

St. Catherine of Siena School

**335 N Sycamore Avenue
Rialto, CA 92376**



*Parent/Student
Handbook
2017-2018*

Table of Contents

	PAGE
Welcome.....	4
School Statement of Philosophy.....	4
Mission of the School.....	4
Schoolwide Learning Expectations	5-7
School Pledge.....	8
Educational Goals.....	9
School Personnel.....	10
Daily Schedule.....	11
Minimum Day Schedule.....	12
General Information.....	12
Admission Policies.....	12
Non-Discrimination Policy.....	13
Mid-Year Admission.....	14
Withdrawal Policy.....	14
Financial Policies.....	14
Registration & Tuition.....	15
Student Records.....	15
International Students.....	16
Transfer Students.....	16
Transfer Due to Parental Behavior.....	16
Financial Assistance.....	16
Miscellaneous Fees.....	16
Extended Care.....	17
Non-Parent Pick Up Policy.....	18
Arrival & Departure.....	18
School & Classroom Visits.....	18
Yard Supervision.....	19
Fingerprint Clearances.....	19
Health, Welfare, & Safety.....	20
Conduct	21
Confidentiality	21
Custody Situations.....	21
Damage/Care of Property.....	21
Insurance Information.....	22
Learning Disabilities.....	22
Child Abuse.....	22
Attendance.....	23
Tardiness.....	23
When Not to Send a Child to School.....	23
Absence Policy.....	23
Emergency Procedures.....	24
Emergency Information Forms.....	24

Appointments.....	24
Closed Campus.....	25
Lunch.....	25
Bake Sales.....	25
Room Parents.....	26
Forgotten Items.....	26
Telephone.....	26
Messages.....	26
School Communication.....	27
Meeting/Communicating With Teachers.....	27
Faculty Meetings/Minimum Days/ In-Services.....	27
Educational Curriculum.....	28
Promotion.....	29
Graduation.....	30
Field Trips.....	30
Library.....	31
Technology and Internet Usage.....	31
Pictures/Video Recording.....	31
Extra Curricular Activities.....	31
Homework Policy.....	32
Academic Suspension.....	33
Gradelink.....	34
Awards.....	34
Disciplinary Procedures & Rules.....	34
Merit Card.....	35
Friday School.....	36
Suspension.....	36
Expulsion.....	37
Harassment.....	38
Dress Code.....	38-41
Lost & Found.....	41
Mass & Liturgies.....	41
Administrative & Advisory Boards.....	41
P.T.G.	42
Mandatory Tuition Supplement Requirements.....	42-43
P.I.P Hours.....	44
Grievance Procedure.....	45
Right To Amend.....	45

WELCOME TO ST. CATHERINE OF SIENA SCHOOL

We extend a warm welcome to all the families who have chosen our school as the place to have their child educated. We look to parents, as their child's primary teacher, to communicate their needs to us. We are here to support you. May God bless and guide us both in our task of educating our youth.

St. Catherine of Siena School Staff

SCHOOL HISTORY

St. Catherine of Siena School began its history with the Franciscan Order of Sisters in 1956 with two classrooms. Classrooms and programs were slowly expanded until they reached their current level. In 1984, a Kindergarten program started and an extended daycare program was introduced. By 1992, the school had grown to nine classrooms (one for each grade). Plans for a Preschool program became a reality in January 1999. Three modulars, which house the Mena Library, Computer Lab and Extended Care were added in the summer of 2003. Furthermore, in the summer of 2007 the school underwent a major renovation. The Shea Foundation remodeled the entire school, including playgrounds and the field. Since its inception the school has provided the San Bernardino Vicariate with 60 years of Catholic Education.

STATEMENT OF PHILOSOPHY

We believe that St. Catherine of Siena School is a community of Active Catholic Christians, Life-Long Learners, Leaders, Persons of Global Awareness & Responsible Citizens. We acknowledge parents as the primary educators, and in conjunction with them, guide students to a closer relationship with God as they meet the challenges of an increasingly secular society. We facilitate the spiritual, academics, social, emotional, and physical growth of our young people with the belief that they, in turn, will contribute to the growth of others through the use of their individual gifts.

Students grow in the knowledge of their Catholic faith, in the understanding of their traditions, and in practice of moral values, as they encounter the living God. They grow in their understanding of and appreciation for each other's uniqueness, while participating in Christian service to others, through the St. Catherine of Siena Parish REACH Center.

As Catholics, we see ourselves as one part of God's creation, and students learn that they are caretakers of the earth and its environment. They begin to form nurturing bonds of unity and love with all people and the universe, and become instruments of justice, harmony, and peace.

MISSION OF THE SCHOOL

St. Catherine of Siena School, a ministry of St. Catherine of Siena Parish since 1956, is called to invest in the needs of children academically and spiritually, while embracing their diversity.

St. Catherine's serves all families seeking a quality Catholic education in the Inland Empire. As disciples of Christ, all students preschool through eighth grade, will have a comprehensive academic foundation needed to meet the demands of the 21st century. Towards this end,

St. Catherine of Siena School is committed to the fulfillment of these most precious values: becoming Active Catholic Christians, Life Long Learners, Leaders, Persons of Global Awareness, and Responsible Citizens.

ST. CATHERINE OF SIENA SCHOOL

PROFILE OF A GRADUATE-SCHOOLWIDE LEARNING EXPECTATIONS

PRESCHOOL THRU 2nd GRADE

St. Catherine of Siena School has established Schoolwide Learning Expectations, which state the knowledge, skills, spiritual principles, understandings and values, students should possess upon completing preschool thru second grade.

We expect students at St. Catherine of Siena School to become:

ACTIVE CHRISTIANS

- Practice living out the Gospel Values
 - Showing kindness to others
 - Caring for others
 - Giving to others
- Learn and know prayers

LIFE-LONG LEARNERS

- Clearly express thoughts, feelings, and ideas orally and in writing
- Solve problems
- Complete tasks independently (self-motivated)

LEADERS

- Are good listeners
- Are good decision makers

RESPONSIBLE CITIZENS

- Are responsible for personal actions

- Respect and appreciate the environment
- Are good sports (sportsmanship)

ST. CATHERINE OF SIENA SCHOOL-PROFILE OF A GRADUATE SCHOOLWIDE LEARNING EXPECTATIONS 3RD GRADE THRU 5TH GRADE

St. Catherine of Siena School has established Schoolwide Learning Expectations, which state the knowledge, skills, spiritual principles, understandings and values, students should possess upon completing 3rd thru 5th grades.

We expect students at St. Catherine of Siena School to become:

ACTIVE CATHOLIC CHRISTIANS

- Have knowledge of Catholic teachings and practices
- Practice living as good disciples of Jesus Christ
- Are morally responsible
- Exhibit love of self and neighbor
- Respect life
- Are engaged in their global Catholic community

LIFE-LONG LEARNERS

- Are self-motivated and use study skills effectively
- Challenge themselves academically
- Are able to express themselves orally and in writing
- Are independent and manage time well
- Read for enjoyment and learning
- Are flexible and can adapt quickly to change

LEADERS

- Are good listeners and decision-makers
- Are compassionate community builders
- Exhibit self-confidence and self-control
- Can speak publicly with expression and confidence
- Are aware of their weaknesses and utilize resources to overcome them
- Can express themselves creatively

RESPONSIBLE CITIZENS

- Work cooperatively with others and appreciate diversity
- Make good choices for personal satisfaction
- Are self-disciplined and exhibit good sportsmanship
- Take responsibility for their actions
- Show respect and appreciation for their environment

ST. CATHERINE OF SIENA SCHOOL

PROFILE OF A GRADUATE-SCHOOLWIDE LEARNING EXPECTATIONS

MIDDLE SCHOOL, 6TH GRADE THRU 8TH GRADE

St. Catherine of Siena School has established Schoolwide Learning Expectations, which state the knowledge, skills, spiritual principles, understandings and values, students should possess upon graduation from our school. We expect students at St. Catherine of Siena School to become:

ACTIVE CHRISTIANS

- Know Catholic teachings and practices
- Practice living out Gospel values
- Live morally and responsibly
- Exhibit love of self and neighbor
- Serve the Church, school, and surrounding community
- Show concern for social just issues

LIFE-LONG LEARNERS

- Self-motivate and employ study skills
- Think critically, rationally, and analytically
- Express themselves effectively, both orally and in writing
- Function independently and manage time well
- Read for enjoyment and learning
- Remain flexible and adapt to change

LEADERS

- Are good listeners and decision makers
- Are compassionate community builders
- Exhibit self-confidence and self-control
- Speak in public confidently
- Know and accept their limitations

PERSONS of GLOBAL AWARENESS

- Possess knowledge of different cultures
- Understand and distinguish the rights, responsibilities, and privileges of
Citizenship
- Realize human actions impact the environment

- Accept stewardship for the planet
- Show respect and appreciation for the environment

RESPONSIBLE CITIZENS

- Work cooperatively with others and appreciate diversity
- Are ethical and resourceful
- Practice self-discipline and exhibit good sportsmanship
- Take responsibility for personal actions

St. Catherine of Siena School

Cougar Pledge

We the Cougars of St. Catherine of Siena School pledge to be **Active Christians** who practice living out the Gospel Values

We are self-motivated **Life-Long Learners**, and **Leaders** who are compassionate community builder, good listeners, and decision makers.

We strive to be **Responsible Citizens** who respect and appreciate other and the environment, and take responsibility for our actions.

A cougar I am, a cougar I'll be. I pledge to live out my SLEs.

EDUCATIONAL GOALS

Our aim is to promote individuals who care for their neighbor, are knowledgeable, disciplined, and prepared for changes that life may bring. Religious values and practices are at the root of such development and are thus a priority in our school.

Parents who bring their children to St. Catherine of Siena School should expect that we will:

- maximize their child's opportunity for learning by providing their child with a quality classroom environment,
- provide structure and discipline in their child's classroom,
- teach strong study skills, work habits, and Christian citizenship,
- keep parents apprised of their child's progress through frequent and open communication,
- encourage proper respect for the school facility, its staff, other students, family, and community,
- provide a quality program with liturgies, extra-curricular and special activities that work to enrich a child's life by teaching in ways that best meet each child's needs,
- acknowledge and respect the parent as the primary educator of their child,
- maintain consistent procedures for handling discipline; making students and parents aware of our expectations and procedures, while striving to handle discipline as an aspect of moral guidance and not punishment,
- maintain positive reinforcement systems to encourage desirable behavior and build self-esteem,
- teach students to take pride in their accomplishments and take responsibility for their actions,

- teach children to love learning and provide a solid educational foundation so children can succeed in future educational settings.

St. Catherine of Siena School

School Personnel

San Bernardino Diocesan Administrators

Bishop	Bishop Gerald R. Barnes
Chancellor	Sr. Sara Kane, CSJ
Superintendent	Patricia Vesely
Associate Superintendent	Dr. Austin Conley
Associate Superintendent	Maribel Arguelles

Local Administrators

Pastor	The Very Rev. Richard Casillas
Parochial Vicar	Rev. Jerome Bai
Principal	Mrs. Beverly Winn
Vice-Principal	TBD

Office Staff

Secretary	Mrs. Veronica Flores
Bookkeeper	Mrs. Sally Lambert

Teachers

Preschool Director	Ms. Christine Lofstedt
Preschool Teacher	Mrs. Monica Vasquez
Kindergarten	Ms. Miranda Martinez
Grade 1	Mrs. Amanda Madden
Grade 2	Ms. Catalina Terrazas
Grade 3	Ms. Anna Corlew (Level Coordinator)
Grade 4	Mr. Lewis Calobrisi
Grade 5	Ms. Maranda Jarczewski
Grade 6	Mrs. Salve Banzon
Grade 7	Mr. Thomas Korson
Grade 8	Ms. Angelica Regalado (Level Coordinator)

Instructional Assistants

Mrs. Sabina Ramirez

Extended Care

Morning Supervisor
Afternoon Supervisor

Mrs. Karina Vargas
Ms. Matilde Villa

DAILY SCHEDULE:

7:00 A.M. Extended Care begins
7:30 A.M. Office Opens – Teachers arrive
7:45 A.M. Students may arrive (Teacher yard supervision begins)
7:55 A.M. Bell rings – Classes gather for assembly
8:00 A.M. Assembly begins – Latecomers must report to the 8th Grade Classroom
Students arriving after assembly must report to School Office for written

Tardy/Classroom pass

10:00 A.M. Recess for Grades K – 2 (20 minutes)

10:20 A.M. Recess for Grades 3 – 5 (20 minutes)

10:45 A.M. Recess for Grades 6 – 8 (20 minutes)

Bell rings 5 minutes before recess ends to allow students to get a drink of water, clean-up lunch area, use restroom, and quietly get in line.

NO PLAYING AFTER THE FIRST BELL RINGS.

11:30 A.M. Lunch for Grades K – 2 (45 minutes)

12:00 P.M. Lunch for Grades 3 – 5 (45 minutes)

12:40 P.M. Lunch for Grades 6 – 8 (45 minutes)

Bell rings 5 minutes before lunch ends to allow students to get a drink of water, clean-up lunch area and quietly get in line.

NO PLAYING AFTER THE FIRST BELL RINGS.

1:20 P.M. Afternoon Recess Grades K – 2 (20 minutes)

2:50 P.M. Homework assignments, newsletter distribution, clean-up classroom, etc.

2:55 P.M. Prayers

3:00 P.M. Dismissal directly from the classrooms. **Parents must come to the classroom.**

3:15 P.M. Extended Care begins – Children who have no after school activities and are not picked up by parents or provided transportation will be placed in Extended Care at the regular rate. This includes siblings who do not have after school activities.

Study Hall is available at the same rate as Extended Care. Children **will not** be left unsupervised.

6:00 P.M. Extended Care closes

NOTE:

School wide assembly is held each morning at 8:00 A.M. We encourage parents to stay and join in the prayers. However, it is of utmost importance that parents set a good example for their children during prayers and flag salute. In reverence to the prayer; **please refrain from having conversations** during assembly.

Please **do not** send your child/ren to school before the designated time.
Please **do not** leave your child/ren at school after the designated time.

MINIMUM DAY SCHEDULE

Grades K - 8th: Dismissal at 12:00 Noon – Same recess schedule, no lunch.

GENERAL INFORMATION

School Address:

St. Catherine of Siena School
335 N. Sycamore Ave.
Rialto, CA 92376

School Contact Numbers:

Phone: (909) 875-7821 or 7824
Fax: (909) 875-7948
E-mail: cougars_1956@yahoo.com
Web Site: www.stcatherinerialto.com
Facebook: [st.catherinecougars1956.com](https://www.facebook.com/st.catherinecougars1956.com)

School Office Hours:

7:30 A.M. – 4:00 P.M. Monday – Friday
7:30 A.M. – 2:00 P.M. Minimum Days

Extended Care:

Operates 7:00 A.M. – 6:00 P.M. – Only on days school is in session. It is located in Modular room 11. The last school day before Christmas Vacation, Ash Wednesday, and on the last day of school **no Extended Care is offered**. Minimum days Extended Care hours are 12:15-6 P.M.

ADMISSION POLICIES

Every person, as a child of God, regardless of race, condition, or age, has equal dignity and an inalienable right to an education. Therefore, St. Catherine of Siena School admits students of any sex, race, color, religion, creed, national and ethnic origin to all rights and privileges, programs and activities generally accorded or made available to all students of the school. St. Catherine of Siena School does not discriminate on the basis of sex, race, color, religion, creed, national and ethnic origin in the administration of its educational policies, admissions policies, scholarship programs, and athletic or other administered programs.

To insure proper grade placement, we reserve the right to test new students entering grades K – 8. A basic skills test based on our curriculum will be administered to test readiness and maturity. Appointments may be made over the phone or by visiting the School Office.

The School Administration reserves the right to refuse incoming students whose test scores show a lack of basic skills or maturity required for a particular grade.

A student entering Kindergarten or First Grade **must** be five or six years of age, respectively, on or before **September 1st** of the current school year.

Students are admitted to St. Catherine of Siena School once the following requirements are met: proof of proper immunization as required by state law, valid birth certificate, Baptismal certificate (if applicable), social security card, and most recent report card (if applicable) from previous school. All items must be presented to the school administration by a parent or guardian.

All parents must attend the Parent Orientation Meeting.

Our school supports the rights of all children to participate in the program contingent on the ability of the program to meet the needs of the child, the parents, and the staff. We reserve the right to admit children with special needs for a trial period.

If the accommodations that are available to us do not meet the needs of the student, we reserve the right to re-consider the child's enrollment in the program.

The children of parents who have not completed their financial obligation of the prior year **will not** be accepted back to St. Catherine of Siena School.

Re-registration for returning students and siblings (new students) takes place in February. It is essential for these forms to be returned to the school office no later than the date indicated on the form. This will ensure priority admission prior to open admission for new students in April.

St. Catherine of Siena School administration considers students for acceptance based on the following priorities:

1. Students in Grades Pre – 7 presently attending St. Catherine of Siena School
2. Students whose brother(s) or sister(s) were enrolled during the immediate academic year
3. Students whose parents are registered at and actively supporting St. Catherine of Siena Parish
4. Catholic students whose parents are active and registered parishioners in other Catholic churches that do not have a Catholic school in the parish
5. Catholic students new to the area and transferring from another Catholic School
6. Students who are not Catholic but are willing to participate in the religious instruction program, activities, and liturgies

All NEW students are admitted on academic and conduct probation, so that our school can determine whether we are able to meet the needs of the child. Returning students are always given a priority registration period for each new school year.

Registration at St. Catherine of Siena School indicates a willingness on the part of the parents to actively support the philosophy, goals, and programs of the school. Parents may be asked to withdraw their child from school if they fail to fulfill their responsibilities.

NON-DISCRIMINATION POLICY

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 of this school. Our School does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, athletic programs, or other school administered programs.

Priority will be given to students listed in the “ADMISSION POLICIES” section from above. The administration of St. Catherine of Siena School does, however, reserve the right to refuse registration or re-registration to any student. When it is evident that parents do not support the school’s administration and/or policies, the administration reserves the right to terminate a student’s attendance.

MID-YEAR ADMISSION

Mid-year registration and admission is available on a case by case basis, class size permitting. Tuition will be charged according to the number of calendar months, out of ten, the student will be attending St. Catherine of Siena School. Payment amount and schedule will be arranged at the time of registration and the final payment will be due and payable no later than May 15th.

WITHDRAWAL POLICY

Permanent withdrawal from school is accomplished by submitting a withdrawal form, available at the school office, prior to the student leaving St. Catherine of Siena School. If a student is absent for a consecutive week, with no notification/communication, the student will be dismissed from the school. If the student is leaving in the middle of a semester, teachers and staff will summarize the student’s progress, and insert this information into his/her permanent file for forwarding to the next school of enrollment. Students withdrawing after April 1st are responsible for the tuition of the full school year. After students have withdrawn, the student’s personal belongings will be held in the school office for two weeks.

FINANCIAL POLICIES

St. Catherine of Siena School is a Catholic School and is governed by tuition agreement. Parents of the school who have not met all financial obligations (monetary and service) to the school prior to final registration are not considered registered and will not be accepted for the following school year.

- Payments are due on the 1st or 15th of every month.
- After a five day grace period (5th or 20th of every month), a late fee of \$35.00 will be added to the monthly tuition.
- **All Tuition, P.I.P., Tuition Supplement, and Extended Care must be current at the end of each trimester. Students from families with delinquent accounts may be removed from class and sent home.**
- The school reserves the right to contract with a third party company for tuition collection.
- Accounts delinquent over 30 days are subject to collections agency referral.

- **If the school is outsourcing tuition collection, please refer to that company’s tuition collection policies. Those policies will override the first two bullets under the Financial Policies section. St. Catherine of Siena School uses the FACTS Tuition Management Payment Service.**

REGISTRATION AND TUITION

It is of utmost importance that parents support the school, especially in regard to prompt payment of tuition and fees.

All registration is handled through Gradelink.com, for preschool through eighth grade.

REGISTRATION FEES ARE NON-REFUNDABLE

TUITION IS NON-REFUNDABLE FOR ANY PORTION OF THE MONTH THAT HAS BEEN ATTENDED. REGISTRATION FEES ARE **\$250.00** PER STUDENT FROM FEBRUARY THROUGH MARCH, **\$300.00** PER STUDENT IN APRIL, AND **\$350.00** PER STUDENT MAY THROUGH AUGUST. **IF RETURNING STUDENTS HAVE NOT REGISTERED BEFORE SCHOOL BEGINS, THE REGISTRATION FEE IS \$400.00, ON THE FIRST DAY OF SCHOOL.**

Registration fees cover but are not limited to the following items: Diocesan student tax, student insurance, standardized testing and scoring, textbooks, workbooks, Gradelink, IRIS alert system, classroom fees, and yearbooks.

Tuition is based on an annual family rate. It can be paid in full, no later than July 1st or upon mid-year registration, for a **5% discount**. Tuition is due and payable on the 1st or 15th of the month, beginning in June for 12 month plans, July for 11 month plans, and August for 10 month plans. **Families receiving tuition assistance are automatically placed on the 12 month payment plan.** All plans end in May. If the amount is not paid by the due date, a \$35.00 late fee will be added. (Please see Financial Policies section of this Handbook for non-payment of account). Please contact FACTS Tuition Management or the Financial Committee for all financial concerns. Returned checks are subject to a \$35.00 bank fee. All fees must be paid by May 20th if students are going to participate in the end of year activities including school carnival, field trips, graduation (8th), and promotion ceremonies (preschool, kindergarten, and fifth grade). ***Delinquent accounts will be sent to collections.***

If the school is outsourcing tuition collection, please refer to that company’s tuition collection policies. St. Catherine of Siena School uses FACTS Tuition Management.

NOTE: ***The school reserves the right to require full tuition, if a family was continuously past due in support from the year prior. Parents will be notified of any changes made.*** There is a separate charge for Extended Care, if plan C is chosen, which is due upon receipt of statement.

STUDENT RECORDS

The student's parent/s or legal guardian/s has the right to inspect a student's records in the presence of the Principal or his/her delegate. A transcript of a student's records ordinarily includes only the scholastic record, some directory information, and the student's permanent health record. When a student transfers to another school, the transcript is sent by the former school, upon receipt of the proper request. This request is made in writing and is signed by parent/legal guardian. Transcripts are mailed to the school, **never** given to students or parents for delivery.

INTERNATIONAL STUDENTS

Our school does accept, based on space availability, students from other countries in foreign exchange programs. The hosting agency must complete an I-20 packet of forms, pay an International Registration Fee along with the usual Registration Fee, and complete all other forms and paperwork required for registration into our school. Additional information may be obtained by contacting the school principal.

TRANSFER STUDENTS

Students seeking mid-year admission to St. Catherine of Siena School will be admitted on a probationary basis for whatever length of time deemed necessary. A student's reason for wishing to transfer will be asked in an interview with the school principal. During the probation period the student must give evidence of successful progress both in school work and general behavior.

TRANSFER DUE TO PARENTAL BEHAVIOR

The education of a student is a partnership between parents and the school. Just as parents have the right to withdraw a child, the administration reserves the right to require the withdrawal/dismissal of a student, if it is determined that the partnership is broken. This may occur when parents have been persistently and overtly uncooperative with school personnel, policies, regulations, programs, or have interfered in matters of school administration or discipline.

FINANCIAL ASSISTANCE

A family experiencing financial difficulty may apply for diocesan assistance through the Catholic School Endowment Fund. Documents to provide financial status will be requested along with the application. You may pick up the applications in the school office in early January. The Endowment Fund scholarships will apply to the upcoming school year.

MISCELLANEOUS FEES

Inland Catholic Schools League (I.C.S.L.) Fee	\$65 minimum per athlete, per sport (due prior to first practice)
Graduation Fee	\$125 per 8 th grade student, billed September 1.
Tuition Late Fee	\$35 on the 6 th and 21 st day of non-payment.
Extended Care Late Fee	\$35 after the 10 th of each month
Returned Checks	\$35 per check
P.I.P. Service Hours	\$25 per hour for hours not worked – due at the end of each

	Trimester (Plans B & C)
Sacramental Prep Fee	\$50 per student (due prior to first sacramental prep class)
Decathlon Fee	\$60 per decathlete
Technology Fee	\$25 per student K-5, \$200 per student 6-8 grades
FACTS Tuition	\$50 per family per school year
Friday Detention	\$25 per student (late fee of \$5)
Tardy Fee	\$ 5 per student, per tardy

School supplies and food donations for class parties as requested by classroom teachers are separate from classroom fees.

EXTENDED CARE

Extended Care is offered every day school is in session for \$4.00 an hour. The students have structured play time, snack, and homework time. Our Extended Care Program is in line with diocesan guidelines. Extended Care supervisors are not teachers and are not required to help the students with assignments. Study Hall is provided to students on Monday, Tuesday, and Thursday. Children may get assistance with their assignments during that time. The following policies apply:

1. Billing for the Extended Care Program will be separate from tuition billing and must be paid separately, unless arrangements have been made for the monthly rate.
2. **For the safety of your child**, students who arrive on campus before 7:45 A.M. must sign into Extended Care. Students who do not check into Extended Care will be billed \$5.00.
3. Students who remain on campus beyond 3:15 P.M. on regular days and 12:15 P.M. on minimum days, but not engaged in a school sponsored activity, are considered Extended Care Program participants and must report to the Program Supervisor. Parents will be billed for time spent in Extended Day Care.
4. If students are on school grounds after leaving an extra-curricular activity, they must go to the Extended Care room and sign-in. Due to safety reasons, students may NOT wait for a ride unsupervised.
5. Parents must sign their children into and out of Extended Care each day, or assume responsibility for the time indicated by the staff.
6. The Extended Care Program follows the regular school year calendar. On the days that the school is closed, there is no Extended Care available. On minimum days Extended Care is available until 6:00 P.M.
7. The children are expected to be cooperative with the Extended Care Staff. The standards established at school regarding citizenship and behavior will be followed in the Extended Care Program. Failure to follow such standards may result in a denial of service.
8. No child may be left unsupervised on the school grounds before or after school hours. Parents working around or in the school after hours are asked to monitor their children.

There is no registration fee to join the Extended Care Program. Students must sign-in on any given day and will be billed at an hourly rate. The Extended Care Program has a list of program rules. Those rules are available from the Program Supervisor. One Important Note: Parents must call Extended Care, (909) 875-7821 ext. 383 when someone other than a parent will be picking up a student from Extended Care. The person picking up the child/ren must be on the Emergency Form or have written permission from

parent given in advance, must be 18 years of age, and should be prepared to show photo identification. Parents should also make every effort to contact Extended Care if they are going to be late.

Check In & Check Out Policy

Parents are required to check their child/ren in and out with an Extended Care supervisor. This is a safety precaution and failure to follow this rule could result in your family being asked to find other Extended Care services.

NON-PARENT PICK UP POLICY

If someone other than the child's parents or legal guardians will be picking up the child from the classroom, that person (18 years of age or older) must have a valid California ID and his/her name must be on the emergency form. Individuals not on the Emergency Form coming to pick up students must have an original hand written letter from the parent/legal guardian, with a phone number so that verbal verification may also be given.

All children arriving before 7:45 A.M. **must** go to the Extended Care room and be charged the regular Extended Care fee. Any student not picked up by 3:15 P.M., and not in sports, will be taken to the Extended Care room and be charged. A late fee of \$1.00 per minute will be charged for **each** child picked up after 6 P.M.

Children who walk, ride, or take the bus home must have the special authorization form signed by their parent before they will be allowed to leave the campus. The form is available in the school office.

In order to maintain the safety of our students, no child may be left unsupervised on campus before or after school hours. **Students found wandering around the campus unsupervised will be sent to Extended Care.**

ARRIVAL AND DEPARTURE

- Drivers of cars are to enter the south parking lot entrance, from Sycamore Avenue.
- Students are to be dropped off and picked up in the designated area. **Parents should pull up along the curb in front of the church hall. This will avoid congestion in the parking lot and will allow students to walk safely along the curb.**
- Students should exit from the right side of the car.
- Parents/carpool drivers may park cars in the designated areas, but both parent/driver and child must cross the pickup/drop-off lane of moving traffic together, cautiously.
- Students are not allowed to meet their parents outside the dismissal area.
- Double parking to wait for children is against traffic laws and is not allowed.
- Students **must never** be dropped off or picked up in the back alley.

SCHOOL AND CLASSROOM VISITS

ALL VISITORS TO THE SCHOOL – PARENTS, RELATIVES, AND FRIENDS – ARE REQUIRED TO SIGN IN AND SIGN OUT AT THE SCHOOL OFFICE. THIS INCLUDES PARENTS WHO COME

TO SCHOOL DURING SCHOOL TIME TO WORK SERVICE HOURS. **CLASSROOM VISITS DURING TEACHING TIME, INCLUDING PHYSICAL EDUCATION, ARE NOT ALLOWED.** ALL VISITORS MUST CHECK-IN AT THE OFFICE. PARENTS MUST NOT GO STRAIGHT TO THE CLASSROOM, WITHOUT CHECKING IN AT THE OFFICE. VOLUNTEERS MUST ALSO HAVE BACKGROUND CLEARANCE AND HAVE TAKEN THE VIRTUS COURSE ONLINE. BADGES MUST REMAIN VISIBLE FOR THE DURATION OF THE VISIT.

YARD SUPERVISION

Teachers and or Extended Care supervisors, supervise the school yard from 7:45 A.M. until assembly and after school until 3:15 P.M. Recess and lunch times are supervised by the yard supervisors with the help of volunteers.

Many parents use volunteer yard duty as a project to earn their P.I.P. hours (see section P.I.P. hours in handbook). Parents must understand that if they have volunteered for yard duty they must meet their commitment and attend when scheduled. Yard duty is important and affects the safety of the children.

Volunteers scheduled for yard duty must sign in at the office for the beginning and sign out at the end of each shift. They must remain on the school yard, supervising the children until the teachers return for their class.

Parents helping are to be respected as teachers. They have the authority to insist on appropriate behavior from all students. The principal will take necessary actions towards students who do not comply.

ALL volunteers are required to complete the VIRTUS and Screening One Background Check, as mandated by the Diocese of San Bernardino. (See Child Abuse Section) **Volunteers may not bring children (infants, toddlers, children who do not attend St. Catherine of Siena School, St. Catherine students who have already been signed out, or students who are sick for the day) on campus while they are volunteering.**

BACKGROUND CLEARANCE

ALL parent volunteers who plan to work in school or around students **MUST** have a Screening One background clearance completed through the Diocese of San Bernardino, which is site specific to our school and program. Additionally, each parent must complete online the VIRTUS/Respect Whom God Has Made Certificate, prior to working with students. Screening One **MUST** be completed, at the parent's expense, and be cleared prior to volunteering at school. **NO EXCEPTIONS.** Online courses must be renewed every five years.

Parents and relatives of students are all subject to this rule. A record is maintained in the school office of those who have completed the requirements for volunteering and are **at least 18 years of age.** Visitors must sign in to the office to receive a visitor's pass. Staff members are given a St. Catherine of Siena School badge or I.D. card to indicate they are permitted on campus. Visitors must sign in every time they come on campus to volunteer.

HEALTH, WELFARE, AND SAFETY

Health Screening Certificate

Health forms (medical and dental) must be completed for every child in school. This form is distributed to new students as part of registration. Returning student forms for Grades 4 & 7 are to be updated in September.

California Law requires specific health screening procedures for all children entering school for the first time.

1. Each child within **30 days of acceptance**, not entrance, into St. Catherine of Siena School is to present a health screening certificate (Report of Health Examination for School Entry Form PM 171A) documenting that the appropriate health screening service was completed within an 18 month period. This includes a California Immunization Record and proof of a Medical and Dental Exam. Students must also undergo a Physical Examination in 4th and 7th grade.
2. If a child's parent(s) or guardian(s) presents a signed waiver indicating that health screening services were unable to be obtained, the reasons must be stated in writing on the waiver, form PM171B.

Medication

No medication, prescription or otherwise, may be administered to any student at any time unless the school is provided with the following:

1. A signed, dated statement from the physician with...
 - Name of medication
 - Specific dosage and time of ingestion.
2. Medication must be sent in original container with pharmacy label.

Special forms are available from the school office to allow us to supervise students as they take prescribed medication. Students who suffer from Asthma must have their inhaler in the school office, **NOT** their backpacks or lunch boxes. **Expired medications will not be administered.**

All medications (prescription & over the counter) **MUST** be sent to the office. Teachers cannot administer medication in the classroom. **PLEASE DO NOT PUT LOOSE TABLETS IN CHILDREN'S LUNCH BOXES.**

The school administration must be informed if your child is under the medical care of a physician, psychiatrist, or therapist. This allows us to monitor student behavior and interactions for the safety of all students. All medical conditions are considered confidential.

COMPLAINTS AND THE PRINCIPLE OF SUBSIDIARITY

Complaints should be handled at the lowest possible level. Persons with concerns about a teacher should first attempt to address that concern with the teacher. Only after such attempts have failed, should administrators be contacted. The Pastor/Pastoral Coordinator is the chief administrator of the school.

CONDUCT

Respect for the dignity of all and courtesy should be shown at all times. We expect students and parents to conduct themselves in a proper and courteous manner when attending assemblies, games, social and other gatherings. At no time will booing, excessive and loud whistling or improper yelling be tolerated. Students must understand that **ALL TEACHERS, AIDES, EXTENDED CARE STAFF, AND YARD SUPERVISORS HAVE JURISDICTION OVER ANY STUDENT**, regardless of age or grade, in the general disciplinary rules of the school. A student is a St. Catherine of Siena School student at all times. A student who engages in conduct, **whether inside or outside of school**, that is detrimental to the reputation of the school, may be disciplined by school administration.

CONFIDENTIALITY

Any teacher, staff member, or parent volunteer, when acting as a school representative, is expected to keep any and all information strictly confidential. Breach of this policy is a serious matter. Teachers may keep confidences unless health, life, or safety is in jeopardy. This applies to journal writing as well as conversations. Staff members will report such confidences to school administration.

CUSTODY SITUATIONS

Parents are required to provide the school with accurate and current custodial information for each student's file. Non-custodial parents do have rights as the school abides by the provisions of the Buckley Amendment with respect to parental rights. Our school will provide the non-custodial parent with access to academic records and other information regarding their child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide our school with a court-certified copy of the court orders. The school may not be used by a non-custodial parent/guardian for the exercise of visitation rights.

DAMAGE/CARE OF PROPERTY

Students are expected to respect all school property. The cost of the damage to school property by students using the school facilities is to be assumed in whole or in part by the parents of the student(s) responsible for the destruction. The amount to cover damage is determined by the Principal.

Students are expected to keep **ALL BOOKS** covered neatly, by using book covers. Duct tape is not allowed to be used as a book cover. Students may be fined for uncovered books. Graffiti is not allowed on covers. Each child is responsible for the set of textbooks assigned to him/her. If they write in a textbook or deface it in any way, they will be expected to pay for its replacement value before the end of the year. The school will not assume liability for the damage or loss of items that are not allowed at school, for example: make-up, jewelry, toys, cell phones, or any electronic equipment. **The school is not responsible for damage done by another student to sports equipment, eyeglasses, book bags, clothing, etc.**

INSURANCE INFORMATION

The Diocese of San Bernardino requires student insurance for all students. A fee for insurance is included in the initial registration fee. If a student is injured, please request an insurance form from the school office within five days. Injuries received during school-supervised activities, as well as an hour before and an hour after school, or while going to and from school are covered within the limits of the policy. **THE SCHOOL INSURANCE PROGRAM IS A SECONDARY CARRIER.**

LEARNING DISABILITIES

Students with learning disabilities may be accepted to our school, based on the nature and extent of the disability, and the school's ability to meet the child's needs. Students are recommended to the local school district for testing and then a determination is made by the principal and teacher whether or not our school can meet the student's needs.

CHILD ABUSE

Section 11166 of the Penal Code requires any child care custodian, or school employee who has knowledge of, or observes a child in his/her professional capacity or within the scope of his/her employment, whom he/she knows or reasonably suspects has been the victim of child abuse (mental, physical, or sexual), to report the known or suspected instance of child abuse to a child protective agency as soon as is practically possible by telephone, and to prepare and send a written report thereof within 36 hours, concerning the incident.

ANY SCHOOL EMPLOYEE WHO SUSPECTS THAT A STUDENT'S PHYSICAL, MENTAL, OR SEXUAL HEALTH OR WELFARE IS BEING ADVERSELY AFFECTED BY ABUSE SHALL REPORT TO THE CHILD PROTECTIVE SERVICES OR THE LOCAL LAW ENFORCEMENT AGENCY.

It is not the responsibility of the school employee to prove that the student has been abused or neglected. Neither shall the school employee contact the child/children's family to determine the cause of the suspected abuse or neglect. Failure to report to the proper authorities may result in a misdemeanor charge punishable by fine or imprisonment (California Penal Code).

The Diocese of San Bernardino mandates that every faculty and staff member, as well as each volunteer, must submit completed Live Scan fingerprint forms or Screening One background check, attend the Safe Environment training sessions, and complete Mandated Reporting courses (VIRTUS) to the school office.

Neglect

There are several forms of neglect which could result in notification of Child Protective Services.

- repeated instances of no snack or lunch
- poor hygiene (lack of bathing, brushing teeth)
- unwashed or unkempt clothing
- lacking of basic supplies needed for student's learning (glasses)

ATTENDANCE

Regular school attendance is an important part of our program. We strongly recommend that all vacations and pleasure trips be scheduled during school vacation days and **NOT** during school days. Tardies affect student's performance and grades as they miss valuable classroom time. Students who are tardy are subject to a loss of merits. **Athletes who are absent on a Friday may not participate in that weekend's games. Exceptions will be made for family deaths and funerals.**

TARDINESS

It is the responsibility of every parent or guardian to ensure that their child/children arrive at school on time. Students who are not in line for assembly when the bell rings (8 A.M.) are TARDY. Should there be a tardy after morning assembly has begun; students are to sign in at the designated tardy area (8th grade classroom). If a student arrives after assembly is finished, he/she must report to the school office and obtain an admission slip to be admitted to class. Students will lose one merit per tardy. Students who do not report to the designated tardy area or check into the office after assembly will lose an additional merit. Every three unexcused tardies (a half an hour or more) will count as one unexcused absence.

A child who is late will receive no credit for classwork missed. Tardiness could result in a failing grade in that subject if tardiness is habitual. The principal may request a conference with individual parents on this matter. Students who are tardy are subject to a loss of merits and/or late fees.

Students arriving at 8:30 AM or later will be assessed a \$5 Tardy fee, for each tardy. Doctor appointments are excluded, with the proper documentation.

WHEN NOT TO SEND A CHILD TO SCHOOL

Many children come to school when they are not feeling well, thus school work cannot be accomplished. If your child is not well enough to be outside at recess or lunch to play, then he/she does not belong in school. Students who exhibit chronic coughing, sneezing or runny nose, high temperature or fever, and/or vomiting will be sent home.

If your child has/had Head Lice, he or she must be thoroughly rid of the lice to return to school. **NO EXCEPTIONS**

ABSENCE POLICY

Parents are to call the office before 9:00 A.M. and give the reason for the child's absence on the first day the child misses school. **When a child is absent, a written notice must be brought in regarding the reason for the absence, including family deaths/funerals, on the day he/she returns to school.** This written notice must be brought in, even if telephoned notification was given. If a student arrives in the classroom without it, he/she will be asked to call a parent at home or work so that they may be reminded to send a note the next day or by the end of the school day.

- If a student is absent for three or more days, a Doctor's note is required.
- If a student is absent 13 or more days during a trimester, **with a doctor's excuse**, no report card grades are given. Any exceptions are left to the discretion of the principal and the teacher, and are dependent upon the reason for the absence.
- Students who are absent 13 or more days per trimester, **without a doctor's excuse** or other comparable professional excuse, may be asked to withdraw from the school, receive a failing grade in the affected classes, or be retained. The final decision is made by the principal and teacher.
- Absent work may be requested from the teacher at the end of the school day (beginning the day of the absence). If work is requested it is due upon the student's return.
- **Athletes who are absent on a Friday may not participate in that weekend's games.**

EMERGENCY PROCEDURES – FIRE, EARTHQUAKE, AND INTRUDER LOCK-DOWN

The school maintains a separate notebook, which details all emergency procedures. Each classroom has a copy of this notebook, and teachers and staff receive in-service training annually concerning the emergency procedures for our school. We conduct periodic drills and inspections to ensure the safety of all students. Details of these policies can be obtained from the office. Assembly Areas to which students are brought in case of an emergency are located just south of the school building (Assembly Area #1) on the basketball court and east of the modulars (Assembly Area #2) in the field. In certain cases, parents may be called to pick-up their child early from school. In accordance with schoolwide emergency procedures, students evacuated to an Assembly Area must be signed out by a parent/guardian or any other adult designated on the emergency information form.

EMERGENCY INFORMATION FORMS

Emergency Information forms for each family must be filled out during registration and by the first week of the academic year. If a child becomes ill or is injured at school, it is necessary to be able to contact either parent or those designated on the emergency form. **For the safety of your child (ren), parents must keep their emergency contact information accurate and current.** Please notify the school office of any changes in address, telephone numbers, or other emergency information.

Earthquake supply bags/kits are due the first day of school. No liquids, perishable items, or peanuts may be included in the earthquake supply bags/kits. Granola bars, beef jerky, dried fruits, raisins, crackers, etc. are recommended for the supply bag. Students who do not bring in an emergency supply bag by the designated date will be billed \$20.00 to their account and an emergency bag will be provided by the school. **DO NOT INCLUDE LIQUIDS.**

APPOINTMENTS

Early dismissal for medical or dental appointments will be granted when a request is made by parent(s). It is urged that you keep these requests to a minimum and, if possible, make arrangements for medical and dental care after school or during vacations.

Notices for medical and dental appointments are to be sent to the school office or teacher the morning of the appointment. Parents are required to check into the office and sign their child out for the planned appointment. The child is considered absent regardless of a note from the doctor's office. The note, stating the date and the time the child was seen, is for documentation by the office.

CLOSED CAMPUS

Students are not allowed to leave the school premises once they have arrived at school. This applies to recess and lunch periods, in particular. Parents must sign their student(s) out of the office if they wish to take them off campus for lunch. If a student goes home for lunch every day or is required to walk home after dismissal, a signed Annual Authorization for Non-Adult Pick-up at dismissal form must be presented to the office at the beginning of the school year. If a child is to go home for lunch occasionally, a note to that effect must be given to the teacher each time the child will be going home. Permission will not be granted again if the child returns late.

LUNCH

Hot Lunch Programs

A hot lunch program is available at school, and may be purchased on a monthly basis only. Hot lunch is provided through an outside vendor (Good Eating Catering). The monthly lunch must be paid for in the school office, and all order forms will be sent to the vendor. Students may receive a credit for hot lunch not received due to an emergency. It is the parents' responsibility to contact Good Eating Catering to discuss any hot lunch concerns, including cancelling hot lunch. Good Eating Catering can be reached at (909) 238-1114. Monthly lunch menus are posted in the classrooms, in the school office, on the school bulletin board, and are sent home in the Family Envelope. **Hot lunch cannot be ordered on a day to day basis. Daily hot lunch orders are not available.**

Bag Lunch

We ask that all foods be prepared, in child size portions, cut up/sliced/peeled/ and in non-breakable containers for easy and safe eating. We **CANNOT** heat up or refrigerate any lunch items.

BAKE SALES

Each year classrooms are responsible for bake sales. The teacher, with the assistance of the room parents, is responsible for planning these bake sales. Bake sales are held on Fridays. A snack and lunch menu is provided for purchase.

P.I.P hours or tuition supplement will be given only for food donations and for parents who have worked. Parents must sign in to the office and have P.I.P. slips signed within a week of the bake sale worked. No P.I.P. hours or tuition supplement credit will be given for raffle prizes.

Any funds raised by items sold on the school or church grounds (in the school's name) MUST be turned into the school office. All items that are donated for a bake sale, becomes school property.

Volunteers may not bring children (infants, toddlers, children who do not attend St. Catherine of Siena School, St. Catherine students who have already been signed out, or students who are sick for the day) on campus while they are volunteering.

ROOM PARENTS

Each classroom needs two room parents. These parents will assist and coordinate bake and food sales and class parties with the teacher. Before volunteering to become a room parent please make sure that you can meet all classroom events/obligations. **Teachers have the right to make all final decisions concerning their classroom.**

Within the first week of the school year, after assembly, a MANDATORY meeting for all assigned room parents will be held in the school library.

FORGOTTEN ITEMS: LUNCHES, BOOKS, UNIFORMS, ETC.

Please deliver all forgotten items, labeled with the student's name and grade, to the office. **DO NOT** wait in the car or by the gate for your child to get it from you. Classes are not to be disturbed at any time. Students will not be allowed to use the phone to call home for missing assignments, books, projects, etc. Students who do not have a lunch at the beginning of the lunch period will wait fifteen minutes with their class in the designated lunch area. After fifteen minutes, a parent/guardian will be called and a student will be issued an emergency lunch from the office and the family account will be billed \$5.00.

TELEPHONE

Phone calls are allowed only in an emergency. Students may use the school phone for short, local calls to parents/guardians only after receiving permission from the teacher, the secretary, or the principal.

Phone calls cannot be made to make social plans or ask permission to change daily transportation. Arrangements must be made at home.

Students are not called to the phone during class periods, but in case of an emergency the secretary will take the message and relay it to the student.

Cell Phones

Students may have cell phones in their backpacks for **emergency purposes only**. The cell phone must be turned off at all times or it will be confiscated. **Students may not use their cell phones at school (before or after), however, they may be used on field trips, for photographs.** The school will not be responsible for missing or misplaced phones. Cell phones that ring and/or vibrate during class instruction, or are used on campus will be confiscated and the owner and/or user of the phone will be suspended for the remainder of the day and the next school day. The second offense will result in a 3-day suspension. A 5-day

suspension will be assigned for a third offense. Any further offenses may result in expulsion. Students suspended for cell phone use will also receive an F on their merit card. If an athlete is suspended on Friday because of a cell phone he/she may not attend games held during the weekend.

MESSAGES

Please do not attempt to personally confer with teachers or children during school hours (7:45 A.M.-3:15 P.M.). If an emergency arises, contact the office, and the secretary will assist you.

SCHOOL COMMUNICATION

Our school communicates important information by way of a schoolwide weekly newsletter (Cougar Chronicles). This newsletter is available via the school website. Additional information is sent home in a family (white) envelope every Wednesday with students (oldest child in the family). Parents receive updates of current events, on the monthly calendar. Please make an effort to access the Cougar Chronicles, via the website. Hard copies are available, upon request, in the school office.

Wednesday Family Envelope

Every time the Family Envelope is not returned, a new envelope will be provided and a \$5.00 replacement fee will be billed to the account. Students who do not return the Family Envelope will lose a merit for failing to do so. **Envelopes are due to the classroom teacher first thing Thursday morning.**

Immediate Response Information System (IRIS)

Our school also has an automated alert system called IRIS. IRIS alerts will be sent out in the event of a schoolwide emergency, but are also utilized to send out reminders and notices. Messages go out via phone and email. **Please make sure to keep your phone number and email address current and accurate.**

MEETING/COMMUNICATING WITH TEACHERS

Parents should go to or call the office to make arrangements to meet with the teacher unless the teacher has specifically set up an appointment. Please do not attempt to conference with the teachers when they are supervising students. You may send a note with your child, leave a message in the office, or send them an email. **Parents need to make every effort to meet or conference with classroom teachers prior to meeting or conferencing with the school principal.**

Teachers may be reached through their communicative tool of choice, Remind, Classroom Messenger, Bloomz, and Class Dojo.

FACULTY MEETINGS / MINIMUM DAY / INSERVICE

Faculty in-service meetings are scheduled once each week for the purpose of professional growth, implementation of policies and facility regulations, and improvement of the instructional program. The after school meetings are held on minimum days, usually the first Friday of each month and every Wednesday after school.

Throughout the school year, the staff is required to attend both local and diocesan in-service meetings. These in-service meetings, as well as the school schedule for those days, are published in the yearly and monthly calendars and in the weekly newsletters.

EDUCATIONAL CURRICULUM

Academic Accreditation

St. Catherine of Siena School is accredited through the Accrediting Commission for Elementary Schools of the Western Catholic Educational Association and the Western Association of Schools and Colleges. (WCEA/WASC)

Academic Program

A concerted effort is made by all teachers to integrate content and skill in all areas of curriculum. Varieties of teaching methods and learning activities are used to effectively address the learning styles and needs of our students. Only the state recommended and diocesan approved textbooks are used with definite consideration as to suitability and consistency of the subject matter.

All core curriculum is covered in all classes and at all grade levels. This includes but is not limited to:

- Religion
- Language Arts
- Mathematics
- Science
- Social Studies
- Physical Education
- Foreign Language (Middle School)
- Technology
- Art

Our entire academic curriculum is developed for effective student learning and incorporates Catholic Christian beliefs and values.

Family Life Program

“...in order to respond to the obligations of educators set forth in Church documents, each school in the Diocese of San Bernardino shall provide a course of instruction in family life for parents and their children which includes positive and prudent education in sexuality. This course of instruction will be implemented and carried out in accordance with official diocesan guidelines formulated in the Office of Catholic Schools.”

APPROVED:	DIOCESAN SCHOOL BOARD
DATE:	FEBRUARY, 1989
SECTION:	6225

St. Catherine of Siena School is in compliance with Diocesan Guidelines and includes students in grades first through eighth in the program.

The themes encompass:

1. Family living
 - Personal growth and self-understanding
 - Respect for yourself and life
 - Christian sexuality
 - Christian social living

Testing

The Renaissance STAR Early Literacy, STAR Math, and STAR Reading Assessments will be administered three times during the school year. The results are used to help teachers in assessing the needs of the students and class for the year. Parents receive a copy of the results. There are no make-up tests for students who are absent on testing dates. This is done in order to preserve the security and accuracy of standardized testing.

Other classroom tests are administered weekly or as needed to ensure maximum personal growth for each student and to help evaluate the instructional program.

Progress Reports

Progress Reports issued in the first and second trimesters are solely for the purpose of keeping parents up to date about conduct and behavior that would affect the child's performance. Retention letters are sent out to parents of students in danger of repeating a grade, in lieu of progress reports in the third trimester. Parents are encouraged to contact the teacher if remarks differ drastically. Parents should use these reports as tools to work closer with their children. Weekly reports are issued upon request. Use of www.gradelink.com is encouraged to monitor your child's grades and homework assignments. (See Gradelink section)

Report Cards by Trimester

Report cards are issued 3 times during the school year.

- November - First Report Card
- March - Second Report Card
- June – Final Report Card

PROMOTION

Elementary school students (K – 5th) are promoted when they have attained the minimum knowledge specified in the school curriculum for a particular grade or when they have satisfactorily achieved the objectives of an adapted program agreed upon by school and parents.

Middle school students (6th – 8th) are promoted based on attainment of the minimum knowledge specified in the school curriculum for obtaining specified units of credit.

Students with excessive absences (one third of current school days) may be retained at the current grade level for the following school year.

The day of the preschool, kindergarten, and eighth grade promotion/graduation ceremonies is the **LAST DAY OF SCHOOL** for these students.

GRADUATION

Diplomas are issued to students with the understanding that they have successfully completed the course of studies as mandated by the Diocese of San Bernardino. No student will receive a diploma of graduation unless the required course of studies have been completed with a cumulative average no lower than 69% in all core subjects. Other students may receive a Certificate of Attendance at St. Catherine of Siena School.

Seventh Grade Honor Guard

It is mandatory for Seventh Graders to attend the Eighth Grade Graduation to serve as Honor Guards and help with the reception. Students will be given a Religion grade for participation. Students who fail to attend will not be able to make up this assignment or attend the end of the year field trip.

FIELD TRIPS

- We believe there is educational value in visiting places of interest in our area. Field trips offer children the opportunity to learn first-hand experiences. **Field trips enhance curriculum covered in the classroom and are a privilege, not a right.**
- Students who do not have the school's permission to participate in the field trip (**due to missing assignments and/or conduct**) are expected to attend school that day during regular hours. Failure to attend school will result in an unexcused absence.
- **Students must use the school provide transportation to and from the field trip. Exceptions will be made in the event the student becomes ill.**
- A parent may be asked to attend a field trip if a student's behavior is questionable or if a student's health or medical condition is questionable.
- No student shall attend a field trip unless an official signed parent permission slip has been returned to the school. ***Telephone permission will not be accepted.***
- Parents may volunteer to chaperone field trips **as needed**. Further, ALL volunteers must have a Live Scan fingerprint clearance or Screening One background check on file along with the application and verification of successful completion of the Diocesan Mandated Reporter and Safe Environment Classes (VIRTUS) on file in the school office.
- Chaperones will be asked for as needed (based on student to adult ratios). **All Chaperones must meet the teacher set deadlines in order to attend field trips.** When an excessive number of parents volunteer, chaperones will be chosen at random. In the event that a classroom will only take one field trip, priority will be given to parents who have worked and volunteered at classroom bake sales and school food sales.
- Chaperones are responsible for notifying the teacher of student misconduct immediately.
- ***Siblings (older or younger) may not attend field trips.***
- Full details about field trips will be sent home each time.
- Students picked up late from off site and after hours field trips will be assessed a \$1 a minute late fee.
- **NO P.I.P. HOURS WILL BE GIVEN FOR CHAPERONING FIELD TRIPS.**

- **ANY PARENTS WHO VIOLATE FIELD TRIP RULES OR PROCEDURES WILL RESULT IN LOSS OF FUTURE FIELD TRIPS FOR STUDENT AND/OR THE CLASS.**

LIBRARY

All students may enjoy the privilege of using the school library. Students have the opportunity to use the library books from the school library. Student behavior should reflect the library setting (whisper voices, silent studying, no food or drink). Students who cannot conduct themselves properly will lose library privileges. Students are responsible for books that are checked out and will be charged for books not returned. Books damaged beyond repair will be charged for the cost of replacement. Parents should encourage students to make use of their local public library.

TECHNOLOGY AND INTERNET USAGE

The smooth operation of our school's computer and technology program relies on the proper conduct of users who must adhere to strict guidelines. In general, this requires Christian, ethical, and legal utilization of the network resources, software and hardware. If a student user violates any provision of the technology and internet usage policy, the student's parents will be notified and additional disciplinary actions may result. General policies statements include:

- The primary purpose of using the internet at school should be only for the purposes of conducting research and completing class assignments as given by the teacher
- Students should not provide their personal information or those of anyone else to anyone on the internet at any time
- Students may not use inappropriate language, post inappropriate pictures, videos, or images on the internet
- No student may provide or use the names of the school, its administration or its faculty and staff to anyone or any site, or chat room without the express permission of the parties involved
- Students may not view or participate in social websites, personal email accounts, and may never engage in harassing activities on the internet
- Students using the internet must report any inappropriate site whether accessed by accident
- Students and parents must understand that internet usage rules apply whether usage is at school or at home, when related to St. Catherine of Siena School. Students are held responsible for their actions on any computer.
- Computer stations must be respected and kept clean at all times.

PICTURES/VIDEO RECORDING

Each family must sign a photo release form which allows their child (ren) to be filmed and/or photographed during school events. By signing this release a child's image may appear on school publications, the school's websites or on posters or boards to promote the school. Parents should be aware that signing this form is not a requirement and should refrain from posting pictures of school events to personal websites.

EXTRA CURRICULAR ACTIVITIES

We believe a complete education must include social activities to assist in the development of the child. St. Catherine of Siena School offers after school sports through the Inland Catholic Schools League (ICSL) for students in grades 2-5 (soccer), grades 5-8 (volleyball, basketball, and football), and grades K-8 (track & field), as well as after school clubs that may appeal to the varied interest of students at all grade levels. Some clubs have a small participation fee.

The parent, student, and teacher share the responsibility to make these programs successful. Students are expected to cooperate with the moderators and must exhibit good study and work habits in their classes. No student can participate in extracurricular activities unless an official signed parent agreement and payment of fees have been returned to the school. In addition all classwork and homework must be current. Telephone permission will not be accepted.

HOMEWORK POLICY

Homework will be assigned Monday through Thursday and may be extended through the weekend as deemed appropriate and necessary, especially in grades 6, 7, and 8. We offer Study Hall in the library from 3:15 P.M. to 4:30 P.M. Monday through Thursday afternoons (Extended Care fees apply). Students who are disruptive will not be allowed to attend. It is the responsibility of parents, as primary educators, to check homework assignments daily.

No work is given in advance, unless parents request work from teachers in writing one week prior to absence. **This work is due upon student's return to school.** Keep in mind that no make-up work will satisfy discussions and lectures missed. Students with a valid absence will be given the same number of days as absent to make up work. Ex: If a student is absent Monday and Tuesday then the absent work would be due on Friday. In class reviews will not be given if students are absent and tests must be made up on the first day students return to school. Ex: If a student is absent on Tuesday and a test was given, then the test must be taken on Wednesday. It is the responsibility of the parent and student to contact the school and find out what work or tests were given (although in most cases a missing assignment sheet will be given upon a students' return).

Homework Time Allocation

Approximate homework time is allocated by grade and is as follows:

Kindergarten	15 to 20 minutes per day
Grades 1 & 2	30 to 35 minutes per day
Grade 3	35 to 45 minutes per day
Grades 4 & 5	50 to 70 minutes per day
Grades 6, 7 & 8	1 to 1.5 hours per day
All grades K to 8 th should read for 10 to 25 minutes daily, age-appropriate.	

Homework is required. **NO EXCEPTIONS!**

If parents feel their child is spending too much or too little time on homework, they are asked to contact the teacher. Homework must be completed as assigned; missed homework will affect your child's grade. Students regularly missing homework assignments can expect their grades to drop even if they are doing "A" work in the classroom. Students will not receive any credit for missing assignments and/or late work.

It will be entered into the grade book as a zero. **The assignment will still need to be completed in order for the student to participate in sports, class parties, and field trips.** Please keep reminding your student to complete assignments and keep in touch with your child's teacher about missing assignments. Assignments may be checked via www.gradelink.com 24 hours a day, 7 days a week.

Since homework is just that, work to be done at home, parents as primary educators have a responsibility for the success of their child. In order to do homework successfully, students must have a quiet place in which to read, work, and study. The study area should also be suited to the way the student studies.

The following checklist is taken from "How to Study and Take Tests" by Lee Canter. The functional list shows what things are necessary for a basic study area, while the fun list includes the "personal touches" that can help to make homework more enjoyable for your child.

Functional – Study Area Basics

Desk or table
Chair
Lamp
Clock/timer
Wastebasket

Fun – Study Area Extras

Desk mat of colored poster board
Doodle pad
Favorite photos or posters
Other appropriate personal items

Supplies List

Supplies (depends on grade level) generally include: Pencils, pens, eraser, crayons, colored pencils, pencil sharpener, tape, glue, scissors, writing paper, plain white paper, index cards, dictionary, atlas, thesaurus, ruler, compass, protractor, report folders, etc.

Parent Involvement Checklist

Have you:

- Set up a proper study area in your home?
- Established daily homework time?
- Taken steps to encourage your child to do his/her homework independently?
- Consistently praised your child's efforts?
- Used additional incentives if necessary?
- Communicated so that your child really listens?
- Taken a firm stand?
- Contacted your child's teacher, if necessary?
- Reviewed the seven most common homework problems and solutions?
 - Child doesn't do his best work.
 - Child refuses to do homework assignment.
 - Child fails to bring assignments home.
 - Child takes all night to finish homework.
 - Child will not do homework on his/her own.
 - Child waits until the last minute to finish homework.
 - Child will not do homework if you're not home.
- Introduced your child to study skills?
- Make sure the child does their own work? **You must not do your child's work for them.**

ACADEMIC SUSPENSION

Students with 12 or more missing assignments (classwork and homework) will be placed on academic suspension, which will be held “in school”, in a designated classroom. Students may return to their classroom upon completion of the assignments. The teacher and principal will clear the assignments.

GRADELINK

Our school uses a web-based grade and assignment reporting system – Gradelink. Parents or students can access the Gradelink network 24 hours a day, 7 days a week. There is a link on our school’s web page or you can use www.gradelink.com. The Gradelink site provides information on your child’s grades, conduct and current assignment status. We strongly urge parents to visit the website at least weekly or set up instructions for automatic email contact if student’s grades drop in a subject area. Families with delinquent accounts will automatically be locked out of Gradelink.

Enrollment and re-registration is handled through gradelink.com, for preschool thru eighth grade.

AWARDS

Awards are given out at the end of every trimester and at the end of the school year. **Students earn awards based on academic performance and behavior/conduct.**

DISCIPLINARY PROCEDURES AND RULES

Discipline is to be considered as an aspect of moral guidance and not a form of punishment.

The purpose of discipline is to:

- Provide a classroom environment conducive to learning
- Educate students to an appreciation of the importance of developing responsibility and self-control
- Help build a sense of community

Discipline is said to be attained in a classroom or school when students work cooperatively with the principal, teachers, staff, and their classmates toward the attainment of the class and school objectives.

Classroom Discipline

Each classroom and grade level uses its own set of classroom rules and discipline plan. A copy of classroom rules will be posted in the classrooms and parents may request a copy from classroom teachers. Classroom discipline plan and classroom rules generally appear in orientation packets.

Schoolwide Discipline Infractions

Students are given the opportunity to make choices and must live with the consequences of these choices. In the event that a student does not cooperate with the school community in reaching its objectives: detention, Friday Detention, suspension, and expulsion are accepted forms of disciplinary action.

Schoolwide Discipline Action

The following infractions by the students will incur disciplinary action and loss of merits that directly affect the conduct grade on their report cards:

- Disrespect and disobedience judged serious by the school (vulgar language, fighting, discrimination, bullying, sexting, and disrespect toward an adult)
- Consistent refusal to do assigned work
- Consistent breaking of school rules and regulations that entails constant supervision on the part of the school
- Weapon possession, includes any and all objects that can be used or are used as weapons. This includes but is not limited to: guns, toy guns, knives, cork screw, metal nail file, nail clippers, letter opener, box cutter, paper clips, rubber bands, etc. This offense deems immediate consideration for expulsion
- Drugs and/or alcohol possession
- Using unsolicited recording devices
- Releasing of chemical compounds on school grounds

The following disciplinary actions will be taken....

1st recorded office visit: Teacher, principal and student conference...appropriate consequences. Student and parent notified of possible suspension. Parent notified depending on action.

2nd recorded office visit: Parent notified. Teacher, principal, parent and student conference... Student and parent notified of possible suspension. Parents, with the support of the school, are to decide and implement disciplinary action. Student placed on **PROBATION!**

3rd recorded office visit: Parent notified, conference to include principal. Student **SUSPENDED!**

4th recorded office visit: Parent notified, conference to include pastor and principal. Student **EXPELLED!**

Any activity deemed illegal will require immediate expulsion and police notification.

MERIT CARD

Every Wednesday in the Weekly Family Communication Envelope each student will receive a report on his/her behavior. Each student starts the week with 5 merits. They get merits taken away according to the infraction. All staff members are aware of this policy and have the authority to take away merits. The Merit Card is to be returned on Thursday, signed by parent or guardian. The student will lose one merit if the Merit Card is turned in late. Any student who receives a D or F for the week may be required to meet with the principal and be assigned a lunch detention. Students who receive three Fs on their merit card will be assigned a Saturday School.

Students who violate school or classroom rules may be subject to a loss of merits. Students will lose a certain amount of merits depending on the violation. Each week students begin with an "A" in conduct. With the loss of every merit students begin to lower their conduct grade for the week. **This grade is**

calculated on a weekly basis and is sent home for parents to review in the Wednesday Envelope. At the end of every trimester these weekly grades are calculated and the student will receive a final grade on his/her report card. The merit sheet contains the following Infraction Code:

- Disrespect to teacher, staff or fellow student (loss of 3 merits)
- Foul Language (loss of 3 merits)
- Disruptive Behavior (loss of 2 merits)
- Lack of Supplies (loss of 1 merit)
- Eating or Gum Chewing (loss of 1 merit)
- Excessive Talking (loss of 1 merits)
- Missing Assignments (loss of 1 merits)
- Late Merit Card or Wednesday envelope (loss of 1 merit per day)
- Tardy (record on Attendance Log)
- Inappropriate use of a Cell Phone or Electronic Device (loss of 2 merits)
- Other (merit loss determined by Merit Board)

*Middle school (6th – 8th) follow the model shown, while elementary grades (K – 5th) are subject to the loss of only one merit per violation. It is at the teacher and staff's discretion to modify the number of merits taken from students depending on the situation and in conjunction with classroom rules and policies.

Each environment of the school has a class code: HR=Home Room, C=Church, A=Art, E=English, M=Math, S=Science, SS=Social Studies, L=Library, PE=Physical Education, Y=Yard, EC=Extended Care

FRIDAY DETENTION

Friday Detention is assigned to any student who earns three Fs on their merit card. Friday detention will be held on campus in various classrooms from 3:15 P.M. – 5:15 P.M. *Students who attend Friday Detention must be in full dress uniform.* **The cost for Friday Detention is \$25.00, due that afternoon. Friday Detention not paid, will be billed a late fee of \$5.00.** Accounts will be billed an additional \$1.00 for every minute the parent is late picking up child from Friday Detention. Tasks will be determined by the teacher in charge, however, the students will most likely work on missing assignments. The goal is to deter students from making choices that require them to stay after school on a Friday. If students arrive late, it will be counted as a “no show.” Friday Detention begins promptly at 3:15 P.M. and ends exactly at 5:15 P.M. Friday Detention may also be used by teachers for students who habitually ignore homework and other assignments.

Friday Detention cannot be rescheduled once assigned. NO EXCEPTIONS.

Athletes serving Friday Detention are not permitted to attend games on the Saturday or Sunday following the detention. Failure to attend Friday Detention will result in an on campus suspension on the next school day.

SUSPENSION

Certain types of behavior may result in immediate suspension, subject to the decision of the pastor and the principal.

Fighting and vulgar language will result in immediate suspension for all Middle School students, 6-8. Parents will be called immediately.

NOTE: A different procedure will be enacted for all children in grades K-5 because of the age level of the student. Depending upon the seriousness of the fight, or the type and frequency of the vulgar language, one of the following steps will be taken:

- The teacher and the student will have a conference and an appropriate consequence will be issued. The principal will be notified of the situation.
- The teacher, parent, and the student will have a conference and an appropriate consequence will be issued. The principal will be notified of the situation.
- Principal and classroom teacher will outline the action plan to take during a conference with all parties involved

It may result in suspension, subject to the decision of the pastor and the principal, if the situation cannot be resolved or parent is not cooperative.

EXPULSION

There are acts which constitute good cause for expulsion from school when the conduct is committed by a student while under the jurisdiction of the school or when the conduct is directly related to school activities or school attendance. Among these offenses are the following:

- Action gravely detrimental to the moral and spiritual welfare of other students
- Persistent disruptive behavior that impedes the progress of the rest of the class
- Assault, battery, or any threat of force or violence directed towards any personnel, student or other person on school property during school regulations
- Habitual or persistent violation of school regulations
- Use, sale, distribution or possession of narcotics, drugs, alcoholic beverages, firearms, knives or other types of defensive weapons
- Malicious damage or destruction of school or someone else's property
- Theft, extortion, arson, and habitual truancy

NOTE: A different procedure will be enacted for all children in grades K - 5 because of the age level of the student. Depending upon the seriousness of the action, or the type and frequency of such action, one of the following steps will be taken:

- The teacher and the student will have a conference and an appropriate consequence will be issued. The principal will be notified of the situation.
- The teacher, parent, and the student will have a conference and an appropriate consequence will be issued. The principal will be notified of the situation.
- Principal and classroom teacher will outline the action plan to take during a conference with all parties involved

Expulsion may be the result, subject to the decision of the pastor and the principal, if the situation cannot be resolved or parent is not cooperative.

HARASSMENT

The rules regarding harassment are grounded in the belief that all persons have the right to be treated with dignity. All reports of harassing behaviors (verbal, physical, mental, sexual) will be investigated and brought to the attention of the parents of the students who are involved. In such cases, students may be sent home from school while an appropriate investigation takes place. Depending on the severity of the harassment Child Protective Services may be notified.

Cyber bullying and sexting via emails or social networking sites that the school is made aware of (on or off campus) between students, parents, or staff will be dealt with as a form of harassment.

Additionally, all threats of violence are taken seriously. If the principal believes that the presence of a student in our school poses a threat for others, the student will be removed from the school.

Students have the right to be told what they have done wrong in any situation and given a chance to be heard. All disciplinary actions should be characterized by fairness and compassion.

Bullying is defined as unwanted, aggressive behavior. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. **This behavior will not be tolerated on campus.**

Parent on parent harassment is never tolerated. If this occurs, the parent (s) may be asked to leave the event and/or be barred from school sponsored events and the school campus.

DRESS CODE

St. Catherine of Siena School has an established dress code for all students conducive to the environment we strive to create. It is expected that all students will adhere to the dress code.

PLEASE NOTE: If it is cold, the girls may wear flesh, navy, or white tights or leggings (solid colors only). Leggings may not be worn as pants. Girls may wear the uniform pants. The P.E. sweatshirts may be worn as a part of the uniform on cold days, with the exception of wearing the P.E. sweatshirt to Mass.

All students are expected to wear FULL DRESS uniforms the first week of school, the last day of school, every Friday throughout the year and on any other day we celebrate the Liturgy, on Fall Picture Day, and on other days as specified by the administration. Children will act the way they look and feel, so we want to ensure that they always look their best.

Adherence to dress code is the first sign of discipline and a good way of preparing the children for their future careers. Parents of students who are out of school uniform will be called so that the proper uniform

can be provided in order to complete the school day. Parents must take full responsibility for the clothes children wear to school and should not consider calls to their work site as punitive.

K-4 Grade Uniforms

Girls: K - 4

Jumpers to the knees; short sleeve white blouse with collar; white/navy socks; school cardigan style sweater or school jacket. Shorts must be worn under the jumpers, but may not exceed the length of the skirt. One small pair of stud earrings is allowed. **NO MAKE-UP!** Uniform shorts or slacks with belt (solid black, navy blue, or brown) and with a short sleeve white blouse is optional, except on DRESS uniform days, and as designated by the administration.

Boys: K - 4

Appropriately fitting navy blue twill long pants; the blue pinstriped shirt; navy, black, or white socks; solid black, navy blue, or brown belt; uniform school jacket. **NO EARRINGS. Shirts must be tucked in at all times, however, during recess, lunch, and P.E., shirts may become untucked. At the end of these periods, shirts must be tucked in again.** Navy uniform shorts are optional except on Dress Uniform Days, and as designated by the administration.

Full Dress Uniform K-4:

Girls K-4 must wear jumpers, a white blouse, and dress shoes

Boys K-4 must wear long pants, belt, uniform shirt, and dress shoes

5-8 Grade Uniforms

Girls: 5 - 8

Skirts to the knees; school polo shirt, in navy blue or burgundy, long enough to be tucked in; school cardigan style sweater or school jacket. Shorts must be worn under the skirt, but may not exceed the length of the skirt. One small pair of earrings allowed. **NO MAKE-UP, NO EXCEPTIONS! Shirts must be tucked in at all times, however, during recess, lunch, and P.E., shirts may become untucked. At the end of these periods, shirts must be tucked in again.** Uniform shorts or slacks (navy or khaki) with belt (solid black, navy blue, or brown) and with the polo is optional, except on Dress Uniform Days, and as designated by the administration.

Boys: 5 - 8

Appropriately fitting navy blue or khaki twill long pants; school uniform polo shirt in navy or burgundy; solid black, navy blue, or brown belt and dress shoes; and school cardigan style sweater or school jacket. **NO EARRINGS. Shirts must be tucked in at all times, however, during recess, lunch, and P.E., shirts may become untucked. At the end of these periods, shirts must be tucked in again.** Navy or khaki uniform shorts are optional, except on Dress Uniform Day, and as designated by the administration. Boy may only wear the oxford shirt on Mass days.

Full Dress Uniform 5-8:

Girls 5-8 must wear a skirt, a school polo shirt, and dress shoes

Boys 5-8 must wear long pants, belt, a school polo shirt, and dress

The school logo sweater is part of the Dress Uniform.

All students K-8 may wear the school logo P.E. sweatshirt (not on Mass days) Monday through Thursday. All other sweatshirts, sweaters, or jackets, not part of the St. Catherine of Siena School uniform, violate the dress code.

Shoes – All Students

The UNIFORM shoes are to be solid black, white, navy, or gray with flat, rubber soles and flat heels for safety. A small logo will be allowed. No character designs will be allowed. Shoe laces must be the same color as the shoes. **No sandals or slip-ons, no ballet style slip-ons, no boots, or open toed shoes. Shoes with laces must be tied. Rain boots may be worn, during the rainy season.**

P.E. Uniform – All Students

Navy sweat shorts, ash/grey T-shirts, sweat pants and tops are to be worn on designated P.E. days only. **ALL P.E. uniforms must have the school logo on it.** Students must wear tennis shoes/sneakers (that provide traction) on P.E days. No outside shorts/shirts or sports uniform may be worn for P.E.

Hair

Hair should be neat, clean and moderately styled. Hair should not be combed so that it hangs in the face; should be above eyebrows. **Exaggerated styles (tails, unnatural colors, Ombres, unbalanced cuts, shaved or etched designs, spikes, Mohawks, excessive use of gels or sprays, etc.) are not acceptable at any time.** No colored, bleached, or tinted hair, no decorated heads. Afro styles must be neatly trimmed no more than 2 inches in height or length. Boys' hair must be off the neck/shoulder. *Small hair accessories must be appropriate to school uniform and, if worn, must be grey, navy, white, black, or maroon.*

Jewelry

- Girls may wear small post stud earrings only. Due to safety reasons, dangling or looped earrings may not be worn. Only one earring may be worn in each ear.
- Boys may never wear any type of earrings to school or during school sponsored activities.
- The only other jewelry permissible is an identification bracelet or a watch. If special religious chains, bracelets, and necklaces are worn, they must hang inside the shirt or blouse.
- Only buttons sponsored by the school are to be worn.
- The school cannot be held responsible if jewelry or other items are lost or stolen.

Make-up & Nail Polish

Any make-up (eye liners, mascara, lipstick, blush, fingernail polish or artificial nails, etc.) is unacceptable. Any make-up found in the school will be confiscated and discarded immediately. A student wearing make-up to school will be told to remove it. Students are not allowed to wear nail polish on regular school days.

Student must wear proper uniform at all times, unless permission is granted by the principal. **NO EXCEPTIONS IN REGARD TO ALL UNIFORM POLICIES LISTED.** Persistent behavior may result in suspension, withdrawal, or expulsion.

Free Dress

“Free Dress” days are occasions when students are allowed to wear any type of clothing, usually on “Spirit Days” or as designated by the administration. **Students must wear clothing appropriate to a Catholic, learning environment.** The following are **not** allowed: short shorts/skirts/dresses, colored undergarments

that can be seen through shirts, spaghetti straps, tank tops, low cut shirts, backless or semi-backless shirts, see-through shirts (including lace), leggings as pants. **Clothing that reveals undergarments may not be worn. *Students may not wear clothing that exposes bare shoulders or necklines.*** Shoes must adhere to regular uniform dress code. Notices will be sent home prior to the Free Dress Day.

Students may wear Aquinas High School gear on designated “Free Dress Days”, not on regular school days.

If you have a question about whether or not your student’s clothes are in violation of dress code, have them wear their full dress uniform. When a student disregards the dress code regarding uniforms, free dress, make-up, or hairstyle, **NO WARNING WILL BE GIVEN.** Parents will be called **IMMEDIATELY.** Students may be sent home.

The administration reserves the right to amend the dress code as the situation arises.

LOST AND FOUND

Articles that have been lost may be claimed by checking your child’s classroom or the Extended Care room. **Please put your child’s name and grade on all clothing and personal possessions.** Items not claimed by the end of each trimester may be donated to Deacon Ed’s Clothes Closet, or the REACH Center.

MASS AND LITURGIES

School liturgies are an important part of developing a Catholic Christian School Spirit. Students will participate in whole school Masses, Liturgy, and various other liturgical experiences throughout the school year. Students are expected to dress and conduct themselves in a manner consistent with the high standards found in a Catholic school. Parents are invited and encouraged to attend all school Masses and prayer services. Exceptions for Mass and prayer service attendance are not made for students of other faiths.

ADMINISTRATIVE AND ADVISORY BOARDS

St. Catherine of Siena School Finance Committee

The general purpose of the Finance Committee (a component of our School Board) is to assist the administration of St. Catherine of Siena School in administering the goods of the school and to keep the financial management in harmony with the mission of the school.

The responsibilities of the Committee are to provide legal and financial advice to the administration, School Board, and staff, and to evaluate the financial needs of the school.

The Committee meets with families who need financial assistance and those who are in arrears to the school.

The policies recommended by this Committee must be consistent with diocesan statutes as outlined in the Diocesan Policy Manual.

Finance Committee members are appointed from outside the school community. They are individuals with skills and expertise in financial matters, business administration, and civil law. Members must exhibit great responsibility of trust and maintain confidentiality.

The Pastor and Principal are members of the committee.

St. Catherine of Siena School Advisory Board

The general purpose of the St. Catherine of Siena School Advisory Board is to support and implement the philosophy of St. Catherine of Siena School, to market the school, and help build enrollment. The role of the Board is advisory, for recommendations, school development and program review, not administrative. The policies recommended by this advisory board must be consistent with and supportive of the policies of the Bishop and the Diocesan Board.

Once policies take written form and are properly approved and promulgated, the active role of the Advisory Board changes to one of indirect monitoring through reports. Implementation of the policies is the exclusive concern of the school administration that is accountable to the Board for effective policy execution.

Limits of Jurisdiction:

Neither the Advisory Board as a whole nor any individual member shall formally entertain nor consider communications or complaints until they have been first referred to the administration. Only in those cases where satisfactory adjustments cannot be made by the Principal and/or Pastor, shall communication or complaints be referred to the Board.

Individual members have status as Board Members only when acting formally as members of the Board while it is in session, or when specifically entrusted by the Board to carry out definite assignments. School Board members are nominated from the Parish and School Communities. Ex-Officio members include the Pastor and Principal.

P.T.G.

St. Catherine of Siena School Parent Teacher Group (P.T.G.) is a school support, not policy making body. It is a service organization that is to assist in the educational development of the students, primarily through fund-raising. The activities of the Group must be consistent with and supportive of the policies and goals of the Parish Community and the School Administration.

Parents are asked to attend the general P.T.G. meetings, as announced. The general activities and events in the school are discussed and reviewed at these meetings in order to build a closer relationship between the school, the home, and the parish. Board members are nominated or appointed from the school community and or principal.

MANDATORY TUITION SUPPLEMENT REQUIREMENTS

Fundraising requirements (at a minimum) eliminate about \$600.00 worth of tuition supplement obligations to the school. Please remember that Plan B is responsible for \$700.00 in tuition supplement and Plan C is responsible for \$1,000.00 in tuition supplement. Tuition supplement obligations to the school convert into

the designated amount at the end of each trimester (Plan B = \$233.00 per trimester & Plan C = \$333.00 per trimester).

SCRIP

Our school participates in a SCRIP program which helps parents reduce the cost of tuition. Every family is expected to **generate \$200.00 worth of SCRIP profit** for the school annually. This is broken down to \$67.00 per trimester. This is mandatory tuition supplement for all families regardless of which payment plan is chosen. **Parents who do not wish to participate may pay the \$200.00 or \$67.00 every trimester which will be credited towards their tuition supplement account. Only cash and/or check will be accepted for payments.**

Definition of Scrip:

Scrip is dollar for dollar of your everyday spending purchases. For example, buy \$100.00 in Stater Bros. from St. Catherine of Siena School and get \$100.00 in Stater Bros. gift cards and Stater Bros. donates 5% back to the school. Every vendor has a different percentage, so it adds up quickly.

Ways to purchase Scrip:

Orders can be dropped off in the office with **cash or check**. Orders dropped off by 8:00 A.M. Tuesday will be filled by 3 P.M. on Thursday.

Participating Vendors:

We carry a limited inventory of SCRIP. The St. Catherine of Siena School Scrip Order form is available in the School Office (yellow form) or on the school website at www.stcatherinerialto.com. For special orders please visit the Great Lakes Scrip website at www.shopwithscrip.com. You must then create an account and enter the Enrollment Code: 436CC76C154L2. Orders placed by 8AM on Tuesday will be delivered by 3PM on Thursday.

Bishop's Golf Tournament

Every year the Diocese of San Bernardino holds a golf tournament, which benefits all of the schools within the diocese. Schools are responsible for putting together an auction basket, selling car raffle tickets, and sponsoring a golf foursome. Every family on Plan B and C is obligated to help support this event by selling raffle tickets. Five raffle tickets must be sold for the car raffle (\$10.00 each ticket, \$5.00 credit towards tuition supplement) and five tickets must be sold to raffle off a golf foursome (\$5.00 each ticket, \$2.50 credit towards tuition supplement). The remaining balance of tickets not sold will be charged to the family account. Families on Plan A are not obligated to sell raffle tickets.

Opportunity Drawing

There will be three Opportunity Chance Drawings per year. Each family on Plan B and C, must sell a minimum 20 tickets, valued at \$5 each, for a total of \$100. The tuition supplement credit is 100% for the all tickets sold, during each fund raising period. Tickets will be available on August 1, of the first trimester, January 1 for the second trimester, and March 15 for the third trimester.

Football Mania

Our school participates in a Football Mania ticket sale. Each ticket is priced at \$20.00. Families on plans B and C must sell five tickets. Tickets are available for sale in May. Families will receive \$14.00 credit towards tuition supplement.

Other

Additional tuition supplement opportunities will be available during the school year, including but not limited to, Food Sale Donations, Bake Sale Donations, school carnival food items, office items, and Extended Care Donations, etc. **Credit will be given only for pre-approved items, accompanied by a receipt.**

P.I.P. HOURS (Parent Involvement and Participation)

All families enrolled at St. Catherine of Siena School who choose the B or C option on the Tuition plan are required to work 30 P.I.P. Hours during the school year. These will be divided by trimester (approximately 10 hours per trimester) or a charge of \$25.00 for each hour not worked will be added to each account.

Parents are the primary educators of their children and have freely chosen St. Catherine of Siena School as their educational institution with the full knowledge that tuition and tuition supplement are the sole means of support. Therefore, it is the responsibility of each parent to become involved in their children's education by giving of their time and talent to support St. Catherine of Siena School.

MANDATORY P.I.P. HOURS

The following events are mandatory for all families on plans B and C:

- Annual Siena Track Meet (4 hours)
- School Carnival (2 hours)
- Class Sunday Food Sale (4 hour shifts from 6AM to 4PM)
- Fireworks Booth (4 hour shift from Delivery to Clean up)

P.I.P. hours can be worked in many ways. Donations must be accompanied by a store receipt.

Suggested ways to work P.I.P. Hours are:

- Classroom assistance (by prior arrangement with teacher), food donations/working bake sales
- Donating pre-approved supplies to classrooms, office, or library
- Working the fireworks booth (double hours for working on July 4th from 2 P.M. to closing)
- Attending P.T.G. meetings and signing in (1 hour credit per family, a family member must attend to receive credit)
- Working at Sunday Food Sales, Christmas Boutique, Mother's Day Boutique, book fairs, carnival, Welcome Back B.B.Q., Bake Sales, etc.
- Supervision during recess and lunch (must be cleared in office)
- SCRIP Sales after Sunday Masses
- Coaching decathlon, basketball, football, volleyball, soccer, and/or track & field

Food donations for class parties, canned food items for Thanksgiving baskets, toiletries for Christmas, toy donations for Toy Drive, and items for the REACH center are not eligible for P.I.P. or Tuition Supplement credit

Recording Procedure for P.I.P. Hours

- For each activity worked or item donated, complete a P.I.P. form (copies are available in the school office)
- Return the completed and signed form to the school office in a timely manner (**within a week of the event or donation**). You may not earn the hours worked if we cannot verify that you did the work or have seen the donation
- P.I.P. slips must be signed by a teacher. It is the parent's responsibility to get these signatures. Items donated or events worked must be verified by the teacher

Any funds raised by items sold on the school or church grounds (in the school's name) MUST be turned into the school office.

YOU ARE RESPONSIBLE FOR REPORTING YOUR OWN P.I.P. HOURS. PLEASE TURN THEM IN! NO HOURS WILL BE CREDITED WITHOUT A P.I.P. FORM! ALL HOURS MUST BE WORKED AND RECORDED BY THE END OF EACH TRIMESTER.

GRIEVANCE PROCEDURE

Before allowing differences to become formalized into grievances, every effort shall be made to resolve disputes through free and open discussions between the involved parties. If this attempt fails, disputants can request to meet with a third party (a conciliator) who endeavors to guide them to a resolution of the problem. Formal grievance procedures can be found in the Diocesan Policy Handbook, section 2220, located in the school office.

RIGHT TO AMEND

Be advised that the Administration reserves the right to amend any policy or procedure stated herein for just cause, after timely notification to parents.

ST. CATHERINE OF SIENA SCHOOL

**PARENT/STUDENT HANDBOOK
ACKNOWLEDGEMENT AND RECEIPT**

Our family has received a copy of the St. Catherine of Siena School Parent – Student Handbook.

We have read and agree to be governed by the policies as stated in this handbook. Students may not continue to remain enrolled at St. Catherine of Siena School without a current, signed copy of this acknowledgement on file in the school office.

Expectation of Confidentiality – parents should expect that school officials will provide parents with necessary information concerning the health, life and safety of their children.

Further, teachers will keep confidential information entrusted to them so long as no one’s life, health or safety is at stake. Parents will be promptly notified of teacher’s or administrator’s concerns.

Parent/ Guardian Signature _____ Date _____

Family Name _____

Student’s Name(s) & grade(s) covered by this agreement:
