

# *St. Catherine of Siena School*

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

***2025-2026***

*“Catholic education is above all a question communicating Christ, of helping to form Christ in the lives of others...” - Pope John Paul II*

## **MISSION STATEMENT**

St. Catherine of Siena Parish School is a Roman Catholic learning community deeply committed to serving a diverse student body that focuses on developing a well-rounded child spiritually, academically and socially.

We unite generations of students, alumni, and parishioners together into a life-long community by developing a nurturing and loving environment through worship, service, and the recognition of the value and dignity of each individual.

## **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.

## **STUDENT LEARNING EXPECTATIONS**

St. Catherine of Siena School students will be educated and guided to develop all Schoolwide Learning Expectations (SLEs). As students complete each year of instruction, they are expected to demonstrate age- appropriate characteristics of STAR students as a result of achieving their SLEs. St. Catherine of Siena School Students are:

# Saint Catherine of Siena School- Schoolwide Learning Expectations

*St. Catherine of Siena Graduates are:*

**T**houghtful, Spiritual Individuals who:

- Spread the teachings and good news of the Gospel.
- Act with compassion according to Jesus teachings.
- Serve family, church and community.



**I**nspirational Learners and Leaders who:

- Use technology responsibly and wisely.
- Seek out and engage in new knowledge.
- Make connections and think critically.



**G**rowing Achievers who:

- Overcome obstacles and challenges with dignity.
- Value differences.
- Build character with strong morals and ethics.



**E**ffective Communicators who:

- Speak and listen to understand others.
- Advocate for themselves and others.
- Learn to resolve conflict cooperatively and accept personal responsibility.



**R**esponsible Citizens who:

- Share talents and abundance with others.
- Engage in solutions on local and global issues.
- Treat all creation with dignity and stewardship.
- Demonstrate a sense of pride and appreciation for the freedoms and gifts of our country.



**S**elfless Ambassadors who:

- Respect and embrace cultural diversity and value inclusion of all.
- Stand up for global social justice.
- Show integrity and empathy.



# Saint Catherine of Siena School

## Student Learning Expectations

*St. Catherine of Siena Students (grades K-3) are:*

**T**houghtful, Spiritual Individuals who:

- Attend Mass weekly.
- Act like Jesus.
- Help others.



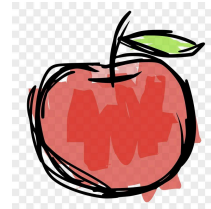
**I**nspirational Learners and Leaders who:

- Use technology responsibly and wisely.
- Ask questions.
- Think critically.



**G**rowing Achievers who:

- Solve problems with kindness.
- Appreciate others.
- Follow the Golden Rule.



**E**ffective Communicators who:

- Raise their hand.
- Speak and listen kindly and gently.
- Think before they act.



**R**esponsible Citizens who:

- Respect others and help those in need.
- Care and pray for the needs of the world.
- Love God's creation.



**S**elfless Ambassadors who:

- Work cooperatively.
- Play kindly and fairly.
- Do the right thing.



## **SCHOOLWIDE GOALS AND OBJECTIVES**

Achieving the school wide learning expectations is best fostered through attention to the goals and objectives of our Catholic School, centered in five categories: Religious, Academic, Psychological, Social and Physical. 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.

## **ACCREDITATION**

St. Catherine of Siena School is fully accredited by the Western Catholic Education Association (WCEA) and the Western Association of Schools and Colleges (WASC).

## **ARCHDIOCESAN PHILOSOPHY AND POLICY**

The Catholic Schools in the Archdiocese of San Francisco, mindful of their mission to be witnesses to the love of Christ for all, admit students of any race, color, and national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at St. Catherine of Siena School. The Catholic Schools in the Archdiocese of San Francisco do not unlawfully discriminate on the basis of race, color, and national and/or ethnic origin, age, sex or disability in the administration of educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

## CODE OF CHRISTIAN CONDUCT FOR STUDENTS AND PARENTS/GUARDIANS

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, which is consistent with the Christian principles of the school as determined by St. Catherine of Siena School in its discretion. These principles include, but are not limited to, any policies, principles or procedures set forth in the student/parent 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 St. Catherine of Siena School in its discretion. These principles include, but are not limited to any policies, principles or procedures set forth in the student/parent 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's 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 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.



## FACULTY AND STAFF

Father John Ryan	Pastor
Mrs. Patricia Bandel	Principal
Mrs. Elena Caruso	Assistant Principal
Mrs. Miriam Robinson	Kindergarten/Student Government Moderator
Mrs. Kayla Folan	Grade 1
Miss Emily Karson	Grade 1
Sr. Corinna Catalano, msc	Grade 2
Miss Elena Abbott	Grade 3/Student Government Moderator
Sr. Amelita Adao, msc	Grade 4
Mrs. Leslie Hill	Grade 5/Drama Director
Miss Caely Lavino	Grade 6 Homeroom/ELA/Drama Director/Technology
Mr. Michael Herrera	Grade 7 Homeroom/5th-8th Math
Mr. Brian Downs	Grade 8 Homeroom, 6 <sup>th</sup> -8 <sup>th</sup> History, 8 <sup>th</sup> Religion
Ms. Cecilia Lin	6th-8th Math
Mr. Paul Escarpe	6th-8th Science
Mrs. Suzi Shelley	7 <sup>th</sup> Religion, 6th-7th Grammar
Sr. Maria Dong, msc	Religion Coordinator, Technology (K-4)/Mandarin(K-2)
Miss Valerie Poblete	Spanish (K-8)/Student Government Moderator
Sr. Imelda Kelulu, msc	Italian (K-8)
Mrs. Susi Pearl	Reading Resource Specialist (K-5)
Mr. Matthew Yim	Music (K-8)
Mr. Sean Watkins	Physical Education (K-8)
Ms. Anne Marr	School Counselor
Miss Olivia Mufarreh	Instructional Aide
Mrs. Raquel Kay	Instructional Aide
Mrs. Marichi Fernandez	Instructional Aide
Mrs. Bently Guglielmi	Instructional Aide
Mrs. Jen Tarantino	Office Assistant
Mrs. Gianna Smith	School Bookkeeper/HR/Scrip Coordinator
Mrs. Yolanda Manuel	Extended Care/ Lunch Duty
Mrs. Mary Firpo	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

Dr. Tes Escarpe - Chair

Mr. Nathan Au

Mr. Kevin Carey - Vice-Chair

Mrs. Amanda Driscoll

Mrs. Merilin Feldman

Mrs. Veronica Juarez

Mrs. Arleen Lemoncito

Mr. Yogesh Mehra

Ms. Kathryn Miller

# 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.*

## **Nondiscriminatory Policy**

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

Likewise, St. Catherine of Siena School does not unlawfully discriminate against any applicant for employment on the basis of age, sex, disability, race, color and national and/or ethnic origin.

Department of Education Archdiocese of San Francisco  
August, 2025

## **I. ACADEMIC POLICIES**

### **CURRICULUM**

The course of studies used at St. Catherine of Siena School follows the standards of the State of California and guidelines provided by the Archdiocese of San Francisco, Department of Catholic Schools. All of our students are expected to participate in the full curriculum. The main components of the curriculum are as follows: Religion, English Language Arts (Reading, Handwriting, Grammar, Writing), Math, Science, Social Studies, Art, World Languages (Spanish, Mandarin (K-2) or Italian), Technology, Physical Education, and Music.

### **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.

Assignments are expected to be submitted on time, with the exception of excused absences. Excused absences are a result of sickness, doctor or dental appointments. Schoolwork missed during the excused absence must be made up by the student upon his/her return. In these cases, upon request, assignments will be available at the end of the school day. **Request for make-up assignments should be made to the teacher prior to noon and pick up of work may occur any time after 3pm.** Other absences, such as shadowing for high school or vacation, do not exempt a student from meeting original assignment due dates.

### **TIME ALLOTMENTS:**

Homework assignments usually cover material, which has been presented in class and which students should be able to complete without unusual difficulty. When a child seems to be experiencing too much difficulty in doing homework, it is the parent's responsibility to contact the teacher.

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.

### **PARENTAL SUPPORT TOWARD HOMEWORK**

- Recognize that children learn in different ways and have different work styles. Some students can sit and do homework "all at once," while others need to take frequent breaks.
- Ensure that each student has a particular time and place to study, proper supplies and lighting, uninterrupted by T.V., music, devices, siblings, household responsibilities, etc.
- When scheduling after school activities, keep in mind your child's homework load. Students who are overscheduled or exhausted will start homework later at night and will be less efficient
- If your child spends significantly more time than is manageable on homework, start by communicating with your child's teacher about the challenges your child is facing.
- Parents should act as cheerleaders and supporters, not homework police. Please do not do assignments, projects, papers, etc. for your child.

\*Students are NOT ALLOWED to contact parents (either through email, phone call,

message, or text) regarding missing assignments, technology, or projects to be brought to school during school hours. Students must understand their personal responsibility to remember important materials that need to be brought to school on any given day. A teacher must approve and inform the front office if a parent/guardian can be contacted.

## STANDARDIZED TESTING

The Archdiocesan testing program is the Renaissance Learning STAR Testing System. It is administered in September, January, and May to students in grades K-8. This timing enables teachers to plan the year to effectively meet the needs of their particular class. Test results are used to:

- Inform parents about their children's individual strengths and weaknesses
- Inform teachers about their class as individuals and as a whole group
- Assist the administration in evaluating the effectiveness of our curriculum and instruction.

Please make every effort to ensure your children are present for all testing days. Appointments should not be made during testing; make-up time is very limited. Each student's scores will be sent home with the first trimester report card and with the final report card at the end of the school year. Students in Kindergarten and First grades will be taking Early Literacy Reading tests. STAR Reading tests can also begin in First Grade (based on Lexile scores) and continue through Eighth Grade. STAR Math testing begins in Kindergarten and continues through the Eighth grade.

## STAR ASSESSMENTS

STAR Assessments are short tests that provide teachers with learning data. STAR tests are computer adaptive, which means they adjust to each answer your child provides. This helps teachers get the best data to help your child in the shortest amount of testing time (about one-third of the time other tests take). Star Assessments help educators match the level of instruction and materials to the ability of each student and measure growth throughout the year, predict outcomes on mandated state tests, and track growth in student achievement longitudinally, facilitating the kind of growth analysis recommended by state and federal organizations.

**Reading:** STAR Reading's computer-adaptive test and database allows teachers to quickly assess students' reading comprehension and overall reading achievement. This computer-based progress-monitoring assessment provides immediate feedback to teachers and administrators on each student's reading development.

**Math:** First, it provides educators with quick and accurate estimates of students' instructional math levels relative to national norms. Second, it provides the means for tracking growth in a consistent manner over long time periods for all students.

**Early Literacy:** STAR Early Literacy addresses the need to determine children's mastery of

literacy concepts that are directly related to their future success as readers and measures the early literacy skills of beginning readers.

**For students**, STAR Reading/Math software provides a challenging, interactive, and brief test that builds confidence in their reading/math ability.

**For teachers**, the STAR Reading/Math test facilitates individualized instruction by identifying students' current developmental levels and areas of growth. (Who needs remediation or enrichment most.)

Teachers analyze the data they get from Star Assessments to learn what students already know and what they are ready to learn next, to monitor student growth, and to determine which students may need additional help. Star Assessments are heavily researched and scientifically proven to help teachers guide each student on his or her unique path to mastery.

### **What are the advantages of a computer-based test?**

1. **Adaptive Branching:** Ability to tailor each student's test based on his or her responses to previous items. Paper-and-pencil tests are obviously far different from this: every student must respond to the same items in the same sequence. Using computer-adaptive procedures, it is possible for students to test on items that appropriately match their current level of proficiency. The item selection procedures, termed Adaptive Branching, effectively customize the test for each student's achievement level. By pinpointing exactly what your child knows, teachers can personalize your child's practice to keep them growing.
2. **Testing time decreases** because, unlike in paper-and-pencil tests, there is no need to expose every student to a broad range of material, portions of which are inappropriate because they are either too easy for high achievers or too difficult for those with low current levels of performance. Plus, short test times ensure your child spends more time learning and less time testing.
3. **Reliability improves** over paper-and-pencil tests because the test difficulty matches each individual's performance level; students do not have to fit a "one test fits all" model. Most of the test items that students respond to are at levels of difficulty that closely match their achievement level. Also, the test items are aligned with CA State Standards.
4. **Student motivation improves** simply because of these issues—test time is minimized and test content is neither too difficult nor too easy.

**Assessment Reports:** The **Diagnostic Report** indicates if a student is below/at/above benchmark and skill information for the individual student and is provided to the teachers. The *Domain Scores* section of the Diagnostic Report displays more detail in the scoring results of particular skill areas. The other, the **Parent Report**, is an informational letter and summary of the assessment results.

***There are numerous scores that are calculated and compared after each assessment. These scores present a snapshot of achievement at a specific point in time. As with any test, it is important to remember that many factors can affect a***

**student's scores. St. Catherine of Siena School most closely monitors these three scores:**

**Percentile Rank (PR)** is a norm-referenced score that provides a measure of a student's ability compared to other students in the same grade nationally. The percentile rank score, which ranges from 1 to 99, indicates the percentage of other students nationally who obtained scores equal to or lower than the score of a particular student. For example, a student with a PR score of 85 performed as well as or better than 85% of other students in the same grade.

**Scaled Score (SS)** is useful for comparing student performance over time and across grades. A scaled score is calculated based on the difficulty of questions and the number of correct responses. Because the same range is used for all students, scaled scores can be used to compare student performance across grade levels. STAR Reading scaled scores range from 1 to 1400.

**Student Growth Percentile (SGP)** compares a student's growth to that of his/her academic peers nationwide. SGPs range from 1-99 and interpretation is similar to that of PR scores; lower numbers indicate lower relative growth and higher numbers show higher relative growth. For example, an SGP of 70 means that the student's growth from one test window to another exceeds the growth of 70% of students nationwide in the same grade with a similar achievement history.

## **GRADING POLICIES**

**ARCHDIOCESE GRADING STATEMENT PHILOSOPHY:** The schools of the Archdiocese of San Francisco are dedicated to the growth and development of each child. We are committed to providing a grading philosophy that represents a way of communicating the achievement of students to the student, their parents, to the teacher, and the administration. Grading is the structure that enables students to monitor progress, make adjustments in study habits, and strive for academic achievement. It is also designed to gauge student academic progress, provide incentives to learn, communicate student achievement, give feedback to encourage student self-evaluation, evaluate the effectiveness of instructional strategies and identify needs for differential instruction. Standards and expectations are communicated to parents and students in a variety of ways. Student progress is measured through a multitude of assessments to ensure that student growth has occurred.

St. Catherine of Siena's grading policy follows the Archdiocesan guidelines. Grades 3 through 8 use the grading criteria that corresponds with Archdiocesan percentage guidelines. Teachers specify, according to grade level, how homework, late work, extra credit work, participation, learning skills, behavioral expectations, absences, tardies, and discipline affect their grading policy. This will be explained by the teacher to the students in class and to the parents at *Back to School Night*.

At the end of each trimester parents will receive a report card of their child's academic and social progress. Report cards will be sent home digitally. Parents must

confirm receipt of the report card within one week of being issued. A printed report card will be sent home at the end of the school year.

Parents are expected to actively partner with teachers in supporting their child's academic progress. Third through eighth grade parents are required and expected to regularly check their children's grades via the Beehively gradebook to stay informed of their child's progress.

The gradebook for grades 3-8 is accessible at all times, except for a brief closure of one week at the end of each trimester to allow for finalization before report card distribution. Monitoring of grades ensures that parents are aware of their child's progress and can work collaboratively with teachers to address any concerns in a timely manner.

Archdiocesan report cards have been designed for each grade level: primary, intermediate and junior high. The grading code is set by the Archdiocese of San Francisco, Department of Catholic Schools.

**REPORT CARD DATES:**     *November 14*  
                                       *March 6*  
                                       *June 5*

Academic subjects will be graded as follows:

Primary Grades (K, 1 & 2)		Grades (3 - 8)			
E	Exceeds standard	A	100 – 93	C	73 - 76
M	Meets standard	A-	90 - 92	C-	72 - 70
W	Working toward standard	B+	87 - 89	D+	69 - 67
N	Not at grade level standard	B	83 - 86	D	66 - 63
No mark	Standard not addressed	B-	80 - 82	D-	62 - 60
		C+	77 - 79	I	59 - below Insufficient Evidence
1	Exceeds expectations	1	Exceeds expectations		
2	Meets expectations	2	Meets expectations		
3	Improvement needed	3	Improvement needed		
4	Unsatisfactory	4	Unsatisfactory		

#### **Co-Curricular (Music, PE, Technology)**

**P** = Participates

**NP** = Does not participate

**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 to all students. Parents must view it electronically and confirm receipt of the progress report within one week of being issued.

**BEHAVIORAL EXPECTATIONS:** St. Catherine of Siena School students are expected to develop into individuals who demonstrate Christian values and behave as responsible citizens. Evaluation of behavioral expectations is one aspect in measuring student development. Behavioral expectation categories are described in the following paragraphs; behavioral expectation grades are assigned using the rubrics summarized in the table below.

#### **Behavioral Expectations Category Observed Behaviors**

**1 Exceeds Expectations Consistently** • models Christian values: respect, kindness, courtesy and cooperation with adults and peers • follows classroom, playground & school rules • is positive in interactions with others • displays correct dress code with neat appearance • gives attention to the teacher and class work • demonstrates self-control • demonstrates courteous and cooperative behavior • shows respect for authority and property respects the rights and feelings of others • takes initiative to resolve conflicts • receives no uniform infractions or conduct detentions/warnings • accepts responsibility for inappropriate behavior

**2 Meets Expectations Regularly** • displays Christian values: respect, kindness, courtesy and cooperation • follows classroom, playground & school rules • is positive in interactions with others • displays correct dress code • gives attention to the teacher and class work • demonstrates self-control • demonstrates courteous & cooperative behavior • shows respect for authority and property • respects the rights and feelings of others • accepts responsibility for inappropriate behavior • improves behavior immediately after correction and sustains the improvement

**3 Needs Improvement Often** • displays rude, discourteous, unkind, or disrespectful behaviors • disobeys classroom/playground/school rules • does not attend to the teacher or class directions • demonstrates a lack of self-control • shows disrespect toward adults, peers, or property • receives detention(s), uniform infractions, detentions • avoids accepting responsibility inappropriate behavior—offers excuses or blames others • repeats inappropriate behavior after being disciplined; overall behavior is only partially improved

**4 Unacceptable Routinely** • displays rude, discourteous, unkind, or disrespectful behaviors • breaks classroom, playground, or school rules • disregards teacher or in-class direction or other school guidance • demonstrates a lack of self-control • shows disrespect to adults,

peers, or property • receives conduct detentions, uniform infractions and/or detentions • repeats inappropriate behaviors despite discipline • suspension

**LEARNING SKILLS EXPECTATIONS:** St. Catherine of Siena School students are expected to develop into individuals who are skilled learners. Evaluation of learning skills is one aspect in measuring student development as a learner. Learning skills categories are described in the following paragraphs; learning skills grades are assigned using the rubrics summarized in the table below:

### **Learning Skills Category Observed Behaviors**

**1 Exceeds Expectations Consistently** • participates actively and productively • is prepared for class instruction and remains on task with specified tasks/activities • responds well to criticism and setbacks to improve outcomes • completes all work in a timely manner • is attentive to having no missing or late assignments • shows evidence of thought, commitment to neatness, and following instructions • takes pride in his/her work • produces work that meets or exceeds expectations • seeks help when necessary

**2 Meets Expectations Regularly** • participates actively and appropriately • is frequently prepared for class instruction and on task as directed most of the time • responds well to criticism and setbacks to improve outcomes • completes most work in a timely manner • checks for missing or late assignments • shows evidence of thought, commitment to neatness, and personal attempts to follow instructions • takes pride in his/her work • produces work that generally reflects individual capability or potential • seeks help when necessary

**3 Needs Improvement Often** • displays inappropriate participation (calling out, talking with/distracting others) • completes less class work or homework than what was assigned • is unprepared for class instruction • is off task and/or needs reminders to return to task • works below capability or potential • produces work that lacks evidence of thought, commitment to neatness, or personal attempts to follow instructions • lacks evidence of pride in his/her work • avoids seeking help when necessary

**4 Unacceptable Routinely** • habitual inappropriate participation, calling out, distracting others, or non-participation • completes assignments after their due dates • is unprepared for class instruction • remains off task, even following correction • has multiple missing assignments, produces incomplete work and/or disregards assignments • produces work that lacks thought, commitment to neatness, or attempts to follow instructions • rarely, if ever, seeks help when necessary

**PROMOTION:** Promotion indicates the satisfactory completion of a year's work in solid academic subject areas.

\*Eighth graders with a failing or incomplete grade in the last report card period may be excluded from participating in graduation events, activities, and/or commencement exercises.

**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.

Preparation and organization are modeled and expected to support student understanding of personal responsibility for assignments and daily preparation for class. Tips for success include:

- Before school: organize binders and backpacks. Check supplies. Review the homework agenda to be sure all assigned work is complete.
- During the day: Check all supplies and books that are necessary for each next class. Take a silent reading book to every class.
- End of day: Check the homework board. Be sure all assignments are recorded in a homework notebook. Check to be sure that all necessary books and materials for homework are packed to take home.
- After school: Identify a location and regular schedule for completing homework. Review all work and double check to be sure all assignments are complete. Make a list of any questions that should be asked of teachers the next day. Make sure all books and completed assignments are packed for return to school.

### **ABSENT/MAKE-UP WORK**

**GRADES K-5:** Assignments are to be submitted on time; with the exception of excused absences (refer to Attendance: Absences section). Encourage your student to see his/her teacher(s) regarding assignments missed due to absence and to make up work accordingly. Work submitted on time will be corrected according to the normal class grading standards. Work submitted late will be subject to lowering grading. Students who are absent from school due to illness or appointments should set up a time to meet with the teacher upon return to learn about missed work. The amount of time given for makeup work

will be determined by the teacher. When a student is absent for an extended period of time the teacher and principal will meet to create a manageable make up plan.

**GRADES 6-8:** It is the responsibility of the student, upon return to class, to check in with the teacher and learn about missed work. The amount of time given for makeup work will be determined by the teacher. When a student is absent for an extended period of time the teacher and principal will meet to create a manageable make up plan. At times, group projects are assigned. All members of a group are responsible for making sure that their project is completed on time. If a member of the group is absent on the project due date, it is the responsibility of the remaining group members to complete and/or present the project. The absence of one member of the group does not automatically create a valid reason for the remaining group members to delay finishing their work. Therefore, all members of a work group should become familiar with all aspects of the project. All school work missed for any reason (e.g. altar serving, shadowing, appointments, etc.) is the responsibility of the student and must be made up and turned in the following day. The decision to take children out of school is the responsibility of the parents. Absences may affect a student's grades because valuable instruction time is missed; independent study generally cannot replace this.

**\*EIGHTH GRADE HIGH SCHOOL SHADOWING:** Eighth grade students have the privilege to shadow high schools. Because shadow days are planned absences, homework is due upon return and test(s) must be taken on the return date.

## **LATE WORK**

Generally, work is due at the beginning of each class period. Work that is not turned in on time is late. With the teacher's permission, a student may receive extra time to complete the work that night and turn in the following day. Starting in 3rd grade no name papers will be subject to losing points.

**GRADES K-2:** 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 or have an agreed upon plan with the teacher.

**GRADES 3-5:** 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 may be notified via the website's missing assignment feature of any missing assignments. Students will have 3 days to turn in the missing work after the assignment's due date. The teacher determines the late policy for these grades and will communicate it with students in class and parents at Back to School Night. Students may be requested to complete late work during free time, silent reading, lunch/recess, or after school. Teachers can be available after school for students who may need to stay after school to complete late work.

**GRADES 6-8:** Students in the Junior High are being prepared for High School and beyond. Submitting homework and other assignments punctually is an academic responsibility of all students. Skill development depends on a structured sequence of instruction, and teachers must be able to evaluate student performance in a timely manner in order to guide student learning and adjust instruction. Consequently, all assignments are required to be completed by the assigned due dates. 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 may be given. Parents should check Beehively frequently to see their child/ren's progress.

Day	Highest Possible Score	
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.

Parents are strongly encouraged to check Beehively regularly to monitor student progress and status of assignments. Students should also check Beehively to stay informed on a regular basis if they have any missing assignments.

### STUDENT RECOGNITION

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 I, a 3 or below in any class in a report card period is ineligible for any honors. A student who receives 10 or more tardies during the trimester will not be eligible for 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.

**STUDY HALL:** Study Hall is an after school option for students in grades 3-8 to have available time to complete homework assignments or work collaboratively in groups for projects. Students in grades 6-8 must sign-in and remain in the designated classroom from 3 to 4pm. Students in grades 3-5 must sign-in and remain in the designated classroom from 3 to 3:35pm. Study Hall is not to be used as an alternative for Extended Care. Students must be actively engaged in completing necessary homework assignments, projects, or studying for upcoming exams. Students may not be picked up early from study hall without prior accommodation being made with the office. Teachers and parents may require students with substantial missing work to spend the time in Study Hall.

**ACADEMIC DISHONESTY/ ARTIFICIAL INTELLIGENCE:** Cheating of any type will not be tolerated and includes both the taking and the sharing of information. Students who cheat face a failing grade, detention, suspension, or expulsion. A student who is involved in cheating may become ineligible to participate in sports, drama, or other extracurriculars.

Artificial Intelligence offers extraordinary opportunities, but it also brings potentially unfavorable outcomes for our students that could affect their critical thinking and creativity. Artificial Intelligence is a truth that cannot be underestimated. Students will undoubtedly come across and use AI tools, however, these tools cannot be used to either generate, rewrite or revise school assignments and projects.

- Students are not allowed to use Artificial Intelligence text and image generation tools to create, rewrite or revise school's assignments and projects, this is comparable to plagiarism or cheating as it is not the student's own work.
- The Academic Dishonesty Policy will apply to the students who use AI tools to create, rewrite or revise class assignments. Students will face a failing grade, detention, suspension, or expulsion.

- Students must take responsibility for their own learning and not depend on Artificial Intelligence text and image generation tools as their sole resource for school assignments and projects.

## **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 **I**, 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, lunch time, or Saturday 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.

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

**GRADUATION:** In order to qualify for graduation with a St. Catherine of Siena School diploma, a student must have passing grades in all academic subject areas.

## **COMMUNICATION**

Ongoing communication and cooperation between school and home is essential. As parents are the primary educators, partnership and communication between family and school educators/Principal is critical.

**APPOINTMENTS/MEETINGS:** Parents can schedule a conference with a teacher by emailing a request to the teacher at least one-two school days in advance. Please contact your child's teacher or the school office to schedule an appointment ahead of time. Every attempt is made to keep the lines of communication open. Anonymous communications cannot and will not be considered for action. To assist us in facilitating an open Christian community, we ask the following:

1. Contact your child's teacher for an appointment if there is a problem concerning academic progress, behavior, classroom procedure or teacher-pupil relationships. Please do not call a teacher at home or on a personal cell phone.
2. Contact the principal if there is concern about the general administration of the school or if communication with a teacher is unsatisfactory.
3. Read the weekly Wednesday Newsletter carefully. Please make every effort to avoid calling the school office for information available online in the newsletter.

***Conferences always begin with the teacher. Unannounced conferences or communications with the teachers before, during and after school are prohibited.***

**CLASSROOM VISITATION POLICY:** Parents/Legal guardians and visitors are required to sign in, at the school office, each time they come to campus. Visiting the classrooms unannounced is prohibited. Parents/Legal guardians are welcome to visit, but require advanced planning to ensure that the visit does not interfere with teaching activities. Permission to visit in a classroom must be obtained by contacting the Principal and the classroom teacher.

**PARENT - TEACHER CONFERENCES:** Formal parent/guardian - teacher conferences are scheduled for all families in October. Other conferences can be arranged at either the parent/guardian conference or a direct teacher request as needed.

**PROBLEM RESOLUTION:** If a problem arises, parents/guardians should bring it to the attention of the appropriate person: teacher/principal. The teacher is the first point of contact and then if further resolution is needed, the principal.

## **II. ATTENDANCE AND SCHEDULES**

### **SCHOOL SCHEDULE & CALENDAR**

#### **Daily Schedule**

Time	Activity	Grades
7:57 AM	Morning Bell/Assembly	All Grades
10:00–10:15	Recess	K–2
10:15–10:30	Recess	3–5



10:30–10:45	Recess	6–8
11:40–12:15	Lunch	K–2
12:00–12:35	Lunch	3–5
12:20–12:55	Lunch	6–8

## Dismissal Times

- Regular Days:
  - Kindergarten: 2:00 PM
  - Grades 1–8: 3:00 PM
- Early Dismissal Mondays:
  - Kindergarten: 2:00 PM
  - Grades 1–8: 2:30 PM
- Minimum Days (All Grades): 12: 30pm - NO LUNCH PERIOD
- **Extended Care:** Extended Care is available after school and closes at 6:00 PM.

## Key Dates: 2025–2026 School Year

Holiday / Event	Date(s)
First Day of School	August 19
Labor Day	September 1
Indigenous Peoples' Day	October 13
Parent-Teacher Conferences (12:30)	October 6–10
Veterans Day (Observed)	November 26
Thanksgiving Break	November 27–28
Christmas Break	December 19 – Jan 4

Martin Luther King, Jr. Day	January 19
Presidents' Day Break	February 13–16
March Break	March 13–16
Easter Break	April 3–13
Memorial Day	May 25
8th Grade Graduation	June 3
Last Day of School	June 5

**Note:** *Always check the key dates calendar, yearly calendar, monthly calendar and weekly newsletter for the latest updates on schedules, early dismissals, and school events.*

## ATTENDANCE AND ABSENCE POLICY

Under California Education Code § 48200, students aged **6-18** must attend school whenever school is in session, unless absent for valid, legally excused reasons. Regular attendance is essential for academic success, and St. Catherine of Siena Catholic School partners with families to support students in meeting these requirements.

### Truancy and Chronic Absenteeism

- A student is considered **truant** if, without a valid excuse, they are absent for **three full days**, are tardy or absent for more than **30 minutes on three occasions**, or have any combination of these totaling three events (Ed. Code § 48260).
- A student who is absent without a valid excuse for **10% or more of the school year** is deemed a **chronic truant** (Ed. Code § 48263.6).
- **Chronic absenteeism**, missing **10% or more of the school year for any reason, excused or unexcused**, is closely monitored, as it impacts learning and may trigger intervention through school and county procedures.

When a student is identified as truant or chronically absent, the school will notify parents/guardians and, if necessary, report the case to the San Mateo County Office of Education.

## **Absence Reporting**

Parents/guardians must notify the school of all absences on the **first morning** by phone (650-344-7176) or by email (office@stcos.org) before **8:45 a.m.** Messages should include the student's name, grade, reason for absence, and whether homework should be prepared.

Upon return, a **written excuse** must be submitted to the teacher. For absences of more than **three consecutive days**, a doctor's note may be required. Documentation should include the student's full name, dates of absence, reason, and parent/guardian signature.

## **Excused Absences**

- Illness, medical, or dental appointments (doctor's note may be required). Students must be fever-free for 24 hours before returning.
- Funeral services for an immediate family member.
- Other justifiable personal reasons as permitted by California law and approved by administration.

## **Excessive Absences**

Excessive absences, even if excused, may result in a required parent–principal meeting to review attendance policies. Students who are absent **10 or more days in a trimester** or **18 or more days in a school year** may be subject to reduced academic credit. Report card grades may be withheld, or an **Incomplete (I)** may be issued if learning has been significantly disrupted.

## **After-School Extracurricular Participation**

Students absent due to illness may not participate in after-school activities (sports, drama, clubs, etc.) without prior administrative approval and/or a doctor's note.

## **Campus Safety**

For student safety, **no student may leave campus during the school day** without being signed out through the school office by a parent, guardian, or authorized adult.

## **Personal Absences**

Absences for vacation or personal reasons are not condoned by St. Catherine of Siena School and will be recorded as unexcused in the school's attendance register.

Parents/guardians must notify the classroom teacher and the Principal in writing at least 5 school days in advance if a student will be absent for personal reasons, such as a family vacation. The school is under no obligation to provide lessons, tutoring, make-up work, or alternate testing schedules for such absences. Classroom teachers will not prepare advance work packets for students leaving on vacation.

It is the **responsibility of the student and parent** to communicate directly with the teacher, regularly check the Beehively gradebook, and ensure that all missed assignments are completed and submitted. It is not the responsibility of the teacher to track down or chase missing work due to a vacation.

Upon return, it is at the teacher's discretion whether a student will be required to take missed exams on the first day back. No additional study days will be granted for unexcused absences.

Attendance on school field trips, Gold Camp, and the Caritas Education Program is mandatory.

## **Illness or Injury**

If a student becomes ill or injured during the school day, parents/guardians will be contacted. If the school cannot reach the parent, the emergency contacts on file will be used.

- Students must be picked up **within one hour of notification**.
- Students with symptoms of a **communicable disease** will be isolated until they are picked up.
- All students must be **signed out by a parent/guardian** before leaving school grounds.

## **Physical Education Excusal**

A student may only be excused from P.E. for health reasons with a **written note from a physician**. The note must state the reason for the exemption and the number of days the student should be excused.

## **Medical Appointments During the School Day**

Students who need to leave school for a medical or dental appointment must have a **written note or email from a parent/guardian**.

Under California law, students are **legally credited for attendance** when time is spent in verified medical or dental appointments, provided the school receives **written verification from the medical/dental office**. Families are strongly encouraged to schedule such appointments outside of school hours whenever possible, as time away from class interrupts academic progress.

It is the **student's responsibility** to request and complete any missed assignments. Please note that **appointments scheduled during standardized testing will not excuse a student from required make-up testing**.

#### **Sign-In/Sign-Out Procedures:**

- Parents/guardians must **sign students out** in the school office before leaving campus.
- If the student returns during the same school day, they must check **back in** through the office.
- Only individuals listed on the **student's emergency form** are permitted to pick up and sign out students.

#### **MEDICATION:**

##### **Department of Catholic Schools Policy Concerning the Dispensation of Medicine:**

It is not the function of the school to dispense medicine; however, if the need exists, an official form signed by parent and doctor must be used. There must be a separate form for each type of medication a student is using. Extended Day Care providers and Outdoor Education teachers/directors must also adhere to these forms and policies. Medical release/information, sent home at the beginning of each school year, should be updated annually and signed should a parent wish for medication to be distributed at school. No medication, prescription or over-the-counter, will be given to, or taken by, a student on campus without a fully completed form signed by the student's physician. Students should not carry any medication. If needed, medications should be brought to the office by a parent. A note from parents is required if cough drops are brought to school. The office will not provide cough drops.

#### **TARDINESS**

Punctuality is an important part of a student's academic responsibility. Students who arrive after morning assembly and once the doors are closed are considered tardy. Any student arriving after 8:04 AM must obtain a tardy slip from the office before being admitted to class.

- A student arriving after recess will be marked absent for half the day.
- A record of all tardiness is maintained.
- Report cards and transcripts may be withheld if a student is habitually tardy during a trimester.

## **EXCESSIVE TARDINESS**

A student is considered excessively tardy if they are late **5 times or more in a trimester** or a total of **15 times in one school year**. Excessive tardiness, even if excused, may affect academic credit and result in disciplinary action.

### **Consequences for Tardiness:**

- **After 5 tardies in a trimester** – The teacher will contact the parent/guardian.
- **After 6 tardies in a trimester** – The teacher will contact the parent/guardian again, and the student will receive a **detention**.
- **After 10 tardies in a trimester** – The Principal or Vice Principal will contact the parent/guardian directly, and the student will receive an **additional detention**.
- **At 12 tardies in a trimester** – A **conference** with the parents/guardians, student, and school administration will be held to determine remedies. The student will receive an additional detention, and their **General Behavior Expectations** and **academic grades** may be affected.

## **Tardiness and Truancy**

In accordance with **California Education Code § 48260**, a student who is tardy or absent **for more than 30 minutes without a valid excuse on three occasions in a school year** is considered **truant**. Excessive tardiness, particularly when it meets this threshold, will be reported and may trigger required interventions under state law and San Mateo County procedures.

***\*\*\*7th & 8th grade attendance is recorded on high school transcript forms and may affect acceptance to private/Catholic high schools.***

**TRANSFER:** If a child will be transferring to another school during the school year, parents must inform the Principal as soon as possible in writing 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.

### **III. SCHOOL DISCIPLINE POLICIES**

**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.

A St. Catherine of Siena School student assumes personal responsibility for his/her conduct. As part of the school community, students are expected to be considerate and respectful of fellow students, staff members, parents, visitors, and school property. Students should act in such a manner as to enable themselves and his/her peers to acquire the fullest education possible. They should avoid any behavior that is potentially harmful to themselves or others.

**ACADEMIC DISHONESTY/ARTIFICIAL INTELLIGENCE (also in ACADEMICS Section)**

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, AI, or a written source, will receive the following consequences:

1. Assignment will receive 0 credit;
2. Effort and conduct will be affected;
3. Detention, In-school/out-of-school suspension, or expulsion will be determined by the gravity of the offense 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. Assignments 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 or out of school suspension will be determined at the discretion of the teacher and Principal.

**CLASSROOM BEHAVIOR:** Each teacher will set up his/her own classroom rules for students based on overall school policies. A few basic rules apply in every class:

1. Students should demonstrate Christian values: respect, kindness, courtesy and cooperation.
2. Students should not leave their seats, assigned areas, or classrooms without permission.
3. Objects are never to be thrown in the classroom.
4. Calling out or excessive talking that interferes with a student's ability to learn or a teacher's ability to teach is considered disruptive and therefore will not be tolerated.
5. Excessive disruption will result in a verbal warning, detention, and/or parent conference.

**SCHOOL PROPERTY:** The parent or a child who carelessly destroys or damages furniture, equipment, buildings, technology or anyone's personal property on campus may be obligated to pay the full amount for repairs or replacement. Student care of textbooks includes the use of book covers and proper treatment of the property. Writing in textbooks and is not permitted.

**OFF-CAMPUS CONDUCT:** The administration of St. Catherine of Siena School reserves the right to discipline students for off-campus misbehavior that violates the on-campus behavior expectations. Off-campus includes, but is not limited to, athletic events, online communications, and online social networking.



**HARASSMENT POLICY:** Archdiocesan Harassment Policy 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 gender.

Harassment of a student by any other 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. It is the student's responsibility to conduct himself or herself in a manner which contributes to a positive school environment. Students will not commit acts, which tend to injure, degrade, disgrace, or threaten the safety, privacy, and respect of other students, teachers, or staff members.

**DISCIPLINARY ACTION:** This policy prohibits student-to-student harassment whenever it is related to school activity or attendance, and occurs at any time including, but not limited to, any of the following:

- While on school grounds
- While going to or coming from school
- During the lunch period whether on or off campus
- During, or while going to, or coming from, a school-sponsored activity.

Any student who engages in harassment of another student is subject to disciplinary action up to and including verbal and/or written warnings and reprimands, counseling, suspension and expulsion. Should substantiated conduct outside the school environment come to the attention of the school, this too may serve as grounds for discipline, as students of Archdiocesan schools are expected to conform their lives to Christian principles at all times.

#### **UNACCEPTABLE USES OF THE INTERNET AND EMAIL AND OTHER**

**TECHNOLOGY:** Archdiocesan Systems may not be used to transmit, retrieve, or store any type of communication, message, image, or material:

- that is discriminatory, defamatory, or harassing
- that contains derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, or physical attributes, or any other condition or status protected by Federal, State or local law
- that is obscene or X-rated
- that contains abusive, profane, or offensive language
- that involves "spam" or other means or forms of communication which abuse that privilege of communications or use the system irresponsibly

- that violates any policy of the Archdiocese of San Francisco, including, but not limited to, its policies regarding child abuse and harassment, or that is otherwise contrary to the religious mission and values of the Archdiocese.

The Archdiocese's systems also may not be used for any purpose that is illegal, against Archdiocesan policy, or contrary to the Archdiocese's interests. Solicitation of non-Archdiocesan business or any use of the systems for personal gain is prohibited.

**E-COMMUNICATIONS:** Each user is responsible for the content of all text, audio, and images that the user places into or sends over school Archdiocesan Systems.

**VIOLATIONS:** Any use of the Internet or Email not in keeping with this policy is not acceptable and will not be permitted.

**CYBERBULLYING:** Social networking and online communications create virtual environments in which St. Catherine of Siena School policies on appropriate/inappropriate behavior must be followed. St. Catherine of Siena School community works together to provide a safe environment for all individuals. Verbal or written threats made against another individual that negatively affect the physical or emotional health of others are taken seriously. Students engaging in such disparaging behavior (seriously or in jest) face detention, suspension and/or expulsion. Engagement in online social networking could result in disciplinary action if the content of the student's posting or photographs include defamatory comments or images regarding the school, the faculty, other students, or the parish. At no time is it acceptable for students to misrepresent themselves by adopting the persona of another student or other individual and sending e-mail or other electronic communications under such misrepresentation. Further, engaging in inappropriate communications as individuals or in groups via any electronic device (cell phones, peer-to-peer gaming devices, etc.) is subject to disciplinary action. Engaging in inappropriate communications anonymously is equally unacceptable. The Principal is the final recourse in the determination of inappropriate and/or unacceptable behaviors.

#### **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, 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 (3:05-3:35pm) on Thursdays. Parents will be notified prior to the date. No excuses other than pre-approved medical or dental appointments, or tutoring sessions will be considered. If detention is not served, or the student is tardy for detention, an additional detention will be assigned. Upon receipt of a **fourth** detention within a single trimester, the parents/guardian will be notified and the following consequences may result:

- The student will receive in-school service hours
- The student will be suspended from extra-curricular activities for a specified period of time.
- The student will receive an in-school suspension.
- The student will be suspended from school.

**SUSPENSION:** School suspension may be given at the discretion of the administration at any time. Grounds for suspension from school may include fighting, vandalism, blatant disrespect, possession of dangerous objects, cheating, lying, biting, repeated infraction referrals, malicious behavior, physical or verbal abuse toward another person, sexual harassment. Students will be assigned a task in accordance with the offense and, at the discretion of the Principal or Vice Principal, may be assigned additional tasks during the

suspension period. Classwork and homework assigned on the day of a suspension must be completed after school hours. In some cases, parents may be required to pick up students immediately. During any suspension period, the student is denied the privilege of participating in any school-sponsored activity such as athletics, field trips, etc.

**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. The student will sit in another classroom.

**OUT OF SCHOOL SUSPENSION:** Students may be suspended from school for one or more days. 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:** A student may be expelled from school for misconduct of a very serious nature calling for immediate dismissal without suspension, or for repetition of conduct for which the student has been suspended one or more times. Expulsion, the permanent termination of a student's enrollment, is a last resort sanction for a clear and serious cause. It must be documented by written communication between the school and the student's parents/guardian, and occurs after consultation with all parties concerned: Pastor, Principal, Vice Principal, teacher, parents, and student.

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.

**ILLICIT DRUGS/WEAPONS/CRIMINAL ACTS:** If a student was found to bring any illicit drugs or weapon to the school campus or engage in any type of criminal act, it would be grounds for immediate expulsion from the school upon the guidance by the Archdiocese of

San Francisco Department of Catholic School's administration. Violations of state and federal laws will be reported to law enforcement.

**INHALANTS:** Any inhalant (including vape pens or diffusers) without a prescription is not allowed on school campus or any school based activity, field trip, or sport. Violation of this rule will result in suspension or expulsion

**NEW STUDENT POLICY:** All new students are accepted on probation for 90 school days. If it is found to be in the best interest to be withdrawn during the probationary period, parents will be obliged to transfer the student.

## **IV. DRESS CODE**

St. Catherine of Siena School maintains a dress code. Uniforms may be purchased online at [Ibiley Uniform Company](#). All items should be marked with your child's name. Uniforms are also available in our Uniform Exchange Event held every June. Please see the school office for help with Uniform Exchange.

Uniforms are mandatory for grades K-8. Children should be dressed in uniform at all times. Students who are in violation of the guidelines will be asked to change into appropriate attire. Students are expected to wear their entire uniform unless there is an emergency or they have a free dress day. If your child must be out of uniform, please send a note explaining the situation to the principal and the classroom teacher. If you fail to send a note you may be asked to bring your child's uniform from home.

### **Girls**

Grades K-2 Kirk plaid-shift dress (jumper) 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. Uniform skirts should be no more than 3 inches from the top of the knee. Girls may only wear tights white or navy blue when the weather becomes cold. Yoga pants/Leggings are not allowed.

### **Boys**

Grades K-8 Navy V-neck pullover with school logo.

Navy corduroy or navy twill DENNIS 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.

**Walk Shorts for Boys and Girls (optional):** Navy twill shorts with belt.

**ALL STUDENTS:** 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 and the gray t-shirt. Students must wear tennis shoes on these days. Students will not be allowed to change for PE.

**PE SHORTS OR SWEATPANTS** Navy blue with school logo to be worn only on PE days. School PE shorts or school sweatpants are to be worn all day on PE days. Students may not change.

**GREY T-SHIRT** with SC logo

**PE SWEATSHIRTS:** K-8: Navy with or without a zipper with school logo or SC spirit sweatshirt.

Special sweatshirts are ordered for grade 8 and students who return from Caritas.

**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 v-neck full dress uniform sweaters on these occasions. Parents and students will be advised accordingly.

**PE SHOES:** Tennis shoes and socks, according to uniform standards, are required for physical education.

**SHOES: (All Students):** 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. Logos may only be worn if they are solid white or black. No boots are allowed. Due to the hazard they present, no platform, backless shoes, sandals, crocs, slippers 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.

**DRESS CODE:** Uniforms should be clean and pressed at all times. Only plain white t-shirts should be worn under the uniform. Students found out-of-uniform (e.g. not wearing the correct pants, sweater, or a belt) may get the *OUT OF UNIFORM INFRACTION SLIP* as a warning 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. No student is to be at school out of uniform without permission from the administration.

**COLOGNE/PERFUME:** Scented cologne, perfumes, lotions and/sprays are not permitted to be worn or brought to school.

**MAKE-UP:** All students are not allowed to wear make-up of any kind: eye liner, mascara, foundation, powders, lip gloss/balm, acrylic/gel nails, or nail polish, including clear nail polish. Students will be asked to remove the make up.

**JEWELRY:** Bracelets or bands of any kind, buttons, necklaces, rings, chokers, unsafe earrings (e.g., no loops and dangling earrings, and no more than two holes-**one per ear**, etc.) are unacceptable. Any other type of body piercing is not permissible. Small religious medals and crosses necklaces are permitted. Multiple necklaces are not permitted and should be tucked in the shirt. Long or flashy necklaces are not allowed. Boys may not wear earrings.

**HAIRCUTS:** Hair should be neat and clean. Boys' hair must be cut above their ears, clear the eyebrows, and above their collars. Haircuts such as step cuts, mushrooms, mohawks, fauxhawks, mullets, etc. are unacceptable. Extreme or faddish hairstyles are not permitted. 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.). Girls may wear headbands and bows but these must not have protruding attachments, flashy colors, or lights unless it is part of a spirit day that is approved by administration. School colors are preferred. Students must maintain their natural hair color.

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

**HATS/HOODS:** Hats and hoods may not be worn inside the school building at any time as well as during morning assembly or Mass.

**NON-UNIFORM or FREE DRESS DAYS:** 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 4 inches above the back of the knee), 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. Yoga pants/leggings may be worn under skirts, dresses, long sweaters or shirts that are tunic length. Jeans may be worn if there are no rips or tears in them. Shirts should be in good taste. Clothing that advertises, promotes or glamorizes drugs, alcohol, tobacco products, weapons, or displays foul or sexually suggestive language or symbols are not permitted.

Pajama pants may NOT be worn. Undergarments must not be visible at any time, including field trips. No bathing suit “bra tops” worn on top of other clothing. Non-uniform days should be conducive to maintaining an atmosphere of learning. Hats may NOT be worn during instructional time. Uniform rules for make-up, hairstyles, and jewelry still apply for free dress days. For safety reasons flip flops, shoes with wheels, shoes without a back, croc style shoes may not be worn.

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.

**OTHER DRESS CODE:** Seasonal accessories that are distracting and may block the view of other students in class may not be worn inside the classroom during instructional time.

**UNIFORM EXCHANGE** Free, used uniforms are available throughout the school year. If you have uniforms in good condition that your children have outgrown, please donate them to the Uniform Exchange by dropping them off at the office. If you’d like to pick up a uniform, simply stop by the school office or call for assistance. There is no charge for this service. Every June there is a larger uniform exchange event.

## **V. REGISTRATION AND TUITION**

**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 \$60 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 \$60 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 AND RE-REGISTRATION FEE:** A non-refundable fee of \$375 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).

**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.** At the end of each trimester tuition must be current. Families who have made no effort to discuss financial hardships with the Principal or Pastor, and continue to be delinquent may be dropped from enrollment. Additionally, at the end of the each trimester, the Principal has the authority to drop from the enrollment list the names of families who have made: No payment toward a delinquent account; and/or no effort to discuss the problem with the Principal or Pastor with a plan for resolution. Students may not begin the new school year if there is an outstanding balance from the prior year unless the family and the Principal have an agreed-upon payment plan.

Tuition rates for the 2025-2026 school year:

	<b><u>Participating</u></b>	<b><u>Non-Participating</u></b>
1 child	\$ 8,700	\$10,305
2 children	\$16,590	\$20,120
3 children	\$23,685	\$29,925
4 children	\$30,275	\$39,640

**TUITION ASSISTANCE:** 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 for 1st child and \$10 for each additional child / \$10 per hour attended.
3. An 8th Grade Graduation fee of \$150 is assessed to cover graduation expenses.
4. Field Trips may require a fee.
5. Caritas, an educational and enriching week, requires an additional fee of \$300.
6. Gold Camp, an educational and enriching 3 days, requires an additional fee of \$250.
7. Expenses for the optional East Coast Trip for the 8<sup>th</sup> graders are the full responsibility of the family.
8. The technology fee of \$75 per student (K-8) 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 and fees promptly;
- 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 (20 for single parents);
- Attendance at Back-to-School Night, and Parent/Guardian - Teacher conference(s);
- Cooperation with all school policies and administrative directives;
- Support of the fundraising efforts and membership of the Men's and Women's Clubs.

**FUNDRAISING:** Fundraisers are an essential part of the school's operating budget. To keep tuition affordable, St. Catherine of Siena School is dependent upon the success of these various efforts. A portion of family volunteer hours is to be allocated to fundraising activities at St. Catherine of Siena School. Fundraisers cannot succeed without the help and commitment of every family at St. Catherine of Siena School. In addition to building a sense of community, fundraisers help:

- Supplement our operating budget to help keep tuition costs lower
- Fund improvements to the school and classrooms
- Attend various field trips across all grades
- Defray the increasing costs of tuition and fees

**SCRIP/RAISE RIGHT/iGIVE** 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 or through eScrip. Check the school website for more information or call the school office.

Purchase gift cards through [Raise Right](#). Enter St. Catherine of Siena's enrollment code E2C63F914697 when you place an order. Ecards may be downloaded right away through the Raise Right App. Gift Card order forms are also available in the school office and orders are placed monthly as announced in the Wednesday newsletter.

You may also make purchases through [iGive](#)

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". Parents must give 2 hours of service time to the fall festival held every September.

Junior High students are encouraged to be involved in their communities; therefore, they are required to complete a specified number of hours by the homeroom/religion teacher. The completion for these hours are a requirement for the eighth grade graduation.

## **VI. SAFETY PROCEDURES**

St. Catherine of Siena School and the Archdiocese of San Francisco take the safety and well-being of our students seriously. All volunteers in the Archdiocese of San Francisco must meet specific child safety requirements. Every person who volunteers in any capacity on campus must be fingerprinted and complete the online safety course, Protecting God's Children, through [virtusonline.org](http://virtusonline.org). Any individuals who have not met the compliance requirements for their roles will be PROHIBITED from volunteering on campus until their compliance is complete.

**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. Fingerprintings are good for the extent of your volunteering time at St. Catherine of Siena School, Thank you in advance for your support in meeting Archdiocesan compliance requirements. For any questions regarding compliance requirements, please call the school office.

**VIRTUS 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. This course is an individualized, interactive online training course that educates Archdiocesan volunteers to recognize signs of abuse and neglect, to understand the need to report concerns, and to protect our children from unsafe environments or conditions. Forms for all compliance requirements are available in the school office. Once Virtus training is complete, a copy of the certificate must be sent to the school office for record keeping. Online VIRTUS certification must be renewed every three years.

Students are also required to go through specialized Virtus training according to their grade level and this is done at school. The Archdiocese of San Francisco requires that all students complete age-appropriate instruction in child safety, including traffic safety, peer-to-peer tolerance, and personal safety. Content helps students realize how to tell an adult if they are feeling uncomfortable or unsafe. A summary of each program is provided below.

*Virtus Empowering God’s Children, Grades K-8* This is a series of individual, interactive lessons through the Virtus Empowering God’s Children curriculum, for Kindergarten through Eighth Grade students. Students learn how to identify different types of personal harm and discuss how to get help, grow in understanding personal boundaries, and how to practice safe Internet use. The course includes anti-bullying guidelines and instruction in tolerance of individual differences.

**EMERGENCY CONTACTS:** **All emergency contact information must be updated in Beehively.** State law requires that a complete and current emergency information card for each student be on file and readily available. Records must have the names and phone numbers of at least two English speaking individuals who are readily available to pick up students in case of illness or an emergency. Please update information if there are any changes on your emergency contact form during the year (address, telephone number, work information etc.). In case of an emergency, children will only be dismissed to individuals listed on this form. There will be no exceptions made to this policy. The medical Information section must also be complete, updated, and accurate. Contact the office if you have moved, changed telephone or cell phone numbers, e-mail addresses, wish to add or delete a person on the “release form”, or there are changes in your child’s medical needs/condition. This will guarantee that office records are accurate, complete, and up-to-date.

**EMERGENCY PLAN:** St. Catherine of Siena School has an Emergency plan in case of an emergency that is based on the [San Mateo County Big Five Protocol](#). All teachers and staff

are aware of the procedures to follow to keep your children safe. In the event of such an emergency, students will be moved to a safe location:

1. Big Yard / Gymnasium
2. United Methodist Church Parking Lot (Should we need to go off campus)

Specific actions are determined by the nature of the emergency. All parents should enter at least one emergency contact number in the emergency alert system, accessed through Beehively. In the event of an emergency, this system would be used to broadcast instructions to all parents via email/SMS text, but are also urged to check the school website and the local radio station. We are fully equipped with emergency water, food and first aid supplies, phone/walkie talkie accessibility, bathroom access and adequate space for the children to rest and be safe.

### IMMEDIATE ACTION RESPONSE: THE BIG FIVE

BIG FIVE ACTION	WHEN	WHAT
<b>SHELTER IN PLACE</b>	Environmental hazards, dangerous air quality due to smoke or other contaminants, fire off-site, dangerous wildlife in the area, or severe weather.	Isolate students and staff from the outdoor environment. Go inside. If hazard is airborne, close doors, windows, and air vents. Shut down air conditioning/heating units.
<b>DROP, COVER AND HOLD ON</b>	Earthquake, explosion, or falling debris.	Protect students and staff from falling debris, drop to the floor, take cover under heavy furniture and hold on.
<b>SECURE CAMPUS</b>	Potential threat of violence in the surrounding community and/or police activity off-campus but nearby.	Get all staff/students inside. Close and lock all classrooms/office doors. Continue instruction as planned. Remain inside until otherwise directed.
<b>LOCKDOWN/ BARRICADE</b>	Violent intruder on campus.	Go inside, lock and barricade all doors. Cover windows and turn off lights. Remain quiet and alert. No one is allowed to enter or exit for any reason unless directed by law enforcement.
<b>EVACUATION</b>	Bomb threat, chemical/gas leak, fire inside the building or nearby premises, severe weather alert, after an earthquake or explosion, or when implementing Student Release/Reunification.	Lead students and school staff from school buildings to a predetermined location.

**DRILLS** The school administration in partnership with the local fire department and Burlingame Police Department will conduct monthly fire and earthquake drills. In the case of a fire drill students will be expected to evacuate the building to their designated areas quietly, quickly, and in an orderly fashion. In the case of an earthquake drill students will be instructed to DROP, COVER AND HOLD ON.

**LOCKED GATES:** All gates to the campus will be locked during school hours. All visitors and parents must enter through 1300 Bayswater Ave. and report to the office.

**VISITORS:** Every parent and visitor who enters St. Catherine of Siena School for any reason (visiting and/or volunteering) during school hours must sign-in and create a Visitor's Badge at the school office. All volunteers and visitors must wear the badge while at school during school hours. Please ring the doorbell and enter through the front doors on Bayswater Ave.

## **TRAFFIC SAFETY PLAN**

**ST. CATHERINE SAFETY PATROL:** St. Catherine of Siena provides a student safety patrol to assist in morning drop-off and afternoon pick-up. The safety patrol performs two major duties. First, they act as crossing guards at the corners of Bayswater Avenue and Park Rd. All safety patrol members are identified by bright yellow/orange safety belts vests and use a handheld stop sign. All families must respect the crossing guards. Please do not jaywalk or encourage your student to jaywalk. It is illegal and very dangerous.

### **DROP OFF**

The Traffic Supervisor will be ready for students to be dropped off by car at 7:45am on Primrose Rd. He will direct drivers into the drop-off line. Please drive slowly and pull forward as far as possible. Please have your child sit on the right side of your vehicle with their backpack ready. If you need extra time and need to park your car please do not block the drive through lane. The Traffic team can direct you to a safe place to park. Once the car door is closed, please follow the directions of the Traffic team to exit the drop-off line. You may only turn right when exiting the drop-off/pick-up line. If you drive and wish to escort your child to school, please find a legal parking space to park your vehicle. Do not double park or block neighborhood driveways or crosswalks.

### **PICK UP**

Afternoon pick-up procedures operate in much the same way as morning drop-off. The Traffic Supervisor and his team will be in position before the final dismissal bell. The traffic team is not available to help with Kindergarten pick-up at 2:00. The rest of the school dismisses through the school yard immediately following the day's dismissal time. Any student to be picked up by car will wait in behind the cones in the middle yard. Upon pulling into the pick-up line, please notify the traffic team member of the name of the student you are picking up. Again, please pull forward as far as possible and follow the directions of the traffic crew in leaving the pick-up area. If your student is not available, you may be asked to circle the block and re-enter the pick-up line. Drivers in the drive through lanes should never exit their car. Should you need to park your vehicle to look for your student, ask a traffic team member to direct you to an open and safe spot. Please do not line up and block traffic on Primrose Avenue prior to 2:50pm. You must enter the drive thru for pick up from the Northbound entrance of Park Road. Do not attempt to make a left turn from the Southbound direction of Primrose Avenue. All traffic must turn right upon exiting the school driveway.

**At all times the primary concern of the safety patrol is the safety of our students. It is extremely important that all parents and families respect the directions of the safety patrol. Drivers must follow all safety cones and turn directions.**



**RIDE SHARING:** St. Catherine of Siena does not support ride sharing services but should a student need ride a ride sharing service in a pinch please call the office to arrange.

## **VII. MISCELLANEOUS/GENERAL INFORMATION**

**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.

**BICYCLES/SCOOTERS/SKATEBOARDS/ROLLER BLADES/SKATES:** Students may ride bicycles, scooters, or skateboards to school with parental permission. They must obey all traffic rules, including the use of a bicycle helmet. Students must **WALK** their bicycle, scooters, or skateboards when on any part of campus property, and must lock their bicycles in the racks provided.

**BIRTHDAY CELEBRATIONS:** If you wish to celebrate your child's birthday with the class, discuss your ideas with your child's teacher and please keep the following in mind:

- Healthy treats and single serve items are most welcome. Due to allergies, please do not send food containing any nuts.
- Arrangements must be made with the teacher in advance so they know how to plan for the day.
- You must provide napkins and any other serving items that may be needed.
- Please make sure to have enough treats for the entire class.
- No items that require cutting (sheet cakes) or scooping (ice cream tubs) by the teacher or parent.
- Balloons, gifts and flowers cannot be brought to school for birthday celebrations of students

**BOOKS, CHROMEBOOKS, iPADS, AND OTHER MATERIALS:** are loaned to students during the school year. Students are expected to act responsibly and care for their school materials. Textbooks **MUST** be covered at all times. Parents are liable for school property damaged or lost by their children, and will be charged a fee for the replacement or repair of damaged or lost books, technology tools, and materials. In the event a student repeatedly demonstrates an inability to care for loaned school materials by throwing or leaving the materials on the ground or outdoors, a fee will be charged to the family account, up to and including the cost of full replacement.

## ELECTRONIC DEVICE DAMAGE POLICY

All school-issued electronic devices must be handled responsibly. Students are expected to ensure that their device remains in good condition.

- **Warranty Coverage:** If a device is damaged and remains under warranty, the repair or replacement will follow the manufacturer's warranty terms.
- **Out-of-Warranty Damage:** If a device is damaged and is no longer covered under warranty, a **flat fee of \$100** will be charged to the family for repair or replacement.
- **Negligence or Misuse:** Repeated incidents of damage or damage caused by negligence may result in additional costs and disciplinary action.

**CHILD PROTECTIVE SERVICES:** As child care workers, teachers/staff/administrators are legally bound by state law to report to the authorities and/or Children's Protective Services when there is reason to believe that a child is being neglected or physically, sexually or emotionally abused. In California, educators are mandated reporters under the **California Child Abuse and Neglect Reporting Act (CANRA)**, codified in **Penal Code Sections 11164-11174.3**. The law requires school staff, to report any known or suspected instances of child abuse, neglect, or endangerment.

## COMMUNICATIONS

**SCHOOL NEWSLETTER:** The weekly newsletter is sent home via email every Wednesday. It will also be posted every Wednesday internally via the school website: [www.stcos.com](http://www.stcos.com). If you would like to place an article in the Weekly Newsletter, the information must be given to the school office no later than 12pm on Tuesday. All articles and flyers must be approved by the Principal before being placed in the Newsletter.

**USE OF FAMILY CONTACT INFORMATION:** Family contact information, including email addresses, phone numbers, and home addresses listed in the school directory, is provided solely for school-related communications and functions. This information may not be used for mass mailings unrelated to school activities, for personal or business promotion, to solicit non-school related donations, or for any form of personal gain. To protect the privacy of our families, directory information must not be shared outside of the school community.

**CALENDAR** An official yearly calendar is posted annually on the school website by June. Please keep this calendar as a reminder of holidays, minimum days and report card days. A more detailed monthly school calendar will be sent home monthly . Please note that the calendar is subject to change, so remember to consult monthly updated calendars and

weekly newsletters upon their distribution. Contact the school office if you have any questions.

**KONSTELLA:** Konstella is a school sanctioned platform that allows each class to have streamlined communication and contact with room parents, parents and teachers. Sign-ups will be placed on Konstella to ensure volunteers are present when needed. Parents can upload photos to their class group, post important announcements regarding class events, and stay connected to each other. Please keep in mind the **Christian Code of Conduct** when communicating.

**CHAT GROUPS:** Parent chat groups such as What's App or SMS Text can be helpful tools in many day to day communications. These groups are not school approved or monitored. School directory information such as phone numbers, email addresses, or addresses will be used for school functions and school sanctioned communications. These should **never** be used for mass mailings regarding non-school events, soliciting donations, or sales; they should not be used for personal gain or business. Please keep in mind the **Christian Code of Conduct** when communicating within the chat groups. Should there be a concern, communicate directly with the teacher or the administration.

**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, emptied 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 COMMUNICATIONS:** will be found on the grade level web page.

**COUNSELING:** St. Catherine of Siena School offers a counseling program for the benefit of all students. Ms. Marr is on site every Monday and Friday and as needed should an emergency arise. We provide personal and social counseling for whatever problems may arise, including peer relationship issues, classroom behaviors, emotional issues that may affect performance, and developing self-esteem. Teachers or the Principal may contact parents to recommend students for counseling, or parents may contact our school directly. In all cases, parents must sign a permission form to use the service.

**CUSTODY:** It is important that the school be made aware of who is legally responsible for a student following a separation or divorce decree. This is to ensure safety and accountability

for all students. Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known.

## **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. Elections for Student Council officers are held in late May. Elections for Class Representatives are held in September. Spirit Days and other Student Council activities are held throughout the year.

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

The 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 the Student Government. The minimum grade requirement in conduct, effort, and academic subjects is also applicable to Student Council members.

### **PPSL 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, cheerleading, and basketball; and \$100 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, weekends 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. A minimum of 75% participation is required to earn required points.

**ACADEMIC DECATHLON:** The academic decathlon club is a select group of students in 7th and 8th grades who will represent St. Catherine of Siena at the annual Academic Decathlon Competition held in February/March. Students must be in the top 10% of their class and maintain their conduct grade. There is an additional fee to join this club.

**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.

**AMBASSADOR CLUB:** The ambassador club will consist of 7th-8th grade students who will assist administration in marketing the school. Students will lead tours and be on hand for various open house events.

**CHESS CLUB:** Chess club is held weekly for 6th-8th grade students after school who would like to play chess.

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

**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 their devotion to the Blessed Virgin and to extend this love through service to the school and community as needed. The group meets on Thursdays once a week after school.

**TRAFFIC PATROL:** 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. Students on traffic duty may not use the cell phone or electronics while on duty.

**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 monthly fire/earthquake drills.

**DRAMA CLUB:** The Drama Club, an extracurricular after-school activity for 6-8th grade students, is an entertaining and educational part of the school. It trains actors and stage crew members throughout the year for the school performances. There is an additional fee to join.

**YEARBOOK CLUB:** The yearbook club will consist of students in grades 5-8 who can organize photos from their respective classes and help the parent volunteers ensure proper representation of the class. Students will learn about media and photography.

## **FIELD TRIP POLICIES**

**FIELD TRIPS** 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.

Transportation may be provided by car-pooling or public transportation as approved by the Principal. Special fees of a reasonable nature and approved by the Principal may be charged to students going on field trips. Unless the trip is of a nature to require active outdoor wear, full dress uniforms must be worn for all field trips unless otherwise approved by the school Principal. Parents/guardians who volunteer to drive vehicles for car-pooling must be fingerprinted, have a valid driver's license, necessary insurance on the vehicle and passengers, over the age of 21, and a good driving record. Copies of the driver's insurance card and driver's license must be given to the school office prior to the field trip.

As a volunteer driver, you will be given a list of students that you will be responsible for not only in your car, but while attending the event as well. Proper supervision of students is necessary at all times. Drivers must follow the teacher's directions regarding "car seating arrangements," meeting places, time of departure and return, etc. No individual car or group of students may make stops (except in an emergency) other than those explicitly outlined by the teacher. Only St. Catherine of Siena School students are allowed on field trips; younger siblings and other children may not attend. At the conclusion of the field trip please be sure the children exit from your car, return back into school and remain with them until the teacher returns or the administration takes over. Failure by drivers or chaperones to comply with school policy or teacher direction on any trip may result in loss of future driving or chaperoning privileges.

**FORGOTTEN ITEMS:** Part of the education process involves developing responsibility for one's actions; therefore, we strongly recommend that children learn to be more responsible by taking the consequence of their occasional forgetfulness. If they forget an assignment, they should learn to accept the consequences. If they know that a parent/guardian will always handle the situation, the learning process is delayed. Our students in middle school particularly are charged with managing their responsibilities to facilitate readiness for their transition into high school. No student will be allowed to use the school's phones to call home for forgotten items of any kind. If your child forgets a lunch, book, etc., please bring the item(s) to the office for delivery. Do not deliver the items to the classrooms .

**GUM:** Gum is not allowed on campus, including the gymnasium or auditorium. If a student is caught chewing gum without permission, they will be issued a disciplinary warning, and if caught again the student will receive detention. Student athletes at practices and games also do not chew gum.

**IMMUNIZATIONS:** Effective July 1, 2016 per Section 120335 (g) The governing authority shall allow continued enrollment to pupils who, prior to January 1, 2016, have a letter or affidavit on file in that institution stating beliefs opposed to immunization. On and after July 1, 2016, the governing authority shall not unconditionally admit to that institution for the first

time or admit or advance any pupil to the 7th grade level unless the pupil has been immunized as required by this section. Therefore, all health records must be kept up-to-date.

**LUNCH:** Lunches may be brought to school in bags or in standard size lunch boxes. Please do not send **glass containers/bottles**. Students are expected to use the same manners required in the classroom during lunch. Courtesy toward other students, cooperation with lunch monitors, and respect for food and property are expected of students at all times. Soda is never allowed.

Students are given the option to purchase lunch. Monday pizza lunch must be ordered every trimester through the digital form provided . The Monday pizza lunch is a fundraiser to support Outdoor Education, Gold Camp and Graduation. You can be billed FACTS.

Tuesday through Friday lunch must be ordered online through ChoiceLunch. ChoiceLunch will deliver hot lunches and ala carte sandwiches. Pre-ordering is required at [choicelunch.com](http://choicelunch.com). If a student needs lunch, they will receive an emergency lunch from ChoiceLunch. Parents should ensure that their child/ren have lunch and a snack daily. **No delivery services are allowed, i.e. Door Dash, Uber Eats, etc.** Bringing a lunch for your child during the school day is discouraged. If you must bring lunch for your child, bring it to the school office and it will be given to your child. Due to environmental purposes students are strongly encouraged to avoid paper bags and use lunch boxes as well as bring refillable water bottles. All lunch boxes and bottles must be labeled with the student's name.

**PERSONAL BELONGINGS / LOST AND FOUND:** Students may not bring personal items to school such as Nintendo, Trading Cards, Legos, toys and electronics. The school is not responsible for them. Children and/or parents should check for lost items as soon as possible in the Lost and Found. Check with the office for more valuable items if they are lost. The gymnasium also has a lost and found as does Extended Care. Lost/unclaimed articles will be donated regularly.

**PETS:** No animal may be brought onto the school campus without first seeking permission of administration or it is the Blessing of the Animals Day.

#### **TECHNOLOGY (CELL PHONES, HEADPHONES, SMARTWATCHES, ETC)**

**CELL PHONES** If it is necessary for children to make a phone call during the school day, they may ask permission and call from the school office. If parents feel their child must have a cell phone/smartphone, iWatch, Gizmo, Fitbit, or any communication device at school, it must be turned off and kept in the student's homeroom, in specifically designated containers at the beginning of the school day. Students can pick up their device/cell phone at the end of the day, and may not use it until outside of school. Students may not use their device/ cell phone to call a parent if they are feeling unwell while at school, or want to get



picked up early. Students should let their teacher know that they are not feeling well and their teacher will send them to the office, so that the office staff can make a phone call to the parents.

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. The cell phone must be turned off and in the backpack at arrival in the school yard before school and assembly (not in pocket).
2. The cell phone must be powered off and the phone will be placed in a designated phone holder in the classroom each morning. The phone may be retrieved at the end of the school day and not turned on until outside of the school.
3. 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.

In the event that a student has/uses a cell phone or any smart device at school during school hours, it will be taken away and returned to the parents at the end of the day. If it is taken away a second time, it will be kept in the office for the week, a detention will be given, and parents will have to pick up the phone and conference with the Principal.

**TEXTING OR CHATTING VIA SOCIAL MEDIA** Students should at no time be involved in texting/chatting during the course of the school day. Students involved in texting at school may face detention, suspension, and/or expulsion. Students involved in possession or transmission of sexually explicit messages and inappropriate photos on their cell phones or other electronic devices may face suspension and/or expulsion.

If a cell phone or other electronic device is confiscated, and it contains any inappropriate voice messages, texts or photos the phone will be sent directly to the Principal's office where parents will be notified. Disciplinary action may take place. The school may ask students to show pertinent information as cases arise.

**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 and if they must be they must stay powered off. The school is not responsible for the student's personal device. Technology guidelines must be followed or consequences applied appropriately. All students and parents must sign the Access to Internet Form, which is attached at the end of the document. All students and parents are expected to abide by the policies set forth in the [Digital Device User Policies & Technology Agreement](#).

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

**AIRPODS/HEADPHONES** May not be worn at arrival or dismissal. They must be turned off and in the backpack. STCOS is not responsible for any loss or damage to these items.

**PERSONAL AUDIO DEVICES** Personal audio devices are not allowed in school. The school will bear no responsibility for the damage or theft of any electronic device.

Parents are cautioned to be aware of the online sites visited by their children. Students or parents whose avatars depict other students, teachers, or parish staff in a defamatory light may face detention, suspension, or expulsion. Avatars must be respectful and in good taste.

**PICTURE DAY:** A photography company, Lifetouch, provides services for annual pictures. The picture day is early in the school year and pictures are distributed to families before Christmas. There is another picture day in the spring and 8th graders take a graduation photo. Although parents are under no obligation to buy a package, every student must have a picture taken for the permanent school record file.

**NOTICE OF THE PRESENCE OF SECURITY CAMERAS:** For the safety and security of St. Catherine of Siena's School and Parish community, video surveillance cameras have been installed in various areas of the school. Typically, video is only reviewed by the Pastor, Administration and security team. Video is released to law enforcement as appropriate; however, the video is not released to parents or outside agencies, including insurance companies, unless required by law.

**PHOTOGRAPH AND VIDEO NOTICE:** St. Catherine of Siena School has the right to photograph or videotape parents, guardians, families and students and to use such photographs or video tapes to promote, advertise, or publicize St. Catherine of Siena School or its programs to the school/parish community or the public in general. In order to ensure every student's right to privacy, St. Catherine of Siena School asks you to have on file with the school a signed statement if you do not agree to the use of photographs or videos by the school. This does not apply to yearbook photographs. An extension of the website, St. Catherine of Siena School uses social media platforms to broadly share school news and celebrate the diverse and wide-ranging stories that make the school a special community, as well as build continued awareness for the school. If you would prefer your student not appear on social media channels, please opt-out by emailing [office@stcos.org](mailto:office@stcos.org) and completing the "*Internet Publishing Agreement*" document on Beehively. Respecting every person is a core tenet of our mission and philosophy. As always, if concerns do arise, please report them to the administration. You can find us on Facebook, X, and Instagram. The administration and marketing team monitors these channels and maintains exclusive posting privileges. We encourage you to follow these feeds.

**STUDENT DIRECTORY:** The Student Directory can be found on Beehively and will list students' and parents' names, addresses, email addresses, and home telephone numbers. The Student Directory should be used to acquaint parents with the names of their children's classmates and parents. These directories may not be used or sold for other purposes.

**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.

## **VII. 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-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. Extended Care is NOT intended as an after school play-date time. For safety reasons, only children of working parents are eligible for this program. Children may NOT leave Extended Care without being signed out by an approved adult.

**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, may do an art project, play with various games available, 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. Children in the program will be involved in productive formal and informal activities with peers under the direction of caring adults. While a quiet homework area is provided, the program is not academic and directors are not responsible for checking the accuracy or completeness of homework. Students in grade K will be picked up at Kindergarten dismissal, Students in grade 1-8 will go straight to the auditorium to check in.

**FEES: A \$50 registration fee per family is charged on the first day a student attends Extended Care.**

The fee for Extended Care is \$9.00 per hour. Parents are charged \$2.25 per quarter hour. All bookkeeping records are kept by the Extended Care supervisors and the school bookkeeper, as well as in the school office. Questions regarding billing need to be

addressed with Mrs. Gianna Smith. 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 services end promptly at 6:00 pm. When pick up occurs after 6:00 pm parents will be charged the hourly rate of \$25.00 per 15 minutes of being late. Repeated late pickup can be cause for ineligibility for the service. Extended Care serves only children enrolled in St. Catherine of Siena School.**

**USE OF SCHOOL GROUNDS:** The school day begins at 7:57AM. School grounds are supervised from 7:45-7:57AM and from 3:00-3:15PM. No students may remain unsupervised in the schoolyard after dismissal. They must check in to Extended Care or remain with their parent(s)/guardian(s). 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 (unless service animal or with special permission from the administration).

**Before School Students may not**

- arrive before 7:45AM;
- play with balls in any yard, plays running games
- ride skateboards, scooters, bicycles/E-bikes 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;
- 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 or after care at 3:15 and parents may be contacted.
- play with balls in any yard (unless this is supervised by Extended Care staff) regardless of parent supervision;
- ride bicycles/E-bikes/scooters 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.

## **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.

## **ARCHDIOCESAN SCHOOL POLICY PERTAINING TO THE ACCEPTABLE USE OF INTERNET AND ELECTRONIC INFORMATION RESOURCES**

General Policy St. Catherine of Siena School strongly believes in the educational value of technology and recognizes that electronic services have the potential to support curriculum and student learning. The goal for providing such service is to promote educational excellence by facilitating resource sharing, innovation and communication. St. Catherine of Siena School will make every reasonable effort to protect students, teachers and staff members from any misuses or abuses as a result of experiences with an information service accessed through St. Catherine of Siena School. However, users may encounter material, which is controversial, and which users, parents, teachers or administrators may consider inappropriate or offensive. On a global network it is virtually impossible to effectively control the content of data and it is the user's responsibility to not initiate access to such material. St. Catherine of Siena School will designate a member of the professional staff to serve as system administrator. If any user violates any of the below-listed provisions, access to the information service may be denied and the user may be subject to disciplinary action. The use of the information system is a privilege and not a right. Inappropriate use may result in cancellation of those privileges. The administration of St. Catherine of Siena School may require that the system administrator revoke or suspend use to students who have violated these privileges. The school administration will decide what is appropriate use. Once this decision has been made, their decision is final. Unacceptable conduct and/or illegal interaction with the information service is strictly prohibited. This includes but is not limited to such actions as:

- Using the network for any illegal activity, including violation of copyright or other contracts.
- Use of the information services for commercial activities for profit or product advertising.
- Degrading or disrupting equipment or system performance.
- Vandalizing the data of another user.
- Wastefully using finite resources.
- Gaining unauthorized access to resources or entities.
- Invading the privacy of individuals.
- Using an account owned by another user without authorization.
- Posting personal communications without the author's consent.
- Posting anonymous messages.
- Placing unlawful information on a system.

- Plagiarism using ChatGPT, online AI, et al
- Using abusive or otherwise objectionable language.
- Sending messages that are likely to result in the loss of recipients' work or systems.
- Sending "chain letters," "broadcast" or "chat" messages to a list of others.
- Political lobbying.
- Any other use which would violate the policies of St. Catherine of Siena School concerning property student conduct and/or which would violate the teaching of the Roman Catholic Church.

#### Conditions of Acceptable Use of Internet and Electronic Information Resources

**Personal Property.** Users accept responsibility for reporting any misuses of the computers or related equipment to the adult in charge. Misuse can come in many forms and includes vandalism, theft and any message(s) sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, or inappropriate language.

**Acceptable Use.** The purpose of providing access to electronic resources is to support classroom instruction and educational research. The use of the electronic services must be in support classroom directed activities and consistent with the adopted curriculum and educational objectives of St. Catherine of Siena School.

**Netiquette.** Users are expected to abide by the generally accepted rules of network etiquette. These rules include (but not limited to) the following:

- BE POLITE
- USE APPROPRIATE LANGUAGE
- PRIVACY. Do not reveal any personal information, your home address or personal phone numbers or those of students or colleagues.
- DISRUPTIONS. Do not tie up the network with idle activities, play interactive games or download huge files. Services.

St. Catherine of Siena School makes no warranties of any kind, whether expressed or implied, for the service it is providing, nor will it be responsible for any damages suffered while on this system. These damages include loss of data as a result of delays, non-deliveries, miss-deliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the information system is at your own risk. St. Catherine of Siena School specifically denies any responsibility for the accuracy of information obtained through Internet electronic information services.

**Security** on any computer system is a high priority because there are so many users. If you identify a security problem, notify the system administrator at once. Never demonstrate the problem to other users. Any user identified as a security risk will be denied access to the information system.

**ST. CATHERINE OF SIENA SCHOOL RESERVES THE RIGHT TO INSPECT ANY USER FILES AT ANY TIME.**

**Vandalism.** Vandalism is defined as any malicious attempt to harm or destroy data of another user or any other agencies or networks that are connected to the system. This includes, but is not limited to, altering files and the uploading or creation of computer viruses. Any vandalism will result in the loss of computer services and disciplinary action as outlined in the Parent-Student Handbook.

St. Catherine of Siena School has a behavior code for all students that details appropriate school behavior, outlines rights and sets expectations for students. Because electronic resources are used as part of a school activity, and the school's discipline policy applies to network activities as well. Therefore, the electronic resource contract is an extension of the school's behavior code.

## **Archdiocese of San Francisco Technology Responsible Use Policy Students and Parents**

### **Introduction**

The Archdiocese of San Francisco recognizes the various ways, both positive and negative, that students and parents can use technology both in school and at home. This responsible use policy is built upon state and federal laws and guidelines as outlined in the addendum. Our objective is to fully prepare students to use the resources available in ethical, constructive, productive and intelligent ways as



Christian citizens in a global community. While using technology, as a digital citizen, students are expected to:

1. Treat others with respect and compassion in all interactions, including online communication
2. Care for school devices and systems, and not vandalize or intentionally damage them in any way
3. Respect others privacy and work, by protecting and not sharing or using passwords, messages, photos, recordings, or personal information of someone without their permission
4. Use school technology resources for educational purposes only
5. Use personal technology only as directed by staff while at school

Students are expected to abide by this code of conduct anywhere or anytime their actions can affect the school or other students. While the school is not responsible for policing online activity, conflicts online between students, parents, or staff rarely stay online; the school is notified when such conflicts affect the wellbeing of members of the school community. Students and parents who use technology in ways that are contrary to our mission will face disciplinary action, up to and including expulsion.

### Definitions

While using technology, students are expected to comply with the code of conduct published in the school's parent-student handbook. The school's authority with respect to conduct includes:

- When the student is on school grounds or distance learning
- At officially sanctioned school-sponsored events
- Outside of the school when a student's actions negatively impact another student, staff member, or the school

Parents are also expected to abide by the code of conduct found in the school's parent-student handbook, to the extent that their technology use affects other members of the school community.

For purposes of this document, "technology" includes, but is not limited to:

- Hardware: computers, servers, tablets, e-Readers, phones, smartphones, digital cameras, gaming devices, wearable devices, networking equipment, or accessories
- Software: operating systems and programs
- Services: email, web sites, web apps, learning platforms, internet service
- Telecommunications: transmission or publishing text messages, chat room commentary, comments, pictures, videos, audio recordings, posts on social networking sites, blogs, wikis, gaming, chats, and other digital transmissions.

"Personal information" includes a person's name, address, email addresses, phone numbers, online accounts, or other contact or identifying information.

## Technology Responsible Use Agreement

As a member of the school community, I agree to the following rules and code of ethics:

**1. I am respectful and compassionate in all interactions**, including online communication. I will treat others kindly in all communications, including "private" messages. I will not submit anything anonymously. I will not publicly disparage the school, staff, students, or other members of the school community. I recognize that anything sent using technology can be copied and saved forever online.

I will not transmit inappropriate material to others via messages, social media, or other ways. Examples of inappropriate material include messages or images that are intentionally insulting, sexually explicit, racist, sexist,

use foul language, depict alcohol or drug use, or include graphic violence. Such material usually upsets other students and is brought to the attention of teachers, even when sent outside of school.

**2. I am respectful of school devices and systems**, and not vandalize or intentionally damage them in any way. I will appropriately maintain and clean my device according to the manufacturer's recommended guidelines. This includes hardware, software, and internet services owned, provided, or supported by the school. System settings may not be changed. I will not waste school resources like paper or ink. The Archdiocese of San Francisco strongly discourages the use of any social media due to its addictive nature. Students must follow the terms of service policies and minimum age requirement (usually 13 years old). Students need to demonstrate honesty and responsibility.

**3. I am respectful of others' privacy and work**, by protecting and not sharing or using passwords, messages, photos, recordings, or personal information of someone without their permission. I will not attempt to log into any device, program, or service as another person. I will protect and respect others' work: for other students, I will not attempt to alter or delete their work without permission. For creators who have shared their work online, I will respect copyright, abstain from piracy, and avoid plagiarism. I will give credit where it is due. I acknowledge that all work submitted is my own. I will not post/share unlawful information.

**4. I use school technology resources for educational purposes only.** I will stay on task during classroom activities using technology. I will not use school devices, software, or systems (like wifi) for non-school purposes like chat, video chat, gaming, playing music or watching videos. I will not use school resources for any commercial enterprise. I will not search for material on the internet that is illegal or inappropriate for school, and if I encounter such material accidentally I will not pursue it.

**5. I will use personal technology only as directed by staff while conducting school work.** I will only use my personal technology (including devices and internet service) at school if allowed by the school and staff. If permitted, I will use my personal technology only for educational purposes. I understand that my personal technology is still governed by this Technology Responsible Use Policy and/or the school's BYOD (Bring Your Own Device) policy. The school will not be responsible for the security, troubleshooting, charging, or repair of personal devices.

Any user who violates the Responsible Use Policy or local, state, or federal law, faces disciplinary action, and may face legal prosecution. Parents may be held financially responsible for any student action that results in damage to school technology or a cost to the school.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Student Name: \_\_\_\_\_

By signing below, I give permission for my child to use technology in accordance with the rules and code of ethics above:

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

## Archdiocese of San Francisco Media and Student Work Agreement

*St. Catherine of Siena School* requests your consent for faculty and staff to use photos or videos of your child, as well as your child's work, in school publications, both in print and online. Photos, videos, and student work is published to promote the school, Catholic education and students!

### Definitions

Media: photos, videos, or audio recordings

Publish: distribution of media online, in print, or elsewhere such that it is publicly accessible

### **Media Policies for Families**

1. Media taken by students or families at school or school events are for private use only.
2. Media depicting anyone in the school community may not be published or posted online (even to a small group) without the consent of that individual and/or their legal guardian.
3. Posted media will be removed ASAP if requested by an individual or their legal guardian.

\_\_\_ We agree to comply with the Media Policies for Families.

### **Media Policies for the School**

1. Media taken by school staff in classrooms or at school events will be stored securely.
2. Media depicting anyone in the school community will not be published without the consent of the individual and/or their legal guardian.
3. For safety and privacy, student names will not be included with any published media.

\_\_\_ The school may publish media of the student named below.

### **Student Work Policies for the School**

1. Student work will only be published with consent of the student and their legal guardian.
2. Student work will only be published with the intent to celebrate the student, promote the school, inspire educators, or for educational purposes.
3. Published student work will not include media depicting the student unless the student's legal guardian has also consented to media publishing.

\_\_\_ The school may publish work by the child named below.

This consent will remain in effect until such time as I inform the school otherwise.

Student Printed Name: \_\_\_\_\_

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

Parent/Guardian Printed Name: \_\_\_\_\_

## **ARCHDIOCESAN SCHOOL POLICY FOR CHILDREN WITH DISABILITIES**

**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.**

## **ARCHDIOCESAN SCHOOL POLICY AND PROCEDURES RE STUDENT-TO-STUDENT HARASSMENT**

A. Introduction This document is designed to serve as a policy and teaching tool for the students in Archdiocesan schools. It serves as a tangible witness to the Catholic commitment to live, love, and respect as Jesus did. As indicated below, student-to-student harassment can take many forms. To the extent it involves child abuse, as defined by law, the Archdiocesan Child Abuse Policy and Procedures, including the requirement to report the abuse to civil authorities, shall be followed.

B. Harassment in General 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 any other 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.

C. Sexual Harassment Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment can be directed toward a student under conditions such as the following: Verbal Harassment: Sexually demeaning comments, sexual statements, questions, slurs, jokes, anecdotes, or epithets. Written Harassment: Suggestive or obscene letters, notes, or invitations. Physical Harassment: Unkind, immoral and/or unlawful physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal study or movement. Visual Harassment: Leering, gesture, display of sexually suggestive objects or pictures, cartoons, or posters.

#### D. Disciplinary Action

1. This policy prohibits student-to-student harassment whenever it is related to school activity or attendance, and occurs at any time including, but not limited to, any of the following:
  - a. While on school grounds;
  - b. While going to or coming from school;
  - c. During the lunch period whether on or off campus;
  - d. During, or while going to, or coming from, a school-sponsored activity
2. Any student who engages in the harassment of another student is subject to disciplinary action up to and including verbal and/or written warnings and reprimands, counseling, suspension, and expulsion.

NOTE: Should substantiated conduct outside the school environment come to the attention of the school, this too may serve as grounds for discipline, as students of Archdiocesan schools are expected to conform their lives to Christian principles at all times

## Parent-Student Handbook Contract

Please print this form, sign it and return it to school by Friday, August 29, 2025.

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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/ / /

Student (s)'s Grade(s)

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Date