but may add additional hours for other projects. If you signed up for a spring event but have completed your hours, you still need to follow through with your commitment to assigned projects.

41. COSTS / FEES FOR BOOKS, SUPPLIES, FIELD TRIPS, EXTRA-CURRICULAR ACTIVITIES

Books

All books are to be covered in plain book covers. No books are to be written in or destroyed. Replacement charges must be paid for lost or damaged books. Binders and book covers are not to have drawings, stickers, pictures, etc. Teachers will take covers, binders, etc. which have writing or pictures on them. Students must replace with proper covers immediately. "Liquid" White-Out type products or correction tape are not permitted at school.

Backpacks on wheels will not be allowed in Grades K, 1, and 2. Students in grades 3 through 8 may only have backpacks on wheels with a doctor's medical excuse filed in office. We have major storage and safety issues with these bags. Rolling backpacks will be stored outside classroom during school hours. Because of limited storage space, please purchase only smaller sized rolling backpacks.

Supplies

Each class is given a personal supply list yearly for their assigned grade. Students are to have these supplies at all times. Please do not send additional items not on the list. Please label all personal items of supplies and clothing including shirts, polo shirts, shorts, lunch boxes, etc.

Field Trips

Parents may be required to help cover some of the costs of the bus or entry fees incurred by a class field trip.

D. DISCIPLINE

42. DISCIPLINE (Archdiocesan Policy)

Discipline is an aspect of moral guidance and not a form of punishment. The purpose of discipline is to provide a school climate conducive to learning and one that promotes character development. Discipline is maintained in a classroom or school when students work cooperatively with the principal, the teachers, and their classmates towards the attainment of the class and school objectives. However, it should be noted that the legitimate interest of the school extends beyond the school day and beyond the school hours.

43. RULES AND REGULATIONS

Growth in self-discipline is a goal of education at St. Catherine of Siena School. Self-discipline is an aspect of moral guidance and is necessary to provide a classroom environment conducive to learning.

A school and classroom discipline program is designed to help the student choose right rather than wrong, order rather than chaos, virtue rather than vice. Teachers and staff will strive to have a positive approach to discipline within the classroom and schoolyard.

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

There are two broad policies in regards to school discipline:

1. ANY BEHAVIOR WHICH DISTRACTS FROM A TEACHER TEACHING OR ANY STUDENT LEARNING IS UNACCEPTABLE.

2. EVERYONE AT ST. CATHERINE OF SIENA SCHOOL MUST SHOW RESPECT FOR OTHER PEOPLE, PROPERTY, AND IDEAS.

ALL STUDENTS ARE EXPECTED TO:

1. Be on time for school with materials ready for class. We are very concerned with the tardies and will be stressing this aspect of responsibility.
2. Come ready to learn and exhibit pride in their work.
3. Respect the rights of others and their right to learn.
4. Admit mistakes, ask for help, seek adults who can assist with situations, be accountable.
5. Remain in appointed play areas.
6. Play safe approved games without chasing, tackling, fighting.
7. Show acceptable, non-violent behavior in play, language, or gestures.

BEHAVIOR AND WORK HABIT GRADES ARE AN INDICATION OF THE STUDENT'S SELF-DISCIPLINE.

THESE GRADES ARE EXTREMELY IMPORTANT. See "Grading" section for general descriptions of what each grade indicates.

44. CONSEQUENCES (INCLUDING DETENTION)

These are general guidelines whereby teachers seek to instill self-discipline within students:

Our teachers will use a variety of positive reinforcement strategies within the classroom. Caught being good will be given to students for positive behavior or above and beyond actions. Caught being good tickets may be turned into the office for our Monday assembly raffle or after receiving 20 tickets, the student may exchange them for a prize or a free dress pass.

When a student's behavior interferes with the class' learning, the teacher will apply the following procedure:

- Counsel the student during or after school.
- Complete a written Conduct Referral to be signed by parents. If not returned, the Administration may contact the parents directly.
- Conference with the parent by phone or in person.
- Detention will be assigned if the problem persists.

A detention notice from the teacher will indicate the reason for the detention and the assigned date and time it is to be served. The slip must be signed by the parent or guardian and returned to the teacher the next day. Detentions are served on Thursdays from 3:15pm to 4:00pm. Standards not being met. Persistent behavior problems will jeopardize general conduct grades and jeopardize honor roll qualifications.

ACTIONS THAT RESULT IN DETENTION AND/OR SUSPENSION INCLUDE, BUT ARE NOT LIMITED TO:

1. Excessive talking in class
2. Rude, discourteous behavior
3. Destruction of school or other property
4. Misbehavior in church, on playground, or in school building
5. Chewing gum at any time on school property
6. Eating at inappropriate places and/or at the wrong times
7. Inappropriate language
8. Any other failure to meet classroom or school standards
9. Multiple school uniform violations
10. After-school conduct inappropriate for students or against school policy
11. Misuse of internet or any computer or electronic device
12. Cheating on homework or class work by copying, giving other's answers, plagiarism, etc.
13. Theft/Stealing
14. Forging of signatures
15. Any other action deemed serious by the principal, vice-principal and/or pastor

45. EXPULSIONS AND SUSPENSIONS (*Archdiocesan Policy*)

Conditions of Suspension

- Any of the reasons listed for expulsion where mitigating circumstances exist may be adequate cause for suspension of a student:
- No student shall be suspended from an elementary school for more than two consecutive weeks.
- Notice of suspension must be given to the parents/guardians by telephone or in a conference.
- The principal shall schedule a conference with the suspended student's parents/guardians to discuss matters pertinent to the suspension especially the means by which the parents/guardians and the school can cooperatively encourage the student to improve behavior. The suspended student may be present at the conference.
- In no case will a teacher on his/her own authority suspend a student.

Expulsion

Reasons for expulsion are, but are not limited to, the following offenses committed by students:

- Actions gravely detrimental to the moral and spiritual welfare of other students.
- Habitual profanity or vulgarity.
- Assault, battery or any threat of force or violence directed toward any school personnel or student.
- Bullying or harassing school personnel or other students.
- Open, persistent defiance of the authority of the teacher.
- Continued willful disobedience.
- Use, sale or possession of narcotics, drugs or any other controlled substance.
- Use, sale, distribution, or possession of any alcoholic beverages on or near school premises.
- Smoking or having tobacco.
- Stealing
- Forging signatures
- Cheating or plagiarism
- Willful cutting, defacing or otherwise injuring in any way property, real or personal belonging to the school. All penalties related to the willful defacing of school property pertain to graffiti, including restitution and the possibility of expulsion.
- Habitual truancy.
- Possession of harmful weapons (e.g., knives, guns, etc.) or materials that can be used as weapons.
- Membership in, active involvement in, or affiliation with a gang or group responsible for coercive or violent activity.
- Actions in or out of school which are detrimental to the school's reputation.
- Violation of the Electronic Communications Policy policies and guidelines.

- Inappropriate conduct or behavior unbecoming a student in a Catholic school.

Procedure for Expulsion

When the reasons for expulsion are purely disciplinary, i.e., when serious moral reasons are not involved, the following steps must be taken:

- A conference must be held with the parents/guardians, student, teacher, and principal present to advise the family that serious action is contemplated unless there is immediate improvement in behavior. In parish schools, the pastor should be notified of the conference, given an opportunity to attend and provided a report of the discussion.
- If there is no improvement in behavior, the final decision will be announced at a second conference attended by the principal, teacher, and parents/guardians. If the parents fail, without cause, to attend the conference, the pastor, principal, and teacher will reach a final decision. The final decision rests with the pastor in consultation with the principal.
- In no case will a teacher on his/her own authority expel a student.
- Full credit will be given for all work accomplished by the student up to the moment of expulsion.

Written Record

A written record of the steps leading to expulsion must be kept on file with copies of all communications and reports. The following form should be used, one copy kept on file and a copy mailed to the elementary supervisor at the Department of Catholic Schools.

Cases Involving Grave Offenses

- In cases involving grave offenses, which may include a violation of criminal law or actions so outrageous as to shock the conscience or behavior of the community, the student is immediately suspended and the initial parent-principal conference is dispensed with.
- The procedure involving cases of grave offenses should be followed when the continued presence of the student at school (even for a short period of time) will, in the reasonable judgment of the principal, pose a serious threat to the health and welfare of another student or students, or faculty members.
- When immediate suspension is imposed, with probable expulsion, while the case is being investigated, the rules and the consequences of the violation should be clearly explained to the student and parents/guardians.

Time of Expulsion

- An expulsion may be made immediately if the reasons are urgent.
- Only in exceptional cases shall expulsion of an eighth grade student who has been in the school one or more years be allowed.
- If an expulsion is to take place during the last quarter of the school year or during the last semester in the case of an eighth grade student, prior approval of the Department of Catholic Schools is required before the expulsion can take effect.

- If such action is contemplated, approval shall be obtained before the announcement of the final decision to the parents at the meeting described below.

Reporting of Expulsions

- All expulsions even if they occur at the end of the year, are to be reported by telephone to the elementary supervisor at the Department of Catholic Schools within twenty-four hours. The written report, Notice of Dismissal, should be mailed promptly to the elementary supervisor.
- The attendance office of the local public school district shall be notified immediately of expulsions.

A copy of the Cumulative Student Record should be held until requested.

Right to Make Exceptions

The principal, in consultation with the pastor, retains the right to make exceptions in cases where mitigating circumstances call for a different response than policy suggests.

46. HARASSMENT, BULLYING, AND HAZING POLICY (*Archdiocesan Policy*) St. Catherine of Siena School is committed to provide a safe and comfortable learning environment that respects Christian values and is free from harassment, bullying or hazing in any form. Harassment, bullying or hazing of any student by any other student, lay employee, religious, clergy, or school volunteer is prohibited. The school will treat allegations of any such conduct seriously and will review and investigate such allegations in a prompt, confidential and thorough manner. This policy shall be communicated clearly to faculty, staff, volunteers, parents/guardians, and students.

Substantiated acts of harassment, bullying or hazing by a student will result in disciplinary action up to and including dismissal of the student. Students found to have filed false or frivolous charges will also be subject to disciplinary action up to and including dismissal.

For students in grades K-3, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in grades 4 through 8, the disciplinary action may include suspension or dismissal.

Harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating based upon a legally protected class, such as race, sex, ethnic origin or religion.

It includes, but is not limited to, any or all of the following:

- Verbal harassment: Derogatory comments and jokes; threatening words spoken to another person.
- Physical harassment: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement.
- Visual harassment: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, and gestures.

- Sexual harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Bullying is the habitual harassing, intimidating, tormenting, browbeating, humiliating, terrorizing, oppressing and/or threatening of another person. Bullying typically consists of direct behaviors, such as teasing, taunting, threatening, hitting, shoving, and stealing that are initiated by one or more students against a victim or victims. In addition to direct attacks, bullying may also be indirect, such as spreading rumors that cause victims to be socially isolated through intentional exclusion. Whether the bullying is direct or indirect, the key component of bullying is physical or psychological intimidation that occurs repeatedly over time to create an ongoing pattern of harassment and abuse.

Hazing is any method of initiation or pre-initiation into a student organization or student body or any pastime or amusement engaged in with respect to these organizations which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person.

Students also may be involved in cyberbullying, which occurs when they bully each other using the Internet, mobile phones or other cyber technology. This can include, but is not limited to:

- Sending inappropriate text, e-mail, or instant messages.
- Posting inappropriate pictures or messages about others in blogs or on Web sites.
- Using someone else's user name to spread rumors or lies about someone. It is the responsibility of St. Catherine of Siena School to:
 - Establish practices and provide staff development training and age-appropriate information for students, designed to create a school environment free from discrimination, intimidation or harassment.
 - Make all faculty, staff, students, parents/guardians, and volunteers aware of this policy and the commitment of the school toward its strict enforcement
 - Remain watchful for conditions that create or may lead to a hostile offensive school environment.

It is the student's responsibility to:

- Conduct himself or herself in a manner that contributes to a positive school environment.
- Avoid any activity that may be considered discriminatory, intimidating, harassing, bullying or hazing.
- If possible, inform the other person(s) that the behavior is offensive and unwelcome.
- Report all incidents of discrimination, harassment, bullying or hazing to the principal or teacher.
- As appropriate, the students involved may be asked to complete a formal, written complaint which will be investigated thoroughly and will involve only the necessary parties. Confidentiality will be maintained as much as possible.

47. STUDENT THREATS (Archdiocesan Policy)

All threats by students to inflict serious harm to self or others, or to destroy property, will be taken seriously. Whoever hears or becomes aware of any threat made by a student should

immediately report it to the pastor, principal, or a teacher. The principal will notify the police and the Department of Catholic School immediately.

The student who has made the threat will be kept in the school office under supervision until the police arrive. The parents/guardians of the student who has made the threat will be notified.

Any adult or student who has been identified as the potential victim, or mentioned in writing as a potential victim, will be notified immediately.

The student who has made the threat will be suspended until the investigation by the police and school has been completed.

The decision to re-admit a student who has made a threat will be made by the principal and pastor on a case-by-case basis.

Practical jokes or offhand comments of a threatening nature will be taken seriously and will be investigated. The police may be notified and these actions may result in suspension or removal of a student from school.

48. SCHOOL SEARCHES (Archdiocesan Policy)

A student's legitimate expectation of privacy in their person and in the personal effects they bring to school must be balanced against the obligation of the school to maintain discipline and to provide a safe environment for the school community. Accordingly, school officials may conduct a search of the student's person and personal effects based on a reasonable suspicion that the search will disclose evidence that the student is violating or has violated the law or a school rule.

School officials do not need a warrant or a parent's permission to conduct a search of the student and/or the school's or a student's personal property, as long as they have a reasonable suspicion that a law or school rule is being or has been violated. Whenever a school principal conducts a search of a student's person or personal effects, an adult witness should be present.

Students do not own their lockers (cubbies) or other school property. Lockers (cubbies) are made available to the student by the school. The student does have some expectation of privacy in his/her locker from other students. However, a student may not exclude school officials if the school official has a reasonable suspicion that a law or school rule has been violated. A student has a greater expectation of privacy concerning his/her backpack, purse, clothing and other personal effects. A school official who finds it necessary to conduct a search of a student's backpack, purse, clothing or personal effects, must have a reasonable suspicion that the student is violating or has violated a law or school rule. The student's parents should be notified of any such search.

An alert from trained and certified detector dog is sufficient to allow the school official to have a reasonable suspicion and to conduct a search without a warrant of the student's locker (cubby), car (not applicable to grammar school) or his/her personal property and effects. In addition to this policy on searches by the school, every student is subject to the Archdiocesan and school use and privacy policies concerning cell phones and other electronic devices, whether the devices belong to the school or to the student.

If a student refuses to cooperate in a reasonable search of the school or student property (including electronic devices), the student's parents and/or the police may be called for assistance or referral.

In the event that any items belonging to a student are confiscated, the principal should document that fact and, when possible, take a photograph of the place where the confiscated object was found and of the object itself. It is also recommended that the school obtain a signature from the student acknowledging that the item was in his or her possession at the time it was found.

[2017-2018 school calendar](#)

<https://drive.google.com/file/d/0B7KwbuD2HdvbZ05CaE0wWEYxa28/view>