

PARENT AND STUDENT POLICY HANDBOOK



2020-2021

Dear Families,

This Parent-Student Policy Handbook governs the expectations of parents and students of the school.

The policies, benefits, and rules contained in this handbook may be changed from time to time as church or school policy dictate.

If and when provisions are changed, the school will, as soon as possible, provide you with replacement pages for those policies that have become outdated. If any parent or student has any questions regarding the policies and rules of the school, they should feel free to contact the principal. If a question arises about faith formation, parish requirements, parish supported tuition, and or pastoral matters, please feel free to contact the pastor or principal.

Sincerely,
Katie Meehan
Principal

Mission Statement

St. Catherine of Siena School, deeply rooted in its Catholic Faith, fosters spiritual development, academic excellence, and a commitment to serve others.

School Philosophy

St. Catherine of Siena School is God's school. It is our goal to share the good news that the students are children of God, and that He has made them in His image and likeness. By this very gift each child and adult receives the love, dignity, and respect due them. In addition, we are called to inspire the children to reach their full potential. It is necessary to inspire the children to find out who they are and to identify themselves as a gift from God. Catholic schools allow the faculty, staff and administration to go beyond the intellectual education. At St. Catherine of Siena School students receive intellectual, spiritual, and moral formation with the hope that they develop a mature relationship with God and neighbor.

St. Catherine of Siena School strives to build a faith community that reaches beyond the school building to include all people. The faculty, staff and administration, because of their deep understanding of Christ's Gospel message, are God's important instrument used to achieve the mission and philosophy of the school.

Accreditation

St. Catherine of Siena School is accredited through the New England Association of Schools and Colleges (NEASC).

Notice of Non-Discrimination Policy for Schools of the Diocese of Manchester

The Catholic Schools of the Diocese of Manchester, mindful of their primary mission to be witnesses to the love of Christ for all, admit students of any race, color, national and/or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at the school. The Catholic Schools of the Diocese of Manchester do not discriminate on the basis of race, color, national and/or ethnic origin, in administration of their educational policies, admissions policies, scholarship programs, and athletic and other school-administered programs.

Notice of Nondiscriminatory Policy as to Students

St. Catherine of Siena School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

POLICIES

ACADEMIC INTEGRITY

Students are expected to do their schoolwork to the best of their ability. Cheating, in any form, is not tolerated.

Cheating is defined as presenting someone else's ideas, words or information as one's own or giving unauthorized assistance to someone else's work. Unless authorized by a teacher, the following examples are considered cheating:

- a. Using "crib" notes, looking at someone's paper, having someone else write a paper
- b. Copying homework, giving or receiving answers, allowing someone to copy work, test, etc.,
- c. Presenting information as one's own without giving credit to the source.
- d. Receiving more than 25% assistance on a book report or project from a parent, guardian, or sibling

Parents are encouraged to help enforce our policy of academic integrity by ensuring that the work received is truly the work of the student.

Cheating will result in an automatic zero on the assignment. This is a serious infraction.

ADMISSION AND REGISTRATION

Registration for the upcoming year begins in January. The process is first opened to current students and families. After a determined date, the enrollment process is opened to the wider community. Current families should be attentive to these dates so that they do not lose their spot(s).

A copy of the child's birth certificate, a record of completed immunizations, a medically verified plan for completion of immunization, or a medical or religious exemption, as well as a record of a physical exam by a physician are mandatory. (Immunization Law 1-1-88)

Required Forms for Registration

In order to process your child's enrollment, the following registration forms and information must be submitted before your child is accepted into St. Catherine of Siena School:

New Students

1. Completed Application Form
2. Tour and/or interview with parent and child

If accepted, new students will submit the following (some items may be requested for review during the interview process):

1. Completed Registration Form along with non-refundable registration fee
2. A copy of the Birth Certificate
3. A copy of Baptismal Certificate (if applicable)
4. Signed "General Records Release Form" (students entering K-6)
5. A record of completed immunizations, a medically verified plan for completion of immunization, or a medical or religious exemption, as well as a record of a physical exam

6. A copy of the most current custodial agreement/parenting plan (if applicable)
7. A copy of the most current ISP/504 (if applicable)
8. New students seeking the Parish Supported Rate (available to students entering 1-6) must submit a confirmation of registration in a Catholic Parish in the Diocese of Manchester, stamped with the Parish Seal, and signed by the Pastor.

New families will set up an account with FACTS tuition management via our school website.

New families seeking tuition assistance will need to submit their information to FACTS by the deadline published by the school office in order to be considered for tuition assistance.

New families will then read, sign, and return a Tuition Agreement/Enrollment Contract to the school by the deadline published by the school office.

Returning Students

1. Completed Registration Form along with non-refundable registration fee
2. A record of completed immunizations, a medically verified plan for completion, or a medical or religious exemption, as well as a record of a physical exam
3. A copy of the most current custodial agreement/parenting plan (if applicable)

Students seeking the sponsored rate (available to students entering 1-6) must have a confirmation of registration in a Catholic Parish in the Diocese of Manchester stamped with the parish seal on file. This is updated yearly.

Families seeking tuition assistance will need to submit their information to FACTS by the deadline published by the school office in order to be considered for tuition assistance.

Families will then read, sign, and return a Tuition Agreement/Enrollment Contract to the school by the deadline published by the school office.

Immunization Requirements

As determined by the NH State Department of Health and Human Services.

Transfer Students

All transfer students who meet the admission requirements and wish to transfer to St. Catherine of Siena School may be accepted on a three-(3) month trial status. After 3 months, the student's final admission status will be considered. No refunds are available for previously-paid tuition and fees.

ADVISORY BOARD

The advisory board is comprised of the pastor, parents and community members at large. The board assists the principal in the formulation of policy regarding the philosophy, mission and goals of the school. Meetings are held monthly as needed.

ALCOHOL/DRUG POLICY

St. Catherine of Siena is a drug-free school zone. Alcohol, tobacco, e-cigarettes, any form of drug or tobacco paraphernalia, and all illicit drugs are strictly prohibited on school property. Failure to comply will result in serious disciplinary action.

ASBESTOS MANAGEMENT

In accordance with the EPA's Asbestos Containing Materials in Schools Rules (40 CFR Part 763 Subpart E) inspection of St. Catherine of Siena School by an accredited inspector takes place every three years, and an accredited Management Inspector has developed a management plan for this facility. The plan is available for public inspection during school hours in the Principal's office and at the Diocesan School Department.

The school is complying fully with the requirement of the above-cited rule. Thus, you may be assured that we are taking all the necessary steps to ensure that the school remains a completely safe environment for all students and personnel. Should you have any questions, please do not hesitate to contact the Principal.

ATHLETIC POLICY

1. All athletes must be academically eligible. (See Extra-Curricular Activities)
2. If an athlete is absent from school, he/she may not participate in any athletic event that day. In the event that the absence occurs on a Friday or the day before a break, he/she may not participate in any athletic event that weekend or break.
3. All athletes are representatives of the school. When traveling, all are expected to behave respectfully and courteously. At home games, all are "ambassadors," welcoming the visiting teams and answering any questions or offering direction when necessary.
4. All athletes who make a team will be issued a uniform. Uniforms are to be worn for games only. Although most uniforms are on loan, some uniforms must be bought. The athlete is responsible for the uniform loaned to him/her. All uniforms must be returned to the school in good, clean condition within two weeks after the last game.
5. All athletes must be picked up within ten minutes after any practice or game. Any athlete who is not picked up on time will not attend the next game, meet, or tournament.
6. All athletes must have had a recent physical (within the past year), and must have a current medical release form signed by the parent or guardian. This form remains in the athlete's school record.
7. All athletes need parental permission to participate in any of the programs.
8. Students are only eligible to participate on our school's sport teams consistent with their biological sex.

ATTENDANCE

Regular attendance is important to your child's success in school. When your child is absent or tardy, please notify the school before 7:45 a.m. by calling 622-1711 and leaving a brief message. Please note

that the phone will not be answered and that messages will not be checked until 7:45 a.m. Phone calls will not be returned until 8:15 at the earliest.

Each absence from school requires a note from the child's parent or guardian. The note should contain the student's name, specific dates of absence, reason for absence, and parent's signature. A physician must explain extended absence for illness in writing.

Prolonged absences: Vacations during school time are discouraged. However, in the event that this does occur, parents are requested to inform the principal before leaving and to contact each teacher to arrange for make-up work upon return.

It is not school policy to give out assignments ahead of time. The student will have three school days to complete all written work after he/she has returned to class. After that time, no credit will be given.

If a student has an extended absence due to illness, parents should contact the teacher to arrange for homebound instruction. School policy normally allows a student one day to make up work for each day of absence due to illness.

Punctuality is a sign of respect to those waiting to begin. All students are expected to be at school on time. On the day your child is tardy, parents must sign their child in at the front office. Chronic tardiness and/or student dismissal will impact student grade(s) for the first or last block of the day.

Early dismissal from school requires a written request from a parent or guardian. Reasons for early dismissal should be limited to illness and/or family emergencies. All students will be dismissed from the front office. At no time may a parent pick up a student from the classroom. Parents must sign the early dismissal log located in the office.

AFTER SCHOOL PROGRAMS

In response to a need for quality supervision, St. Catherine of Siena School offers an After School Program. These sessions begin the second week of school and are operational when school is in session. Days when after school care may not be available will be announced in advance so that families can make appropriate arrangements. St. Catherine of Siena School offers an optional After School Program to students in Pre-K through sixth grade, Monday through Friday from 2:15 p.m. - 5:30 p.m., with the exception of school vacations, holidays, professional development days, and early release days.

The After School Program is supervised by the faculty at SCS, and it offers a safe and happy environment where students can complete homework and enjoy supervised play time. Our faculty works together to provide individual attention and security in an atmosphere of respect and understanding.

If your child/children participates in after school activities, i.e. basketball, drama, etc., and he or she attends the after school program until the activity begins (or after the activity has ended), the family will be charged the program fees.

AFTER SCHOOL PROGRAM FEES:

Students who are signed into after school at 2:30 will be charged a full day fee, unless the student is in a mini course where the fee has been absorbed in the cost for the program.

	DAILY:	WEEKLY:
One Child:	\$15.00	\$75.00
2 or More Children	\$21.00	\$105.00

The After School Program ends promptly at 5:30 p.m. If you pick up your child later than 5:30 p.m. you will be charged a late fee. The fee is \$10.00 for every five minutes that you are late.

The After School Program telephone number is 669-8073.

Invoices will be sent home with your child on a weekly basis, and the payment is due upon receipt of this invoice. Payments may be made online using a personal check or by credit card for a fee. Payments can be made in cash or by check. Please make check payable to St. Catherine School. A \$15.00 fee will be charged for any check returned by the bank.

It is important that all accounts be kept up to date. If a balance is more than 30 days in arrears, the child/children will not be allowed to use the After School Program until the account is paid in full.

After School Family Emergency Form must be received prior to participating in the program. The form can be found on our website.

ARRIVAL

An arrival and dismissal procedure is clearly outlined at the beginning of each school year. It is designed with the safety of the children in mind. It must be observed by ALL.

Children in grades 4 – 6 along with their siblings will be dropped off at the rectory garage, and parents will exit the parking lot onto Hemlock Street, not onto Russell Street. Parents of children in grades 1 – 3 will drive onto Russell Street and drop off at the entrance to the St. Catherine of Siena School driveway. All children should exit the vehicle on the school side and not on the street side. Please assist the children in this safety procedure.

When dropping off and picking up your Pre-Kindergarten student in the morning and afternoon, you must drive in to the back parking lot and circle around to the Kindergarten or Pre-K, and the teacher will help your child to the classroom. We ask that you do not park on the side streets to walk your child into the school as this will prevent the flow in and out of the parking lot.

DISMISSAL

Students with their siblings in grades 1 – 3 will be dismissed at the Russell Street entrance. Parents will line up in a southerly direction on Russell Street and exit onto North Street. Should traffic back up on Webster Street, continue up to turn on any of the perpendicular streets and take the first right onto Carnegie Street. Vehicles on the Russell Street will take turns with cars on Carnegie to advance for pick up. Students with their siblings in grades 4 – 6 will be dismissed from the main entrance. Parents will line up in the main parking lot of the school. Parents will line up in the playground on the blue diagonal line

and exit through the church parking lot onto Webster Street following the directions of the teachers on duty. There is no parking on North Street.

Please be mindful that New Hampshire law (Env-A 1100) restricts idling vehicles. The maximum idling time limit if the temperature is above 32 degrees is five minutes, between -10 and 32 degrees it is 15 minutes, and there is no time limit if the temperature is below -10.

BIRTHDAY/PARTY INVITATIONS

To avoid hurt feelings, invitations can only be given out to students in the classroom if these are non-exclusive (all boys, or all girls, or the entire class). Invitations must be mailed if only a few children are invited.

BOOK CARE/SCHOOL PROPERTY

Students are responsible for the proper care of all schoolbooks, supplies, and furniture supplied by the school. Students, who deface property, break windows, or do other damage to school property or equipment will be required to pay restitution or replace the item. This behavior is subject to detention and/or suspension.

All books used in the academic year, with the exception of books purchased by the students, are loaned to the students. Please use the following guideline in the care of books:

1. All textbooks must be covered with non-adhesive covers.
2. Book covers must be labeled with student's name and grade level.
3. Appropriate bookmarks may be placed in books.
4. Books are not to be used to store other items.
5. Students are not allowed to mark or scribble in school textbooks.
6. Lost or damaged books must be paid for by the family of the student responsible for the loss or damage.
7. School bags are required for carrying books to and from school.

BULLYING

St. Catherine of Siena School is committed to providing all students with a safe school environment in which all members of its community are treated with respect. The school believes that protecting against and addressing bullying is critical for creating and maintaining a safe, secure and positive school climate.

Bullying behavior is viewed as being in direct opposition to the mission of St. Catherine of Siena School and in conflict with the fundamental teachings of the Catholic Church. Students are expected to treat each other with dignity and respect, and are entitled to freedom from any kind of harassment. It should be clear that no form of harassment will be tolerated.

Definitions

According to NH RSA 193-F, bullying means a single, significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another pupil which:

- Physically harms a student or damages the student's property; or
- Causes emotional distress to a student; or
- Interferes with a student's educational opportunities; or
- Creates a hostile educational environment; or
- Substantially disrupts the orderly operation of the school.

According to the same RSA, cyberbullying means bullying conduct (as defined above) that is undertaken through the use of electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, electronic readers, videogames, and websites.

Bullying and cyberbullying shall not be tolerated and are hereby prohibited. St. Catherine of Siena School reserves the right to address all forms of prohibited conduct and, if necessary, impose discipline for such misconduct that occurs on or is delivered to school property or a school-sponsored event on or off school property; or occurs off of school property or outside of a school-sponsored activity or event, if the conduct interferes with a pupil's educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event.

A student found to have knowingly made a false accusation of bullying may face disciplinary or remedial action within the discretion of the Principal.

Retaliation or false accusations against a victim, witness, or anyone else who in good faith provides information about an act of suspected bullying or cyberbullying is prohibited. Any student found to have engaged in retaliation against those described above shall be subject to disciplinary action. If an alleged victim or any witness expresses to the Principal or other staff member that he/she is fearful of retaliation, the Principal shall develop a plan to protect that student from possible retaliation.

Any student who believes that he/she has been the victim of bullying should report the act immediately to a teacher or to any other school employee. Any student who has knowledge of or observes bullying of another student is encouraged to report the bullying to a teacher or to any other school employee. If a student is unsure whether an incident learned of or observed may constitute bullying, the incident should be discussed with a teacher or another school employee.

Any parent, guardian, or school volunteer who suspects, has witnessed, received a report of, or has information that a student may have been subjected to bullying is encouraged to promptly report such incident to the Principal.

Any teacher, staff member, or school employee who suspects, has witnessed, received a report of, or has reliable information that a student has been subjected to bullying or suspected bullying as defined above shall promptly report such incident to the Principal.

The Safe Environment Office at the Diocese has set up the bullying hot-line. The number is (603) 663-0178.

BUS TRANSPORTATION AND REGULATIONS

Students living beyond the established walking limits are eligible for free bus transportation. The transportation officer approves or rejects requests for free bus transportation according to mileage requirements and residency in Manchester. Pre-K and Kindergarten students do not qualify for bus transportation.

Students are expected to behave appropriately on the bus. It is the bus driver's responsibility to transport the students safely to and from school. The bus driver has complete authority over the students during this time. Disorderly conduct will be reported to the principal and, if serious, will result in suspension of the privilege of riding the bus (RSA 189 State Statutes.) Transportation of the suspended student becomes the responsibility of the parents. These rules of behavior must be obeyed on the bus:

1. Students should be at their assigned bus stops in advance of posted time for the bus arrival.
2. Students are to remain away from the roadway while awaiting the arrival of the bus. The bus will load only at the direction of the driver.
3. Students waiting for the bus shall not go on private property or cause any damage to such property.
4. There will be no standing in the bus. Students shall enter the bus in an orderly fashion, go directly to a seat, and remain seated until their destination is reached and the bus has stopped.
5. Students shall cooperate with and be courteous to the driver and to fellow students.
6. There shall be no littering on the bus or defacing the property of other students.
7. Students shall not disturb or distract the bus driver.
8. There shall be no eating, drinking, shouting, vulgar language, roughhousing, or throwing things on the bus.
9. Students shall keep their hands, arms, and head inside the bus.
10. All articles such as athletic equipment, books, musical instruments, etc. must be kept out of the aisles.
11. Students shall be picked up and dropped off only at their regularly scheduled stops.
12. Note: The Emergency Exit is to be used for an EMERGENCY ONLY! Students must not touch safety equipment on the bus.

CAMERAS

Video surveillance cameras operate to increase the safety and security of our campus. Parents and students are not permitted to view other students on the cameras under FERPA.

CHILD ABUSE

To ensure the safety and well-being of students enrolled at St. Catherine of Siena School, it is the policy of the Roman Catholic Diocese of Manchester to comply with the requirements of RSA 169-C especially C: 29, 20, 31, and NH CODE OF ADMINISTRATIVE RULES ED 510.01, in reporting suspected child abuse and neglect.

Further, it is our policy to cooperate with NH Division for Children and Youth Services, child protection social workers and law enforcement agencies in the course of investigations into child abuse and neglect as outlined in RSA 169-C. In all instances of a student being interviewed, the principal and/or a faculty member will be present to protect the rights of the student.

CUSTODIAL/GUARDIAN INFORMATION

Issues of Child Custody: The school requires that the custodial parent annually files a court-certified copy of the custody section of the divorce decree or a court-certified copy of the custody decree with the school. If no such copy is on file, school officials will presume that both parents have custodial rights.

School officials will make all reasonable efforts to ensure that children are released only to the appropriate parent at the appropriate time according to the court-mandated custody agreements. However, parents must accept the primary responsibility for such arrangements and should instruct their children as to which parent should have physical custody of them on any given day.

Rights of Non-Custodial Parents: Non-custodial parents have the same rights as custodial parents to inspect the records of their children, unless a court order to the contrary is on file with the school.

DIOCESAN POLICIES

Diocesan policies, regulations, and practices are published by the Diocese of Manchester and are available on the diocesan website and upon request.

DISCIPLINE CODE

Part I: Student Responsibility

St. Catherine of Siena School expects the student to exhibit a growing maturity in personal integrity in all his/her actions and dealings at all times.

The administration and faculty are present to help each student grow and mature in a school environment conducive to learning. The faculty and staff of St. Catherine of Siena School and the parents of all students must witness and communicate appropriate behavior to the children. The following discipline policy is in effect while students are in attendance at school, activities sponsored by the school, or on school property.

Rules should be in line with these objectives:

1. To maintain order
2. To protect the rights of others
3. To provide a healthy and safe environment necessary to the successful operation of the school.

The following is a non-exhaustive list of improper behaviors that will not be tolerated at St. Catherine of Siena School:

Minor Offense

- a. Being in an “off-limits” area
- b. Disruptive classroom behavior
- c. Excessive screaming or noise at assemblies or school functions
- d. Failing to cooperate or being insubordinate
- e. Failing to properly dispose litter or waste
- f. Gum chewing
- g. Running in the hallways
- h. Rude or offensive language or expressions
- i. Talking in the hallways or stairwells
- j. Unwillingness or failure to do assigned or required work
- k. Violating classroom and school rules unique to our building or school.

Serious Offenses

- a. Any gross misconduct or refusal to conform to the reasonable rules of the school
- b. Cheating and lying
- c. Defacing school property
- d. Failing to attend assigned detention
- e. Failing to report to a teacher or principal as requested
- f. Fighting or any form of pushing or shoving
- g. Leaving school grounds without permission
- h. Using forged notes or excuses

Offenses Requiring Legal Action/Reporting

- a. Abuse
- b. Possession or use of illegal substances, weapons, look-alike weaponry, dangerous materials, alcohol, etc.
- c. Smoking
- d. Threatening others/Bullying (See Bullying and Harassment)
- e. Truancy

Part II: Disciplinary Actions

Under most circumstances, teachers will manage discipline in their classrooms (or in the After School Program) and will communicate with parents when appropriate. The aim of discipline is to help students understand the problem and what he/she needs to do to correct it.

When a student requires more serious consequences either because of the degree or the frequency of the infraction, he or she will be referred to the principal.

Depending on the seriousness of the problem, the principal may elect one or more of the following disciplinary actions:

1. Withholding of Privileges: For example, if a student acts poorly in the cafeteria, the privilege of eating in that setting may be withheld. Privileges may be withheld for similar infractions of discipline.
2. Suspension:
 - a. In-School Suspension: The temporary exclusion of a student from one or more classes.
 - b. Out of School Suspension: The temporary exclusion of a student from school attendance.
3. Expulsion: The termination of a student's enrollment at the school. At any time the principal reserves the right to dismiss a student whose behavior is undesirable in attitude and general conduct or whose continuation in the school is detrimental to him/herself or to his/her fellow students.

The principal has the authority to suspend a student following serious warnings or the clear violation of written rules. In the event of an out of school suspension, the parents will be contacted and asked to remove the child immediately from school. Transportation for the child will be the responsibility of the parents. Parents will be responsible for ensuring that the school work is completed at home during the suspension period. The principal will determine the suspension period. In most cases, the suspension will not exceed five school days. It is important that the school and home work together to support the student. Periodically reviewing the discipline code with your child will help reinforce the importance of consistent parameters in developing positive social skills and a caring supportive community.

DRESS CODE

In order to maintain uniform appearance and proper comportment throughout the school day and at school events, all students, staff, and faculty must follow the dress code expectations of their biological sex while on campus and while representing the school at outside functions. Modesty is expected at all times. Out of respect for themselves and others, all students are to present themselves in a neat and clean manner at all times. In the event that a student is not wearing part or all of the required uniform, the parents will be contacted to bring the proper attire to school.

For girls, jewelry is limited to one pair of stud earrings and a simple necklace. Makeup is not permitted. Only light pink, flesh color, or clear nail polish is permitted. Girls cannot come to school with hair that is dyed with an unusual color scheme (for example, red, yellow, green, blue, or purple tints or tips).

Boys cannot come to school with an eccentric hair style that distracts other students; hair length cannot exceed below the collar. Boys cannot come to school with hair that is dyed with an unusual color scheme (for example, red, yellow, green, blue, or purple tints or tips).

The code is outlined below. New uniform pieces are to be purchased *exclusively through Land's End* (access via the school website).

PRE-K

Boys:

- WHITE or NAVY KNIT SHIRT (short or long sleeve)
- NAVY SWEAT SHIRT
- NAVY SWEAT PANTS
- NAVY MESH SHORTS

Girls:

- NAVY JERSEY DRESS (short or long sleeve)
- WHITE or NAVY KNIT SHIRT (short or long sleeve)
- NAVY SWEAT SHIRT
- NAVY SWEAT PANTS
- NAVY MESH SHORTS

GRADES K-3

Boys:

- WHITE or NAVY KNIT SHIRT (short or long sleeve)
- NAVY SWEATERS
- KHAKI PANTS
- KHAKI SHORTS
- BELT
- NAVY COTTON CREW SOCKS
- WHITE OXFORD SHIRT (required for formal uniform)
- NAVY TIE (required for formal uniform)

Girls:

- NAVY JERSEY DRESS (short or long sleeve)
- WHITE PETER PAN COLLAR SHIRTS (Required for Formal Uniform)
- WHITE or NAVY POLO SHIRTS (short or long sleeve)
- NAVY SWEATER
- PLAID JUMPER (Required for formal uniform)
- KHAKI SKORT
- KHAKI PANTS

NAVY HOSIERY:

Opaque or Cable Knee Socks
Opaque or Cotton Ribbed Tights

GRADES 4-6

Boys:

- WHITE or NAVY KNIT SHIRT (short or long sleeve)
- NAVY SWEATERS
- KHAKI PANTS (required for formal uniform)
- KHAKI SHORTS
- BELT
- NAVY COTTON CREW SOCKS
- WHITE OXFORD SHIRT (required for formal uniform)
- NAVY TIE (required for formal uniform)

Girls:

- WHITE OXFORD BLOUSE (Required for Formal Uniform)
- WHITE or NAVY KNIT SHIRT (short or long sleeve)
- NAVY SWEATER
- NAVY SKIRT (Required for Formal uniform)
- KHAKI SKORTS
- KHAKI PANTS
- NAVY HOSIERY:
Opaque or Cable Knee Socks
Opaque or Cotton Ribbed Tights
- JACKET (Grade 4-5-6 ONLY)
- NAVY SHORT

FOOTWEAR

Casual shoes that cover the foot or sneakers are acceptable.

Sneakers may be worn during the week only if the colors are basic and the soles do not leave scuff marks (No hi-tops, neon or light-up sneakers are permitted.) All footwear must be properly laced and tied at all times and must stay securely on the foot. Crocs, backless shoes, ballet shoes/slippers, flip-flops and boots are not allowed.

WINTER CLOTHING CONSIDERATIONS

Families should assume that recess will occur each day and should plan accordingly in outfitting their child for play outdoors.

When it is cold, students are expected to wear appropriate outer garments, including coats, hats, and gloves/mittens. Additionally, girls must have their legs covered for recess – i.e. tights, sweatpants or leggings that can be worn under their skirt.

Students who do not wear the appropriate garments will spend both recesses indoors at the office, and a note will be sent home to the family. During the snowy, winter months, students must wear boots to school and bring their school shoes (or gym sneakers on PE day) with them in a bag to change into at school.

In order to play in the snow, students must be outfitted with the following: boots, coats, hats, and gloves/mittens. Please write the child's name or initials in each piece of clothing.

ELECTRONIC DEVICES

Students are not allowed to bring electronic devices, toys, radios, iPads, iPods, cell phones, or pocket organizers to school. Exceptions to this include: educational assistive technology deemed necessary from a student's 504 or ISP. Teachers may approve the use of an E-Reader only for the classroom. Teachers will monitor its use. A student who uses an E-Reader for other than its intended purpose will lose this privilege. Please note that St. Catherine of Siena School is not responsible for damage, theft, security, nor maintenance of these devices.

EMERGENCY FORMS

Emergency forms will be distributed to parents the first week of school. Emergency forms must be returned to the office completed and signed by the end of the first week of school. On the form issued, please note if the telephone number is unlisted. It is extremely important that this information is kept up-to-date and accurate. Notify the school office in writing of any changes.

EMERGENCY MANAGEMENT PLAN

St. Catherine of Siena School has an established Emergency Management Plan. A copy of this handbook is on file in the office and specific classroom directions are provided in a folder to the teachers. This folder is visible near the entrance to the classroom. Regular, announced and unannounced drills of

different emergency situations will occur throughout the school year.

EMERGENCY SCHOOL CLOSING

In the event that the school is canceled or delayed, an announcement will be made through Renweb (email and text), on the school's Facebook page, and on the WMUR website. St. Catherine of Siena School generally follows Manchester School District for weather related school cancelations but may cancel independently if deemed necessary.

EXTRACURRICULAR ACTIVITIES

To participate in any extracurricular activities (i.e. clubs, mini courses, sports) students must remain not only in good academic standing, but must also show effort and maintain good conduct.

FUNDRAISING

Because we are a privately funded school and tuition alone does not cover expenses, fundraising is an essential component of our fiscal viability. It is our goal to minimize family directed fundraisers; however, some family fundraising is required. Families are asked to participate in the calendar raffle and annual auction gala.

FACTS FINANCIAL AID ASSESSMENT PROGRAM

At St. Catherine of Siena School it is our goal to keep tuition as low as possible while operating the school in a fiscally responsible fashion. In recognition of the financial challenge parents have in providing a quality education for their children, we allocate a portion of our annual budget to provide financial assistance for qualifying families.

Families in need of financial assistance are required to complete an application and submit the necessary supporting documentation along with a \$30.00 non-refundable application fee through FACTS by May 1st each year. Applicants can apply online by logging on to the school website and clicking the FACTS link under the *Admissions* tab. Once an online application has been completed the following information will need to be sent to FACTS to complete the application process:

- Copies of your federal tax returns including all supporting tax schedules.
- Copies of your W-2 forms for both you and your spouse.
- Copies of supporting documentation for Social Security income, Welfare, Child Support, Food Stamps, Worker's Compensation and TANF.

FACTS is an independent, third party company that conducts financial analysis to determine your family's financial need. Please be assured that financial information is handled in strict confidence. While financial need is the first criteria on which awards are determined, returning students are given priority over new enrollees.

We do believe that the family should be the first resource for funding their children's education. Each family is expected to pay a portion of the cost of their student's education or seek out resources apart from financial aid to fulfill their obligation to the school. In order to be considered, all financial obligations must be current and student registration for the following year must be complete (including payment of registration fee). Due to a limited budget and the growing number of families requesting assistance, all qualified need may not be met. Financial assistance is awarded for tuition only and does not cover milk, lunches, after school program, or any other incidental expenses.

All students who apply for financial assistance must be accepted and registered for the school year. In order to be assured of consideration, families must be timely and thorough in completing the application process. An application is considered complete only when FACTS Grant and Aid Assessment Program has received all supporting documentation. Failure to provide all of the necessary information needed to complete the application process may result in your family not receiving financial assistance.

FAMILY EDUCATIONAL RIGHT TO PRIVACY ACT (FERPA) AND CONFIDENTIALITY

FERPA accords families with particular rights as pertains to a student's schooling and records. With exceptions as prescribed by law, personal information such as a family's address and contact information cannot be given out to other parties without the express permission in writing of the family. Additionally, student academic records, which include any graded work, must maintain a chain of custody that includes only the student, family, and relevant members of the school faculty.

FIELD TRIPS

Field trips, approved by the principal, are encouraged as part of our students' educational experience. In order to ensure the safety of the children, the chaperone/student ratio will be kept as high as possible. Parents are encouraged to volunteer as chaperones for school field trips. Field trips may require an additional fee.

Special programs, field trips, and other privileges are offered to students who demonstrate maturity and trustworthiness. Inappropriate conduct and/or lack of effort on a student's part may result in the loss of a field trip privilege. When a student is suspended from a field trip or school activity, he/she remains in the care of the parent. The student will spend the day at home.

If families opt to keep their child home from school on the day of a field trip, this will count as an absence.

GRADE SCALE

A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-
97- 100	93 - 96	92 - 90	89 - 87	86 - 83	82 - 80	79 - 77	76 - 73	72 - 70	69 - 67	66 - 63	62 - 60

GRADE LEGEND for Non-Numerical Assessments

E – Exceeds grade level expectations. Student masters and applies skills independently in most academic situations, demonstrates active participation in all learning activities, and produces sophisticated work.

M – Meets grade level expectations. Student consistently applies skills to assigned work, completes assignments with appropriate effort, and actively participates in most learning activities.

P – Progressing towards achieving grade level expectations. More reinforcement and practice of grade level skills is necessary for meeting grade level expectations. Skills are developing with additional support.

I – Making insufficient progress towards grade level expectations. Significant amount of academic support is needed to develop skills.

GRIEVANCE POLICY

St. Catherine of Siena School will work with families to resolve any concerns they may have about policies, school events, and situations as they arise. In the event a parent disagrees with a school policy or with a situation that has occurred during a school-related activity, the parent will set up a time after or before school to meet with the teacher to discuss the problem. If the parent is dissatisfied with the outcome of the meeting with the teacher, he/she should make an appointment with the Principal to discuss the issue. In the event the parent is still dissatisfied after meeting, a formal letter describing the nature of the grievance should be sent to the Superintendent of Schools. The Superintendent of Schools will address the concern as needed.

HARASSMENT

Church personnel must not engage in physical, psychological, written, or verbal intimidation or harassment of any person at any time, particularly those served and other church personnel.

Church personnel must not discriminate against any individual on the basis of race, color, national origin, gender, religion, sexual orientation, age, physical or mental disability, pregnancy, or military or veteran status, except where such status is a legitimate qualification in accordance with civil and Church law.

Harassment can occur as a result of a single severe incident or a pattern of conduct that results in the creation of a hostile, offensive, or intimidating work environment. Harassment can be indirect and can take place even when the offender does not intend to offend, intimidate, or otherwise do harm. Whether conduct is considered to be harassment is based, in part, on whether a reasonable person under the circumstances would view the conduct as creating a hostile, offensive, or intimidating work environment.

Church personnel are required to report harassment, including sexual harassment, in accordance with

the reporting policy contained in the Code. Church personnel are prohibited from retaliating against individuals who make good faith reports of harassment.

All faculty, staff, and volunteers are required to participate in diocesan training on harassment.

HEALTH

Please be sure that your child is in good health before sending him/her to school each day. Chronic health problems should be brought to the principal's attention. Such issues must be documented in the main office, reviewed with the nurse and communicated to the teacher.

Although attendance is crucial to a child's academic success, a sick child should not be sent to school. Any student not well enough to go outside for recess should remain at home unless the school receives a written directive from the child's physician.

Each day students must have a water bottle that can be refilled in the water fountain as needed.

Any and all accidents to students that occur on school property will be reported at once to the teacher or principal. The principal will notify parents, if the accident is of a serious nature.

If a student becomes ill during school hours to the point where he/she cannot remain in class, the student should report to the teacher. If a student has a fever or communicable illness (cold, flu, measles, and chicken pox etc.), he/she must remain at home until the period of contagion has passed.

- a. A child with a fever should not come to school until his/her temperature is normal without fever reducing medication
- b. Diarrhea and Vomiting: If your child has vomited or experienced diarrhea during the night, do not send him/her to school that morning. The child must be symptom-free for 24 hours before returning to school.
- c. Strep, sore throat and scarlet fever: Students should be treated by a health care provided and may not attend school until he/she is on antibiotics and without fever for at least 24 hours.

The office of School Health Services, NH Division of Public Health Services has strict rules and regulations regarding the administration of medication to children during school hours. When possible, a medical regimen should be scheduled at home so that the child will not require medication during school hours.

Self-medication by the students is not permitted at St. Catherine of Siena School unless it meets the criteria for emergency medicines as cited by law. A physician must prescribe all medications that need to be dispensed during school hours. This includes over-the counter drugs, i.e. aspirin, cough syrups, antibiotics, asthmatic medication, cough drops, etc.

All medications must be given to the school nurse. Parents must obtain a Medication Release Form from the office to be signed by both the doctor prescribing the medication and the parent. The forms must include the name of the drug, dosage, and the time of day the medication is to be given. The medication must be submitted to the school office in the original prescription container. A method for complying with this would be to obtain two labeled bottles from the pharmacy. The State of New Hampshire (RSA541-A11/74) has mandated this policy. The staff at St. Catherine of Siena School abides by the rules

set forth by the NH Department of School Health, and therefore will not administer any medication to a child without a doctor's written permission form and a parent's written consent.

If your child has any allergies or other medical problems, please alert the school office in writing as soon as possible.

HOMEWORK

Homework should reinforce what is taught in class. Homework will be meaningful and serve a valid purpose if it:

- Provides essential practice in needed skills
- Trains students in good work habits
- Affords opportunity for increasing self-direction
- Enriches and extends school experiences
- Helps children learn to budget time
- Acquaints students with out-of-school learning resources
- Promotes growth in responsibility

General guidelines for homework on a daily basis:

- *Kindergarten to Grade 2:* 20 – 30 minutes
- *Grade 3 :* 40 – 50 minutes
- *Grades 4-6:* 60 – 90 minutes

Some children may take more or less time depending on their ability and concentrated effort.

Internet Acceptable Use Policy

The use of computer-related technology (except those devices primarily used for voice transmission/messaging, listening to music and/or viewing videos) at St. Catherine of Siena School is encouraged. Access to computers, software applications, online databases, and the internet enhances the educational experience.

The computer network at St. Catherine of Siena School and its use is not a right, but a privilege. Services provided by St. Catherine of Siena School require students and adults to act in a considerate and ethical manner, and to accept responsibilities and obligations in regard to school policy, as well as State and Federal laws.

All student work performed or stored on the school network is the property of St. Catherine of Siena School. The network administrator can monitor communications, review files and transactions, and perform other system checks to ensure integrity of the network and to acknowledge responsibility. System users should not have any expectation of privacy regarding any of their activity, online or otherwise.

Staff is asked to report security risks or violations immediately to the technology coordinator, including, but not limited to, receiving messages that are inappropriate.

In order to gain access to the school's network, an Acceptable Use Policy form, signed by the staff, parents/guardians and student, must be on file.

St. Catherine of Siena School has taken precautions to restrict access to prohibited internet sites using internet filtering software. This is to help protect students from harmful content on the internet, and regulate student use of the Internet so they do not harm other students, or interfere with the school's instructional program.

Students who fail to abide by this policy may lose their privilege to use the network and related technology for a defined period of time. School administrators, network administrators, or other authorized employees may monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Said staff members reserve the right to examine, use and disclose any data found on the school's networks in order to further the health, safety, discipline or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and may furnish evidence of a crime to law enforcement. Refusal to cooperate in such supervision and monitoring may result in disciplinary action.

Actions that are NOT permitted when using the computer network and related technology, that may also be applicable to off-campus behavior that materially and substantially disrupts order in the school (interferes with class work, involves substantial disorder, or interferes with the rights of others):

- Accessing, using, or copying non-legal versions of copyrighted software.
- Plagiarizing the work of others.
- Accessing files and data which are not your own, which are not publicly available, or for which you have no usage rights.
- Intentionally accessing, transmitting, receiving, copying, and creating offensive messages, pictures or other work. In the case of inadvertent access, the site/image/writings should be deleted immediately, and notification made to the network administrator.
- Any unauthorized personal or interpersonal communication using email, IM, chatrooms, blogs, etc.
- Computer piracy.
- Vandalizing or tampering with hardware and software programs or other resources, including terminal settings.
- Interference with or disruption of computer systems and networks and related services, including, but not limited to, the propagation of worms, viruses and Trojan horses.
- Access to social media, and other personal entertainment during the school day.
- Viewing, copying, using, modifying another's password, data, files, networks or trespassing by other means to gain access or use. You may only use your assigned account.
- Performing actions that deny others access or use of a computer or the network.

- Downloading software, internet sites, or copyright protected materials onto school computers/terminals.
- Use of proxy sites to gain unauthorized access to unauthorized websites, in an attempt to circumvent security software.
- Using resources to further acts that are criminal or violate the school's code of conduct.
- Use for commercial purposes—selling, advertising or otherwise conducting business.
- Blogging or other behaviors displayed over the Internet that are illegal, offensive, or otherwise deemed inappropriate.
- Refusing to allow authorized school personnel to examine electronic devices and the use of same, to ensure adherence to this policy.
- Encrypting communications or files to avoid system security review

LIBRARY

All children visit the library on a class-scheduled basis. Children are allowed to check out books for one week. Students are responsible for loaned books and will be responsible to pay for any lost, or damaged.

LOST AND FOUND

Lost and found articles are to be brought to a designated "lost and found" box. If money is found, it should be brought to the office. Neither money nor valuables should be left in desks. Periodically, the office will clean the "lost and found box" and donate unclaimed items. It is the responsibility of each student to claim lost items in a timely manner. In addition, the school is not responsible for lost, stolen, or damaged property belonging to students, parents, faculty, and staff.

LUNCH

Milk money is collected at the beginning of each *year*. Lunch menus and order forms are issued each month. Failure to submit your order and payment by the date requested will result in your child not receiving lunch for the month.

OBLIGATION TO REPORT

To ensure the safety and well-being of students enrolled at St. Catherine of Siena School, it is the policy of the Roman Catholic Diocese of Manchester to comply with the requirements of RSA 169-C especially C: 29, 20, 31, and NH CODE OF ADMINISTRATIVE RULES ED 510.01, in reporting suspected child abuse and neglect as well as to report bullying. Further, it is our policy to cooperate with NH Division for Children and Youth Services, child protection social workers and law enforcement agencies in the course of investigations into child abuse and neglect as outlined in RSA 169-C. In all instances of a student being interviewed, the principal and/or a faculty member will be present to protect the rights of the student.

Reporting Requirements of Adults under New Hampshire Law: In accordance with New Hampshire law, any adult who has reason to suspect that a minor has been abused or neglected must personally report the suspicions to the Division for Children, Youth and Families ("DCYF") at (800) 894-5533.

Reporting Requirements of Church Personnel: Church personnel who have reason to suspect that a minor has been sexually abused by other church personnel have additional reporting obligations. When the alleged victim is a minor, in addition to reporting to DCYF, church personnel must immediately personally report the suspicion to local law enforcement and to the Delegate for Ministerial Conduct at (603) 669-3100. When the alleged victim no longer is a minor, church personnel must immediately personally report the suspicion to the Delegate for Ministerial Conduct at (603) 669-3100. Church personnel may seek the advice or assistance of their pastor, principal, or supervisor if doing so does not unduly delay the report.

PARENT/SCHOOL COMMUNICATION

It is important to maintain open communication between home and school. If parents and teachers work together, a student can fully benefit from education. It is important that there be agreement in authority between parent and teachers. It is a good policy to withhold judgment on what or who appears to be a problem about a situation until all the facts are received. Problems within the classroom should be addressed first with the teacher; if resolution is not met, the principal should be contacted.

Please note that teachers are not expected to check or respond to emails between the hours of 7:30 a.m. and 2:30 p.m., as students are the first priority. It is not the expectation of the school that teachers respond to email at night or on weekends. It is expected that teachers will respond as promptly as possible.

Parent-Teacher conferences are scheduled during the year as part of the trimester report card process. If, at any time, a parent has questions or concerns about the child's education or discipline, he/she should arrange for a conference with the teacher. In the event that a parent is not satisfied with the meeting and discussion of a problem with the teacher, an appointment may then be made with the principal.

Regular weekly communication between home and school is accomplished by way of the "Wednesday envelope" and the weekly newsletter. Families are also encouraged to visit the St. Catherine of Siena website, Facebook, and Instagram frequently for additional information of programs and events.

PHYSICAL EDUCATION

Students are required to participate weekly in the school's physical education program. For the students to be excused from the program, a written directive from the child's physician is necessary. Parents are asked to send a written request if they wish their child to be excused from gym for any length of time.

PHOTOGRAPHS

Photographs of students may appear on the school web site or in other publications, such as the yearbook. Parents who do not wish their children's photographs to be placed in public media must notify the principal in writing prior to the beginning of the academic year.

PRAYER

Prayer will be said at the following times:

- Before school (said over intercom as a school community)
- Before lunch

- At the end of the school day (said over intercom as a school community)
- Weekly Mass and Rosary attendance
- Liturgical celebrations: Advent, Stations of the Cross, Coronation of Mary, etc.

Students who do not share our Catholic faith must be quiet and respectful during prayer.

PROMOTION AND RETENTION POLICY

A student will be promoted to the next grade based on his/her record of academic achievement, school attendance, and social and emotional maturity. Before a final decision is made to retain a student in the current grade, a conversation between the teacher, principal and guardians will take place.

A recommendation to retain a student will be made by the teacher and the principal and communicated to the parent no later than March 31st. The parent will be invited to a conference with the teacher about the recommendation. The principal has the right to refuse to accept a student back to the school if the child does not meet the criteria for promotion listed above.

REFERRAL PROGRAM – A Great Way to Reduce Tuition!

Referral Program Purpose: The purpose of the referral program is to reward current St. Catherine of Siena School families for increasing and sustaining enrollment at St. Catherine of Siena School.

Referral Tuition Reduction Definition: A tuition reduction of \$500 will be credited to current families of St. Catherine of Siena School who successfully recruits and/or refers a new student to St. Catherine of Siena School. The award will be applied after September 30 of school year. Every family that refers a *child** to enroll in St. Catherine of Siena School will receive \$500 tuition reduction. (Program is based on every child not families, i.e. if a family has three children and they all enroll, the family that refers them will receive a \$1,500 tuition reduction for the school year).

Referral Program Eligibility:

- The referring family must have a currently enrolled student at St. Catherine of Siena School.
- The referred family may not have attended St. Catherine of Siena School in the past three years.
- In order for the referring family to be eligible for the award, they must complete and submit the referral family certificate (attached) to the school office. Certificates will be accepted throughout the year. The certificate is available in the school office or downloaded from our website. Although the referral will be accepted throughout the year, the referring family must complete the referral family certificate prior to the referred family enrolling at St. Catherine of Siena School. Exception may be made for those referred families who clearly identify the family who referred them at their initial contact with the school, and only in that case, the referral certificate may be completed after the referred family makes contact with the school.

- Once a family is referred to St. Catherine of Siena School, a school representative will make contact with the referred family to invite them to an Open House, tour the school, offer an opportunity to shadow in class, or provide additional information about the school. The referring family should continue to promote St. Catherine of Siena School and act as the prospective family's ambassador.

Referral Program Policies:

- The tuition reduction amount and policies will be reviewed by the St. Catherine of Siena School principal, in conjunction with the school finance committee on an annual basis.
- The referral program may be modified or discontinued at any time.

Referral Program Awards: The tuition reduction will be credited by St. Catherine of Siena School's Finance Office after September 30th. If tuition is paid via monthly FACTS program, the finance office will call the referring family to discuss the options for crediting the award. If tuition has already been paid in full prior to the start of the school year, a rebate will be provided.

RELIGIOUS EDUCATION

Catholic doctrine is an integral part of the curriculum and is developed in keeping with the emotional and spiritual development of the child. Lived doctrine permeates every aspect of the life of the school. While St. Catherine of Siena School provides ongoing religious education and catechesis, the celebration of the sacraments takes place in each child's respective parish community. The individual parishes are responsible for all sacramental preparations of children attending our school.

All students are required to participate in all liturgies, classroom prayer, and other aspects of the spiritual life of the school. The teaching of religion is a content subject in which all students must participate. We remain respectful of students' diverse religious backgrounds. However, all students, regardless of their religious affiliation, must meet the religion requirements endorsed by the school.

REN WEB – Student and Family Informational Management System

Ren Web, a FACTS-owned company, helps 4,000 schools manage information, automate administrative processes and improve communications with parents through Ren Web's integrated suite of school management products and services.

Admissions	New Student Inquiry	Group Email Capability
Cafeteria Mgt.	After School Mgt.	Health Mgt.
Library Mgt.	Student Behavior Mgt.	Student Billing
Human Resource	Reporting	Security
Online Gradebook	Attendance	Report Cards
Progress Reports	Transcripts	Parent Web

All parents are required to register with Ren Web.

ACCESSING PARENT WEB

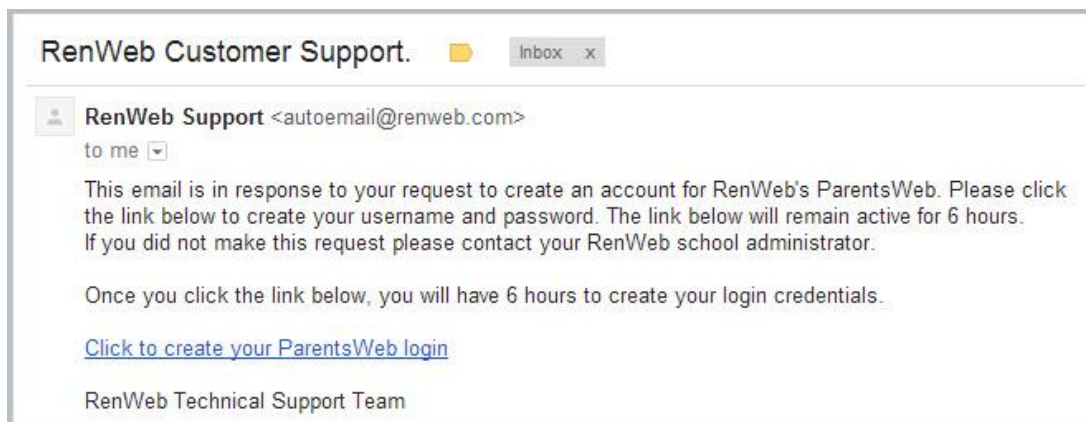
Ren Web School Management Software gives you an opportunity to get more involved in your child's academic progress and future success.

Ren Web's Parent Web is a private and secure parents' portal that will allow parents to view useful school information specific to their children, while protecting their children's information from others. You can also communicate with teachers and other school staff online whenever necessary. All you need is an Internet-capable computer. Ren Web also has an app if you would like to download on your mobile device. The app does have a cost.

Here's how to access our easy-to-use **Ren Web Parent Web**:

- Make sure that the school has your email address in Ren Web.
- In Internet Explorer, Firefox, Chrome or Safari, go to <https://www.renweb.com/rwlogin/ParentsWeb-Login.aspx?District=scs-nh>
- Type the school's **District Code scs-nh**
- Click **Create New Parents Web Account**.

Type your email address and click **Create Account**. An email will be sent which includes a link to create your Parent Web login. The link is active for only 6 hours.



- Select the **Click to Create your Parent Web login** link.
- A web browser displays your **Name** and Ren Web **Person ID**.
- Type a **User Name**, **Password**, and **Confirm** the password.

Change/Create Password				
Name	Person ID	User Name	Password	Confirm
Callie Johnston	11519	<input type="text" value="cjohnston"/>	<input type="password" value="*****"/>	<input type="password" value="*****"/>
<input type="button" value="Save User Name and/or Password"/>				

- Click **Save User Name and/or Password**.
A message displays at the top of the browser, "**User Name/Password successfully updated.**"

User Name/Password successfully updated.

Change/Create Password

Name	Person ID	User Name	Password	Confirm	
Callie Johnston	11519	<input type="text" value="cjohnston"/>	<input type="password" value="*****"/>	<input type="password" value=""/>	<input type="button" value="Save User Name and/or Password"/>

- You may now log in to Parent Web using your new User Name and Password.
- Parent Web allows you to access and modify:
 - Progress reports, reports cards at the end of each trimester
 - School events and lunch calendar
 - Demographic/medical/emergency information for your child
 - Monthly lunch orders for your child (this option will be, as usual, available for one week each month)

REPORT CARD/GRADING POLICY

Parent's participation in the learning process is reflected in the child's educational outcome. Both classroom and home should be environments where learning is fulfilling and rewarding. Our philosophy is that individuals, not subjects, are being taught. Teachers evaluate students according to their ability and effort. Evaluation reflects the student's progress in attaining desired educational goals. The evaluation process is designed to benefit the student and to promote learning. Progress reports are issued approximately halfway through each trimester. Report cards are issued three times throughout the year. Each report indicates achievement for the trimester.

Parent-teacher conferences are schedule in November after progress reports. Parents should read the information on the report card for an understanding of the grading system. All issues pertaining to report card grades should be addressed with the student's teacher, not the Principal. If a parent is not satisfied with the teacher's explanation, then a meeting with the parent, teacher, and Principal may be arranged.

RIGHT TO SEARCH POLICY

All desks, storage cubbies and lockers are the property of St. Catherine of Siena School, not any individual student, and are therefore subject to search at the discretion of school administration and faculty at any time. A request may be made by school administration and faculty to search personal property such as bags, pocketbooks, backpacks, pockets, etc. upon the establishment of reasonable suspicion that items of contraband (including but not limited to alcohol, tobacco, e-cigarettes, any form of drug paraphernalia, or illicit drugs) or any items potentially injurious to the health and safety of students or faculty may be found on the student's person or in their possession.

School personnel have the right to question a student regarding suspicion of possession of alcohol, tobacco, e-cigarettes, any form of drug or tobacco paraphernalia, illicit drugs or any items potentially injurious to the health and safety of students or faculty. Failure to comply with a request to search or answer cooperatively will result in a call to the parent or guardian of the student. The Principal may choose to send the student home immediately in the event of a failure to comply. If the situation is of an emergency nature, St. Catherine of Siena School reserves the right to conduct such searches without prior permission from the student.

STUDENT RECORDS

Educational Records

St. Catherine of Siena School keeps all educational records required by state law. The school complies with the provisions of the Family Educational Rights and Privacy Act (also known as the Buckley Amendment). Parents have a right to inspect the educational records of their children. Upon request, parents may review the records in the presence of the principal or his/her designate. All requests to review records should be made in writing at least forty-eight hours in advance of the review.

Health Records

Health records, as mandated by the state, shall be kept for every student. These records shall be sent to the next school upon the student's transfer.

SOCIAL MEDIA

St. Catherine of Siena School operates school social media accounts. Families and friends of the school are invited to visit and "like" the pages. Students under the required age of these social media sites should not interact with these accounts. As our commitment to child safety is unwavering, we ask parents to refrain from posting pictures of other students without parental approval, nor should the pictures be tagged. If you find something offensive on the page, please notify the office immediately.

The school is not responsible for the monitoring or content of any social media accounts of its students and expects that parents will closely monitor any such account for appropriateness. If the school becomes aware of activity in violation of its policies, the school will make the family aware and may request for corrective action to be taken. Students are never to request to be "friends" or "follow" a teacher or staff member.

SUPERVISION

School hours are from 7:20 a.m. to 2:15 p.m., Monday through Friday. The schoolyard is open to students at 7:20. Students may not be dropped off before teachers report for supervision duty. The school is not legally responsible for students being dropped off in the schoolyard before the teacher reports for supervision duty. At the end of the school day, students are expected to be picked up through the established pick-up routine by 2:20 p.m. Students who are still left at 2:20 will be placed in the After School Program and will be billed accordingly.

TARDINESS

Promptness is a self-discipline promoted at Saint Catherine of Siena School. Parents should reinforce this habit by making sure their children attend school on time each day. A conference with parents will be called for repeated tardiness.

TELEPHONE

Students should not receive telephone calls during school. Families may call at any time during the day, if there is a problem that needs immediate attention. Due to school responsibilities, the teacher or principal may not be able to return the call immediately; therefore, patience in setting appointments or in expecting a return call is requested.

TESTING

Standardized Testing is administered in the spring in accordance with Diocesan Directive. Classroom teachers for grades 2 – 6 will administer these examinations.

TRAFFIC CONTROL

In the interest of safety for all, please do not drive cars into the main schoolyard between the hours of 7:00 A.M. and 2:30 P.M. All drivers are asked to follow the traffic guidelines distributed at the beginning of each year.

TUITION/FEES

A yearly, non-refundable registration fee is due upon registering your child. Promptness is requested for tuition and other fees. Extended Day Program is invoiced weekly; the hot lunch program is paid at the beginning of each month; and milk is paid at the beginning of each school year. We have established the following policies regarding tuition and fees in compliance with Diocesan policy:

F. A. C. T. S. (Fast Automatic Cash Transfer System) is an automatic payment plan that provides you with ease, convenience, and low-cost way to budget your financial obligation for tuition. Equally important, it removes the school from the bill collecting process and allows us to concentrate on the task of educating children.

Please review your FACTS account for the conditions of service. Families have two options in paying for their tuition which are as follows:

Option 1: Pay all tuition and fees in a single payment. Due on or before July 5th.

Option 2: FACTS monthly payment plan. Payments are budgeted over 11 months, beginning in July.

Payments can be made on the 5th or the 20th of the month.

If you are an existing family on FACTS every year your account will be re-enrolled for the next school year. If you are a new family or changing from one-payment to the FACTS monthly plan you will need to set up your FACTS payment plan. Please visit the school's website and click on the FACTS logo to create your account.

The following language is found on the annual Tuition Agreement/Enrollment Contract:

- I/We understand that my/our obligation to pay the fees for the full academic year is unconditional; and that in withdrawing a child from the School, I/We am/are responsible for remaining tuition costs. Tuition and fees paid in advance are not able to be refunded.
- I/We understand that fees or tuition outstanding from a prior academic year must be resolved before re-enrollment.
- I/We understand that completed tuition assistance applications are due by May 1st each year.
- I/We understand we must maintain a current FACTS agreement as directed by Saint Catherine of Siena School and must make all tuition payments through FACTS.
- I/We agree to fulfill all financial obligations by the required due dates.
- I/We agree to support the school's fundraisers.
- Saint Catherine of Siena believes that a positive and constructive working partnership between the School and student's parents (or guardian) is essential to the fulfillment of the School's mission. Therefore, the School reserves the right to discontinue enrollment, withdraw an offer of enrollment or re-enrollment, and place restrictions on my or other family members' involvement or activity at School, on School property, or at School-related events, if the school concludes that the actions of a parent or guardian do not allow for a positive and constructive relationship with the School. The decision of Saint Catherine of Siena School in these matters shall be final.
- I/We understand that the school may terminate enrollment of the student and initiate collection proceedings if an outstanding balance is unpaid or delinquent. I/We understand and agree that I/we will be held responsible for all costs, expenses, and interest at the current legal rate, including but not limited to, attorneys' fees, collection agency fees, and court costs incurred by the school in connection with any proceeding to collect an unpaid balance.
- I agree to promptly reimburse the School for all expenditures incurred by the School as a result of my domestic legal disputes, including, but not limited to: disagreements about my child's education or placement; divorce proceedings; custody proceedings; and/or modifications of custody proceedings. Costs incurred may involve reasonable attorneys' fees/costs to prepare for and/or attend depositions, trials, or hearings; communication with me or my counsel, guardians ad litem, or attorneys ad litem; to respond to subpoenas; to draft letters or motions; and to perform research. Costs include the cost of copying documents, providing records, engaging substitute teachers or temporary employees, computerized research, and travel expense. I agree to reimburse School for such fees/costs within thirty (30) days of School billing me for such expenses.
- I/We understand that in signing this Enrollment Contract for the coming academic year, I/We agree to accept the rules, policies, and regulations of the School, including, but not limited to, the rules concerning payment of tuition and fees.
- I/We agree to allow my child's photograph, image, and voice to be used by the school in the school's publications, promotional materials, website, and by the media covering school events without compensation and without prior notice.

Payment for items such as field trips, extended day program, lunch, activity fees, etc. may be made to the office in cash or check. No refunds are available on payments made to the office.

Checks that do not clear will be assessed a penalty equivalent to the fee assessed to the school **plus \$5**.

FACTS assesses a penalty for insufficient funds and late payments. Late payments on other items (i.e. afterschool program bills) will be assessed a fee of \$5 per week.

VOLUNTEERS

Welcome and thank you for caring about your child's school and sharing in the education of the children at Saint Catherine of Siena School. Please know that the time you spend with us is greatly appreciated.

Volunteers working with our children are required to submit a volunteer application to the office, submit a background form for notarization (the school office has access to a notary), and complete a Safe Environment Workshop online. If you require a different background check form based on residence, please visit the diocesan website.

VOLUNTEER GUIDELINES

Volunteers are asked to consider confidential whatever they may see or hear while on assignment in the school. This would include discussing a student's behavior or progress, with his/her own parents. The staff and the students need to know that they can trust the volunteer.

Students, their parents and the community will view you as representative of the school. They will pay close attention to what you say about staff and the educational programs. Your volunteer experience will enable you to share many positives that the students and staff are doing.

The suggestions and opinions are always welcome. It is the professional staff, however, that are held responsible by law for the decisions that are made regarding the instruction of students and school management. Therefore, volunteers are asked to work under the direct supervision of the school's professional staff.

Ask questions. If you have constructive criticism, tell us. If you are unhappy with a volunteer assignment, please talk to the principal. If you are happy with your assignment and volunteer opportunities, tell others.

Finally, the Superintendent of Catholic Schools and the principal are responsible for the education, safety and well-being of each student. For this reason, the teacher, principal or office staff must dismiss any volunteer whose action and/or words may not be in the best interest of the school or students.

VISITORS

Any person who visits the school, for any reason, during the school day must use the Russell Street entrance and is expected to report to the school office to sign in and obtain a pass before going elsewhere in the building – this includes volunteers for recess and lunch.

ACKNOWLEDGEMENT OF RECEIPT OF PARENT-STUDENT HANDBOOK

(also found on the school website)

The Parent-Student Handbook is an important document intended to help you become acquainted with the School. This Handbook will serve as a guide; it is not the final word in all cases. Individual circumstances may call for individual attention, however, most decisions are made for the common good.

Please read the following statements and sign below to indicate your acknowledgement of the Parent-Student Handbook_which may be found on the school website. Return this signed document to the Principal.

I have received a copy and understand it as my obligation to read the Parent-Student Handbook. I understand that the policies described in the Handbook are subject to change at the School's sole discretion at any time.

I understand that my signature below indicates that I have read and understand the above statements and the online Parent-Student Handbook and its appendices.

This form will remain on record for the school year.

St. Catherine of Siena reserves the right to amend this handbook at any time during the course of the school year. Parents will be promptly notified in writing if changes are made.

Signature

Date

