

St. Catherine of Siena School

Parent / Student Handbook

2020 / 2021

*“Young people need to be
accompanied.
The family should be
the first place
of accompaniment”.*

Pope Francis

SCHOOL PHILOSOPHY

St. Catherine of Siena Parish School community is called and committed to teach as Jesus did. Filled with faith and guidance by the charism entrusted to the Sacro Costato Missionary Sisters, our students will follow Jesus' message of love, mercy and justice to grow to be people of service, enriched by the sacramental life.

Our philosophy empowers students to achieve their highest potential by implementing the Schoolwide Learning Expectations through an integrated program of spiritual, academic, and co-curricular activities. These messages are not a lesson to be learned, but a lesson to be lived.

In partnership with parents, who have the role of primary educators, as well as Archdiocesan, state and national curriculum standards and guidelines, we prepare the students to demonstrate the ability to think critically, act creatively and integrate Gospel values. Through their education, students will develop an understanding of the teachings of Jesus Christ and the Roman Catholic Church's mission and traditions.

We have committed ourselves to the following goals:

Religious Goals

- To direct the students toward establishing and maintaining a close relationship with God through prayer, studying Scripture, understanding doctrine, and participating in the sacraments which the Church has provided for our guidance and salvation.
- To guide the students to an awareness of Christian values and morals based on the life and teachings of Jesus and to help develop a conscience which guides each student's spiritual relationships with family, peers, and community.
- To integrate this Christian value system throughout the curriculum.
- To encourage the students to show devotion to the Sacred Heart of Jesus, to Mary our Mother, our Model, and our Mediatrix, and to all the saints.
- To demonstrate to each student that St. Catherine of Siena Church and School are the center of this Christian community.

Academic Goals

- To strive for academic excellence while emphasizing a comprehensive and sequential curriculum and encouraging the achievement of a student's full potential.
- To develop critical and evaluative thinking skills in all areas of the curriculum.
- To expand upon the theory of multiple intelligences and teach accordingly, thereby promoting improvement, growth, and success for all students.
- To enrich the general curriculum with various activities that will generate curiosity and creativity, allowing the students to discover and develop aptitude in learning.
- To create opportunities for cultural awareness.
- To evaluate the academic program, to assess student learning, and to update curriculum, materials, methodology, and technology.

Psychological Goals

- To guide the students in the development of a positive self-image and sense of accomplishment.
- To direct the students in the development of healthy attitudes toward others reflecting respect and sensitivity.

Social Goals

- To develop sensitivity to others' feelings, ideas, and values.
- To teach appreciation, acceptance, and respect for the life and the uniqueness of each person.
- To establish and maintain positive relations with the school, parish, and local community.
- To promote good citizenship and to work toward social justice.
- To encourage the development of appropriate behavior, values, and attitudes.
- To gain an understanding and appreciation of different cultures.
- To respect nature and learn to preserve resources for future generations.

Physical Goals

- To help students to experience different types of movements and games.
- To allow students to develop teamwork and sportsmanship.
- To increase self-confidence through graduated physical activities.
- To promote the constructive use of leisure time.
- To develop healthy habits and an interest in physical well-being and fitness.
- To challenge students to do their best and realize their full potential in individual accomplishments and team activities.
- To recognize the interdependence of physical and intellectual activity.

Saint Catherine of Siena School Schoolwide Learning Expectations

St. Catherine of Siena graduates are:

T rue Christians who:

- Witness and express the teachings of the Gospel.
- Show empathy towards those in need.
- Exhibit a spirit of social justice and accountable stewardship.

I nnovative Learners who:

- Utilize digital resources respectfully for education and growth.
- Commit to academic achievement with a spirit of curiosity, inquiry and enthusiasm.
- Make profound parallels between skills learned and real-world connections.

G oal Setters and Achievers who:

- Possess strong study habits and organizational skills.
- Establish personal and group goals and strive to achieve them.
- Recognize obstacles as challenges and opportunities for personal growth.

E ffective Communicators who:

- Present ideas effectively in both oral and written language.
- Bring integrity and compassion to all relationships.
- Integrate academic language across the curriculum.

R esponsible Citizens who:

- Resolve conflicts cooperatively.
- Appreciate cultural and social diversity.
- Develop an awareness of current and global issues.

Saint Catherine of Siena School Schoolwide Learning Expectations

St. Catherine of Siena students are:

T rue Christians who:

- Hear God's Word.
- Act like Jesus.
- Help others.

I nnovative Learners who:

- Use technology.
- Ask questions.
- Share what they learn.

G oal Setters and Achievers who:

- Think positively.
- Behave properly.
- Take responsibility.

E ffective Communicators who:

- Raise their hand.
- Speak clearly.
- Write well.

R esponsible Citizens who:

- Respect others.
- Use their words.
- Admire the world.

FACULTY AND STAFF

Father John Ryan	Pastor
Father Michael Liliedahl	Parochial Vicar
Father Toan X Nguyen	Parochial Vicar
Sr. Antonella Manca, msc	Principal
Ms. Marian Abbott	Kindergarten
Mrs. Vera Giuntoli	Grade 1
Sr. Corinna Catalano, msc	Grade 2
Ms. Elena Abbott	Grade 3
Sr. Amelita Adao, msc	Grade 4
Mrs. Arianna Burke	Grade 5
Mr. Michael Herrera	Grade 6 Homeroom, 6 th -8 th Math, 7 th Religion
Miss Melissa Bolles.	Grade 7 Homeroom, 6 th - 8 th Science, 5 th Science
Mr. Brian Downs	Grade 8 Homeroom, 6 th -8 th History, 8 th Religion
Ms. Javey Alfonso	Grade 6 th - 8 th English Language Arts
Mrs. Patricia Bandel	Educational Technology, 6th Religion, Special Ed
Mr. Jose Verduga	Spanish (K-8)
Mrs. Leana Giannini	Italian (K-8)
Ms. Ellie Han	Music (K-8)
Mr. Andrew Cagle	Physical Education (K-8)
Sr. Alessandra Lentino	Instructional Aide
Ms. Olivia Mufarreh	Instructional Aide
Sr. Maria Dong, msc	Instructional Aide
Ms. Sandra Williams	Instructional Aide / Extended Care
Mrs. Rose Marie Garcia	Instructional Aide
Mrs. Mary Niizawa	Instructional Aide
Ms. Kaylin O'Leary	Instructional Aide
Mrs. Elena Caruso	Administrative Assistant
Mrs. Robin O'Leary	Office Assistant / Scrip Coordinator
Mrs. Yolanda Manuel	Extended Care
Ms. Sydney Mufarreh	Extended Care
Mr. Marco Penagos	Custodian
Mr. Dennis O'Leary	Traffic Supervisor
Mr. Nick Manuel	Plant Maintenance/Manager

SCHOOL BOARD

The purpose and function of the School Board is to advise and support the school administration regarding the educational policies of the school, within the limits of the policies of the Archdiocese and the Archdiocesan Board of Education.
Board members are elected for a term of three years.

School Board Members

Fr. John Ryan - Pastor
Sr. Antonella Manca – Principal
Mrs. Patricia Bandel
Mr. Nathan Au
Mrs. Colleen Crespo
Mrs. Dana Dwyer
Mrs. Kia Germino
Mrs. Lucy Gonzalez
Mrs. Fany Mayfield
Mrs. Jeanne Meinhardt
Mr. John Scarcella
Mr. Michael Stallman

Introduction

In partnership with the parents, St. Catherine of Siena School faculty and staff is committed to educating the whole child.

The interlocking relationship requires both parties to adhere and enforce the school policies for the safety and wellbeing of each student.

Admission and Registration Procedures

Admission Requirements

A student entering Kindergarten must be 5 years old by September 1st. Preference is given to siblings, members of St. Catherine of Siena Parish, Roman Catholics, and then other denominations. A passing score on the Kindergarten Readiness Test is required before acceptance. A parent interview with the Principal is required before a student is admitted into the school.

Students applying for grades 1-7 are required to take the Stanford Achievement entrance test. A copy of satisfactory academic and conduct records from the school last attended must be submitted to the Principal.

We do not usually accept 8th graders.

Application Process

Applicants must complete and/or submit the following:

For Kindergarten:

1. Complete application form and submit a \$50 application/testing fee
2. Copy of Baptismal Certificate (if applicable)
3. Copy of Birth Certificate
4. Kindergarten Readiness Test passing score
5. Record of required immunizations
6. Interview with the Principal
7. Pre-school teacher recommendation

For grades One through Seven:

1. Complete application form and submit a \$50 application/testing fee
2. Copy of Baptismal Certificate and First Holy Communion when applicable
3. Copy of Birth Certificate
4. Record of required immunizations
5. Previous report cards
6. One teacher recommendation
7. Standardized test scores from previous school
8. Grade level entrance test
9. Interview with the Principal

Registration/Re-registration Fee

A non-refundable fee of \$325 per child is charged to cover partially the cost of books, supplies, insurance, annual testing, etc. It is due when you re-register your child or at the

time of acceptance of a new student. All tuition, Extended Care fees, etc. must be current before students may re-register. Approximately three-fourths of service hour and SCRIP requirements must be fulfilled at the time of re-registration. Parents who choose not to fulfill these requirements may just give a donation to the school.

Insurance

The Archdiocese manages each child's insurance and automatically covers all the children enrolled in St. Catherine of Siena School.

Tuition Plan

Tuition for the current year must be paid before re-registration is accepted.

All families must enroll in the FACTS Tuition Management system. Payments are automatically made on either the 5th or 20th of each month. A fee is assessed directly by FACTS for insufficient funds.

Families have three (3) options:

1. Payment in full on July 1st;
2. Two payments per year, July 1st and December 1st;
3. Ten equal monthly tuition payments, August through May.

Tuition Schedules

In-Parish/Participating tuition rates apply to those who are properly registered in the parish, regularly attend liturgical services at St. Catherine of Siena Church, and support the parish according to their means (Sunday envelopes or on-line giving, \$10 minimum is suggested).

Out-of-Parish/Non-Participating tuition rates apply to those who are not supporting members of St. Catherine of Siena Parish.

All families are required to fulfill the 40 hours of service and actively participate in the Scrip/eScrip program by purchasing \$2,000 per year. (April 1 through March 31)

If requirements are not met, families will not be allowed to re-register for the following school year.

Tuition rates for the 2019-2020 school year:

	<u>Participating</u>	<u>Non-Participating</u>
1 child	\$6,965	\$8,335
2 children	\$13,235	\$16,250
3 children	\$18,875	\$24,165
4 children	\$24,100	\$32,080

Financial Aid

St. Catherine of Siena School is able to provide limited assistance to families with financial needs. Applications may be obtained from the school office. Please check the Wednesday Newsletter for information about financial aid requirements and deadlines.

The Archdiocese grants limited scholarships to individual families who have financial need. Families must apply through TADS no later than April 15th. New families must apply to BASIC Fund if financial aid is needed. Forms are available in the school office.

Other Fees

1. Lost or damaged books will be replaced by the student.
2. Extended Care annual registration fee of \$25 per family / \$5 per hour attended
3. 8th Grade Graduation fee of \$100 is assessed to cover graduation expenses.
4. Field Trips when they will be possible again- Some field trips may require a fee.
5. The Caritas week for the 5th graders, an educational, enriching week requires an additional fee of \$225.
6. The expenses for the optional trip to Washington DC and New York for the 7th and 8th graders are the full responsibility of the family.
7. The technology fee of \$50 per student (3-8) will be added to the tuition fee.
8. *The technology fee of \$10 per student (K-2) will be added to the tuition fee.*

PARENT OBLIGATIONS

Providing the very best Christian education for our children is an expensive venture. Tuition alone does not meet the total cost of educating a student at St. Catherine of Siena. Therefore, you will be required to provide assistance beyond the established tuition and fees.

All families entering the school community accept the following financial and service obligations:

- participation in weekly Mass and financial support of the parish or, in the case of non-Catholics, the worship of their religious denomination;
- payment of tuition;
- support of school fundraising efforts: \$2,000 annual purchase of Scrip/e Scrip, and active sponsorship of fundraising the school plans;
- performance of forty hours of service to the school;
- virtual / in-person attendance at in-service meetings, Back-to-School Night, and Parent-Teacher conference;
- cooperation with all school policies and administrative directives;
- support of the fund-raising efforts of the Men's and Women's Clubs if any this year..

Scrip

All school families are required to purchase a minimum of \$2,000 during the year. Scrip is available in gift certificate form at the school office or as e Scrip to which each family must register. Check the school website for more information or call the school office. Purchases are tracked and credited from April 1st to March 31st of the following year.

Service Hours

Parents are expected to fulfill 40 hours of service (20 for single parents) per year. The Service Hours record form is sent home at the end of each trimester and should be completed and returned promptly.

Safety

St. Catherine of Siena School and the Archdiocese of San Francisco feel strongly about the safety and well being of our students. *As a result of the pandemia, requirements have been set to ensure the safety of our children. See re-opening plan in this time of pandemia.*

A. Fingerprinting

Volunteers who meet and work regularly with students must have a Live-scan record on file both in the San Francisco Archdiocese and in the school office.

The Live Scan must be completed prior to working with students. The administration will inform the parent if that is a requirement. The school does not cover the cost of the live-scan.

B. Training

The Archbishop has mandated training for parents, coaches, and staff. The following training must be completed in order to work with the students.

“Virtus” is the assigned training program. Once the training is complete, a copy of the certificate must be sent to the school office for record keeping.

Students are also required to go through the safety training according to their grade level.

SCHOOL SCHEDULE AND CALENDAR

Daily Schedule

7:57 A.M.	<i>Morning Exercises done in the classroom</i>
9:35-9:45	<i>Recess: grades 6-8</i>
9:45 -10:00	<i>Recess: grades K-1</i>
10:00-10:15	<i>Recess: grades 2-3</i>
10:15-10:30	<i>Recess: grades 4-5</i>
1:30-1:45	<i>Recess: grades 6-8</i>
11:00	<i>Dismissal: Cohort A 6-8</i>
12:30	<i>Dismissal: K, 4</i>
12:35	<i>Dismissal: 1-2</i>
12:40	<i>Dismissal: 3, 5</i>
3:00	<i>Dismissal: Cohort B 6-8</i>

Minimum Days/Early Dismissal

As of now, the beginning of the school year, the above schedule will be adopted Monday – Friday. If things change, we might be going back to the following schedule.

On early dismissal days school day ends at 2:30P.M.

On minimum days school day ends at 12:30 P.M.

On regular days school day ends at 2:00 for Kindergarten and at 3:00 for grades 1-8.

Please check monthly calendar and the weekly newsletter for exact dates.

Important Dates

<i>First Day of School</i>	<i>- August 21</i>	<i>Martin Luther King, Jr.</i>	<i>- January 18</i>
<i>Labor Day</i>	<i>- September 7</i>	<i>Presidents' Day</i>	<i>- February 15</i>
<i>Columbus Day</i>	<i>- October 12</i>	<i>Easter</i>	<i>- April 2-9</i>
<i>Veteran's Day</i>	<i>- November 9</i>	<i>Memorial Day</i>	<i>- May 31</i>
<i>Thanksgiving</i>	<i>- November 26-27</i>	<i>Graduation</i>	<i>- June 4</i>
<i>Christmas</i>	<i>- December 21-January 5</i>	<i>Last Day of School</i>	<i>- June 10</i>

Report Card Dates

November 20

March 11

June 10

ATTENDANCE

Absence

The school is required by law to verify the reason for all absences.

When a student is going to be absent, the parent or guardian must call the school on the first morning of the absence. (650-344-7176) State law requires that a written note from the parent or guardian, stating the dates and reason for absence, must be given to the classroom teacher when the student returns to school.

A child must remain fever-free and/or vomit free for a minimum of 24 hours prior to returning to school.

Parents should contact the respective teacher in the case of a long-term absence in order to establish a functional work plan.

Please note: A written authorization from a physician must be presented by any pupil seeking re-admission to school after an absence due to a reported communicable disease.

Illness/Injury

If a student becomes ill or injured during the school day, parents will be contacted. In the event the school cannot reach the parent, the emergency numbers will be utilized. Student must be picked up within one hour of contact.

Special Note

Any medication to be taken during school hours must be accompanied by the proper Medical Release Form completed by the parent and the physician. All medication will be administered through the school office.

Medical Absence

If it is necessary to make a medical/dental appointment for a student during the school day, a written note must be sent to the homeroom teacher at the start of the day. Students will be legally credited for attendance only with written verification provided by the Doctor.

When leaving school early, students are to be signed out at the office by the parent or guardian. Students returning before the end of the school day must check in the office before going back to class.

Tardy

Tardiness is a violation of school rules.

Students who arrive after morning assembly and/or after the doors are closed are considered tardy. Students will be marked tardy after 8:04.

After five tardies in a trimester the Principal will be informed and the parents contacted.

A conference will be held with the parents of students with excessive tardiness in order to find appropriate remedies.

Personal Absence

Absence for vacation purposes is not condoned by St. Catherine of Siena School.

Parents taking students from school for personal reasons must notify the classroom teacher and the Principal in writing at least one week in advance. This is considered an unexcused absence for the attendance register. The school is under no obligation to provide tutoring, make-up work, or special testing schedules for such absence. Classroom teachers are not to be asked to prepare work for a student leaving on vacation. Students must take missed exams upon their return to school. No extra study days will be granted.

Students miss valuable teaching time which no amount of independent study can replace. This may adversely affect the child's grades. The decision to take the child out of school is the responsibility of parents.

Attendance on field trips and the Fifth Grade Caritas Education Program is mandatory when they will be possible again.

If a student is absent 15 or more days in a trimester, the report card grades may be withheld.

Truancy

Any student who is absent from school without a valid excuse for more than three days or who is tardy in excess of thirty minutes on each of five days or more in one school year is truant. Habitual truancy may result in expulsion.

Transfers

If a child will be transferring to another school during the school year, parents must inform the Principal as soon as possible so that the report card and other pertinent information can be prepared in a timely manner. All records are forwarded to the new school upon written request from the school.

COMMUNICATION

Communication between school and family is critical.

Appointments

Parents are encouraged to schedule a conference with a teacher. An appointment should be made at least one day in advance. Appointments are scheduled by sending a note or an email to the teacher, or by calling the school office.

Conferences always begin with the teacher.

Parent-Teacher Conferences

Formal parent-teacher conferences are scheduled for all families in October. Other conferences can be held at either the parent or teacher request as needed.

Problem Resolution

If a problem arises, parents should bring it to the attention of the appropriate person: teacher/principal.

GENERAL INFORMATION

School Newsletter

The weekly newsletter is sent home via email every Wednesday. It will also be posted every Wednesday on the school website: www.stcos.com.

Yearly/Monthly Calendar

The monthly calendar will be emailed home on the Wednesday prior to the first of the following month and will also be posted on the school website. The yearly calendar is available on-line.

Wednesday Envelope

The communication envelope is sent home on Wednesday with the oldest child in the family. It contains information regarding school activities. The Wednesday envelope, sent home when needed, must to be signed and returned the following day.

The envelope contains:

1. Special notices from Principal or teachers;
2. Extended Care statements;
3. Men's Club and Women's Club announcements;
4. Other items of interest.

Class news may be found in the grade level web page.

Local Emergency

In the event of an emergency, parents will be notified via email, but are also urged to check the school website and the local radio station.

CURRICULUM

Report Cards/Grading System

Report cards are distributed every trimester to the students in grades K-8.

Primary Marking Code

E = Exceeds standard

M = Meets standard

W = Working toward standard

N = Not at grade level standard

No Mark = Standard not addressed during current marking period

Grading Scale for Grades 3-8

A 96-100	B- 84-86	D+ 67-69
A- 93-95	C+ 81-83	D 63-66
B+ 91-92	C 74-80	D- 60-62
B 87-90	C- 70-73	F 59 and below

Number Codes

The following number codes are used to mark achievement.

- | | |
|----------|----------------------|
| 1 | Exceeds expectations |
| 2 | Meets expectations |
| 3 | Improvement needed |
| 4 | Unsatisfactory |

Co-Curricular

P = Participates

NP = Does not participate

Rationale for Grading

Grades are based on the numerical scale and reflect the overall average of assessments (tests and quizzes), class work, class participation, homework, and the effort of each student. A student's initiative and motivation are considered. Late or missing work is detrimental to a student's progress and may also adversely affect grades.

Academic Progress Report

In grades K-2, the academic progress report will be sent home at midterm for those students who are not performing satisfactorily in any subject area.

In grades 3-8, a complete report of student progress in all subject areas will be provided at midterm of each trimester. Parents must view it electronically.

Homework

Homework, planned to meet the needs of students, has an essential place in the educational program. Homework is assigned

- to reinforce concepts and skills that have been presented in class;
- to foster the student's creativity and discipline through enrichment projects and research;
- to train the student to work independently and to accept responsibility for completing a task.

The amount of time spent doing homework will vary. The following table provides a guideline for the average time a typical elementary student should spend daily on homework.

Grades:	K	15 minutes
	1 and 2	20 - 30 minutes
	3 and 4	30 - 60 minutes
	5	60 - 90 minutes
	6, 7, and 8	90 - 120 minutes (This does not include study time to prepare for tests.)

Apart from make-up work and long-term assignments, homework is not usually scheduled over weekends or vacations in grades K through 5. Long term assignments may be scheduled over an extended vacation.

Late Homework

Kindergarten -2nd Grade

Parents will be notified if a student fails to turn in assignments on time. The missing work, along with the signed homework notice, must be turned in the next day.

3rd Grade – 8th Grade

Parents of students in 3rd grade through 8th grade will be notified via website of any missing assignment. Students will have 3 days to turn in the missing work after the assignment has been posted.

Inconsistent homework performance will most definitely affect a student's effort/work habits, grade, and academic achievement, so every effort must be made to help student's growth in this area.

Honors

Honors are earned by students in grades 3-8.

First Honors are earned by those students receiving 3.75 to 4.0 grade average.

Second Honors are earned by those students receiving 3.5 to 3.74 grade average.

A student with a C, D or an F, a 3 or below in any class in a report card period is ineligible for any honors.

Grade Values:	A	4.0	C	2.0
	A-	3.7	C-	1.7
	B+	3.3	D+	1.3
	B	3.0	D	1.0
	B-	2.7	D-	0.7
	C+	2.3	F	0.0

Important

Junior high school parents, particularly of 7th and 8th grade students, are reminded that a D+ or below on a Report Card can be detrimental to a student's admission to many Catholic or private high schools. All efforts to avoid a D or below on the Report Card should be made at all times.

PROBATION

St. Catherine of Siena School will implement probation for academics and/or discipline.

If there is a serious problem with a student, the following Archdiocesan policy is used: Probation for a clearly specified period is used for low academic performance and/or relatively serious or continued misconduct which do not require immediate drastic action.

In all cases, both parents and pupil will be made fully aware of the seriousness of the action and the reason for probation.

Academic Probation

The academic probation conditions are the result of earning a **D** or an **F**, a **3** (two 3's for the junior high students) or a **4** in effort/learning skills after the trimester progress report and/or report card.

The academic probation will not be implemented as a mandatory study hall due to the time of pandemic we are living in. Teachers may require students to fulfill the need in other ways.

This year there will not be study hall period for students in grades 3-8.

Eighth graders with a failing grade in the last report card period may be excluded from participating in the graduation exercises, receive the elementary school diploma, or be part of graduation events and activities.

DISCIPLINE CODE

Student Regulations

As affirmed in our mission statement, St. Catherine of Siena School is committed to a Catholic education in which the faith experience and academic excellence empower the student to live out the Gospel message. A student's attitude is very important for the execution of this mission.

A positive attitude toward the school, its expectations, methods of instruction, and standards of behavior, activities, and functions is expected of every student. Negative criticisms, cutting remarks, fighting and name-calling, bullying, hazing in connection with school-sponsored organizations and activities are not in line with good citizenship and are destructive to school morale. A student who displays such an unhealthy attitude does not contribute to the school's efforts to build a Christian community and could jeopardize his/her privilege to be at this institution.

Students are expected to be courteous in their attitude and speech at all times. They must realize that the adults who supervise are there for the safety and well being of each person. Their directions must be obeyed. Impertinent language to any person is unacceptable behavior

Academic Honesty

Students are expected to complete all assignments honestly.

Those students who choose to engage in any type of plagiarism, which is defined as copying from other students, reusing a previously submitted assignment, any published work from the internet or a written source, will receive the following consequences:

1. Assignment will receive 0 credit;
2. Effort and conduct will be affected;
3. In-school/out-of-school suspension will be determined by the gravity of the offence at the discretion of the teacher and principal.

Cheating

Copying, talking (asking for an answer), using information material (book, notes, etc.) during a test or a quiz is considered cheating, therefore worthy of a consequence.

1. Assignment will be collected and, depending on the gravity may receive a 0, or a student may be asked to retake the test or quiz.
2. Effort and conduct grades will be affected.
3. In school suspension will be determined at the discretion of the teacher and Principal.

Disciplinary Probation

Discipline is to be considered an aspect of moral guidance and not simply a form of punishment. A positive attitude toward school, its expectations, standards of behavior, activities, and functions is expected of every student.

The disciplinary probation condition is the result of earning a **3** or a **4** in conduct.

The principal will reserve the right to suspend the student if the plan of action is not met and outcomes are not satisfactory.

Disciplinary probation, which may result in exclusion from any school activity for three weeks, will need a conference that includes the Principal, teacher(s), parent(s), and student to formulate a plan of action.

The faculty encourages growth in responsibility, respect, and concern for others. When a student fails in these regards, an effort is made to help the student examine the behavior, make a value judgment, plan a better course of action, and recognize the consequences if improvement does not take place. Such a policy of encouraging self-discipline requires time, patience, and consistency on the part of teachers, students, administrators, and parents working cooperatively.

However, when a student is consistently unwilling to change inappropriate behavior, then corrective measures must be carried out. A discipline report will be sent home to notify parents of serious misconduct. Parents must sign the form and return it to the teacher the following day.

In consultation with student, parent, teacher, and administrator, the approved disciplinary measures to correct serious misbehavior will be discussed and implemented.

Probation, suspension, and expulsion are disciplinary measures that are used with great caution and discretion.

Detention

Due to the very tight schedule of this particular time, this year the detention program will not be implemented.

Suspension

Parents are notified when a student will be suspended. Parents must have a conference with the Principal before the student is re-admitted.

In-School Suspension

Students may be required to serve in-school suspension for one or more days. School work must be completed and submitted throughout the day.

Out of School Suspension

Students may be suspended from school for one or more days. During any suspension period, the student is denied the privilege of participating in any school-sponsored activity such as athletics, field trips, etc. During a suspension, school work is to be made up and turned in; however, it will be graded as a late assignment. Tests or quizzes cannot be made up because of an absence due to a suspension. Missed quizzes and tests will be recorded as failures.

Suspension and expulsion may be used for grave actions detrimental to the morals and spiritual welfare of other pupils: incorrigible or disruptive behavior which impedes the progress of the rest of the class; habitual or persistent violation of school regulations; use, sale, distribution or possession of narcotics, alcoholic beverages, weapons, or malicious damage or destruction of real or personal property at school.

Expulsion

Expulsion is an extreme remedy for student behavioral problems and will be imposed for extremely serious offenses or for an accumulation of violations which indicate a chronic lack of self-discipline or respect for other persons and/or property.

Procedures for Expulsion:

1. Parents are notified in writing
2. A conference is held with parents, teacher(s), school administration and Pastor.
3. The Notice of Expulsion is sent to the Superintendent of Schools of the Archdiocese of San Francisco.

The previous items are based on the norms set by the *Archdiocesan Handbook* and Section 10853 of the *California Education Code*.

SCHOOL UNIFORM AND DRESS CODE

Uniforms are available only through Dennis Uniform Company. The address is listed below.

Dennis Uniform Company
1282 Oddstad Drive
Redwood City, CA 94063
Phone (650) 299-9623
www.dennisuniform.com
School code: M4BCAT

Uniforms are mandatory for grades K-8. Children should be dressed in full uniform at all times.

Girls

Grades K-2 Kirk plaid-shirt or uniform pants, white knit short-sleeved shirt with school logo, navy V-neck pullover with school logo;

Grades 3-5 Kirk plaid skirt or uniform pants, white knit short-sleeved shirt with school logo, navy V-neck pullover with school logo;

Grades 6-8 Navy skirt, white knit short-sleeved shirt with school logo, navy blue V-neck pullover with school logo.

All Girls Plain white or navy knit knee-hi's or crew socks with no logos;
Socks must be clearly visible well above the ankle.

Boys

Grades K-8 Navy V-neck pullover with school logo.
Navy corduroy or navy twill pants with belt, white knit short-sleeved shirt with school logo, and plain white or navy crew socks with no logos.
Socks must be clearly visible well above the ankle.

PE: Shorts

Navy blue with school logo to be worn only on PE days.

Sweatpants

Navy blue with school logo to be worn only on PE days.

Walk Shorts for Boys and Girls (optional)

Navy twill shorts with belt.

Sweatshirts (optional)

K-8: Navy with or without a zipper with school logo or SC spirit sweatshirt.
Special sweatshirts are ordered for grade 8.

Note: Sweatshirts and sweatpants are not appropriate attire for some school events. Sweatshirts and sweatpants are not acceptable for Mass or some field trips. Students must wear uniform sweaters on these occasions. Parents and students will be advised accordingly.

Proper attire for PE must be worn by all students (K-8) on Tuesdays and Thursdays in lieu of the regular uniform attire. The options are sweatpants or PE shorts. Students must wear tennis shoes on these days. Students will not be allowed to change for PE.

Shoes

Only conventional shoes which are **solid black or white, with no colored trim**, with the appropriate shoelaces, are acceptable. No shoes with flashers, wheels, or containing any other colors are allowed. No boots are allowed. Due to the hazard they present, no platform, backless shoes, sandals or any other type of shoe that does not protect the foot is allowed either during school or for after school events including non-uniform dress days.

No student is to be at school out of uniform without permission from the administration.

DRESS CODE

Uniforms should be clean and pressed at all times. Only plain white tee shirts should be worn under the uniform. Students found out-of-uniform (e.g. not wearing the sweater or a belt) will get the OUT OF UNIFORM SLIP which must be signed and returned to the teacher. Consequences for inappropriate attire will be administered by the teacher or Principal and could result in the loss of free dress privilege and a detention. Uniform shirts, sweaters, and sweatshirts must be marked with the child's name.

Make-up

Girls are not allowed to wear make-up of any kind: eye liner, lip gloss, acrylic nails, or nail polish, including clear nail polish.

Jewelry

Bracelets of any kind, buttons, necklaces, chokers, unsafe earrings (e.g., no loops and dangling earrings, and no more than two holes, etc.) are unacceptable. Any other type of body piercing is not permissible.

Haircuts

Boys' hair must be cut above their ears and above their collars. Inappropriate haircuts (e.g., step cuts, mushrooms, etc.) are unacceptable.

Hair products are not allowed if they significantly alter the hair style or color. Hair accessories not in keeping with the uniform will not be accepted, (e.g. beads, feathers, extensions, etc.).

The administration reserves the right to define other inappropriate attire and accessories as the occasion arises.

Non-Uniform Dress

On special days, students will be allowed to attend school in non-uniform clothing. Appropriate dress for our school does **not** include cut offs or shorts, tank tops, crop tops, tube tops, spaghetti straps, hats, scarves, or any type of clothing that would be untidy, immodest, tight fitting, too low or too short.

The children will be notified regarding appropriate dress for field trips.

Non-uniform dress code applies to all school activities, including dances. Students who choose not to follow the dress code will not be allowed to participate in the event.

Physical Education

Tennis shoes, according to uniform standards, are required for physical education. School PE shorts or school sweatpants are to be worn all day on PE days. If a child is to be excused from PE for health reasons, a written note must be presented to the physical education teacher indicating the number of days the child should be excused and the reason.

SUPPLIES

Textbooks

Textbooks and workbooks are provided by the school and are to be covered and kept in good condition. Any loss or damage of school materials or property will be the student's responsibility to repair or replace.

Backpacks

Due to the restrictive nature of classroom space, luggage-style backpacks (with wheels) are not allowed. Backpack tags are also not acceptable, and students will be instructed to remove them.

Backpacks, this year, must be kept by the occupied desk during school hours.

In the event of a need the school reserves the right to search the backpack with the student present.

Laptops / i Pads

Students have access to an assigned chromebook in grades 3-8 or ipad in grades K-2. Personal devices should not be brought to school.

The school is not responsible for the student's device. Technology guidelines must be followed or consequences applied appropriately.

Cell Phones

If it is necessary for children to make a phone call during the school day, they may call from the school office.

If parents believe it is essential for a student to have a phone to use before and after school, they must abide with the following:

1. Parents should provide a written note to teachers with the cell phone number;
2. The cell phone will be collected by the teacher each morning and returned at the end of the school day.
3. Students' phone should not have a lock code on it.

In the event that a student has /uses a cell phone at school during school hours, it will be taken away and returned to the parents the next day. If it is taken away a second time, it will be kept in the office and returned at a later date.

If a cell phone is confiscated, and it contains any inappropriate voice messages, texts or photos the phone will be sent directly to the Principal's office where it may be stored until the end of the school year. The school may ask students to show pertinent information as case arises.

Additional consequences such as detention/in-school suspension/out of school suspension may be assigned depending on the severity of the content.

Smart Watch

Smart watches are not allowed during school hours or extended care hours. They must be turned in each morning and returned at the end of the school day just like the cellphone.

Personal Audio Device

Personal audio devices are not allowed in school.

The school will bear no responsibility for the damage or theft of any cell phone or any other electronic device.

EXTENDED CARE

St. Catherine of Siena School provides extended care from the time of dismissal until 6:00 p.m. The program is available only to St. Catherine students, grades K-4, and is operated on a non-discriminatory basis, equal treatment, and access to service without regard to race, color, national and ethnic origin.

This year, extended care will be in three small cohorts, in three different locations. Children must follow the physical distance rules; they are not allowed to share any item.

Registration

Families must register for Extended Care on the first day they attend, whether on a regular daily basis or drop-in status. Parents must submit the Extended Care Emergency Form available at the Extended Care desk and pay the one-time \$25 registration fee.

Behavior

Students are to abide by the same expectations of behavior given in the classroom setting. Extended Care supervisors have the authority to implement school discipline procedures if needed.

Activities

While in Extended Care, students work on the homework, are given a snack, and play both inside and outside. Extended Care is hosted primarily in the school auditorium, but it can be moved into the library or a classroom on occasion.

Fees

A \$25 registration fee per family is charged on the first day a student attends Extended Care.

The fee for Extended Care is \$5.00 per hour. Parents are charged \$2.50 if they pick up before the half hour and will be charged for a full hour if they pick up after the half hour. All bookkeeping records are kept by the Extended Care supervisors, as well as in the school office. Questions regarding billing need to be addressed with them. Extended Care fees will be billed monthly, and payment is due by the end of each month. Later in the year payment is due weekly. Extended Care payments must remain current. Families who do not keep payments current may not be allowed to participate in Extended Care until all payments have been made.

Extended Care ends at 6:00P.M. No one may stay later than 6:00.

LUNCH

Due to the present daily schedule, students will not have lunch at school. Students who remain for the after-school care must bring their lunch from home.

Students are given the option to purchase a lunch.

Monday lunch must be ordered every trimester through the school office. Tuesday through Friday lunch must be ordered on line through Choice Lunch.

Sodas are not allowed to be included in lunches nor are they allowed at class parties.

If a student needs lunch, only parents or authorized parties may bring lunch to school.

For everyone's safety, no delivery services are allowed, i.e. Door Dash, Uber Eats, etc.

Due to environmental purpose students are strongly encouraged to avoid paper bags and use lunch boxes, which must be labeled with the student's name.

EXTRACURRICULAR ACTIVITIES

It is the policy of St. Catherine of Siena School that students who participate in the school's extracurricular activities must maintain good standards of schoolwork, homework, conduct, and effort. Students are required to be up to date on their daily assignments.

Student Government

The student government consists of a number of elected students from grades 6-8 who qualify to assume office and act as commissioners in several areas of school activities. The role of the student government is that of leadership and responsibility. Faculty members act as moderators; they meet with the students on a regular basis and keep the faculty informed of activities.

Officers and commissioners must maintain at least 2 in conduct and effort/learning expectations, an average or above in each academic subject. Failure to maintain this average will result in disciplinary action to be decided upon by the faculty and the administration.

Student council consists of class representatives in grades 1st-8th. They meet on a regular basis and work in conjunction with student government. The minimum grade requirement in conduct, effort, and academic subjects is also applicable to student council members.

All meetings must be done virtually or keeping the necessary distancing rules.

Sports

Due to the present COVID-19 situation, this year, volleyball, baseball, and cheerleading have been cancelled.

The sports program at St. Catherine of Siena School is run by the Athletic Committee, which is staffed by parent volunteers and other interested persons. The pastor and the principal have the ultimate authority and responsibility for the school sports program, which is graciously funded by the Men's Club. Additional funds are obtained in the form of registration fees. The fee is \$125.00 per child, per sport. The minimum grade requirement in conduct and effort is also applicable to all students who participate in the sports program. Students on disciplinary probation are not eligible to play on school teams nor attend practices.

All involved in the sports program, students, coaches, and parents must reflect the school mission.

Girls and boys participate in the Peninsula Parochial School League (PPSL).

Sports Schedule

Volleyball	girls 4-8	August- November
Baseball	boys 4-8	August- November
Basketball	girls and boys 4-8	November –March
Track	girls and boys 5-8	March - May
Cheerleading	girls 7-8	All year

The number of teams is determined by the number of children signed-up per grade and by the number of coaches available. When needed, classes are combined. Practices are held after school and evenings, mostly in the school gym. Once a team has been formed, any athlete who voluntarily leaves the team will not be allowed to participate in the next available school sport.

All coaches must be fingerprinted by Live-scan and must complete the Archdiocesan online training, Virtus.

Any coach, player, or spectator ejected from a game is automatically suspended from attending that team's next league game.

Uniforms will be handed out before the start of the season to participants that have satisfied all registration requirements.

The children receive ten points per sport. When they have accumulated sixty points, they are awarded their *Block SC* and become members of the Block Society. Each additional thirty points earn the children a star. These blocks and stars, as well as participation ribbons, awards, and trophies are distributed at the end of the season.

Choir

Presently, choir is not allowed.

The children's choir and the junior choir meet, as scheduled, to practice for various liturgical celebrations.

Altar Servers

Altar serving is, for now, suspended.

Students in grades 4-8 are encouraged to become altar servers. It is an honor and a privilege to serve during the Eucharistic celebration. Monthly schedule will be emailed to parents and posted in the school entrance and in the classroom.

Legion of Mary

Meetings will resume when County ordinances are reversed.

At the beginning of the school year, students from grades 3-8 are given the opportunity to become members of the Legion of Mary. The purpose of the group is to grow in the devotion to the Blessed Virgin and to extend this love through service to the school and community as needed. The group meets once a week after school.

Traffic Patrol

At this time, students will not be allowed to exercise this service.

Students from grades 6- 8 are required to serve as the safety patrol for the school. They are responsible for the safety of the students as they cross the street. Each grade will be responsible for one trimester.

Fire Marshal

One fire marshal is appointed from each class at the beginning of the school year. His/her responsibilities are to monitor and account for each of the students in their class during an emergency and fire drills.

Drama

At this time, drama club is on hold.

The Drama club, an after-school activity for students in the junior high and/or younger if needed, is an entertaining and educational part of the school. It trains actors and stage crew members throughout the year for the school performances.

Band

Due to the inability to have a group lesson for band classes, the band program has temporarily been suspended. Arrangements may be made for private lessons with the teacher.

FIELD TRIP POLICIES

As of now, August 2020, all field trips in-person are suspended.

Teachers plan field trips that are of educational value and directly related to the curriculum. The annual Spell-a-thon provides most of the necessary funds for these trips.

Permission slips are necessary for participation in field trips. Students who fail to submit a proper form will not be allowed to participate in that particular field trip. Phone calls, emails, and written notes will not be accepted in lieu of the formal field trip form.

Parents volunteering to chaperone field trips must be willing to follow the teacher's guidelines and carefully supervise the children in their care. This precludes bringing pre-school age children along on the trip.

Drivers

They must be current with live-scan and VIRTUS program. As of now, August 2020, all field trips in-person are suspended.

Anyone who drives for school field trips must be a minimum of 21 years of age and have on file in the school office a copy of a valid California driver's license.

USE OF SCHOOL GROUNDS

The school day begins at 7:57. At their arrival, students must enter through the assigned temperature check location and proceed directly to the classroom.

No students may remain in the schoolyard after dismissal.

Dogs or other animals are not allowed on the school grounds at any time.

Before School

Students may not

- arrive before 7:45;
- ride bicycles on the school grounds;
- talk after the bell rings;
- chew gum on the school premises at any time, including after school or evening events;
- eat or drink breakfast in the school building.

Recess

Students should

- respect fellow students
- use the bathroom and get a drink;
- line up quietly after the bell keeping the required physical distance.

Students may not

- leave the yard without permission;
- open the gate for anyone;
- play games that could injure others;
- enter the building without permission;
- bring glass containers on campus;
- throw objects that might injure themselves or others.

After School

Students may not

- loiter on the school campus. Students will be sent to Extended Care at 3:15 and parents must pay the normal fee once a child is signed into Extended Care;
- play with balls in any yard (unless this is supervised by Extended Care staff);
- ride bicycles in the school yard at any time;
- leave the premises and go to off-campus sites at any time during the day or while waiting to be picked up by their parents or before any after-school activity unaccompanied by a parent. **Students who violate this rule will be given a consequence on the first offense.**

Note: Students must be picked up within 15 minutes of dismissal time. Double-parking on Bayswater Avenue is a potential danger (besides being illegal!). Please respect all traffic codes. Do not park in the Priest's driveway.

CODE of CHRISTIAN CONDUCT

In 1998 the Archdiocese established a *Code of Christian Conduct Covering Students and Parents/Guardians*. The text is printed below.

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

It shall be an expressed condition of enrollment that students behave in a manner, both on and off campus that is consistent with the Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles, or procedures set forth in the parent-student handbook of the school.

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

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

1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
2. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor-driven, disruptive, threatening, hostile, or divisive.
3. These expectations for students and parents/guardians include but are not limited to all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.).

The school reserves the right to determine, in its discretion, which actions fall short of

meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the student and/or parent/ guardian and normally will first result in disciplinary action short of a requirement to withdraw from the school (e.g., suspension of a student or suspension of parent/guardian's privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, etc.).

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning and/or without an intermediate step short of withdrawal.

SCHOOL'S PRINCIPAL'S RIGHT TO AMEND

The St. Catherine of Siena School, embodied in the pastor, principal, faculty, and staff, retains the right to amend this handbook for just cause as the need arises. Parents will be given ample notification if changes are made.

Archdiocesan Harassment Policy

In 2001 the Archbishop of San Francisco promulgated a comprehensive set of policies and procedures covering all forms of unlawful harassment. Archbishop William Levada states the following: *It is our duty, as God's family, to respect all those whom we encounter, both in our private lives and in the ministry, school, and workplace settings.*

Catholic teaching and practice affirm the Christian dignity of every person. Harassment is unacceptable conduct that is severe, pervasive, and deliberate. Harassment occurs when an individual is subjected to treatment in a school environment, which is hostile, offensive, or intimidating because of the individual's race, religion, creed, color, age, national origin, ancestry, physical or mental disability, medical condition, or sex. Harassment of a student by another student is prohibited and will not be tolerated. It is the policy of the Archdiocese to provide an educational environment in which all students are treated with respect and dignity. (*Policies and Procedures regarding Child Abuse and Harassment*, pg. 9)

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action up to, and including, expulsion.

Students found to have filed knowingly false or frivolous charges will also be subject to disciplinary action up to, and including, expulsion. Depending on the nature and extent of the charge, if reasonable suspicion of misconduct is determined, the alleged harasser may be sent home pending conclusion of the investigation by the school.

APPENDICES

The following appendices are provided for your information. These are **samples only**. Your signature that you have read and agree to support the guidelines and policies of St. Catherine of Siena School as outlined in the school handbook does not constitute a signature on any of these documents.

Rules and Code of Ethics for Computer Use

(adapted from NCEA's *:From the Chalkboard to the Chatroom*, 1997)

As a computer user, I agree to follow the rules of ethics in all of my work with computers while attending St. Catherine of Siena School.

I recognize that all computer users have the same rights to use the equipment; therefore, I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, and diskettes that are provided by the school. When I am in the computer lab, I will talk softly and work in ways that will not disturb other users. I will keep my computer work area clean and will not eat or drink in the computer lab.

I recognize that copyright laws protect software; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand I will not be allowed to bring software applications, games, or CD-ROMs from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.

I recognize that the work of all users is valuable; therefore, I will protect their privacy by not trying to learn their password; I will not copy, change, read or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs for computer equipment; I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications. I will honor my school's procedures for the storage of information. I realize that, after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive.

Each student who receives Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network or computing resources must comply with the appropriate rules for that network or resource. As a user of a network, I will not use bulletin boards or chat lines for personal use. In addition, I will not reveal my personal information, home address or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

Parents must realize that their students may encounter material on a network/bulletin boards that they do not consider appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.). The student is responsible for not pursuing material that could be considered offensive.

The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system setting will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request the system administrator to deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously.

Students are held accountable before, during, and after school hours for any poor judgment in the use of technology.

Children with Disabilities: I understand that the school is not legally obligated to accept children with disabilities nor does it have the same level of funding for personnel, equipment, and other resources that may be available to private and/or government supported institutions to care for individuals with disabilities. I understand and agree that the School will try, but in fact may fail in its attempt, to adhere to the special needs and circumstances pertaining to my child, and I specifically agree to assume the risk that the school may fail in its attempt, including but not limited to, its attempts to provide proper supervision and/or to prevent classroom/playground bumps, falls, and other incidental contact and/or any related cuts, scrapes, etc. I also understand that any special accommodations or programs that may be made for my child or other children may be discontinued in the discretion of the School Administration

If I have indicated above that my child has a disability, in consideration of my child's enrollment in the school I authorize the school to perform whatever tasks and to impose whatever conditions the school deems in the best interests and safety of my child, including limitations on activities, or provision of special activities or supervision, and I authorize the school personnel and administration to gather, use and disseminate to other school personnel information concerning my child's disability as is reasonably necessary to further the education of my child and the efficient operation of the school community.

I hereby release and discharge The Roman Catholic Archbishop of San Francisco, a Corporation Sole (Archdiocese) and its constituent organizations, including but not limited to the School, and their officers, agents and employees from any and all claims for personal injuries or property damage that I or my child may suffer while my child is enrolled at the school which arise out of or release to my child's physical condition and the school's oversight of that condition, whether or not such injuries or damage are caused by the negligence (whether active or passive) of Archdiocese, excepting only such injuries or damage resulting from Archdiocese's willful misconduct.

Parent-Student Handbook Contract

Please print this form, sign it and return it to school by Wednesday, August 26, 2020.

I/We have read the *Parent-Student Handbook* and understand the policies and regulations of St. Catherine of Siena School.

I/We agree to comply and support the administration and faculty in implementing the policies/regulations herein and comply with the *Return-to-School Mitigation Plan*.

Family Name – Print

_____/_____/_____/_____
Student (s)'s Grade(s)

Date