

# *St. Catherine of Siena School*

## ***Parent / Student Handbook***

***2021-2022***

*“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.

## 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
Mrs. Patricia Bandel	Principal
Mrs. Elena Caruso	Assistant Principal
Miss Marian Abbott	Kindergarten
Mrs. Vera Giuntoli	Grade 1
Sr. Corinna Catalano, msc	Grade 2
Miss Elena Abbott	Grade 3
Sr. Amelita Adao, msc	Grade 4, and 5th Science
Miss Jaime Kauble	Grade 5, and 4th Reading
Mr. Frank Chen	Grade 6 Homeroom, 7 <sup>th</sup> -8 <sup>th</sup> Math, 6 <sup>th</sup> Religion
Mr. Michael Hererra	5 <sup>th</sup> -6 <sup>th</sup> Grade Math, 7 <sup>th</sup> Religion & 6 <sup>th</sup> Grammar
Miss Melissa Bolles	Grade 7 Homeroom, 6 <sup>th</sup> - 8 <sup>th</sup> Science
Mr. Brian Downs	Grade 8 Homeroom, 6 <sup>th</sup> -8 <sup>th</sup> History, 8 <sup>th</sup> Religion
Ms. Javey Affonso	Grade 6 <sup>th</sup> - 8 <sup>th</sup> English Language Arts Chair
Sr. Maria Dong, msc	Religion Coordinator, Technology (K-4), K-1 <sup>st</sup> , 5 <sup>th</sup> Religion
Mrs. Arianna Burke	Resource (K-5)
Ms. Maria Kinstle	Spanish (K-8)
Mrs. Leana Giannini	Italian (K-8)
Ms. Ellie Han	Music (K-8)
Mr. Barric Morris	Physical Education (K-8)
Ms. Anne Marr	School Counselor
Miss Olivia Mufarreh	Instructional Aide
Ms. Sandra Williams	Instructional Aide / Extended Care
Mrs. Rose Marie Garcia	Instructional Aide
Mrs. Valerie Poblete	Instructional Aide
Mrs. Mary Niizawa	Instructional Aide
Ms. Kaylin O'Leary	Instructional Aide
Mrs. Robin O'Leary	Office Assistant / Scrip Coordinator
Mrs. Yolanda Manuel	Extended Care/ Lunch Duty
Mr. Dennis O'Leary	Traffic Supervisor
Mr. Nick Manuel	Facilities Director / Maintenance

## **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

Mrs. Patricia Bandel - Principal

Mrs. Elena Caruso - Vice Principal

Mr. Nathan Au - Chair

Mrs. Amy Barney

Mrs. Colleen Crespo

Mrs. Kia Germino

Mr. Paul Escarpe

Ms. Natalie Lee

Mr. Dennie Marengo

Mrs. Jeanne Meinhardt

Mr. John Scarcella

## ***Introduction***

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

*The interlocking relationship requires both parties to adhere to 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 1-8 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.

**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. Preschool teacher recommendation

#### For Grades One through Eight:

1. Complete application form and submit a \$50 application/testing fee
2. Copy of Baptismal Certificate and First Holy Communion Certificate 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 hours and SCRIP requirements must be fulfilled at the time of re-registration. Parents who choose not to fulfill these requirements may make 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 5<sup>th</sup> or 20<sup>th</sup> of each month. A fee is assessed directly by FACTS for insufficient funds.

Families have three (3) options:

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

**Tuition Schedules**

In-Parish/Participating tuition rates apply to those students whose families 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 students whose families 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 2021-2022 school year:

	<b><u>Participating</u></b>	<b><u>Non-Participating</u></b>
1 child	\$ 7,175	\$ 8,585
2 children	\$13,635	\$16,740
3 children	\$19,440	\$24,890
4 children	\$24,720	\$32,960

## **Financial Aid**

St. Catherine of Siena School provides 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 with financial needs. Families must apply through TADS no later than April 15<sup>th</sup>. New families must apply to the 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 is \$50 per family / \$5 per hour attended.
3. An 8th Grade Graduation fee of \$100 is assessed to cover graduation expenses.
4. Field Trips (when possible) may require a fee.
5. Caritas, an educational and enriching week, requires an additional fee of \$250.
6. Expenses for the optional East Coast Trip for the 7<sup>th</sup> and 8<sup>th</sup> 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 and assessed in September.
8. The technology fee of \$10 per student (K-2) will be added to the tuition fee and assessed in September.

## **PARENT/GUARDIAN 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/eScrip, and active sponsorship of school fundraisers;
- Performance of forty hours of service to the school;
- Virtual/in-person attendance at in-service meetings, Back-to-School Night, and Parent/Guardian - Teacher conference(s);
- Cooperation with all school policies and administrative directives;
- Support of the fundraising efforts of the Men's and Women's Clubs.

## **Scrip**

All school families are required to purchase a minimum of \$2,000 during the year. Scrip is available in gift certificate/gift card form at the school office, through eScrip or Benefit Mobile, or through AmazonSmile 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 1<sup>st</sup> to March 31<sup>st</sup> of the following year.

## **Service Hours**

Parents/Guardians are expected to fulfill 40 hours of service (20 for single parents/guardians) per year. The Service Hours are recorded on the Beehively website under "My Info".

## **Safety**

St. Catherine of Siena School and the Archdiocese of San Francisco take the safety and well-being of our students seriously.

### ***A. Fingerprinting***

Volunteers who work regularly with students must have a Live-Scan record on file with both the San Francisco Archdiocese and the school office. The Live-Scan must be completed prior to working with students. Parents/Guardians who volunteer will be informed by the school of this requirement. The school does not cover the cost of the Live-Scan.

### ***B. Training***

The Archbishop has mandated specialized training for parents, coaches, and staff working with students. "Virtus" is the training program that must be completed in order to work with students. Once Virtus 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 specialized Virtus training according to their grade level.

## **SCHOOL SCHEDULE AND CALENDAR**

### **Daily Schedule**

7:57 A.M.	<i>Morning Assembly</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>
10:35-10:50	<i>Recess: grades 6-8</i>
11:00-11:35	<i>Lunch: grades K-1</i>
11:30-12:05	<i>Lunch: grades 2-3</i>
12:00-12:35	<i>Lunch: grades 4-5</i>
12:25-1:00	<i>Lunch: grades 6-8</i>

**Covid Staggered Dismissal Times:**

<i>Grades</i>	<i>Dismissal (Monday-Friday)</i>	<i>Minimum Day Dismissal Days 12:30</i>	<i>Monday 2:30 Dismissal Day</i>
<i>Kindergarten</i>	<i>2:00pm</i>	<i>12:10pm</i>	<i>2:00pm</i>
<i>1st-2nd</i>	<i>2:50pm</i>	<i>12:15pm</i>	<i>2:15pm</i>
<i>3rd-4th</i>	<i>2:55pm</i>	<i>12:20pm</i>	<i>2:20pm</i>
<i>5th AND 7th</i>	<i>3:00pm</i>	<i>12:25pm</i>	<i>2:25pm</i>
<i>6th AND 8th</i>	<i>3:05pm</i>	<i>12:30pm</i>	<i>2:30pm</i>

**Minimum Days/Early Dismissal (Non Covid)**

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

On minimum days school day ends at 12:30 P.M. (no lunch period).

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

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

**Important Dates**

<i>First Day of School</i>	-	<i>August 23</i>	<i>Martin Luther King, Jr.</i>	-	<i>January 17</i>
<i>Labor Day</i>	-	<i>September 6</i>	<i>Presidents' Day</i>	-	<i>February 21</i>
<i>Columbus Day</i>	-	<i>October 11</i>	<i>Easter Break</i>	-	<i>April 15-24</i>
<i>Veteran's Day (observed)</i>	-	<i>November 24</i>	<i>Memorial Day</i>	-	<i>May 30</i>
<i>Thanksgiving</i>	-	<i>November 25-26</i>	<i>8th Grade Graduation</i>	-	<i>June 8</i>
<i>Christmas Break</i>	-	<i>December 20-January 3</i>	<i>Last Day of School</i>	-	<i>June 10</i>

**Report Card Dates**

*November 19*

*March 10*

*June 10*

**Parent/Guardian - Teacher Conferences** *October 4-8*

**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/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/guardian stating the dates and reason for absence must be given to the classroom teacher on the first day 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 student seeking readmission 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. Students must be picked up within one hour of contact. Students demonstrating symptoms of COVID-19 will be isolated in a separate room until they can be picked up by their parent/guardian.

All students must be signed out by parent/guardian prior to leaving the school.

## **Medications**

Any medication to be taken during school hours must be accompanied by the proper Medical Release Form completed by the parent/guardian and the physician. All medications 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 and when the student returns for 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/guardian. Students returning before the end of the school day must check in at the office before going back to class.

## **Tardy**

Tardiness is a violation of school rules.

Students who arrive after morning assembly once the doors are closed are considered tardy. Students will be marked tardy after 8:04 AM.

### **Excessive Tardiness**

“Excessive Tardiness” is considered being late 5 times or more in a trimester, or a total of 15 times per school year. A student is tardy if s/he arrives after the fixed time by school policy for the beginning of the morning, afternoon, or any class session. Excessive absences or tardiness, even if necessary or excused, may be grounds for decreased academic credit or disciplinary action.

After five tardies in a trimester the Principal will contact the parents/guardians. A conference will be held with the parents/guardians 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 and will be considered unexcused.

Parents taking students from school for personal reasons must notify the classroom teacher and the Principal in writing at least 5 school days in advance. Absences for personal reasons are considered “unexcused” for the school attendance register. The school is under no obligation to provide lessons, tutoring, make-up work, or special testing schedules for such absences. Classroom teachers are not to be asked, and will not prepare work for a student leaving on vacation. Students returning from personal leave must take missed exams upon the first day returning to school. No extra study days will be granted.

Attendance on class field trips and the Caritas Education Program is mandatory.

### **Excessive Absences**

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

Students who are absent 10 or more days in a trimester, or a total of 30 days per year, even if necessary and excused, are subject to decreased academic credit or disciplinary action. 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 disciplinary action up to and including 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 new school.

## COMMUNICATION

*As parents are the primary educators, partnership and communication between family and school educators is critical.*

### **Appointments/Meetings**

Parents can schedule a conference with a teacher by emailing a request to the teacher at least two school days in advance.

*Conferences always begin with the teacher.*

### **Parent/Guardian - Teacher Conferences**

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

### **Problem Resolution**

If a problem arises, parents/guardians 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](http://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 be signed and returned the following day.

The envelope may contain:

1. Special notices from Principal or teachers;

2. Men's Club and Women's Club announcements;
3. Other items of interest.

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

### **Local Emergency**

In the event of an emergency, parents will be notified via email/SMS Text, 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 (K-2)**

**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**

<b>A</b> 96-100	<b>B-</b> 84-86	<b>D+</b> 67-69
<b>A-</b> 93-95	<b>C+</b> 81-83	<b>D</b> 63-66
<b>B+</b> 91-92	<b>C</b> 74-80	<b>D-</b> 60-62
<b>B</b> 87-90	<b>C-</b> 70-73	<b>F</b> 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. Weekend homework will be given at the discretion of the teacher and may also be given for the purpose of making up missed work due to absence or poor effort. Long term assignments may be scheduled over an extended vacation.

## **Late Homework**

### **Kindergarten -2<sup>nd</sup> 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.

### **3<sup>rd</sup> Grade – 5<sup>th</sup> Grade**

Parents are encouraged to check Beehively frequently to see their child/ren's progress. Parents of students in 3<sup>rd</sup> grade through 5<sup>th</sup> grade will be notified via website of any missing assignments. Students will have 3 days to turn in the missing work after the assignment has been posted. The teacher determines the late policy for these grades and will communicate it with students in class and parents at Back to School Night.

### **6th Grade – 8th Grade**

Students in the Junior High are being prepared for High School and beyond. Parents should encourage their child/ren to check their missing assignments and grades frequently to ensure they are on track with their work. Students will have 4 days to turn in assignments for partial credit. After that, no credit is given. Parents should check Beehively frequently to see their child/ren's progress.

<b>Day</b>	<b>Highest Possible Score</b>	
1 Due Date	90%	If collected after the assignment was turned in on the due date.
2	75%	Assignment is worth a maximum score of 75%
3-4	50%	Assignment is worth a maximum of 50%
5+	0-50%	On day 5 the score is 0%-50% at the discretion of the teacher.

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.

<b>Grade Values:</b>	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 7<sup>th</sup> and 8<sup>th</sup> 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 be implemented as a mandatory after school study hall on given days and may also result in the exclusion from school activities: drama, cheerleading, Legion of Mary, school dances, sports, student government, field trips, etc.

Optional study hall is available on Wednesdays 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.

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

### **Detention**

Students may serve detention for excessive tardiness (5), homework notice not returned, out of uniform attire, minor disciplinary infractions or other reasons determined by the teacher or administration. Detention is a half hour after school on Thursdays. Parents will be notified prior to the date.

### **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, black 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, mascara, lip gloss, acrylic nails, or nail polish, including clear nail polish.

### **Jewelry**

Bracelets of any kind, buttons, necklaces, rings, 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. Small religious medals and crosses are permitted.

### **Haircuts**

Boys' hair must be cut above their ears, clear the eyebrows, and above their collars. Inappropriate haircuts (e.g. step cuts, mushrooms, mohawks etc.) are unacceptable. The neck and collar should be visible from the back.

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 short shorts, short skirts or dresses (more than 3 inches above the back of the knee), tank tops, crop tops, tube tops, spaghetti straps, hats worn backwards, scarves, or any type of clothing that would be untidy, immodest, tight fitting, too low or too short. Non-uniform days should be conducive to maintaining an atmosphere of learning. Uniform rules for make-up, hairstyles, and jewelry still apply for free dress days.

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.

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

### **Laptops / iPads**

Students have access to an assigned Chromebook in grades 3-8 or Ipad in grades K-2. These devices stay at school. Personal devices should not be brought to school. The school is not responsible for the student's personal 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. When students arrive at school before the 7:57am bell or during the morning assembly all phones must be turned off and in the backpack. At dismissal, students are to put their turned off phones in their backpacks and are not allowed to use or hold their cell phones until out of the school building.
3. Students' phones should not have a lock code on it and must be turned off.

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 cases arise.

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 electronic device.

## **EXTENDED CARE**

St. Catherine of Siena School provides extended care from the time of dismissal until 5:00 p.m. The program is available only to St. Catherine students, grades K-5 and with administration approval for 6-8, and is operated on a non-discriminatory basis, equal treatment, and access to service without regard to race, color, national and ethnic origin.

### **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 yearly \$50 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 \$50 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 through FACTS within 10 days of invoicing. 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 5:30P.M. No one may stay later than 5:30.**

## **LUNCH**

Students are given the option to purchase a lunch.

Monday lunch must be ordered every trimester through the school office. The Monday Lunch is a fundraiser to support Outdoor Education and graduation. Tuesday through Friday lunch must be ordered online through ChoiceLunch.

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

If a student needs lunch, they will receive an emergency lunch from ChoiceLunch. Parents should ensure that their child/ren have a lunch and a snack daily.

**No delivery services are allowed, i.e. Door Dash, Uber Eats, etc.**

If you NEED to bring a lunch for your child, we ask that you leave it at the front door on the bench. Due to environmental purposes students are strongly encouraged to avoid paper bags and use lunch boxes and to bring refillable (non-glass) water bottles 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 1<sup>st</sup>-8<sup>th</sup>. 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.

## **Sports**

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 for baseball, volleyball, and basketball; \$100 per girl for cheerleading; and \$60 per child for track. 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. All uniforms must be returned at the end of the season.

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**

The children's choir and the junior choir meet, as scheduled, to practice for various liturgical celebrations. Choir is postponed this year until further direction from the Archdiocese and County.

### **Altar Servers**

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 schedules will be emailed to parents and posted in the school entrance and in the classroom.

### **Legion of Mary**

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**

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.

## **FIELD TRIP POLICIES**

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, VIRTUS program and have the Visitor Agreement on file.* 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. School grounds are supervised from 7:45-7:57 and from 3:00-3:15. No students may remain unsupervised in the schoolyard after dismissal. They must check in to Extended Care or remain with their parent. No balls or playground equipment may be used during this time.

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

### **Before School**

Students may not

- arrive before 7:40;
- 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.
- Use a cell phone on school grounds (inside or outside)

### **Recess and Lunch**

Students should

- respect fellow students, playground equipment, and the rules of the game;
- remain seated until they finish their snack or lunch keeping proper distance;
- pick up all litter and dispose of it properly
- use the bathroom and get a drink;
- line up quietly after the bell.

### **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 the school office at 3:15 and parents will be contacted.
- 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 danger and is 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 Christians 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 25, 2021.

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.

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Family Name – Print

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 / 

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 / 

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Student (s)'s Grade(s)

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Date