



DOMINICAN SISTERS OF ST. CECILIA

Nurturing children through a journey in education  
anchored in the tradition of Catholic Faith

United with Family † Spiritual Formation † Scholastic Excellence

Setting the world ablaze with the love of Christ

1618 Ben King Road NW  
Kennesaw, GA 30144

Phone: 770-419-8601

Fax: 678-626-0000

[www.scsiena.org](http://www.scsiena.org)

**2018-2019**

**Parent/Student Handbook**

Dear Parents,

Welcome to St. Catherine of Siena Catholic School.

As we begin this year, we look forward to sharing with you the precious task of the education and formation of your children. We consider ourselves privileged to be able to help and support you, the primary educator of your children. We ask for your continued support as we work to provide a Christ-centered and academically-challenging educational environment. Clear and consistent communication between the home and school is essential for the success of any educational endeavor. The Parent/Student Handbook communicates the policies, expectations, and procedures which guide the partnership between our school and parents.

In light of this partnership, parents are required to study this handbook carefully with their child and then sign this form and return it school. If there are areas that you feel you cannot support, please ask to discuss these with the Principal.

- **I agree with and support all that is outlined under the expectations of students.**
- **I agree with and support all disciplinary standards of St. Catherine of Siena Catholic School.**
- **I agree with and support all school policies, including those in the sections pertaining to the Volunteer Handbook and Snack n' Yak After School Care Handbook.**
- **I understand the importance of strong parental support of all school policies and regulations, and I am aware of and support the consequences that will result from a failure of compliance.**
- **I commit to the Parent Partnership of Faith, which reads as follows:**

*I understand that, by entering this agreement, I agree to embrace the mission of St. Catherine of Siena fully and intend to enter into full partnership with our parish faith community as a responsible steward and disciple of Christ by giving my time, talent, and treasure generously.*

*I understand that failure to embrace fully this partnership may have a bearing on future enrollment for my children in St. Catherine's Preschool and/or St. Catherine's School.*

_____ <i>Homeroom</i>	_____ <i>Student Signature</i>	_____ <i>Parent Signature</i>
_____ <i>Homeroom</i>	_____ <i>Student Signature</i>	_____ <i>Parent Signature</i>
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_____ <i>Homeroom</i>	_____ <i>Student Signature</i>	_____ <i>Parent Signature</i>

**PLEASE PRINT, SIGN AND RETURN THIS PAGE TO THE SCHOOL BY FRIDAY, **AUGUST 24, 2018.****

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## **MISSION STATEMENT**

St. Catherine of Siena Catholic School unites with family and community to provide an excellent academic and religious education, developing the whole child while encouraging individual talents and abilities in a Christ-centered environment.

In imitation of St. Catherine, faithful daughter of the Church, we provide a formation grounded in truth through which we engage the culture, setting the world ablaze with the love of Christ.

## **BELIEF STATEMENTS**

We believe Christ is the Master Teacher. Therefore, we provide a Christ-centered environment fostering a love for the Catholic faith, the family and the community.

We believe God is Truth. Therefore, we provide quality academic and fine arts programs with a high expectation for student achievement.

We believe in the uniqueness and dignity of every person. Therefore, we develop the spiritual, physical, intellectual, emotional, and educational potential of each student.

We believe each student should be prepared to engage the culture in which they live. Therefore, we develop positive character, good citizenship, and Christian leadership in order to serve the Church, the community and the country.

We believe in maintaining standards of excellence. Therefore, we regularly evaluate and update school-wide instructional methods and programs.

## **FOUR PILLARS**

The mission and belief statements are built upon four pillars. It is upon these four pillars that we base all that we do at St. Catherine of Siena Catholic School and all that we strive to be.

### **Community**

In light of the Catholic teaching that the parent is the primary educator of their children, St. Catherine of Siena Catholic School believes that successful educational endeavor must reflect this practice. There must be healthy communication and involvement of the whole community within a school setting: teachers, students, parents, and families. As a parochial school, St. Catherine of Siena Catholic School also belongs to the family of the local parish and therefore strives to be a living part of the parish family.

### **Study**

“THE SPLENDOR OF TRUTH shines forth in all the works of the Creator and, in a special way, in man, created in the image and likeness of God (cf. Gen 1:26). Truth enlightens man’s intelligence and shapes his freedom, leading him to know and love the Lord.” (*Veritatis Splendor*, Pope John Paul II 1993)

As an educational institution, St. Catherine of Siena Catholic School is dedicated to developing and providing a program of academic excellence, meeting the needs of the students and helping them develop their highest intellectual capabilities.

## **Faith**

“Faith is certain. It is more certain than all human knowledge because it is founded on the very word of God who cannot lie. To be sure, revealed truths can seem obscure to human reason and experience, but ‘the certainty that the divine light gives is greater than that which the light of natural reason gives. Ten thousand difficulties do not make one doubt.’” (*Catechism of the Catholic Church* #157)

As a Catholic school, St. Catherine of Siena Catholic School educates the whole child, including a formation in the truths of the Catholic faith. The faculty and staff daily renew their effort to live the fullness of their vocation as Catholic educators so that our students may truly spend their day in the heart of the Church and her mission. We strive to provide an experience of the fullness of the life of the Church through study of her doctrine, participation in her liturgy, and time set aside to meet God in prayer.

## **Mission**

St. Catherine of Siena is quoted as saying, “If you are what you should be, you will set the world ablaze.” At St. Catherine of Siena Catholic School, having received a solid formation through life shared in community, academic studies, and growth in faith, we go out into the world to share what we have received. As Eucharistic people, St. Catherine of Siena Catholic School is sent to engage the world and share Christ through witness and service to others.

## **ACCREDITATION**

All schools in the Archdiocese of Atlanta are accredited through the District-Wide Accreditation Process sponsored by AdvancED (parent company of SACS). St. Catherine of Siena Catholic School is also a member of the National Catholic Educational Association.

## **MISSION STATEMENT OF THE ARCHDIOCESE OF ATLANTA FOR CATHOLIC SCHOOLS**

The Catholic Schools of the Archdiocese of Atlanta serve a vital role in the educational ministry of the Church. Our schools are committed to providing quality education in an environment of spiritual, intellectual, and moral formation in accordance with the teachings of the Roman Catholic Church.

St. Catherine of Siena School is in full compliance with all policies of the Archdiocese of Atlanta. The policy manual for the Catholic Schools in the Archdiocese of Atlanta is available for parent review in the school office.

## **HISTORY**

St. Catherine of Siena once said, “If you are what you should be, you will set the world ablaze.” The history of St. Catherine of Siena Catholic School is a brief, yet full, tale of the life of a young community as it continues to become “what it should be,” and strives to “set its world ablaze,” with the love of Christ.

In the fall of 2002, at the request of Archbishop John Francis Donoghue, Father James Harrison, Pastor, and the parishioners of St. Catherine of Siena Parish opened the doors of the existing Our Lady of Grace parish center to 77 students in Kindergarten through 3<sup>rd</sup> grade, embarking on the mission of Catholic education. The intent was for the school to continue to add one grade level each successive year until it reached 8<sup>th</sup> grade, graduating its first students in the spring of 2008.

Under the leadership of Father Harrison and Robyn Planchard, Principal, solid foundations were laid, and the school continued to grow over the next two years. As it became evident that the little school would flourish in northwest Atlanta, the parish community began to form plans for a new education facility to house the expanding elementary school and parish school of religion.

Also, during this time, Archbishop Donoghue was in contact with the Dominican Sisters of St. Cecilia, requesting their presence within the Archdiocese of Atlanta in one of the area schools. In the fall of 2004, the Dominican Sisters were able to accept the Archbishop's request. With Robyn Planchard having retired, three sisters were sent to administer and teach at St. Catherine of Siena Catholic School.

With the welcome addition of the sisters, the school has continued to thrive. At the beginning of the 2005-2006 school year, the parish was able to open the doors of the new educational facility to the nearly 250 students then enrolled in Kindergarten through 6<sup>th</sup> grade. The new facility was built to accommodate the full academic program planned for the future of the K-8 school with a final projected total enrollment of nearly 500 students.

St. Catherine of Siena Catholic School received its initial accreditation from the Southern Association of Independent Schools (SAIS) in December 2005 and additional accreditation from the Southern Association of Colleges and Schools (SACS) in February 2009.

St. Catherine of Siena Catholic 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 the students at these schools. St. Catherine of Siena Catholic School does not discriminate on the basis of sex, race, color, nationality and ethnic origin in the administration of its educational policies, admission policies, scholarship and loan programs and or other school administered programs.

### **ADMISSIONS INFORMATION**

As a parochial school, St. Catherine of Siena Catholic School operates chiefly to serve the families of St. Catherine of Siena parish. Students are considered for admission based on the following criteria:

- Parochial membership and involvement
- Academic ability
- Conduct
- Available space
- The desire of both student and parents to embrace Catholic education and to support the mission and policies of St. Catherine of Siena Catholic School

All admission decisions are subject to the discretion and final approval of the Principal and/or Pastor.

#### **Eligibility Guidelines and Conditions for Admission**

In the admission of students to St. Catherine of Siena Catholic School, priority is given according to the following criteria and in the following order:

1. Currently enrolled students
2. Siblings of currently enrolled students
3. Students from St. Catherine of Siena Parish
4. Students from parishes in the Archdiocese of Atlanta
5. Students transferring from another Catholic school (out of town)
6. Students of another religious affiliation



St. Catherine of Siena Catholic School complies with Georgia State Law for beginning age requirements for school entrance. Children who are five (5) years of age on or before September 1<sup>st</sup> are eligible for kindergarten. Children who are six (6) on or before September 1<sup>st</sup> are eligible for 1<sup>st</sup> grade.

All students must meet state standards for immunization (See Appendix A). There is no provisional admission. **The Archdiocese of Atlanta does not recognize religious exemptions. Medical exemptions are accepted if the student's pediatrician indicates contraindications to required vaccinations.** Students will not be allowed to attend school without a valid Georgia Certificate of Immunization. For medical exemptions, a physician may indicate the condition on the form. The medical exemption is applicable when a child has a long-term condition that contraindicates immunization. Schools are required to notify the State Department of Health and the local Health Department in cases of student absences due to a communicable disease.

Local transfer of students from any public, private or archdiocesan school into 8<sup>th</sup> or 12<sup>th</sup> grade is generally not considered. Students whose families have relocated to the Atlanta area may apply for admission into 8<sup>th</sup> or 12<sup>th</sup> grade in an archdiocesan school.

Students who have received admittance into St. Catherine of Siena Catholic School but fail to matriculate by the required date will be denied admittance and will be asked to withdraw without refund of fees. The acceptance of all new students is probationary for the first six months of their attendance.

Students who enter the school from home-school programs will be placed in a grade level determined by the administration following an academic assessment.

### **Application and Screening**

The application process generally begins in November for the next academic year. In addition to the required forms and documents, students are required to undergo academic screening. Students applying for 4<sup>th</sup>-8<sup>th</sup> grade are required to interview with a school administrator. When all requirements are met, the admissions decision is conveyed to the parents/guardians in writing.

### **Re-Enrollment Process**

The re-enrollment process begins in January for the next academic year. Continued enrollment and re-enrollment is subject to the support of and compliance to the mission and policies of St. Catherine of Siena Catholic School as documented in the school handbook by both the student and parents/guardians as well as the maintenance of a demonstrably effective and supportive relationship between the school and the parents/guardians. Re-enrollment in any subsequent year is subject to mutual agreement. The student, the parents, or the school administration with or without cause may withhold this agreement.

### **Class Placement**

Class placement is made by teachers with the approval of the administration. Requests for placement in specific homerooms are not typically made.

## TUITION AND FINANCE

### **Re-Enrollment/Registration Fee**

A NON-REFUNDABLE re-enrollment fee as determined by the school must accompany a completed re-enrollment form for all returning students. A like registration fee is required of all newly accepted students. Failure to pay the fee or complete the accompanying form by the specified date will result in an assumed intent to withdraw and the student's place will not be reserved for the following year.

### **New Applicant Fee**

A NON-REFUNDABLE application fee must accompany each new application. The registration fee shall be due immediately upon acceptance.

### **Tuition Policy**

The choice of Catholic education entails financial sacrifice on the part of both the employees and families of the school. Tuition is the primary source of financial support for the academic programs of the school. Tuition is inclusive and covers the cost of books, field trips, special activities, and all materials for students. All additional fees are kept at a minimum.

St. Catherine of Siena Catholic School uses electronic funds transfer for tuition and other incidental fees. FACTS Management handles electronic funds transfer for the school.

Tuition is reviewed yearly and announced in the spring.

- Tuition payments are not tax deductible.
- Failure to remit payments in a timely manner may result in administrative action. Report cards and official transcripts will be held until tuition payments are current or an alternate payment plan has been approved by the Principal or Pastor.
- Should a student withdraw during the school year, tuition will not be prorated for any portion of a month. In addition, a 30-day written notice must be given to the Business Manager in order to have tuition waived for a student's withdrawal.

### **Tuition Rates**

Tuition is based on parochial membership and involvement. For Catholic families, active or non-active status is determined by the family's Pastor. Active Catholic families are those that support the Church through sacrificial giving of time, talent, and treasure. Support given to the home parish in turn supports the school through the programs and policies of the Archdiocese. The school financially assesses what is lacking in support to the local parish by a non-active family with an additional fee.

### **The tuition package for an active Catholic family for 2018-2019 is as follows:**

- **One student: \$7,850**
- **Sibling rate: 7,250 (\$600 discount for each sibling)**
- **8<sup>th</sup> Grade Activity Fee- \$250**

The tuition for a family designated by their home parish as **non-active Catholic**, and for a **non-Catholic family** is **\$8,400** per student. Tuition payments are not tax-deductible.

### Tuition Payment Schedule

There are three options for the payment schedule: annual, semi-annual, or 11-month payment(s). FACTS Management is the only method of tuition payment. The act of signing up with FACTS Management

indicates parents' agreement to honor their tuition obligation. All tuition payments must be made through FACTS; in-school payments will not be accepted.

Annual:

- April 15 of current school year: \$500 tuition down payment (non-refundable). Failure to make this payment will result in the loss of a student's place in the school.
- A 2% discount will be given for those paying in full by June 5 or June 20. (Families that receive tuition assistance are not eligible for the 2% discount.)

Semi-Annual:

- April 15 of current school year: \$500 tuition down payment (non-refundable). Failure to make this payment will result in the loss of a student's place in the school.
- FACTS Automatic withdrawal will occur on July 20 and January 20.

11 Month:

- April 15 of current school year: \$500 tuition down payment (non-refundable). Failure to make this payment will result in the loss of a student's place in the school.
- FACTS automatic withdrawal monthly. The first withdrawal will occur on July 20. The last withdrawal will occur on May 20.

Automatic withdrawal is the only means of payment accepted for the semi-annual and monthly plans. Families must meet all financial obligations in one school year in order to enroll their children for the subsequent year unless a payment plan has been approved by the Principal and/or the Pastor. 8<sup>th</sup> grade students must meet all financial obligations to the school to participate in graduation exercises.

**Tuition Assistance**

There are two sources of financial assistance towards tuition. Tuition assistance is available to Catholic families, and GRACE Scholarships is available to both Catholic and non-Catholic students. The tuition assistance and GRACE Scholarships processes run concurrent with admissions and re-enrollment, generally beginning in January. Forms and deadlines will be made available and announced by the school each year. Awards are based on calculated need and the funds available to the school through the Archdiocese and other generous benefactors. All decisions are subject to the discretion of the Principal/Pastor and will be communicated to all applicants in writing. All questions regarding tuition assistance and GRACE Scholarships should be directed to the Principal.

**Additional Fees**

Although tuition is inclusive of the entire academic program, there may be extra fees. Optional programs and activities such as before and after care, hot lunch, extra-curricular activities, and special projects may require the collection of additional fees. All incidental fees/billing are paid through FACTS. These fees include, but are not limited to, before and after school care, home and school fees, student fees such as yearbooks, extra-curricular activities, etc.

**Insurance**

Our students are covered under a school-purchased insurance plan during school hours and during school sponsored events. School accident insurance is secondary coverage to the parents' own health care coverage. Parents may request a claims form from the school office. School claims are processed and filed after the parents' primary insurance has paid its part of the claim.

## SCHOOL DAY

### **School Hours**

School hours are from 7:50 a.m. to 3:10 p.m. The school bells are timed to match the atomic clock in the receptionist's office in the front foyer.

### **Attendance**

St. Catherine of Siena Catholic School operates on a calendar of 180 instructional days in accordance with Georgia law and archdiocesan policy. Parents are responsible for the attendance of their children at school. Regular attendance is essential for scholastic success.

### **Absences and Tardies**

The school day is seven (7) and one-quarter hours long. Students must be present for at least five (5) hours to be considered as present for a full day. Students present for fewer than five hours will be considered as absent for a half-day. Students who arrive between 7:50 a.m. and 10:10 a.m. are considered tardy. (Students who arrive after 10:10 a.m. will be considered as half day absent.)

Parents/guardians should contact the school office to report a student's absence. If a call or email is not received at the school office by 9:00 a.m., parents may be contacted by the school. (If the absence is extended for more than one day, a call on the first day is sufficient.) No calls or verbal notice from minors are accepted.

Verification of absence is made by a written notice from the parents/guardians to the school office upon return. Failure to produce appropriate explanation will result in the classification of the absence or tardiness as "unexcused." Cases of illnesses spanning more than three days require a note from the doctor.

Chronic absences/tardies without sufficient cause will be referred to the administration and possibly the social services. The following guidelines are followed:

- Students with five (5) or more absences and/or tardies per quarter are referred to the administration. The administration will notify parents in writing when students are absent/and/or late five (5) or more days.
- After ten (10) absences and/or tardies per quarter, parents will be required to meet with the administration. Further disciplinary and other actions may follow if the problem of tardiness and absences is not resolved.
- Students who surpass twenty (20) or more days absent within one school year are unlikely to be prepared for the following school year and may have to repeat the current grade. These students may receive an "incomplete" designation in their report card until all work is made up as deemed adequate by their teachers and the administration. Remediation outside of school equaling the hours missed may be required.

Students are considered tardy if they have not entered the school building by the 7:50 a.m. bell. The school and the home have the shared responsibility to assist students to develop habits of punctuality and attendance. Students are required to be in school and on time when school is in session, including days scheduled for field trips, Mass, and special events. The administration may place a student on an attendance contract if deemed necessary.

Absences and tardies are of two kinds: excused and unexcused. Absences and tardies are excused on the basis of verified contact with the parent or guardian for the following reasons:

- Personal illness of the student
- Medical or dental examination and/or treatment of the student when the appointment cannot be scheduled other than during school hours
- Student participation in school sponsored events taking place during school hours
- Death in the immediate family
- Tardiness due to emergency situations arising from unusual weather conditions
- Visits by 8<sup>th</sup> grade students to a high school (two visits per year are counted as excused)
- Reasons of extenuating circumstances to be judged by the administration

Absences and tardies other than those mentioned above are considered unexcused. In the case of unexcused absence, teachers are not required to repeat instruction, give credit for work missed, or provide make-up tests.

Make-up assignments are the responsibility of the students. On the first day students return to school, they should ask their teachers to obtain missed assignments and materials due to their absence. Parents who pick up assignments for their students must notify the school office by NOON and the work must be picked up by 3:15 p.m. Emails to teachers during the school day do not suffice because teachers may not be able to check emails during the school day.

The length of time for making up missed assignments is equal to the length of time of the absence, i.e. one day of absence equals one day to make up tests and assignments; two days of absence equals two days to make up tests and assignments. Work that is assigned before the student's absence is typically due immediately upon the student's return. In the case of a student getting sick after school is dismissed, parents may notify teachers of the illness and appropriate arrangements may be made to turn in late work. If the student is present for any part of a day, ANY homework or projects that is due that day must be turned into the teacher before the student leaves school for any reason. For absences of more than one (1) week, appropriate arrangements may be made at the discretion of the teacher and/or administration.

No credit (0%) will be given for assignments not made up in a timely manner. Accommodations may be made by teachers so that no student is required to take more than two (2) tests in one day.

#### Family Vacations

Family vacations should coincide with school vacation dates. In situations where absences cannot be avoided, the administration and teachers should receive written notification at least two (2) weeks prior to the scheduled vacation. Depending on the grade level of the student and the type of work missed, teachers may but are not required to give assignments ahead of time or upon a student's return. Typically, tests and exams are not administered early. Students are responsible, under the supervision of their parents, for the mastery and completion of work missed during an absence. The length of time for making up missed assignments and tests is equal to the length of time of the absence. Work that is not made up will receive no credit (0%). Students must take the initiative to ask to make up missed tests; teachers will not offer to administer missed tests without the student's initial request. Standardized tests missed because of vacation or any unexcused absences cannot be made up.

When parents, but not children, are on vacation, the office must be informed of the following:

1. The adult in charge of the children

2. Emergency phone numbers
3. Other pertinent information regarding the children

### **Arrival and Dismissal**

No student should arrive at school before 7:00 a.m. St. Catherine of Siena Catholic School is not responsible for the supervision of students who arrive before 7:00 a.m.

Students who arrive between 7:00-7:30 a.m. enter through the side door of the gym and receive supervision provided by “Before School Care” for an additional fee. Students who arrive after 7:30 a.m. enter through the main entrance of the school and receive supervision until they are dismissed to their homerooms.

Dismissal prayers and announcements begin at 3:10 p.m. Students remain in their classrooms until dismissed to “Park and Pick” or the carpool line. Any student not picked up by the end of carpool is placed in Snack n’ Yak and appropriate charges will incur. Snack n’ Yak is available from 3:30 p.m. to 6:00 p.m. for a daily fee. Please see the Snack n’ Yak policy packet for further details.

Park and Pick and the carpool line are the ordinary method of dismissal of students on regular school days and early dismissal days (12:00 noon). The first group of students called for dismissal are those who utilize “Park and Pick.” “Park and Pick” parents park in the lower lot and pick up their children from the gym. Parents **MUST** accompany their students to their cars; students are not allowed to walk to the Park and Pick lot unaccompanied by an adult. Park and Pick vehicles exit the lower parking lot until the HOV lines are ready to leave, at which time Park and Pick vehicles must wait to exit. HOV dismissal follows Park and Pick. Students are called to their HOV vehicles which line up in the lanes in front of the school. Students dismissed by regular carpool lines are called when their vehicles arrive.

### **Individual Early Dismissal**

As attendance is essential to academic success, the early dismissal of individual students should be rare and for serious reasons.

In the case of an early dismissal:

- **Written verification** from the parent must be sent to the school office by 9:00 a.m.
- Parents must sign students out at the front office. Students are called to the office after their parents arrive at the school office. Parents should arrive early enough to allow the appropriate time for the dismissal process.
- **Written verification with a signature from a parent** must be received at the school office if a student is to be released to another adult. Verbal notices do not suffice.
- All unknown adults must present an I.D. to the front office.
- Changes in carpool or dismissal during the day must be communicated to the school office by 12:00 noon.
- Early dismissal is strongly discouraged after 2:40 p.m. **Students will not be dismissed between 2:55 p.m. to 3:10 p.m.**
- Volunteers working in the building may wait in the front lobby and pick up their students at 3:10 p.m. without going through the regular carpool line. Students will not be released early.

### **Policies for Walkers & Bike Riders**

Walkers and Bike Riders not accompanied by an adult ARE THE LAST TO BE DISMISSED and are not called. These students wait with the teacher in their classrooms until they are dismissed.

### **Policies for Visits and Deliveries**

For the safety of our students, parents and other visitors must sign in and put on a visitor's label when entering the school building during school hours. Visitors must have an appointment for admission into the school building. Parents who have scheduled meetings with teachers after school should wait in the front lobby until after the call for Snack n' Yak, at which time teachers are free and will meet the parents in the front lobby.

We encourage and expect students to be responsible for being prepared for school by bringing all necessary items to school. Due to the busyness of the front office, except for lunches and coats, items such as book bags, homework, and PE uniforms dropped off after the start of the school day may not be delivered to students immediately. Parents and visitors do not deliver items to the classrooms unless requested by the administration. Students do not call home to request the delivery of forgotten items, except for lunches and coats. Students may re-enter the school building shortly after the end of afternoon carpool dismissal to retrieve a forgotten item. **Once a classroom is locked up after school, school and parish staff do not re-open the room to allow students or parents to retrieve items.**

## **ACADEMICS**

### **Instructional Program & Curriculum**

St. Catherine of Siena Catholic School implements the graded course of study approved by the Office of Catholic Schools of the Archdiocese of Atlanta.

Students in Kindergarten through 8<sup>th</sup> grade receive instruction in Religion, Reading, Language Arts, Mathematics (Math and Math Basic Skills), Science, Social Studies, and Spanish. Religious instruction is a core component of the entire curriculum and is not optional. Instruction in Art, Music, Technology, Media, and Physical Education is also provided. Textbooks and other curricular materials are selected by the Principal and faculty.

All assignments must be neatly completed and turned in when due. Work must be complete before grades are given. Any work which is not turned in by the date designated by the teacher may receive a deduction in points or may not be accepted and may receive no credit.

### **Eligibility Requirements for Admission into 7<sup>th</sup> Grade Pre-Algebra and 8<sup>th</sup> Grade Algebra**

- Minimum score of 80% on the Iowa Algebra Aptitude Assessment
- Minimum NPR score of 80%tile on the IA Mathematics test
- Minimum NPR score of 80%tile on the IA Computation test
- Minimum average score of 85% on Math course tests during the current year
- Minimum average score of 85% in Mathematics on report cards during the current year
- Student must demonstrate consistent, successful completion of homework and positive classroom performance as defined by the mathematics teacher.

*IA=Iowa Assessment; NPR=National Percentile Rank*

By Archdiocesan policy managed by the Office of Catholic Schools, students must meet five of the six criteria above in order to be eligible for advanced placement into Pre-Algebra at 7<sup>th</sup> grade and/or Algebra at 8<sup>th</sup> grade. The school's principal may exercise discretion in placing a student into an

appropriate course upon review of the student’s performance records and Cognitive Ability (CogAt) Quantitative score as presented on the Iowa Assessment. The suggested benchmark by which to measure potential readiness for the advanced course is a Quantitative score with a stanine of 7.

### **Interim and Grade Reporting**

The professional staff, under the supervision of the Principal, is responsible for reporting a student’s academic progress to parents. This reporting typically includes:

- Electronic Grade Postings: updated every week for students in 2<sup>nd</sup> -8<sup>th</sup> grades
- Report cards for 1<sup>st</sup>-8<sup>th</sup> grade: **hard copies are** issued quarterly
- Report cards for Kindergarten: issued according to a trimester model

Electronic grade postings (2<sup>nd</sup> through 8<sup>th</sup> grade) serve as progress reports for students. Hard copies of quarterly report cards are issued. The final, cumulative report card is issued as a hard copy and will be mailed shortly after the last day of school.

Report cards include: a comprehensive listing of courses/subjects; a letter or numeric equivalent indicating achievement levels; specific comments as necessary and a record of attendance and conduct.

Parents may make inquiries as to the assessments that resulted in the cumulative grade on a report card. Concerns/questions about a grade must be submitted in writing within five (5) working school days. No changes in grades may be made after this period. However, grade changes should not be made unless academic evidence warrants such a change. Furthermore, despite parent requests, comments should not be modified or deleted.

### **Student Evaluation**

Student achievement is monitored on the basis of objectives stated in the curriculum and incorporated into the teacher’s plan for daily instruction. Procedures for evaluating student achievement include: teacher’s observation of student responses, directed activities, quizzes, tests, participation in discussions, experiments, projects, oral and written reports, assignments and written class work as well as other appropriate means to measure achievement in the particular subject on a given grade level. In compliance with the policy of the Archdiocese of Atlanta, the grading scale for St. Catherine of Siena Catholic School is as follows:

#### K-1<sup>st</sup> Grade: Core Subjects

VG= Very Good  
G= Good  
S= Satisfactory  
N= Needs Improvement  
U= Unsatisfactory  
NA=Not Assessed

#### 2<sup>nd</sup>-8<sup>th</sup> Grade: Core Subjects

A=90-100  
B=80-89  
C=75-79  
D=70-74  
F=69 & below

#### K-8<sup>th</sup> Grade: Specials Subjects and Conduct/Effort

VG=Very Good	S=Satisfactory	U=Unsatisfactory
G=Good	N=Needs Improvement	

Cumulative math grades are calculated based on content and computation (basic skills). For 5<sup>th</sup> through 8<sup>th</sup> grade, Math Concepts account for 85% of the cumulative Math grade on the report card, and Math Basic Skills account for 15% of the cumulative math grade on the report card. For 2<sup>nd</sup> through 4<sup>th</sup> grade,



Math Concepts account for 80% of the cumulative Math grade on the report card, and Math Basic Skills account for 20% of the cumulative Math grade on the report card. For determining eligibility for Honor's Roll and Principal's List, the grades for Math Concepts and Math Basic Skills are counted separately.

### **Parent Conferences**

Scheduled parent teacher conferences during the school year promote a greater understanding of the progress of the student and strengthen home-school communications. If additional conferences are needed, an appointment may be made with the teacher. Parent conferences are held shortly after the first academic quarter and optional parent conferences are held around the beginning of the third academic quarter.

### **Promotion and Retention**

Promotion is based on the satisfactory completion of the respective grade level work. Retention is considered by individual cases after thorough discussion by the teacher, Principal, and parents. Parents will be notified in due time if a student is being considered for retention. The decision to retain a student in the present grade is based on consideration of the overall welfare of the student including academic, emotional, and social factors. Retention may be considered for the following reasons:

- Kindergarten-8<sup>th</sup> Grade
  - Failure to master fundamental skills of Language Arts and Math
  - Failing cumulative grades of three (3) or more subjects
  - Below-grade-level maturity (socially and academically), impacting academic progress

Students in the intermediate or middle school grades (3<sup>rd</sup>-5<sup>th</sup> grade, 6<sup>th</sup>-8<sup>th</sup> grade) may not fail (grade of "F", cumulative grade of 69% and below) more than two core subjects in one academic year. Students who fail one or two core subjects in one academic year will be required to remediate the coursework according to the requirements set by the school. Failure to remediate successfully according to school guidelines indicates the parents' choice to seek alternative educational placement. Students in the intermediate or middle school grades who fail two subjects in one academic year and successfully remediate may return to the school in the following year with the status of academic probation. Should a student fail one core subject (cumulative grade) within the year while on academic probation, alternative educational placement may be required.

Should a student fail three or more subjects in an academic year, alternative educational placement may be required. Academic failure in any core subject may adversely affect a student's ability to attend an archdiocesan Catholic high school.

Core subjects are defined as: Religion, Reading/Literature, Language Arts/Grammar, Mathematics, Social Studies, and Science.

### **School Mass, Liturgy, and Prayer**

Weekly school Mass, prayer, and other special liturgical events are part of the Religion program of the school. Students in Kindergarten through 8<sup>th</sup> grade attend Mass weekly. Students also participate in other liturgical and spiritual activities appropriate to the various seasons of the Church calendar. Students remain with their classes during these times under the supervision of the teacher. We welcome and encourage parents to share in these events.

## **Reconciliation**

Students are encouraged to receive this sacrament regularly. Students in 3<sup>rd</sup>-8<sup>th</sup> grades have the opportunity to receive the Sacrament of Reconciliation on a rotating schedule several times during the school year.

## **Homework**

A reasonable amount of homework is given daily. Assignments aim to supplement and extend learning and review content and skills which have been taught in class. Time required for homework depends on the type of assignment and the grade level of the student. No definite time limit can be determined for all, since children work at different rates of speed. Questions or concerns about homework should be communicated directly with the teacher.

## **Awards**

St. Catherine of Siena Catholic School recognizes that God gifts individuals in different ways. Academically, our school recognizes students in 5<sup>th</sup>-8<sup>th</sup> grade who have achieved a certain level of academic success with the following awards:

### Criteria for Honor Roll (5<sup>th</sup> - 8<sup>th</sup> grade):

- Quarterly grade of A (90%) or B (80%) in all core subjects
- Quarterly grade of VG or G in all specials subjects
- Quarterly conduct/effort grade of VG or G in all areas

### Criteria for Principal's List (5<sup>th</sup> - 8<sup>th</sup> grade):

- Quarterly grade of A (90%) in all core subjects
- Quarterly grade of VG in all specials subjects
- Quarterly conduct/effort grade of VG in all areas

### President's Education Award (5<sup>th</sup> - 8<sup>th</sup> grade)

- Quarterly grade of A (90%) in all core subjects
- Core score of 90% National Percentile Rank or higher on the Iowa Assessment in both Mathematics and Reading

Recognition for Honor Roll and Principal's List is given to students in 5<sup>th</sup> -8<sup>th</sup> grade at the end of each quarter and at the end of the school year. This recognition is based on the grades for the first through the third quarter and the grades at two weeks after the beginning of the fourth quarter mid-term.

St. Catherine of Siena Catholic School also recognizes the display of outstanding citizenship and Christian virtues among its students with the following awards at the end of each school year:

The Saint Catherine of Siena Award is given to one student per homeroom class, in every grade. This student must:

- Exhibit outstanding behavior
- Be helpful to teachers and peers
- Serve as a peacemaker among peers

The Father James Harrison Award is given to one student per homeroom class, in every grade. This student must:

- Always be prepared for class

- Complete and turn in all homework on time
- Show readiness to help others
- Play fairly
- Treat everyone with respect
- Exemplify virtuous behavior which all of us should want to emulate

Students with perfect attendance (no excused or unexcused absences, tardies, or early checkouts) are eligible for the Perfect Attendance Award.

### **Policy on Cheating and Plagiarism**

Honesty and integrity of life are important virtues for the individual and for society, and for this reason cheating in any form is considered unacceptable behavior.

Cheating is defined as any act by which a student uses the work of another for his/her own gains. This includes looking at or attempting to look at the work of another, or communicating in any way with another during a testing situation; providing one's own work to another, except when joint or group study has been recommended by the teacher; theft of tests or looking at stolen tests or any other act, which the administration deems as cheating.

Plagiarism is a form of cheating in which the student presents as one's own work the work of another by copying and/or failure to provide proper citation. Copying the work of another can be from print as well as from electronic material from the Internet or in software programs. Copying information from a source on the Internet and then inserting the information into one's writing/project without citing the source is always considered plagiarism.

### **Disciplinary Action for Cheating**

The teacher will record a "0" or "F" for the assignment. Parents will be notified. A second or third incident may result in loss of credit, suspension, or further disciplinary measures.

If, in the judgment of the administration and teacher(s), a student plagiarizes on an assignment without full understanding of the serious nature of plagiarism, an appropriate consequence will be given for the purpose of helping the student to understand the gravity of plagiarism, to learn how to cite sources appropriately, and to encourage academic integrity. The administration may allow the student to re-do the project (either by editing the original project, or by re-doing the project using the same guidelines but a different topic) for a designated portion of the full academic grade.

### **Parents Completing Children's Homework**

Students should complete their own work. If parents are found to have done a student's work, the student will be asked to redo the assignment and be graded on the student's edition. Points on the respective assignment may be deducted.

### **Standardized Testing**

The Iowa Assessments (formerly Iowa Test of Basic Skills) is administered to students in Kindergarten through 8<sup>th</sup> grade annually. The testing program is designed to provide a systematic means of assessing student mastery of basic skills and evaluating the academic programs of the school.

Students in the 2<sup>nd</sup>, 5<sup>th</sup>, and 7<sup>th</sup> grade take the Cognitive Abilities Test (CogAT) to measure their cognitive abilities. Students in the 5<sup>th</sup> and 8<sup>th</sup> grade take the Assessment of Catholic Religious Education (ACRE) test to demonstrate their knowledge of Catholic doctrine.

### **Acceptable Use Policy**

Technology and media are used to enhance and support the curriculum and enrich classroom instruction. The use of the available technology and media at our school is a privilege. Parents and students must sign and return the Acceptable Use Agreement (Appendix B). Technology and media at the school are to be used in a responsible, productive, ethical, and lawful manner. While in class, our students have the opportunity to access and explore many repositories of information. Our school's filtered system does not have total control of the information on the Internet and families should be advised that some sites accessible via the Internet contain material which is inappropriate for educational use. Our school does not condone the use of such materials. However, we believe that the benefits of access to the Internet exceed its possible challenges. As a protection to our students and equipment, students may not be permitted to bring CD's, flash drives, etc, from home to use on school computers and may not use school equipment unless directed and supervised by a faculty or staff.

The following guidelines aim to ensure the proper use of the equipment and protect the integrity of the educational program. Failure to comply with these guidelines may result in the loss of privileges of use and other disciplinary actions.

Acceptable use of technology and media includes but is not limited to:

- Treating all equipment and devices with respect
- Using the Internet and other resources to research assigned classroom projects
- Using the Internet to investigate information on the World Wide Web
- Using cameras and video equipment to create presentations and to enhance projects
- Asking for help when uncertain of what to do with an equipment or a device
- Modeling proper behavior around all equipment and devices
- Accepting responsibility for one's own actions in regard to the use of equipment/devices and the consequences of one's behavior
- Saving files in one's own folder
- Completing all assignments on time
- Using equipment, devices and resources only with the express permission of a teacher
- Using equipment, devices and resources only in the presence of a teacher

Unacceptable use of technology and media includes but is not limited to:

- Using a technology or media resources to harm other people or their work
- Trespassing in or altering another person's work or files
- Damaging equipment in any way
- Wasting resources such as disk space or printer paper
- Violating copyright laws
- Interfering with the operation of network or any stand-alone computer by installing illegal software, shareware, or freeware
- Using the Internet for any illegal purpose
- Using technology or media to harm any person's good name or reputation
- Using technology or media to harass another person
- Viewing, sending, or displaying offensive messages or images
- Book marking sites on the Internet without permission

- Using any technology or media resources without permission or supervision of a teacher
- Providing personal information over the Internet
- Using school devices to send, receive, view, or print personal email or other electronic forms of communication

Violating the acceptable use policy may result in:

- Restricted or loss of network access
- Loss of access to technology or media resources
- Disciplinary or legal action including but not limited to, criminal prosecution under appropriate state and federal laws
- Restitution for any damage to technology or media equipment and resources

In addition to the above Acceptable Use Policy, middle school students receive a Chromebook for the current school year and must agree to abide by a One-to-One Chromebook Program Acceptable Use Policy. This policy contains specific regulations for these students with regards to their participation in our One-to-One Chromebook Program. Parents and students will attend a meeting (date to be announced shortly after the new school year begins) to review the One-to-One Chromebook Program Acceptable Use Policy.

### **Media Viewing**

All videos and DVDs in the Media Center have the approval of the administration to be used for instructional purposes in classes. Any viewing of titles not found in the Media Center must have the approval of the administration prior to being shown in the classroom.

### **Audio/Video Recording Policy**

No audio/video recording devices may be used during functions of the school without the express permission of the administration. Such events include, but are not limited to: classroom presentations, awards ceremonies, performances, parent conferences, administrative conferences, and religious services. This policy also includes recording of conversations either in person or by telephone among students, parents, teachers or school administrators on school property. If permission is given to record an event, the photos/recordings should not be posted to social media sites if they include footage/images of persons other than the parent/guardian's own child(ren).

### **Personal Blogs and Social Media**

Participation in online blogs and social media such as, but not limited to, Instagram®, Facebook®, etc. may result in disciplinary actions, up to and including dismissal of the student from the school, if the content of the student or parent's site includes defamatory comments regarding the school, faculty, staff, other students, parish, archdiocesan, or other Church personnel.

### **Electronic Devices**

The school reserves the right to search any electronic device brought to school.

### **School Website**

The contents of the School Website are copyrighted and protected under the Copyright Act of 1976.

### **Texting**

Students may not engage in texting during the school day. Students involved in texting at school face detention, suspension and/or expulsion.

### **Virtual Reality Sites**

Virtual reality sites pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer. Students whose avatars depict other students, teachers or school staff, parish, archdiocesan, or other Church personnel in a defamatory light face detention, suspension, or expulsion.

## **CONDUCT**

### **Principles**

The purpose and goal of discipline is to direct and encourage students to exercise the gift of freedom by choosing what is good, right, and just for themselves and others. True freedom results from a healthy sense of self-discipline, conduct which is respectful of human dignity, and the desire for growth in virtue. A safe environment conducive to learning is the right and responsibility of every student, faculty and staff of our school.

The moral obligation of forming children in good and virtuous living rests first with the parents. In enrolling their children in our school, parents give our faculty and staff a share in this responsibility. As an extension of the home, our school relies on the support of the parents in assisting in the moral formation of our students. Such support teaches our students that home and school represent a united source of authority. Parents and teachers can best serve the students' needs by working together, clarifying common goals, and supporting one another in all matters that pertain to the formation of the students. Differences of opinion should be worked out between the adults in order to safeguard the student's respect for parental and school authority. (Appendix C for Parent Partnership Agreement)

### **Student Code of Courtesy and Responsible Behavior**

True courtesy is born of Christian charity and prompted by love and respect for the innate dignity of each human person. St. Catherine of Siena Catholic School expects students to demonstrate a wholesome respect to adults and to one another. This respect should be manifest in both words and deeds such as speaking in a polite manner, rising when an adult enters the room, holding and opening doors for others, and other words and acts of kindness.

Students are expected to show respect and obedience to all adults on campus. In turn, each student is to be treated by teachers, staff, students, and volunteers with dignity and respect as befits a child of God. This reciprocal courtesy will help to create an atmosphere where each person is valued and allowed to grow in love of God and one another.

St. Catherine of Siena Catholic School students are expected to be students of Christian character, living according to the virtues of reverence, charity, honesty, respect, obedience, courage, and responsibility. The purpose of the Student Code of Courtesy and Responsible Behavior is to promote the development of this character and support individual classroom guidelines.

#### **All students are encouraged to:**

- Show obedient, courteous, respectful behavior toward teachers and all adults
- Use appropriate language
- Use good manners
- Speak kindly and respectfully to and about others

- Complete class assignments and participate in class
- Wear the full school uniform correctly at all required times
- Demonstrate respect for other classes by maintaining a quiet atmosphere in the hallways
- Respect school property and the property of others
- Refrain from deliberate disruption in the classroom or on school property
- Help others when needed
- Abide by good sportsmanship

### **Discourteous or Irresponsible Behavior**

When students choose to act in a manner contrary to the Code of Courteous and Responsible Behavior, disciplinary action will ensue. Disciplinary action assigns an appropriate consequence for a behavior and encourages a student to change an inappropriate behavior.

Some examples of discourteous or irresponsible behavior include, but are not limited to, the following:

- Disrespectful or disobedient behavior toward teachers or other adults
- Unkind or disrespectful words or actions toward another student
- Use of inappropriate language
- Inappropriate use of school property or the property of others
- Deliberate failure to comply with the uniform code
- Chewing of gum on school property or at school sponsored events
- Deliberate disruption of the learning environment
- Poor sportsmanship
- Failure to comply with any school or classroom guidelines and policies

Students are not permitted to bring to or have at school items such as the following: real or toy knives, sharp objects, matches, lighters, skateboards, water pistols, real or toy guns, radios, tape recorders, video games, beepers, or any other item deemed by administration to be inappropriate for school.

Setting off an alarm of any type is considered a serious offense. This includes, but is not limited to, fire alarms and the AED machine. Consequences for creating any type of false alarm will range from conduct notice to possible expulsion.

The following steps may be used to promote courteous and responsible behavior among our students. These steps serve as a suggested progression of consequences; administrative discretion may be used to vary from this progression in individual circumstances. When a faculty or staff notices a violation of the code, he/she may choose one or more of the following methods for addressing the misbehavior:

#### **Conference with Student**

The teacher may speak with the student privately and discuss alternative appropriate behaviors. The teacher may need to point out which behaviors need to change. This conference does not need to be formal; it may take place in the hall, at the teacher's desk, or wherever seems appropriate and private enough to maintain student dignity.

#### **Classroom Guidelines for Courteous and Responsible Behavior**

Each teacher will prepare classroom guidelines and consequences appropriate to the grade level and according to the philosophy of our school.

### **Administrative Referral**

The Principal or Assistant Principal may meet with the student regarding the behaviors that violate the code. Appropriate disciplinary actions will ensue according to the judgment of the administration.

### **Behavior Contract**

Administration may place students on probationary behavior contracts as deemed appropriate by the administration. Parents will be required to attend a conference with the administration to discuss and sign the contract with the student.

### **Alternative Discipline**

The administration may deem a situation or behavior to warrant alternative discipline such as denial of the privilege of participating in outings or special events and/or removal from curricular or extra-curricular activities according to the circumstances and persons involved. Disciplinary actions in such cases will be determined at the discretion of the administration.

### **Infraction (Discipline Notice) System**

For students in 4<sup>th</sup>-8<sup>th</sup> grade, the Infraction System serves as a consistent means of assigning consequences for misbehavior. Infractions are cumulative per quarter.

Verbal Corrections: Students will receive verbal corrections for minor and/or first-time offenses. Students in the Middle School are also guided by the system of “points” for misconduct.

Infractions (Discipline Notices): For more serious and/or repeated offenses, students receive an infraction which must be signed and returned to the school by a parent on the following day. Offenses which warrant an infraction may include but are not limited to:

- Failure to observe school rules listed in the Handbook
- Failure to obey directions, defiance, or disrespect of a teacher or staff
- Physical altercations such as hitting or fighting
- Repeated failure to observe dress code
- Excessive or out-of-turn talking and loudness
- Inappropriate language
- Words or actions which are disrespectful of or detrimental to the well-being of peers and/or teachers, including and especially bullying
- Getting out of seat without permission
- Chewing gum or eating without permission
- Off task behavior
- Inappropriate hallway behavior
- Arriving late or being unprepared for class (including the absence of homework and materials needed to participate fully in the lesson)
- Destruction of school property
- Any behavior that takes away from the learning environment

The teacher issuing an infraction will notify parents via email or phone call. Parents should expect to see the infraction, with the details of the reason for the infraction, when the student brings the infraction home from school. Receipt of multiple infractions by a student will result in a series of disciplinary consequences:



INFRACTIONS	CONSEQUENCES
1 infraction	Teacher calls parent. Teacher informs Assistant Principal in writing.
2 infractions	Student meets with Assistant Principal. Phone call to parent by the Assistant Principal. <b>After school detention.</b>
3 infractions	Student meets with Assistant Principal. Phone call to parent by the Assistant Principal. <b>In School Suspension (ISS)</b>
4 infractions	Student and parent meet with the Principal and Assistant Principal. <b>Out of School Suspension (OSS).</b>
5 infractions	Student and parent meet with the Principal and Assistant Principal. Possible expulsion.

Students in the Middle School participate in a discipline system which utilizes “points” to help students monitor their own progress. The points are cumulative across all subjects/classes.

LOSS OF POINTS	INFRACTIONS EQUIVALENT	CONSEQUENCES
10 to 19 points	10 points = 1 infraction	Teacher calls parent. Teacher informs Assistant Principal in writing.
20 to 29 points	20 points = 2 infractions	Student meets with Assistant Principal. Phone call to parent by the Assistant Principal. <b>After school detention.</b>
30 to 39 points	30 points = 3 infractions	Student meets with Assistant Principal. Phone call to parent by the Assistant Principal. <b>In-School Suspension (ISS)</b>
40 to 49 points	40 points = 4 infractions	Student and Parent meet with the Principal and the Assistant Principal. <b>Out of School Suspension (OSS)</b>
50+ points	50 points = 5 infractions	Student and parent meet with the Principal and Assistant Principal. <b>Possible expulsion.</b>

Students will receive a fresh start with a new conduct chart every quarter.

**Detentions are held each week from 3:30 p.m. to 4:30 p.m. on Thursday.** Parents will receive 24-hour notice of the date and time of the detention. **Detention days are non-negotiable and may not be changed unless it interferes with a medical appointment. In this case, a parent must send a note to the teacher verifying the appointment, and only then will the detention date be changed. Failure to attend a detention without approval by administration will result in an additional detention to be served.**

Serious unacceptable behavior of any student may result in automatic suspension or expulsion. The administration reserves the right to judge the seriousness of behavioral actions and to issue automatic suspension or expulsion if the influence of a student is detrimental to the purposes of the institution or to the morale of the student population.

Conduct, whether inside or outside the school, including improper use of the electronic media, which is detrimental to the well-being or reputation of St. Catherine of Siena Catholic School can result in disciplinary actions.

## **Suspensions**

In cases of suspension, either in school or out of school, the following guidelines apply:

- The assignment of an in-school versus out-of-school suspension depends on the number of infractions accumulated or the severity of the offense.
- The parents are notified of the suspension.
- The Pastor is notified of the suspension.

Students assigned to in-school suspension will be given work and quizzes/tests to be completed and will receive full credit for their work. Students assigned to out-of-school suspension will be given work and quizzes/tests to be completed and will receive partial (up to 70%) credit for their work. For in-school suspension, students must arrive on time and wear the school uniform. Students whose conduct does not improve consistently after one out-of-school suspension may be subject to expulsion.

## **Expulsion**

Expulsion is considered a termination of enrollment. Expulsion shall be used only as a final measure or in response to an egregious offense.

Expulsion results from repeated refusal to obey school rules or from conduct which endangers self and others, property, health or safety of others, and is deemed to be in the best interest of the school community. One single extremely serious offense may be cause for expulsion.

Students asked not to return the following year for behavior reasons are not considered to be expelled. Students not allowed to return due to failure to meet required academic standards are not considered expelled.

The Archdiocesan Superintendent of Schools will be informed and consulted before any action leading to expulsion is taken. All disciplinary actions taken by the school shall be preceded by internal procedures and supported by defensible records.

Parents with a student in an archdiocesan school may appeal within ten (10) calendar days to the superintendent for a review of the decision. The superintendent will only assure that correct procedures were followed as defined by the Archdiocesan Policy. Expulsion will be permanent and not under the discretion of the administration.

Full credit will be given for all work accomplished by the student up to the moment of expulsion. The reason for the expulsion will be noted in the cumulative file for as long as the school administration deems appropriate.

## **Reasons for Expulsion**

The following are examples of behavior that may result in expulsion:

- Actions detrimental to the moral and spiritual welfare of other students and the school
- Habitual profanity or vulgarity
- Assault, battery, harassment or any threat of force or violence directed toward any school personnel or student
- Open, persistent defiance or disobedience of authority
- Use, sale, distribution or possession of alcohol, narcotics, and/or other controlled substances on or near school premises
- Stealing

- Smoking or possession of tobacco products
- Willful vandalism
- Habitual truancy
- Possession of weapons, real or toy, or materials that can be used as weapons and other contraband materials
- Possession of matches, lighter or any flammable substances
- Violation of a probation contract
- Compromise of academic standard (i.e.: habitual cheating, theft or compromise of testing, etc.)
- Other behaviors as deemed serious by the administration
- Other conduct that is inconsistent with the mission or policies of the school

### **Harassment**

It is imperative to maintain an educational environment that encourages optimum human growth and development. Respect for the dignity of each person is essential to the Catholic faith. It is vital that each school program maintains an environment that is free of harassment. The school will treat allegations of harassment seriously and will investigate such allegations in a prompt, confidential, and thorough manner. Substantiated acts of harassment will result in disciplinary action up to and including expulsion. Students found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including expulsion. Examples of harassment include, but are not limited to, verbal or written taunting; bullying and cyberbullying; other offensive, intimidating, or hostile conduct; jokes, stories, pictures, drawings or objects which are offensive, tend to alarm, annoy, abuse or demean an individual or group.

### **Sexual Harassment and Sexual Violence Policy**

St. Catherine of Siena Catholic School is firmly committed to providing a safe and respectful environment for all its members. Our school expressly prohibits sexual harassment and sexual violence in the school environment. This policy safeguards the personal dignity of the individual and fosters respect for others.

### **Sexual Harassment Defined**

For the purposes of this policy, sexual harassment includes the following behaviors: verbal sexual abuse; disseminating obscene or sexually explicit material, whether in the form of music, written lyrics, pornographic pictures or other literature, or having such material in one's possession in the school, on school grounds, or at school-sponsored activities; obscene or sexually explicit graffiti anywhere in the school or on the school/grounds; continuing unwanted written or oral communication directed to another of a sexual nature; spreading sexual rumors/innuendoes; obscene clothing or accessories; touching oneself sexually publicly; obscene and/or sexually explicit gestures; and any other inappropriate behavior of a sexually explicit or obscene nature that demeans or offends others. The above list is not all-inclusive but is intended to provide guidance as to what may constitute sexual harassment. Isolated incidents are not sufficient to constitute harassment and will be handled according to the student behavior code.

Allegations of sexual harassment (as defined above) are to be reported to the teacher and the Principal. Parents of both the offender and the victim will be informed of the allegations. The matter is to be kept confidential by all parties involved, and every effort will be made to protect the alleged victim from retaliation.

The parents of both the offender and the victim are obligated to cooperate in remedying the situation.

If the allegations are substantiated, disciplinary actions will be taken. These will depend on the nature, frequency, and severity of the action, the ages of the offender and victim, the history of similar actions by

this individual, and the circumstances in which the harassment occurred. Disciplinary action based on the school code will follow according to the judgment of the Principal. This may warrant suspension and/or expulsion.

### **Sexual Violence**

Sexual violence is handled separately because of its potential criminal nature. If an incident of sexual violence occurs, the Principal, Pastor, or other school authority is required under state law to report the incident (GA. Code Section 19-7-5) that sexual abuse or violence has occurred involving a child less than eighteen years of age. The Archdiocesan Office of Catholic Schools will be contacted immediately in these situations.

Generally, sexual harassment is considered sexual violence when: the recipient is physically touched without his/her consent in a sexual manner; is expressly threatened or perceives a threat of physical harm for purposes of the offender's sexual gratification; is the victim of sex offenses under Georgia law. In these cases, the Department of Human Services and the police will be contacted immediately.

### **Gangs**

Youth gangs and gang-related activity are prohibited. A gang is defined as any non-school sponsored group, usually secret and/or exclusive in membership, whose purpose or practices include unlawful or anti-social behavior or any action that threatens the welfare of others. Gang activity may include the following:

- Recruitment and initiation
- A manner of grooming, hair style and/or wearing of clothing, jewelry, head coverings, or accessories which by virtue of color, arrangement, trademark or other attribute denotes membership in a gang
- Displaying gang markings or slogans on school or personal property or clothing
- Having gang tattoos
- Possessing literature that indicates gang membership
- Fighting, assault, hazing
- Extortion
- Establishing turf
- Use of hand signals, gang vocabulary and nicknames
- Possession of beepers or cellular phones
- Possession of weapons or explosive materials
- Possession of alcohol, drugs, drug paraphernalia
- Attendance at functions sponsored by a gang or known gang members
- Exhibiting behavior fitting police profile of gang-related drug dealing
- Being arrested or stopped by police with a known gang member
- Selling or distributing of drugs for a known gang member
- Helping a known gang member commit a crime
- Any other action directly resulting from membership or interest in a gang

If a student is suspected or identified as being a member of a gang, shows interest in joining a gang, initiates or participates in any gang related activity, or has been approached for recruitment, any or all of the following steps may be taken:

- Parents/guardians will be contacted immediately and appropriate intervention initiated.
- A behavior contract will be prepared stating the conditions for the student remaining in the school.

- Students may be referred to counseling (personal and/or family).
- Students may be referred to the Department of Human Services or other welfare or child care agencies of the respective county.
- Students may be referred to outside agencies or programs for treatment when use of drugs and/or alcohol is involved.
- Students may be referred to the Task Force on Violent Crime.
- Police, Juvenile Court, and other appropriate authorities will be notified of violence and/or illegal activities.
- Students may be suspended and/or expelled as already outlined in the school discipline policies.
- Parents/students will be held liable and financially responsible for all forms of vandalism.

### **Jurisdiction**

Realizing that gang activity is a community concern; communication will be maintained with the police department and public school officials on all matters related to gang activity within this community. Involvement and jurisdiction of school authorities in gang related incidents occurring outside the school or off school/property will be determined in cooperation with diocesan legal authorities and the police, and will take into consideration the nature of the incident, the safety of the student, the effect of the incident on other students, and the good order and functioning of the school.

### **Weapons**

St. Catherine of Siena Catholic School expressly prohibits the use, possession, sale, or discharge of any weapons or explosive devices in the school, on school grounds, or at school-sponsored activities. This policy shall apply to all students, participants in school programs, teachers, administrators, and other personnel in the school. This policy includes, but is not limited to, any firearm, knife, deadly weapon, or explosive or incendiary device. A “deadly weapon” is any instrument, device, or thing capable of inflicting death, and designed or specifically adapted for use as a weapon, or possessed, carried or used as a weapon. Firearms shall include any loaded or unloaded gun of any caliber or type. This prohibition also includes any pistol, rifle or other devices that use air or gas propelled projectiles.

Violations of this policy may warrant notification of the police, immediate suspension, and possible expulsion. If possession of a weapon is suspected, the Principal or other administrator will immediately contact the police department and the Diocesan Office before confronting the individual. If it is determined that this policy has been violated, the parents of the offender shall be immediately contacted and must cooperate with the disciplinary process.

Disciplinary action may include immediate in-or-out-of-school suspension, pending investigation and resolution. If the student’s infraction does not warrant immediate dismissal, then the parents may be required to sign a probation contract that includes all conditions of the student’s retention at the school.

Possible terms of this probation agreement may include professional counseling, participation in a community program addressing youth violence, suspension from extracurricular activities, and any other conditions deemed appropriate by the administration of the school Archdiocesan Department of Catholic Education after consultation with the Diocesan Legal Office.

### **Student Threats**

St. Catherine of Siena School has adopted the following policy regarding student threats:

- Any and all student threats to inflict any harm to self or others must be taken seriously immediately.

- Whoever hears the threat should report it immediately to the Principal or assistant Principal.
- The student should be kept in the Principal's or Assistant Principal's office under supervision. If, in the judgment of the Principal or Assistant Principal, the situation is extremely serious, the police will be contacted.
- The parent or guardian of the student who has made the threat should be notified immediately.
- The student should be suspended and not permitted back into school until there has been a psychiatric evaluation and receipt by the school Principal of a written statement from a psychiatrist that the student is not/does not pose a danger to self or others.
- Any adult or the parent/guardian of any students who have been verbally mentioned as potential victims or listed in writing as potential victims should be notified immediately.
- Additionally, should a threat be made, the school should secure counseling for students involved after obtaining parental permission.

### **Search and Seizure**

All property of the school, including students' desks and lockers as well as their contents, may be searched or inspected at any time without notice. School personnel have an unrestricted right to search these structures as well as any containers, book bags, purses, or articles of clothing that are left unattended on school property.

The school reserves the right to search any item brought on campus. The search of a student's person or personal property currently being carried is permissible when there is any suspicion that the student may be carrying contraband. Contraband, for purposes here, is defined as any weapon, illegal drug, drug paraphernalia, or other item, the possessions of which is prohibited by law or by school policy.

## **STUDENT SUPPORT**

St. Catherine of Siena Catholic School strives to meet the needs of each student as resources allow. Our school offers support through both the Student Success Team (SST) and the Guidance Counseling program.

### **Student Success Team (SST)**

Students who need additional academic support may be referred to the SST program. The purpose of this support is to provide academic strategies, explanations, and practice for our students' success in their studies. Student support will be made available to those students who have had psycho-educational testing where academic support has been recommended or students who are recommended for the program by their teacher with the parents' approval. Resource personnel and parents communicate regularly to set goals, discuss progress, and determine continued or future needs of the students. Teachers may also offer additional help at their discretion. Parents who would like to request additional help from teachers should make this request at least one school day in advance.

### **Guidance Counseling**

In order to assist students in the development of positive self-esteem, decision-making skills, and social values, all students participate in regular classroom guidance programs as judged appropriate by the administration. Students may also be referred for additional individual support from the school counselor. The range of reasons for these individual sessions may be relatively minor, such as anxiety with test-taking, or significant events such as grief over the loss of a family member. Typically, these individual counseling

sessions are short-term tools aimed to support our students' life at school and do not replace professional counseling required for serious situations.

Individual counseling sessions may be initiated by one of the following persons:

- Parents may request individual counseling sessions for their children
- A school administrator or teachers may recommend students
- Students may request to meet with the counselor

Usually, one to two individual sessions will equip students with the proper tools to handle situations effectively. Since timely support is very important, parents are asked to give general consent for their child(ren) to meet with the counselor as needed for a short period of time. A Counseling Consent form is included in Appendix D of this handbook. This consent will be on file throughout the time that a student attends St. Catherine of Siena Catholic School. Parents may revoke this consent at any time.

### **SAFE ENVIRONMENT**

The "Protecting God's Children" program from Virtus is the approved program of the Archdiocese of Atlanta for Safe Environment training for children. All Kindergarten, third grade, and new students participate in this training. Training takes place twice a year: in October and February. Parents who wish to opt out of this training for their students should contact the school office by September 1 of the current school year. For more information on the program, go to: <http://www.archatl.com/ministries-services/safe-environment/grades-k-12/>.

### **HEALTH**

#### **Clinic Purpose**

The purpose of the school clinic is to provide first aid for minor injuries and illnesses and to notify parents if the symptoms appear more serious. The school furnishes an emergency authorization form (green card) that directs the school's course of action in each individual case. It is essential that the parents/guardian notify the school of changes in phone number, address, or employment so this data is always up-to-date, especially in the event of an emergency. All students must have an up-to-date emergency green card on file.

#### **Medications at School**

Students must have a completed Medication Consent Form, signed by both parent and health care provider, on file in the school clinic to be given medications at school.

#### **Illness**

The following guidelines determine when a child should be kept home or sent to school:

- Temperature: Anyone with a temperature of 100 degrees or higher must stay home until they are without a temperature of 100 degrees or higher for 24 hours.
- Vomiting or diarrhea: Anyone with vomiting or diarrhea must stay home until they are without symptoms for 24 hours.
- Strep throat: Anyone diagnosed with strep throat must remain home until they have taken the antibiotic for at least 24 hours.

- Severe or productive cough: Anyone with a cough that is severe (non-stop) or productive (produces mucous) must stay home until the cough has resolved or is no longer productive.
- Flu symptoms: Anyone with flu symptoms (combination of fever, headache, aches and pains, fatigue, chest discomfort, stuffy nose, and/or sore throat) must remain home until the symptoms have resolved.
- Chicken pox: Anyone with chicken pox may not return to school until the last area is scabbed over.
- Head lice: Anyone with head lice must not return until thoroughly treated and documentation of treatment is brought to school. The student must be nit free and cleared by the school nurse to return to class.

Students are not permitted to stay in the school clinic, due to illness, until the end of the school day. If a student is sent home from school with a fever, vomiting, diarrhea, etc, they may not return to school the next morning. They must be free of illness for at least 24 hours before returning to school. If your child returns to school prior to 24 hours of being illness free, they may be sent home.

### **Dismissal Due to Illness**

When a student becomes ill or injured during the school day and needs to be sent home, parents must make arrangements to have the child picked up within 30 minutes. Students will not be permitted to dismiss themselves by calling home. No student may go home alone. Students will be dismissed only to parents/guardian or the emergency contact people listed on “green card”, unless written consent from a parent is obtained in time to release the student to an adult other than those listed as emergency contact persons. There will be no exceptions. Unknown adults will be asked to show identification when picking up a student. If the parent /guardian cannot be reached, emergency contacts will be called to pick up the student.

### **Medications**

The school nurse or qualified school personnel can administer medications only when a specific procedure is followed. A Medication Consent Form must be completed for each medication that is to be administered at school. This form is available in the school clinic, or can be downloaded from the school website. This form must be completed and signed by both the parent and the student’s healthcare provider.

### **Medication Policy of St. Catherine of Siena**

Medications administered by the school nurse or qualified school personnel follow these guidelines:

- All medications, prescription and non-prescription, must be kept in the school clinic. Students are not allowed to carry any type of medication, prescription or over-the-counter, on their person at any time.
- Only the school nurse or authorized school personnel will be permitted to administer medications to any student.
- All medications must be transported to and from school by the student’s parent, guardian, or car pool driver (as long as the proper authorization has been filled out by the parent or guardian and the prescribing physician), and all medications must be given to and signed in with the school nurse or qualified school personnel directly. **STUDENTS MAY NOT TRANSPORT THEIR OWN MEDICATIONS TO OR FROM SCHOOL UNDER ANY CIRCUMSTANCES.**
- A completed Medication Consent Form must be brought to school with the medication. The completed forms must include the full name of the child, the name of the medication and the dosage, the time it is to be given, reason for the medication, special instructions or side effects, if applicable, the prescribing physician’s phone number and signature, and the parent or guardian’s



name, signature, and phone number. **NO medications will be administered at school under any circumstances without this form.**

- Prescription medications must be in a labeled container from the pharmacy. The label must include the child's name, name of the medication and dosage, administration instructions, and prescribing physician's phone number. This allows the school nurse to compare the physician authorization with the pharmacy label. This is an important step in assuring the proper medication and dose are being administered, thus avoiding medication errors.
- Non-prescription medication must be in a sealed original container and labeled with the child's full name. Medications will not be accepted or administered if they are not sent in the original, unopened container.
- Any changes in medication, including a dosage or schedule change, the parent or guardian must provide a NEW Medication Consent Form. A new pharmacy bottle of the medication should have a pharmacy label that reflects these changes. Again, this aids in the prevention of medication errors.
- Under no circumstance will any medication be administered at school until it has been verified and checked in by the school nurse.
- During the final week of school, any remaining medication should be picked up and signed out by the parent or guardian only. The clinic will not release any medication to the student.
- Any medication remaining in the clinic on the last day of school will be discarded.
- Parents who indicate on the Clinic Information/Emergency Green Card that their student has Asthma or Severe Food Allergies will be asked to complete an Individualized Emergency Plan that will be utilized by the school nurse or qualified school personnel in the event of an asthma attack or an allergic reaction. These forms are available in the school clinic.
- Parents of students who require an Epi-Pen at school for severe food allergies will be required to sign the "Parent waiver and understanding of food allergy policy". A meeting must be scheduled with the school nurse and appropriate school faculty and /or administration prior to checking an epi-pen into the clinic.

### **Medication on Field Trips**

The school nurse does not attend field trips. The parent/guardian of a student with a known allergy or preexisting condition may attend the field trip to assist the student should a medical need arise. Arrangements must be made at least one week prior to the field trip with the student's teacher.

Only life-saving medications will be allowed and/or administered by school staff on a field trip. The administration of epinephrine (in the form of an Epi-Pen) or other life-saving medications, such as asthma inhalers, will be administered by a school staff in the event of a life-threatening situation in which the child has a known allergy or preexisting medical condition, and an order for administration of the life-saving medication is on file in the school clinic from a licensed prescriber with written consent of the parent or guardian.

It is the responsibility of the parent/guardian to contact the school nurse at least one week prior to any field trip to discuss arrangements for medications that need to be taken on the field trip. The student's parent/guardian must provide the school staff with all emergency contact numbers.

If a student is not capable of taking a medication without the school staff's assistance, a parent/guardian must accompany the student on the field trip. If a student needs an injectable medication other than an Epi-Pen and is not able to self-administer the medication, a parent/guardian must accompany the student on the field trip.

### **Medication at After School Care**

The school nurse is not on duty during After School Care (Snack n' Yak) and Snack n' Yak staff do not have access to the school clinic. Only life-saving medications will be allowed and/or administered by Snack n' Yak staff. The administration of epinephrine (in the form of an Epi-Pen) or other life-saving medications, such as asthma inhalers, will be administered by a staff in the event of a life-threatening situation where the child has a known allergy or preexisting medical condition and there is an order and action plan for administration of the medication from a licensed prescriber and written consent of the parent or guardian. If a life-saving medication is required for a student who attends Snack n' Yak, the parent/guardian must inform a Snack n' Yak staff and provide a separate medication to be kept on file in the Snack n' Yak office.

### **Substance Abuse Policy of the Archdiocese of Atlanta for Catholic Schools**

The school shall provide programs for the intervention/prevention of substance abuse in their curricula and shall establish and publish disciplinary policy/regulations regarding drug and alcohol possession and /or abuse on parish/school premises. Support and referral procedures shall be available for students. Parents have a responsibility to require, promote, and model safe, ethical, and legal behavior in regard to tobacco, drugs, and alcohol use.

Substance abuse is considered behavior that is detrimental to the welfare, safety, or morals of all students and school personnel. Promoting a healthy and safe environment in the Catholic school tradition with respect for mind and body, all schools shall have a drug education program. It is considered a serious offense for any student to possess, use, abuse, sell, distribute, or procure or be under the influence of alcohol, drugs, or any controlled substances. Any prescription or non-prescription drug not taken as prescribed is also considered substance abuse. This policy shall apply to any student on or off school property during a school-sponsored activity.

### **Specific Consequences of Substance Abuse at St. Catherine of Siena**

Violations warrant notification of the police, immediate suspension, and mandatory conference with parents before the student's return to school. Intervention by trained professionals may be required as a condition for the student to remain at St. Catherine of Siena. Lack of cooperation on the part of either the student or parents in this matter will result in the student's expulsion.

### **Welfare, Health and Safety Policy of the Archdiocese of Atlanta for Catholic Schools**

The state of Georgia requires by law that any Principal, teacher, counselor, nurse, or other school administrator report all cases of suspected abuse of children less than eighteen years of age. Georgia Law, Code Section 19-7-5, requires the report of injuries or neglect of minors, provides immunity for those reporting in good faith, and provides a penalty for violation of the law.

## **HOME AND SCHOOL CONNECTIONS**

### **Time and Talent**

Our school mission statement begins: "St. Catherine of Siena Catholic School unites with family and community to provide an excellent academic and religious education." Community is an essential pillar of our mission. The dedication of our parent community is a vital and essential part of what makes St. Catherine of Siena Catholic School special.

We need the involvement and dedication of all our families. As a parochial school, St. Catherine's is more

than a consumer-driven institution providing the product or service of a quality education. As a Catholic school, our mission is within the heart of the Church – Christ’s body. And, as his body, Christ intends for each member to bring his or her own gifts and treasures to the whole and to share them with others. Therefore, we ask each family to commit to the Parent Partnership of Faith. We require a minimum of fifteen (15) hours of time and talent be donated per family to the school over the course of the academic year. The more fully our families walk with us in this partnership of faith, the more greatly blessed our children and our school will be. The generous contribution of parental time and talent adds much vibrancy and richness to our school. Additionally, volunteer time from our parents helps us to keep tuition costs low by limiting the numbers of additional staff needed for activities such as recess and lunchroom supervision, materials preparation, etc. While we encourage parents to give the gift of time and talent to the pre-school and parish, the sixteen hours required by the Parent Partnership of Faith apply only to school-related events or projects.

All volunteers must complete the safe environment requirements prior to working at the school and update their training every five (5) years. For parents of students, initial safe environment requirements should be completed at the time of their children’s admissions to the school.

### **School Advisory Council**

The purposes of the School Advisory Council are as follows:

1. To support effective administration, operation and maintenance of the school.
2. To provide a means of communication.
3. To review and discuss programs in light of the administrative vision for the school.
4. To develop and strengthen the relationship between the school and its supporting parish.
5. To develop and strengthen the financial functioning and viability of the school
6. To assist the administration in the implementation of the policies of the Archdiocese of Atlanta.

The Advisory Council generally holds three to four public meetings in a year but may meet more often as determined by the Principal. These public meetings are open to attendance by all parents.

### **Home and School Committees**

A fee of \$40 for Home and School dues is charged to each family on the first day of school.

The objectives of the Home and School committees are as follows:

- To promote such activities or measures that will serve to benefit or aid in the welfare of St. Catherine of Siena Catholic School and its students.
- To support the school in its mission to educate children in the Catholic faith, providing a Christ-centered atmosphere in which students may grow in truth and love, and be committed to the education of children, enhancing a strong relationship among parents, teachers, and school.
- To provide the school, members, and the St. Catherine of Siena community with enrichment through education, communication, social activities and fundraising.

### **Sibling Policy**

For the safety and out of respect for the learning environment, the school maintains a sibling policy for parents volunteering during regular school hours: when an adult supervises St. Catherine of Siena Catholic School children directly or helps with activities where there is a potential safety risk for small children, siblings may not be present at the event or volunteer opportunity. This policy is based on reasons of liability but, more importantly, for the safety of all children. Volunteers who bring siblings to an event for which they are directly responsible or at which the sibling is a safety or liability risk will not be allowed to

volunteer at that event. Parents with young children who are unable to volunteer during regular school hours are encouraged to volunteer outside of the school; they are encouraged to contact the Home and School Association Committee chairs for assistance with finding activities to help fulfill their volunteer commitment.

### **Messages During School Hours**

In an emergency, a message may be given to a child through the office. Parents may not call a student from the classroom or interrupt the teacher during school hours. After-school arrangements with students should be discussed before coming to school in order to keep minimize the need to relay messages delivered to the classroom.

### **Weather Conditions**

In case of inclement weather conditions, families should follow the instructions specifically for St. Catherine of Siena Catholic School. Television station Channel 11 will carry officially authorized St. Catherine of Siena closings. Information will be posted on St. Catherine's website and a text message via Remind will be sent. St. Catherine of Siena Catholic School usually but NOT necessarily follows Cobb County school closings.

In case of a tornado warning or an actual tornado, parents should not call the school. If the conditions allow, an all-school email or text notification will be sent to parents to inform them of the situation and/or give directions.

### **Emergency Plans**

Plans exist for the school to handle various emergency situations, for example, evacuations due to fire, lock-downs, and tornadoes. In the event that students must evacuate the campus and parish property, neighboring institutions such as Big Shanty Elementary School, Kennesaw United Methodist Church, and Kennesaw State University may serve as off-campus locations for the temporary holding of our students.

### **Appointments and/or Conferences**

Appointments to meet with teachers or administration can be made by telephone or written communication. Concerns about a student's academic progress should be communicated to the teacher involved. Parents are encouraged to communicate regularly with the faculty and staff regarding the welfare of their children. Teachers will communicate with parents by conference, telephone, or in writing.

### **Telephone**

Parents who ask to speak with a teacher during the school day will be asked to leave a message with the school receptionist. Every effort will be made to respond to a message in a timely manner. Emergency situations should be clearly indicated to the school receptionist.

The office phone will be used for school business only. Students must have permission from their teacher or the administration to use school phones. Students do not call parents to request forgotten homework, books, etc. or to make after school plans. Students do not call parents. For valid reasons, a member of the faculty, staff, or administration may call a parent on a student's behalf in order to relay a message.

### **Cell Phones and Personal Electronic Devices**

While the use of cell phones and personal electronic devices such as Apple Watches and Fitbits at school by students is not permitted, due to the importance of parent-child communication in this day and age, the possession of a cell phone or personal electronic device while at school is permitted for students in

5<sup>th</sup> through 8<sup>th</sup> Grade. Students must keep their cell phone or personal electronic device in their locker between the hours of 7:40 a.m. and 3:10 p.m. At all other times the cell phone and personal electronic device must be kept inside a student's backpack. Students may not use their cell phones or personal electronic devices in the homeroom before or after school. Students who attend the After School Care program (Snack n' Yak) or other after school activities must keep their cell phones or personal electronic devices in their backpack while on campus. Students must use their cell phones for the sole purpose of communicating with their parents or guardians when there is a need. Failure to observe the policy regarding cell phones or personal electronic devices will result in the confiscation of the device which will be returned to the parent of the student; this failure may also result in the loss of the privilege of bringing a cell phone or personal electronic device to school. Parents who would like their students to bring a cell phone or personal electronic device to school are required to complete the Cell Phone and Personal Electronic Device Permission form in Appendix E.

### **E-mail**

E-mail is for parental use only. Teachers do not communicate with students via email. Any information about lunches, rides home, after school plans, etc. should be communicated through the office. E-mail messages will be acknowledged in a timely manner, typically within twenty-four (24) to forty-eight (48) hours upon receipt on school days. Teachers are expected to give their full attention to students, and therefore do not usually have immediate access to school e-mail during the day. Since e-mails should be used to communicate brief and non-confidential matters, and are primarily for clarification of assignments, activities, times of events, etc., parents and teachers should not conference about a student via e-mail. Personal or educational discussions about a student must be done over the phone or in person.

### **Weekly Newsletter**

A weekly newsletter, the *Siena Scribe*, is distributed to each family electronically. This letter and other notices are posted on the school website. The *Siena Scribe* contains pertinent information regarding policies, programs, special activities, reminder notices, and other school-related information. Parents are responsible for reviewing this information.

### **Calendar, Directory & Handbook**

Each family has electronic access to the school calendar, directory, and handbook. The calendar serves as a tool for scheduling appointments and notification of dates of school events and holidays.

### **Lunch**

Out of concern for the maintenance of routine and order, visitors may not eat lunch with the students. This also includes the special delivery of outside fast food and/or restaurant food to students. Sodas are not permitted in student lunches.

**A "Fun Lunch" program which utilizes out-of-school vendors provides a lunch service to students. Parents are responsible for placing "Fun Lunch" orders according to the established procedures.** Students who do not have a lunch are offered a lunch and a fee will be charged to the parents.

### **Care of Books and Property**

In order to keep tuition low, parents are urged to help their children be responsible for books used. Books are to be kept covered and clearly identified.

Students are financially responsible for the loss or damage of textbooks and other materials provided for their use during the school year. Students are responsible for any damage to property belonging to the school or to other students. Fees for damages will be assessed as appropriate.

St. Catherine of Siena Catholic School does not assume responsibility for toys or any non-school-related items brought to school by a student. Parents are asked to see that these items are kept at home.

Students found to steal, destroy, or vandalize school property or the property of others are financially responsible, with their parents, whether the damage is accidental or intentional. The police may be notified if the situation warrants it.

### **Lost and Found**

Please “name tag” all clothing and lunch bags. “Lost and Found” articles are stored in the front office. Lost valuables (i.e. glasses, watches, keys, and jewelry) can be claimed in the front office as well. Periodically, unclaimed “Lost and Found” items will be donated to a local charity.

### **Birthday Celebrations**

Parents of students may send a simple treat for the class on the occasion of their child’s birthday. The treats should come individually divided for easy distribution. Healthy treats are strongly encouraged. In lieu of an edible treat, parents may provide a *simple* goody bag. Treats will be enjoyed during lunch or at another time at the discretion of the teacher. Treats should be delivered to the front office no later than 9:00 a.m. If treats are brought on the day of a field trip, distribution of the treats may need to be transferred to another day. School staff will distribute treats; parents may not bring treats to the cafeteria or classroom. All other birthdays will be celebrated outside of school time. Students may choose to purchase a book for the library as their “birthday gift” to the school. A special nameplate will be placed in the book.

### **Invitations to Social Events**

Invitations to any type of social, non-school sponsored event may not be distributed in school. Parents are asked to mail such invitations directly to the home of the person being invited. Kindergarten, 1<sup>st</sup> and 2<sup>nd</sup> grade students may distribute invitations only if all boys, or all girls, or the whole class are invited. All communication to parents must receive the prior approval of administration, with at least twenty-four (24) hours’ notice.

### **Gift Giving to Faculty and Staff**

St. Catherine of Siena Catholic School treasures its teachers and staff and recognizes their commitment to the success of our school and our children. We also recognize and encourage, and a family’s desire to express their gratitude for the hard work of the faculty and staff.

The following are guidelines for families in regards to gift-giving to faculty and staff:

- Groups of parents may purchase a small gift or gift certificate for a faculty or staff on a special occasion. Such arrangements must be optional.
- Individual students may purchase a small gift for their teacher(s).

For audit purposes, no collection of moneys can take place outside of those expressly controlled and directed by the school.

### **Field Trips**

Field trips are educational excursions, which are preplanned learning experiences, related to the curriculum of the specific grade level and followed by evaluation. Written parental permission is obtained prior to each excursion.

Students must travel to and from the destination of the fieldtrip via transportation provided by the school, e.g. school bus. Students going on a field trip must leave from the school and return to the school to be dismissed; students will not be dismissed from the destination of the field trip.

The school reserves the right to refuse a student's participation in a field trip if his/her conduct may jeopardize the personal safety of self or that of the group.

### **Uniforms**

Students are expected to be well-groomed at all times. Uniforms should fit well enough for shirts to be tucked in at all times. Socks must reach at least one inch above the ankle. Socks should be all-white without logos. Low cut socks are not acceptable.

The uniform should look as uncluttered as possible, with no accessories added. Students may wear one (1) small necklace or a chain with a cross or medal. Girls may wear a single pair of earrings only and these may not be larger than a dime. Dangle or loop earrings are hazardous for school and are NOT permitted.

We encourage a simple hairstyle which is consistent with the simple, tailored appearance of our school uniform. Shaved-head designs are not permitted. We reserve the right to control the extremes in hairstyles. Girls' hair must be neat and (with the exception of bangs) off the face. Hair accessories, such as headbands, bows, or barrettes, should not be large or distracting; the colors of hair accessories should be a color found in the uniform (green, blue, white). The maximum acceptable length of hair for boys is to the eyebrows, to the top of the collar at the back, and to the top of the earlobes at the sides. Hair must be the student's natural color.

The wearing of fingernail polish and/or make-up is NOT permitted.

Students not in accord with the uniform code will receive uniform checks. Parents of students who earn three uniform checks (per quarter) may be contacted by the administration, and the students may lose their privilege of participating in Spirit Wear or out-of-uniform days for the remainder of the quarter. Uniform checks are cumulative per quarter. Uniform violations which are deemed repeatedly deliberate are treated as disciplinary issues and therefore students may receive an infraction in such instances.

Some uniform violations include but are not limited to:

- Unbuttoning more than the top button of the uniform shirt or blouse.
- Rolling up long-sleeved shirts. All long sleeved-shirts must be buttoned at the cuff.
- Missing or improper wearing of the tie (for boys) or cross tie (for girls).
- Skirts/shorts which are more than two (2) inches above the knee (measured from the top of the knee).
- Wearing sweatshirts, coats, and other pieces of clothing which are not part of the school uniform while inside the school building.

See Appendix F for the complete uniform code.

### **Spirit Wear Days and Out-Of-Uniform Days**

On Spirit Wear Days and out-of-uniform days, students must come to school dressed in comfortable clothing and shoes which conform to the mission of our school.

Spirit Wear Days are generally on the last Friday of each month. Out-of-uniform days may be school wide, or given to a particular student or group of students at the discretion of the administration.

See Appendix G for guidelines for both types of out-of-uniform days.

On any out-of-uniform day, if students forget to dress “out-of-uniform,” parents will NOT be called to bring a change of clothing.

Due to the changing fashions of our society, administration reserves the right to declare a student’s out-of-uniform dress inappropriate. The parents will be contacted to bring additional clothes or to pick up the student.

### **FAMILY AND CUSTODIAL SITUATIONS**

St. Catherine of Siena School complies with the Buckley Amendment. Parents who would like to review the records of their children should contact the school office with two (2) days’ notice. “Records” include official transcripts, report cards, and health records.

#### **Relationship with the School**

St. Catherine of Siena Catholic School is aware of an increasing number of families experiencing transitions in parental custodial relationships. In addition, laws governing divorce settlements and custody have changed recently. Therefore, we find it necessary to clarify and re-state the usual procedures followed by the administration and faculty in dealing with parents in such situations.

In two-parent families it is assumed that both parents are living at the same address unless we have been notified otherwise. St. Catherine of Siena Catholic School personnel will, therefore, send home notices, communications, etc. with the child. It is assumed that both parents communicate regarding their child and that all information is shared by and between the parents. This information includes but is not limited to conference appointments, report cards, mid-quarters, discussions with school personnel, and tuition statements.

In families experiencing separation of parents, or pending divorce, the above information will be sent home with the child to the parent who has current custody of the child. It is assumed that this information is shared *by* the parents and *between* the parents. Since this situation frequently impacts on a child’s achievement and interactions at school, parents are asked to inform *both* the Principal and teacher of this fact so that appropriate support can be given to the child. St. Catherine of Siena School personnel cannot proceed on hearsay, rumors, or demands of a parent, but only with the appropriate documentation detailed below.

In cases of an actual divorce decree involving clear *custody by one parent*, the Principal is to be informed by the custodial parent of this fact. A copy of the first page of the decree bearing the case number, the pages referring to custody and the relationship with the school, and the final page bearing the judge’s signature are to be submitted to the Principal. Unless the decree indicates otherwise, school



communications will be sent home to the custodial *parent*. Custodial parents should understand, however, that unless the divorce decree specifically limits the non-custodial parent's right to access the records, the non-custodial parent has a right to the same access as the custodial parent. St. Catherine of Siena School will, unless instructed by a Court Order, release such records upon request to the non-custodial parent. "Records" include official transcripts, report cards, health records, referrals for special services, and communications regarding major disciplinary actions. It does not include daily class work and papers, or routine communications sent through the children to the home of residence. In these cases the custodial parent is asked to cooperate with the school and share this information directly with the non-custodial parent. This avoids time-consuming duplication of services.

Unless restricted by Court Order, any non-custodial parent has the right to attend any school activity of their child, which includes sports activities and class programs. Parents should keep each other informed as to these activities to avoid duplication of communications and to allow the school to better attend to the duty of teaching your children.

In cases of 'joint custody' (shared parenting agreements) entitling both parents access to school personnel and activities, it is assumed that one copy of communications and information will be sent home with the child and that this will be shared *by* and between the parents. Electronic communications will be sent to both parents, unless otherwise indicated by court order.

Regarding parent conferences in all custody situations, it is preferred and will be the general procedure that *one* conference appointment be scheduled 'jointly' if both parents wish to be present. It is assumed that parents are able to set aside differences and to come together on behalf of their child for this time. A joint conference further ensures that both parents are given the same information at the same time, thereby avoiding misunderstanding or misinterpretations.

In cases where joint conferences are *clearly* neither possible nor desirable by all parties involved, alternate arrangements may be discussed with the Principal or Assistant Principal, subject to the approval of both parents, and further reviewed by St. Catherine of Siena Catholic School's legal counsel. Every effort will be made to keep communications open with both parents while at the same time avoiding duplication of services and excessive demands on the teacher's time.

Generally, visitation should begin at the home of one of the parents and not at school. It is hoped that visitation arrangements would reflect the sensitivity of both parents to the consistency and routines that foster security in a child and allow for school responsibilities and homework to be taken care of during the school week.

Questions concerning this policy or requests for other arrangements should be made to the Principal personally.

#### **FACILITY**

Our school does not contain asbestos in any form. All reporting procedures, as required by AHERA, are executed annually. Our management plan is available for your review upon request.

## **MEDIA RELEASE**

St. Catherine of Siena Catholic School participates in active promotional and development programs. Students may appear in photographs, publications, films, interviews, video recordings, and social media posts made in conjunction with these and other activities. These forms of media may appear in school, local area, national, or international media for, but not limited to, St. Catherine of Siena Catholic School, the Archdiocese of Atlanta, and/or the Sisters of St. Dominic of St. Cecilia of Nashville, Tennessee (St. Cecilia Congregation).

By signing the handbook consent form, parents/guardians give consent for their children to appear in any promotional/development photographs, publications, films, interviews, video recordings or other media for, but not limited to, St. Catherine of Siena Catholic School, the Archdiocese of Atlanta, and/or the Sisters of St. Dominic of St. Cecilia of Nashville, Tennessee, and waive and release any claim against these institutions from any responsibility or liability for any claims arising from the publication or reproduction of any form of media.

**Parents who do not give consent for their children to be included in promotional or development media must make this known in writing no later than August 31 of the current school year.** Written communications should be sent to Karen Pechous at [kpechous@scsiena.org](mailto:kpechous@scsiena.org) and MUST include the following information:

- Parent/legal guardian first and last name
- Each child's first and last name and homeroom class

Parents will receive a written confirmation via return e-mail within two (2) school days acknowledging receipt of their communication. The media listed exclude the school yearbook.

## **USE OF SCHOOL NAME, LOGO, AND MISSION STATEMENT**

We take great pride in our school name, logo, and mission statement. The express written permission of the Principal or Pastor is required for the use of the school name, logo, or mission statement on any type of social media or in any other medium.

## **HANDBOOK PURPOSE AND INTERPRETATION**

The purpose of this handbook is to serve as a guideline for students, parents/guardians, teachers and staff of St. Catherine of Siena Catholic School. The interpretation of this handbook is made according to the discretion of the administration of St. Catherine of Siena Catholic School. In the event that a situation arises that is not covered by this handbook, then the interpretation of policy and final decision rests with the school administration.

## **SCHOOL'S RIGHT TO AMEND**

The administration of St. Catherine of Siena Catholic School retains the right to amend the handbook; parents will be promptly notified in writing if changes are made.

## **APPENDIX A**

### **GEORGIA IMMUNIZATION REQUIREMENTS**

All students entering a Georgia school must present a Department of Human Resource certificate of immunization (form 3231) at the time of enrollment. Certificates of immunization (form 3231) are available at local public health clinics or physician offices. Certificates of immunization (form 3231) with an expiration date must be updated within thirty days of that date. Students with expired certificates of immunization (form 3231) will be excluded from school as per state regulations. The certificate must be readily available in the event of a disease outbreak. The certificate of immunization (form 3231) shall follow the pupil when he/she is promoted, transfers, graduates or leaves the school.

The diseases are Diphtheria Toxoid, Pertussis, Measles (Rubella), Mumps, German measles (Rubella), Poliomyelitis, Tetanus, Varicella (Chicken Pox) and Hepatitis B.

The Certificate of Immunization (form 3231) certifies that the student has met the following standards:

- Four doses of DTP or DTzP, DT, TD or a combination of these, with the last after the fourth birthday.
- Three doses of oral or inactivated polio vaccine (OPV) or (IPV) with the last after the fourth birthday.
- Children entering kindergarten must meet new requirements for a second dose of mumps\* vaccine (as MMR, MMRV, specific mumps vaccine, or serological proof of immunity) and for a second dose of varicella\* vaccine (as MMRV, specific varicella vaccine, healthcare provider documentation of disease history, or serological proof of immunity.) A new Form 3231 showing compliance with this new requirement and the previous requirements will be required for the school year. If the child's current Form 3231 is marked "Complete for School Attendance", a new Form 3231 is not required if completion of the new immunization requirements for mumps and varicella are documented.
- Children entering 6<sup>th</sup> grade must meet new requirements for a second dose of mumps\*(same as kindergarten) vaccine and a second dose of varicella\* (same as kindergarten) vaccine. A new Form 3231 is required.
- Three doses of Hepatitis B vaccine at recommended intervals for children born after January 1, 1992.

#### **Ear, Eye and Dental Certificate**

All students entering a Georgia school for the first time must present a completed Department of Human Resources certificate of ear, eye and dental examination (form 3300) at the time of enrollment. Certificates are available at local public health clinics or physician offices. This one form (3300) is to be filled out by a pediatrician AND a dentist.

#### **Archdiocesan Health Form 5320**

A health physical, documented on the archdiocesan health form 5320, is required on all new students and all students who participate on a school-sponsored athletic team.

## **APPENDIX B**

### **St. Catherine of Siena Catholic School Acceptable Use Policy for Computer and Internet Usage**

St. Catherine of Siena Catholic School is pleased to offer Internet access for student use. The ability to access a wealth of information and to communicate electronically for educational purposes is an invaluable learning tool. As with all classroom tasks and projects, student access on the electronic devices will be guided and monitored by the teacher. Teachers will actively supervise student use of the Internet. However, in spite of supervision and web-filtering systems, it is possible that students will have access to content that may be inappropriate. Students will be expected to follow the guidelines set forth by the school. It is important to remember that computer and internet usage is a privilege, not a right, and that unacceptable activity may result in the loss of these privileges. The responsibility for appropriate use rests with the student.

Please be sure to discuss these guidelines with your child and then sign and date the form to acknowledge that you have reviewed the information.

#### **Acceptable Uses:**

- Students should use technology/Internet at school only with the express permission and supervision of a teacher.
- Students should keep personal login information and passwords for all school access (Google account, AR, etc.) private and should refrain from sharing usernames and passwords with others.
- Students should take care of all equipment assigned to them. There is no eating or drinking around school equipment.
- Students should use school approved research sites and search engines for school projects.
- Students should obey copyright laws and principles of fair use.

#### **Unacceptable Uses:**

- Destruction or harming of computer equipment or the work of another
- Harassment, bullying, threats, deceptions, intimidations, embarrassment, or antagonizing of someone via electronic communication
- Sharing personal information (self or another's) over the internet
- Evasion of security measures or otherwise altering of computers/school network
- Plagiarism or breaking of copyright law and fair use principles

**PLEASE PRINT, SIGN AND RETURN THE FOLLOWING PAGE TO THE SCHOOL BY FRIDAY, **AUGUST 24, 2018.****

**St. Catherine of Siena Catholic School  
Acceptable Use Policy for Computer and Internet Usage  
Student/Parent Contract**

**Students are expected to adhere to the guidelines of the Acceptable Use Policy for Computer and Internet Usage.**

*I understand that the use of technology at St. Catherine of Siena Catholic School is a privilege. I will use this privilege in a safe, ethical, and educational manner. I agree to follow the guidelines of the St. Catherine of Siena Catholic School Acceptable Use Policy for Computer and Internet Usage.*

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

Child's Signature: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

Child's Signature: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

Child's Signature: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

Child's Signature: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

Child's Signature: \_\_\_\_\_

*My son/daughter and I have read and discussed the rules of the St. Catherine of Siena Catholic School Acceptable Use Policy for Computer and Internet Usage. He/she agrees to abide by them whenever using the school's computer system. I understand that violation of this acceptable use policy inside or outside of school can have in-school consequences.*

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**APPENDIX C**

**St. Catherine of Siena Catholic School  
Parent Partnership Agreement**

As the primary educators of their children, parents/guardians freely make the choice of a Catholic education for their children. Registration and acceptance at St. Catherine of Siena Catholic School constitutes an agreement by the parent/guardian to accept and abide by the rules and regulations of the institution and to support its philosophy of education.

A cooperative relationship between the St. Catherine of Siena Catholic School personnel and a parent/guardian is essential for the overall education of a student. It is critical that a cooperative relationship be maintained through constructive dialogue with the parent/guardian.

If a parent/guardian refuses to abide by the policies and rules of St. Catherine of Siena Catholic School or, by word or action, is unsupportive of its goals or otherwise fails to meet his/her obligations under school or archdiocesan policies, the administrator may require the parent/guardian to withdraw his/her child or children from St. Catherine of Siena Catholic School.

Additionally, parents/guardians will be held to the same standards of respect as students in regards to their interactions with administrators, teachers, staff, and students.

*I have read and agree to support St. Catherine of Siena Catholic School in the education of my child.*

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE PRINT, SIGN AND RETURN THIS PAGE TO THE SCHOOL BY FRIDAY, **AUGUST 24, 2018.****

**APPENDIX D**  
**Counseling Consent Form**

Permission from a parent/guardian is required for a student to participate in counseling at St. Catherine of Siena Catholic School with the school Guidance Counselor as needed, upon request by the student, teacher, parent, or administrator.

Because counseling is based on a trusting relationship between counselor and client, the counselor will keep information shared by the client (child) confidential except in certain situations in which an ethical responsibility limits confidentiality. Parents/guardians will be notified under the following circumstances:

- The student reveals information about hurting himself/herself or another person.
- The student discloses that someone is hurting him/her.
- The student or another person may be in physical danger.

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**COUNSELING CONSENT FORM**

Please check one:

- I give consent for my child(ren) to participate in counseling as needed. I understand that anything that my child(en) share(s) will be kept confidential except in the above-mentioned cases.
- I do not give consent for my child(ren) to participate in counseling unless I give my expressed permission.

Name of Student	Grade

Comments/Questions: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE PRINT, SIGN AND RETURN THIS PAGE TO THE SCHOOL BY FRIDAY, AUGUST 24, 2018.**

**APPENDIX E**

**St. Catherine of Siena Catholic School  
Cell Phone and Personal Electronic Device Permission Form (5<sup>th</sup>-8<sup>th</sup> Grade Only)**

While the use of cell phones and personal electronic devices such as Apple Watches or Fitbits at school by students is not permitted, due to the importance of parent-child communication in this day and age, the possession of a cell phone or personal electronic device while at school is permitted for students in 5<sup>th</sup> through 8<sup>th</sup> Grade.

Please note the following rules:

- Students must keep their cell phone or personal electronic device in their locker between the hours of 7:40 a.m. and 3:10 p.m. At all other times the device must be kept in their backpack.
- Students may not use their cell phones in the homeroom before or after school.
- Students who attend the After School Care program (Snack n’ Yak) or after school activities must keep their cell phones in their backpack while on campus.
- Students must use their cell phones for the sole purpose of communicating with their parents or guardians when there is a need.

Failure to observe the above rules regarding cell phones or personal electronic devices will result in the confiscation of the device which will be returned to the parent of the student; this failure may also result in the loss of the privilege of bringing a device to school.

Parents who would like their students to bring a cell phone or personal electronic device to school are required to complete this Cell Phone and Personal Electronic Device Permission form.

I, \_\_\_\_\_, give permission for my child, \_\_\_\_\_,  
First and last names of parent First name of student

to bring a cell phone/personal electronic device to school. My child and I have read and agree to abide by the policy on cell phones and personal electronic devices for St. Catherine of Siena Catholic School.

Parent signature \_\_\_\_\_ Date \_\_\_\_\_

Student signature \_\_\_\_\_ Date \_\_\_\_\_

Student Cell Phone Number \_\_\_\_\_

**This form must be completed and turned into the school office before a student can bring a cell phone to school.**



**APPENDIX F: UNIFORMS**

**GIRLS K-5<sup>TH</sup>**

<b>STANDARD (DRESS) UNIFORM</b>		
<i>Mass day, Wednesday &amp; other occasions determined by Principal</i>		
<b>Item</b>	<b>Style</b>	<b>Color</b>
<b>Jumper</b>	Jumper (style #172) with SCS embroidered patch	School Plaid #60
<b>Blouse</b>	Peter Pan Blouse (short/long sleeve)	White
<b>Bike Shorts</b>	Bike Shorts (worn under jumper)	Navy
<b>Hosiery</b>	Crew, Knee High or Tights (no logo/design/trim; must cover the ankle bone)	Navy
<b>Sweater</b>	Crew Neck Cardigan <b>w/ SCS embroidered patch</b>	Navy
<b>Shoes</b>	Dirty Buck Suede Shoe.	
<b>Casual Uniform Options</b>		
<i>Monday, Tuesday, Thursday, Friday</i>		
<b>Slacks <u>OR</u> Skorts</b>	Slacks (Flat Front or Flare Leg) <b>w/ SCS initials logo <u>OR</u></b> Full Wrap Skort <b>w/ SCS initials logo</b>	Navy Navy
<b>Shirts</b>	Polo Shirt (Girls Fit, short or long sleeve) <b>w/ SCS logo</b>	White or Green
<b>Belt</b>	Stretch (with leather or magnetic tip)	Navy
<b>Hosiery</b>	Crew, Knee High or Tights (no logo/design/trim or half-socks)	White only
<b>Sweater <u>OR</u> Sweatshirt</b>	Crew Neck Cardigan <b>w/ SCS embroidered patch <u>OR</u></b> Sweatshirt <b>with SCS logo</b>	Navy Navy
<b>Shoes</b>	Low top athletic shoes	All White

**BOYS K-5<sup>TH</sup>**

<b>STANDARD (DRESS) UNIFORM</b>		
<i>Mass day, Wednesday &amp; other occasions determined by Principal</i>		
<b>Item</b>	<b>Style</b>	<b>Color</b>
<b>Slacks</b>	Slacks (Pleated) <b>w/ SCS initials logo</b>	Navy
<b>Shirt</b>	Oxford Shirt (short or long sleeve) <b>w/ SCS logo</b>	White
<b>Belt</b>	Stretch (with leather or magnetic tip)	Navy
<b>Socks</b>	Crew (no logo/design/trim; must cover the ankle bone)	Navy
<b>Sweater</b>	V-Neck Cardigan <b>with SCS embroidered patch</b>	Navy
<b>Tie</b>	Tie	School Plaid #60
<b>Shoes</b>	Dirty Buck Suede Shoe.	
<b>Casual Uniform Options</b>		
<i>Non-Mass Day, Monday, Tuesday, Thursday, Friday</i>		
<b>Slacks <u>OR</u> Shorts***</b>	Slacks (Pleated or Cargo) <b>w/ SCS initials logo <u>OR</u></b> Shorts (Pleated or Cargo) <b>w/ SCS initials logo</b>	Navy Navy
<b>Shirts</b>	Polo Shirt (short or long sleeve) <b>w/ SCS logo</b>	White or Green
<b>Belt</b>	Stretch (with leather or magnetic tip)	Navy
<b>Socks</b>	Crew (no logos, design, or trim or half-socks)	White only
<b>Sweater <u>OR</u> Sweatshirt</b>	V-Neck Cardigan <b>w/ SCS embroidered patch <u>OR</u></b> Sweatshirt <b>with SCS logo</b>	Navy Navy
<b>Shoes</b>	Low top athletic shoes	All White

\*\*\* Shorts for Boys are *optional* summer uniform: March 15 to October 31

**GIRLS 6<sup>TH</sup>-8<sup>TH</sup>**

<b>STANDARD (DRESS) UNIFORM</b>		
<i>Mass day, Wednesday &amp; other occasions determined by Principal</i>		
<b>Item</b>	<b>Style</b>	<b>Color</b>
<b>Skirt</b>	Skirt (style #134)	School Plaid #60
<b>Blouse</b>	Oxford Blouse (short/long sleeve) <b>w/ SCS logo</b>	White
<b>Bike Shorts</b>	Bike Shorts (worn under jumper)	Navy
<b>Hosiery</b>	Crew, Knee High or Tights (no logo/design/trim or half-socks)	Navy
<b>Sweater (Mandatory)</b>	V-Neck Vest <b>with SCS embroidered patch</b>	Navy
<b>Tie</b>	Cross Tie	School Plaid #60
<b>Shoes</b>	Dirty Buck Suede Shoe	
<b>Casual Uniform Options</b>		
<i>Non-Mass Day, Monday, Tuesday, Thursday, Friday</i>		
<b>Slacks <u>OR</u> Skorts</b>	Slacks (Flat Front or Flare Leg) <b>w/ SCS initials logo <u>OR</u></b> Full Wrap Skort <b>w/ SCS initials logo</b>	Khaki Khaki
<b>Shirts</b>	Polo Shirt (Girls Fit, short or long sleeve) <b>w/ SCS logo</b>	White or Navy
<b>Belt</b>	Smooth Leather	Brown
<b>Hosiery</b>	Crew, Knee High or Tights (no logo/design/trim or half-socks)	White only
<b>Sweater <u>OR</u> Sweatshirt</b>	Crew Neck Cardigan <b>w/ SCS embroidered patch <u>OR</u></b> Sweatshirt <b>with SCS logo</b>	Navy Navy
<b>Shoes</b>	Low top athletic shoes	All White

**BOYS 6<sup>TH</sup>-8<sup>TH</sup>**

<b>STANDARD (DRESS) UNIFORM</b>		
<i>Mass day, Wednesday &amp; other occasions determined by Principal</i>		
<b>Item</b>	<b>Style</b>	<b>Color</b>
<b>Slacks</b>	Slacks (Pleated) <b>w/ SCS initials logo</b>	Khaki
<b>Shirt</b>	Oxford Shirt (short or long sleeve) <b>w/ SCS logo</b>	Light Blue
<b>Belt</b>	Smooth Leather	Brown
<b>Socks</b>	Crew (no logos/design/trim, or half-socks)	Khaki
<b>Sweater (Mandatory)</b>	V-Neck Vest <b>with SCS embroidered patch</b>	Navy
<b>Tie</b>	Tie	School Plaid #60
<b>Shoes</b>	Dirty Buck Suede Shoe.	
<b>Casual Uniform Options</b>		
<i>Non-Mass Day, Monday, Tuesday, Thursday, Friday</i>		
<b>Slacks <u>OR</u> Shorts***</b>	Slacks (Pleated or Cargo) <b>w/ SCS initials logo <u>OR</u></b> Shorts (Pleated or Cargo) <b>w/ SCS initials logo</b>	Khaki Khaki
<b>Shirts</b>	Polo Shirt (short or long sleeve) <b>w/ SCS logo</b>	White or Navy
<b>Belt</b>	Smooth Leather	Brown
<b>Socks</b>	Crew (no logos/design/trim or half-socks)	White only
<b>Sweater <u>OR</u> Sweatshirt</b>	V-Neck Cardigan <b>w/ SCS embroidered patch <u>OR</u></b> Sweatshirt <b>with SCS logo</b>	Navy Navy
<b>Shoes</b>	Low top athletic shoes	All White

\*\*\* Shorts for Boys are *optional* summer uniform: March 15 to October 31

**OUTER WEAR ITEMS FOR BOYS AND GIRLS ALL GRADES**

These SCS outerwear items may be worn outside the school building on dress and casual uniform days.

<b>Item</b>	<b>Style</b>	<b>Color</b>
<b>Fleece</b>	Half Zip or Full Zip Fleece Jacket <b>w/ SCS embroidered patch</b>	Navy
<b>Jacket</b>	Nylon Fleece Lined Jacket <b>w/ SCS embroidered patch</b>	Navy

**P.E. UNIFORM**

**(Required for all 5<sup>th</sup> to 8<sup>th</sup> Grade Students)**

<b>Item</b>	<b>Style</b>	<b>Color</b>
<b>Shirt</b>	T-Shirt <b>with P.E. Logo</b>	Ash Grey
<b>Shorts</b>	Mesh Short <b>with P.E. logo</b>	Navy
<b>Sweat Pants (Optional)</b>	Sweat Pants <b>with P.E. logo</b>	Navy
<b>Sweatshirt (Optional)</b>	Sweatshirt <b>with SCS logo</b>	Navy

**Important Uniform Expectations**

- All skirts, shorts, skorts, and jumpers must be no more than 2" above the top of the knee.
- All shirts must be long enough to remain tucked in during the school day.

## **APPENDIX G**

### **Dress Code for Out-of-Uniform Days**

Spirit Wear days are distinct from out-of-uniform days. Spirit Wear days are days designated by the Principal when the students, faculty, and staff may come to school dressed in official St. Catherine of Siena Catholic School Spirit Wear. These days usually fall on the last Friday of the month. Spirit Wear days are optional; students who choose not to dress in Spirit Wear on these days should come to school in the regular school uniform.

The following are guidelines for **Spirit Wear** days.

- Students should wear an official St. Catherine of Siena Catholic School Spirit Wear shirt. PE and athletic team uniforms are not considered Spirit Wear.
- Any official St. Catherine of Siena Catholic School Spirit Wear can be worn on these days with the exception of hats which may not be worn inside of the building.
- Only jeans or **uniform pants/shorts/skorts** may be worn. However, jeans with rips and holes are not permitted.
- Jeans should be regular fitting; “skinny jeans”, “jeggings”, or other form-fitting pants or shorts should not be worn.
- Capris or mid-calf pants may not be worn.
- Colored hair is not allowed.
- No alterations should be made to the Spirit Wear resulting in tank tops, or shortened tops revealing bare midriffs; nor should shirts be tied or banded up to reveal tank tops or other shirts underneath them.
- Gym shoes only may be worn with Spirit Wear. Flip flops, Crocs, boots, dock/boat shoes or other non-gym shoes are not part of Spirit Wear.
- Shorts may not be shorter than 2” above the knee.
- All regulations regarding jewelries/accessories apply on Spirit Wear Days.

The following are guidelines for **Regular Out-of-Uniform Days**:

- Students may wear jeans, pants, shorts, dresses, capris, or skirts. The shorts, dresses or skirts may not be shorter than 2” above the knee. Jeans, pants, and shorts should be regular fitting; “skinny jeans”, “jeggings”, leggings as pants, or other form-fitting pants should not be worn.
- Capris or mid-calf pants should not be form-fitting and must fall below the knee.
- Students should not wear short tops with bare midriff or tank tops.
- Shoes with heels higher than 1.5”, sandals, flip-flops, boots or crocs are not appropriate.
- T-shirts should not have inappropriate wording or advertisements such as alcohol, tobacco, or any message that is not supportive of our school mission.
- Shirts should not be tied or banded up to reveal tank tops or other shirts underneath.
- Hats are not to be worn inside of school during school hours.
- Colored hair is not allowed.
- All regulations regarding jewelries/accessories apply on Out-of-Uniform Days.

# **St. Catherine of Siena Catholic School**

## **Volunteer Handbook**

### **Policies and Procedures**



As stated in the Parent/Student Handbook: “Community is an essential pillar of our mission. The dedication of our parent community is a vital and essential part of what makes St. Catherine of Siena Catholic School so special. We are grateful for the generosity of our many volunteers.” The Volunteer Handbook strives to present a list of expectations, policies, and procedures so that all volunteers will benefit fully from their gift of time and talent while ensuring our students will receive the full benefits from this gift.

Respecting the gift of children and families and understanding the challenge faced by working parents or those responsible for caring for young children, our school strives to provide a variety of volunteer opportunities – both in school and out of school – to suit the needs of all families. Parents are encouraged to contact members of the Home and School Association Committees or the administration for volunteer opportunities. Non-parent family members are welcome to volunteer but must complete the archdiocesan safe environment paperwork (VIRTUS).

### **Volunteer Rights**

Volunteers have the right to:

- Be welcomed as a valued member of our school and parish community
- Be assigned to a position and situation in which they feel comfortable and confident
- Have the respect of our community
- Receive necessary information and orientation
- Receive prompt and clear answers to their questions
- Make suggestions to the administration

### **Volunteer Responsibilities**

Volunteers are responsible for:

- Arriving on time and staying for the agreed upon time
- Notifying +the appropriate persons in case of absences or tardiness
- Keeping students under their supervision safe and appropriately occupied
- Notifying their supervisor or the administration about unsafe or concerning conditions
- Supporting and living in accordance with the teachings of the Catholic Church
- Supporting the authority of staff and administrators
- Upholding parish and school program rules
- Keeping confidential information which they have gained during their time of service, especially information which concerns students and their families.
- Promptly making known the confidences of students that involve health or safety

### **Recording Volunteer Hours**

Volunteers who serve during the school day can record their volunteer hours by signing the “Volunteer” binder at the front office. Volunteer hours outside the school day are typically recorded and submitted by the committee co-chairs of the Home and School Association who oversee the particular project/event. While we strive to document volunteer hours accurately and record them in student report cards, please contact the school office if mistakes are made.

### **Sibling Policy**

Out of concern for the safety of all children, volunteers may not bring siblings with them when engaged in volunteer services which require the active supervision of students or when students are within proximity of volunteers. Volunteers are welcome to bring siblings to volunteer opportunities in which neither the presence nor the active supervision of students is involved.

**ST. CATHERINE OF SIENA CATHOLIC SCHOOL  
SNACK N' YAK AFTER SCHOOL CARE PROGRAM**

**POLICIES AND PROCEDURES**



**PROGRAM DIRECTOR  
MRS. LIZ WILEY**

**PROGRAM CELL PHONE NUMBER  
404-227-2419**

### **GENERAL INFORMATION**

The Snack n' Yak (SNY) after school care program is an extended care service offered to students in Kindergarten through eighth grades enrolled in St. Catherine of Siena Catholic School. The program offers after school child care on the school premises.

School hours of operation are 7:50 a.m. to 3:10 p.m. Monday through Friday. For the safety of all students, any student remaining on school property after carpool without adult supervision will be checked in to the Snack n' Yak After School Care Program and fees will be charged. Students will be checked in at approximately 3:30 p.m.

The SNY program staff design and implement a schedule of activities for students who attend the program. The following is a sample\* schedule:

1. Quiet homework and study time, usually in the Media Center, from 3:40-4:30 p.m.
2. Indoor games, arts and crafts, usually in the cafeteria, for students who have completed homework, from 3:40-4:30 p.m.
3. Hand-washing, snacks, and clean-up, usually in the cafeteria, from 4:30-4:50 p.m. Please feel free to pack an alternate snack for your child if you or your child would prefer something different than the snacks served.
4. Outdoor play time on playground or black-top, weather permitting, or in gym (when available), from 4:50-5:30 p.m.
5. Additional indoor crafts, games, technology time from 5:30-6:00 p.m.

\*Schedule and locations subject to change if needed.

### **POLICIES AND PROCEDURES**

Enrollment in the SNY program constitutes an understanding that parents and students will abide by the policies listed in the following handbook and in the Parent/Student Handbook of St. Catherine of Siena Catholic School.

#### **Program's Expectations of Parents**

Parents will:

1. Pay all fees on time (fees are paid through FACTS account withdrawal).
2. Keep their children's health and emergency records up-to-date with the school.
3. Pick up children on time, that is, by 6:00 p.m. at the latest. Please stay with your children when escorting them from the building after checking them out of SNY.
4. Send an e-mail, fax, or written note if your child is attending SNY. This is optional but encouraged for parents of young children who do not typically attend SNY.
5. Pay attention to communications from SNY staff members regarding their child's behavior and assist with bringing about behavioral improvement when necessary.
6. Communicate with the school and program staff regarding care of their children.

#### **Program's Expectations of Students**

The students will:

1. Exercise self-control and take responsibility for their actions.
2. Obey the same rules of the school while attending SNY.



3. Begin and complete homework immediately in the quiet area designated for study before participating in games or other activities.
4. Remain with SNY staff and students at all times.
5. Properly take care of all SNY equipment, materials, and supplies and return them to their places when finished and before taking out new ones.
6. Adhere to all the rules and expectations in the Parent/Student Handbook, especially the items pertaining conduct, cell phone policy, and the use of technology.
7. Adhere to the St. Catherine of Siena Catholic School Acceptable Use Policy when using media/technology.
8. Arrive at the program promptly when walked down by teachers following dismissal, or when escorted to the program by coaches and/or extra-curricular activity sponsors.

### **Participation in the Program**

Parents who wish to enroll their children in Snack n' Yak should complete and turn in the following forms as soon as possible, and no later than the end of the first full week of school:

1. SNY Program Enrollment Form (Appendix A)
2. SNY Statement of Exemption (Appendix B)
3. Extra-curricular Activity Release Form (Appendix C)

These forms will be sent home at the beginning of the school year, are available on the school website and at the front office, and are found in Appendices A, B, & C of this handbook.

### **Rates**

The following rates will apply to students using the SNY program:

1. \$40 registration fee:
  - a. One-time fee
  - b. Non-refundable
  - c. Fee is per family, not per child
  - d. Due upon registration or first use of SNY
2. \$8.50 per day/per student on regular dismissal days:
  - a. Flat rate
  - b. Families are charged for a maximum of two students (no more than \$17 per day)
3. \$1 late fee per minute/per child after 6:00 p.m.

Fees are incurred and rates applied whenever a student attends the SNY program.

### **Fees and Payment Policy**

The SNY program salaries, supplies, and administrative expenses are supported entirely by the fees listed above, and are collected in the following way:

1. All payments will be made through withdrawal from the family's FACTS account when payments are due and/or fees are incurred.
2. Any child who is not picked up from school by the end of carpool will be checked into the SNY program. ***Attendance for SNY is taken shortly after the end of carpool. Once attendance is recorded, students must be signed out in order to be released from SNY. Parents will be charged the \$40 registration fee if they have not already registered, and the \$8.50 daily fee will be charged each day that students are checked into SNY following dismissal. Questions regarding payment should be addressed to Mrs. Liz Wiley, SNY Director, at [sny@scsiena.org](mailto:sny@scsiena.org).***

3. Children may not be allowed to attend SNY if all forms are not submitted by the end of the first week of school.

### **Hours of Operation and Calendar**

The first day of SNY each school year is the first FULL day of school for that year. The last day of SNY is the last FULL day of school for that year. The program operates from after carpool dismissal until 6:00 p.m. Please see the school calendar for further information.

The following protocols are in place for parents of children who are picked up late from SNY:

1. Late Fees: \$1/per minute/per child after 6:00 p.m.; for example, if a student were picked up at 6:07 p.m., the late charge would be \$7.
2. The SNY program phone number is 404-227-2419. Please use this number for emergencies, and to notify the staff if you are unable to pick your child up by 6:00 p.m.
3. Parents who pick up their child after 6:00 p.m. twice in one school quarter will receive a letter reminding them of the hours of operation and SNY policies.
4. Parents who are late picking up children more than twice in a quarter may be asked by the school administration to consider alternate childcare options.

Late fees and all payments for SNY will be billed through the family's FACTS account.

The program will not be offered on early dismissal days, and may not be offered on certain days at the beginning and end of the school year.

There is no transportation provided for students. Students may only be picked up from SNY by parents, legal guardians, or persons who have been given permission to pick them up on their emergency forms or by a signed note from parents/legal guardians.

### **Enrollment and Emergency Contact Forms**

Please keep all forms current. Parents must provide to the school all information regarding emergency persons, names, employers, phone numbers, and departure changes. SNY uses the same emergency forms as the school.

The program's cell phone number is **404-227-2419**. In case of emergency, the SNY staff will use the information provided on the emergency notification card to contact parents.

### **Extra-curricular Activities**

If a student attends an extra-curricular activity (e.g., choir, band, Scouts, athletics, etc.) and afterwards needs to attend SNY, parents must notify the adult in charge of the extra-curricular activity and request the adult to sign the student in to SNY following the extra-curricular activity. If parents do not pick up a student on time following an extra-curricular activity, the student will be signed in to SNY; if the family is not enrolled in SNY, the regular program fees will be incurred by the family.

### **Medication Policy**

SNY staff do not administer any medications except "life-saving" medications, such as inhalers and Epi-Pens. SNY follows the medication policy of St. Catherine of Siena Catholic School as outlined in the Parent/Student Handbook. Parents of students who require "life-saving" medications must provide these medications for SNY, since the SNY staff will not have access to the clinic where these medications

are stored for use during the school day. Should a child have any adverse reactions to life-saving medications, parents will be called immediately. If the staff deems it necessary, 911 will be called.

**Release of Students**

To ensure the safety of your child(ren), all students must be escorted from SNY by an authorized adult to the car after being signed out.

**Snack n' Yak After School Care  
Enrollment Form**

I request to enroll my child \_\_\_\_\_ in the Snack n' Yak After School Care Program for the 2018-2019 school year.

He/She will attend: (Check each day that applies)

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- I will send notes

I understand the Snack n' Yak After School Program is open according to the official school calendar of St. Catherine of Siena Catholic School and is closed during vacations, all holidays, teacher workdays, inclement weather days, and other designated days.

1. I understand that I am responsible for payment of fees, which will be withdrawn through my family's FACTS account, for my child(ren) in the Snack n' Yak After School Program. Should I decide to withdraw my child(ren) from the Program, I will give one week's notice in writing prior to the discontinuation of this service and understand the registration fee is non-refundable.
2. I understand rates are charged in daily increments. I must sign out my child(ren) with my signature and time.
3. I will update my child(ren)'s file information with the school office, according to the policies of the Snack n' Yak After School Program.
4. If a medical emergency arises, the Program Staff will attempt to contact me. If I cannot be reached, the staff will contact 911 and the emergency contact person(s) whom I have listed as my child's emergency contacts. If the emergency is such that immediate hospital attention is necessary, an ambulance or emergency vehicle may take my child to the hospital.
5. I agree to adhere to the policies and procedures of the Snack n' Yak After School Program as stated here, and give my child permission to participate fully in this program.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Printed Name*

*Appendix B*

**Statement of Exemption**

Dear Parent/Guardian,

Please be advised that the St. Catherine of Siena Catholic School After School Care Program, "Snack n' Yak," is exempted from licensing in the State of Georgia through Bright from the Start. We are exempt based on our school accreditation.

Sincerely,  
Mrs. Liz Wiley  
Director

*Please sign and return this form with your Snack n' Yak registration packet:*

I understand that the St. Catherine of Siena Catholic School after school care program, Snack n' Yak, is exempted from licensing in the State of Georgia through Bright from the Start, as long as the school holds full accreditation with an approved agency.

\_\_\_\_\_  
*parent/guardian signature*

\_\_\_\_\_  
*date*

\_\_\_\_\_  
*parent/guardian printed name*

Appendix C

**St. Catherine of Siena Catholic School  
Athletic & Extra-Curricular Activity Release Form\***

*\*Please fill out one form PER CHILD.*

I request and give permission for coaches and/or extra-curricular activity sponsors/assistants to pick up, sign out, and/or sign in my child from St. Catherine of Siena Catholic School and/or SCS Snack n' Yak after school care program on the designated dates and times of the practices or activity meetings.

Student's First and Last Name & Homeroom:

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Athletic Team and/or Extra-curricular Activity (Please list all anticipated activities for the **2018-2019** academic year):

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*Parent/Guardian Signature*

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*Date*

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*Parent/Guardian Printed Name*