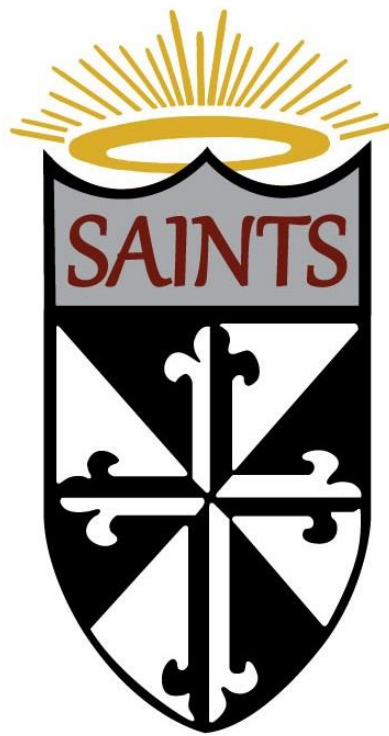


# **Saint Catherine of Siena Catholic School**



## **Parent & Student Handbook 2023-2024**

Saint Catherine of Siena Catholic School  
520 W. Holding Avenue  
Wake Forest, North Carolina 27587  
Phone (919) 556-7613  
Fax (919) 570-0071  
[www.scswf.org/school](http://www.scswf.org/school)

*\*This 2022-2023 Handbook is subject to change as requirements and recommendations from the North Carolina Department of Health and Human Services and the Diocesan Office of Education continue to evolve.*



August 2023

Dear St. Catherine of Siena Catholic Parents,

Welcome to St. Catherine of Siena Catholic School. In choosing St. Catherine of Siena Catholic School, you have demonstrated a commitment to the values and philosophy of a Catholic education. We would like to thank you for choosing to enroll your children at St. Catherine of Siena Catholic School.

Our Catholic curriculum offers your children a learning experience that will inspire wonder and a love of knowledge, as well as the cultivation of theological and intellectual virtues. We aspire to ultimately graduate students who are well formed, intellectually curious, and have a solid ability to reason and discern well. A student who has been educated at St. Catherine's should be able to evaluate events and their own experiences in light of Catholic beliefs. Moreover, the SCS graduate will embrace the future of lifelong learning, with the ability to live their lives in the service of God and others in a virtuous way.

Please read the handbook in its entirety and become acquainted with the policies and procedures of St. Catherine of Siena Catholic School and the Diocese of Raleigh, of which we are a member school. After reviewing the handbook, you are asked to sign the signature sheet, which is on the last page of this handbook. By signing this form, you agree to comply with the school policies set forth in the handbook. This signed and dated form must be turned in to your child's teacher or to the office by the deadline indicated. If you need further clarification, please do not hesitate to contact us.

The faculty of St. Catherine of Siena Catholic School, continue to be extremely grateful for the blessings that have been bestowed upon our school, our parish, and in our community at large for this gift of Catholic education. Our focus is on Catholic formation, academic excellence, service to God and neighbor. We are grateful for the sacrifice and hard work of all those involved in helping our school to blossom.

Sincerely yours in Christ,

*Mrs. Catherine Schwarz*  
*Principal*

*Rev. Jeffrey Bowker*  
*Pastor*

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**Called to be Saints**  
**Faith | Knowledge | Service**

**DIOCESEAN SCHOOLS MISSION STATEMENT**

The mission of the schools in the Diocese of Raleigh is to engage our school/center communities in creating a quality education within a Catholic environment that fosters the current and future development of the whole child.

**MISSION STATEMENT OF ST. CATHERINE OF SIENA CATHOLIC SCHOOL**

In collaboration with the parish community,  
St. Catherine of Siena Catholic School is a family-centered  
and innovative educational environment where children are loved authentically;  
challenged and supported academically, creatively, socially, emotionally, and athletically.  
Our students are encouraged, guided, and formed in the Gospel truths and virtues.  
with the ultimate goal of fostering a lifelong relationship with Jesus Christ through His church.

**PURPOSE OF ST. CATHERINE OF SIENA CATHOLIC SCHOOL**

We believe:

- Parents are the primary educators of their child, and it is a privilege to share in this sacred responsibility.
- Catholic identity can and should be taught in a Catholic school; it is indeed the primary function of a Catholic school.
- Children should be respectful of all persons and their cultural and religious traditions.
- Parental involvement in school activities benefits students.
- Education should be a vibrant experience that promotes healthy growth in all areas of human development.
- Each student is a valued individual with unique gifts and needs.
- As members of the Body of Christ each person in the school community is expected to use and share their gifts for the good of the whole Body.
- Children learn best when they are provided with a variety of learning opportunities and instructional approaches in a safe and orderly environment.
- The most successful environment for learning is one where parents, teachers and administrators work together as a team for the good of the students.
- The love of God, neighbor, and respect of self are sound and just bases for living.
- Learning is a lifelong enriching endeavor.

## **FACULTY & STAFF**

Pastor  
Parochial Vicar  
Parochial Vicar  
Principal  
Admissions Coordinator/Front Office Supervisor  
Administrative Assistant  
Administrative Assistant

### **Preschool**

Preschool 3 Teacher  
Preschool 3 Assistant  
Preschool 4 Teacher  
Preschool 4 Assistant

### **Saints Before and After Care**

Preschool Before & After Care  
K-8 Before & After Care Director  
K-8 Before & After Care Assistant  
K-8 Before & After Care Assistant

### **Elementary School**

Kindergarten A Teacher  
Kindergarten A Assistant  
Kindergarten B Teacher  
Kindergarten B Assistant  
Grade 1 A Teacher  
Grade 1 A Assistant  
Grade 1 B Teacher  
Grade 1 B Assistant  
Grade 2 A Teacher  
Grade 2 B Teacher  
Grade 3 A Teacher  
Grade 3 B Teacher  
Grade 4 Teacher  
Grade 5 Teacher

### **Middle School**

Grade 6 Homeroom & Religion  
Grade 6 & 7 Math, Grade 8 Accelerated Math  
Grade 7 Homeroom/Grade 6-8 Science  
Grade 8 Math  
Grade 8 Homeroom & Religion  
Grade 6-8 Social Studies  
Grade 7 Religion  
Grade 6-8 English Language Arts

### **Resource, Specials, Counselor, Athletics, Lunch**

Math and Reading Resource Teacher  
Library/Media Specialist/Assessment Coordinator  
Music Teacher  
Physical Education Teacher  
Spanish Teacher  
Art Teacher  
Counselor  
Athletic Director  
Attendance Coordinator/Lunchroom

Rev. Jeffrey Bowker  
Rev. Matthew Nwafor  
Rev. Agustin Sigaran  
Mrs. Catherine Schwarz  
Mrs. Ivy Pesa  
Ms. Gayle Walker  
Mrs. Catherine Langlois

Mrs. Angela Burns  
Mrs. Gigi Nugent  
Mrs. Maureen Fortin  
Mrs. Kathleen Bierly

Mrs. Kathleen Bierly  
Mrs. Anne Wenzel  
Mrs. Lillian Lascano  
Mrs. Debbie Lindsey

Mrs. Kathy Sutphen  
Mrs. Susan Saillant  
Mrs. Lauren Lucas  
Mrs. Deborah Lindsey  
Mrs. Jennifer James  
Mrs. Lillian Lascano  
Mrs. Stephanie Jones  
Mrs. Heidi Nguyen  
Mrs. Laura Gallimore  
Mrs. Renee Langton  
Mrs. Yvette Leahey  
Mrs. Christine Anaya  
Mrs. Jennifer Paciariello  
Mrs. Tanya DiPrisco

Mrs. Holly Allain  
Mrs. Holly Allain  
Mrs. Leslie Wehner  
Mrs. Leslie Wehner  
Mrs. Bonnie Mallory  
Mrs. Bonnie Mallory  
Mr. Rogelio Raya  
Mr. Rogelio Raya

Mrs. Danae Alig  
Mrs. Amanda Saunders  
Mrs. Angela Wolfgang  
Mrs. Kelleigh Russo  
Mr. Nuria Cortés  
Mrs. Judith Scarzafava  
Ms. Ruth DeVito  
Mrs. Beth Pursley  
Mrs. Felcia Barbuto

## **ACCREDITATION**

St. Catherine of Siena Catholic School is a Catholic School of the Diocese of Raleigh. We are accredited through Cognia. Our school is committed to academic excellence. Our teachers possess exemplary credentials and character and are licensed by the State of North Carolina Department of Public Instruction. Teachers sign an Oath of Fidelity, ensuring that they teach, and model Catholic doctrine and teachings as promulgated by the Pope and the Magisterium of the Roman Catholic Church.

# Academic Program & Requirements

## **SPIRITUAL FORMATION**

Religious instruction and faith development are integral parts of the curriculum for all Catholic schools. Virtues and values are incorporated in this curriculum. Every effort to invite the children more deeply into their faith will be made. Students will be led to understand that God is a part of every aspect of their lives. Religious beliefs and practices will not be just another subject, but rather will be integrated into their entire school day.

Our curriculum is imbued with Catholic identity. In order to cooperate with Christ's mission subjects are taught in the light of the Gospel thus developing students with virtues and characteristics.

### **Prayer**

Students will pray as a class throughout the school day, specifically in the morning before beginning instruction, before and after lunch, and at the end of the school day. They will be taught various formal prayers and encouraged in spontaneous prayer and scriptural prayer.

### **Liturgy and Worship**

Students in Kindergarten through 8<sup>th</sup> grade will join in the celebration of the Eucharist (Mass) on Friday, on Holy Days of Obligation, and other scheduled days that will be announced. Parents are welcome and encouraged to attend. Students will attend and sit with their class during mass. The school also participates in a variety of other liturgical events throughout the year such as dedications, blessings, Stations of the Cross (Lent), Reconciliation, and May Crowning. Parents and siblings are always welcome at these events.

### **Sacraments**

Preparation for reception of first sacraments of Baptism, Reconciliation, Eucharist, and Confirmation is made through the parish. The Parish Director of Religious Education, Mrs. Hilary Paolantonio, will schedule and publish meetings, workshops, and retreats for this purpose, and will provide preparation materials to parents. The school will offer opportunities throughout the school year for the reception of Eucharist and Reconciliation.

### **Scholars Pledge**

As a student of SCS I pledge to treat my peers and teachers with kindness and respect. I will do my best to use my God given talents in all that I do and say. I will practice daily the virtues of faith, hope, and charity. I will take responsibility for my actions. And in doing these, I will live as a child of God!

## **ACADEMIC PROGRAM**

At St. Catherine of Siena Catholic School, we strive to provide an academic experience that builds upon one's faith, knowledge, and skills. Our faculty continually seeks to educate the individual child and utilize current instructional strategies for educating each student.

The instructional program at St. Catherine of Siena Catholic School reflects a dual commitment to spiritual formation and superior academic achievement. All subjects are taught according to the guidelines of the Diocese of Raleigh, which are consistent with those of the state of North Carolina. Our school follows the Curriculum Guidelines set forth by the Catholic Schools Office of the Diocese of Raleigh, which are consistent with the State of North Carolina Standard Course of Study in all subject areas.

According to the NCEA Position Statement on the Common Core State Standards, a recent focus has been placed on “high-quality academic expectations that all students should master.” These Standards seek to establish “clear, measurable goals for students that assist teachers in making instructional decisions,” and place “emphasis on creativity, critical and analytical thinking, and application to curriculum content.”

St. Catherine of Siena Catholic School will continue to work in collaboration with the Catholic Schools Office of the Diocese of Raleigh to infuse the Standards with “faith, principles, values and social justice themes inherent in the mission of a Catholic School” (NCEA Position Statement on the Common Core State Standards).

St. Catherine of Siena Catholic School offers students opportunities for growth in diverse subject areas, as state below, in addition to focusing on Religion as a core subject and integrating it across subject areas and throughout the entire culture.

**Subjects:** Religion, Reading, Mathematics, Social Studies, Science, Language Arts (Phonics, Grammar, Spelling, and Writing) and Handwriting (through Grade 4)

**Additional (Special) Subjects:** Art, Media (Technology and Library), Music, Physical Education, Spanish

**Middle School Electives** (subject to change): Art, Choir, Latin 1&2, Spanish 1&2, Logic, Music, Physical Education, STEM (Electronics, Robotics & Automation, Forensics)

**Religion** is a core subject, integrated into all content areas, and is structured by grade level according to the Six Tasks of Catechesis, as set forth by the Diocese of Raleigh. Teaching the Faith is the responsibility of all St. Catherine of Siena Catholic School teachers, faculty, and staff, as this is what sets us apart as a Catholic school.

### **ACADEMIC ACCOMMODATIONS AND MODIFICATIONS**

St. Catherine of Siena Catholic School and The Diocese of Raleigh acknowledge that there are students who require special services to meet their full human potential.

St. Catherine of Siena Catholic School is committed to all students succeeding to the best of their abilities. If a student has a diagnosed special need (documented by licensed medical personnel) accommodations may be offered that can be reasonable made within the normal general education classes and when the school has the resources (academic /staff) available to accommodate the students’ needs. However, modifications to academic requirements or alterations in the general course of studies will not be made.

The Diocese of Raleigh Catholic Schools are exempt from the mandate of providing services for IEP’s and 504 plans.

If a student cannot be accommodated within the school program, every effort is made to assist with placement at another school program beyond St. Catherine of Siena Catholic School.

### **HOMEWORK**

Homework will be given from 1 – 5 days per week and will be appropriate for the child’s stage of development. Homework is meant to reinforce and provide practice for lessons taught in school as well as to encourage a sense of responsibility for the student and provide opportunities to relate classroom lessons to real world situations. We ask all parents to provide time and encouragement for students to complete homework assignments. Students who consistently do not turn in their homework will receive

consequences. The consequences vary by grade. Your child's teacher will advise you of their classroom policies regarding missed assignments. The following times are only suggested for homework completion at each grade level, *NOT* including the required reading time of 15-20 minutes each night.

- Kindergarten: 15 minutes
- Grades 1 – 2: 15-30 minutes
- Grades 3, 4, 5: 30-45 minutes
- Grades 6, 7, 8: 40-60 minutes

All students in grades 2 and up will be issued a Student Planner. Please ask your child to show you their planner every evening. When you visit your child's classroom during Back-to-School Night, your child's teacher will inform you as to how they would like to utilize the planner and other forms of communication between school and your home. (See additional homework requirements under "*Code of Conduct*")

***If your child consistently takes an excessive amount of time to complete homework, the teacher should be consulted.***

## **REPORT CARDS & PROGRESS REPORTS**

**Report Cards** will be sent home at the end of each trimester (approximately 12–14-week period). Grades are reported by letter and/or percent, depending on the grade level of your child. Final report cards are mailed to your home approximately two weeks after the close of school in June.

**Progress Reports** are provided at the mid-point of each trimester (approximately 6-7 weeks into each trimester) for those students in grades 2-8 whose average is below a C or has dropped two letter grades. (K-1st) if the student is struggling academically. This report will be sent home through SchoolSpeak. Upon receipt of this notice, it is the responsibility of the parent to monitor the child's ongoing progress through SchoolSpeak and to check with the teacher regarding any concerns. The receipt of a failing grade at the time of this report does not mean failure for the marking period, nor does a passing grade at that time guarantee that a student's final grade will be passing.

## **Grading Policy**

The following are the scales used for reporting student progress in both academics and conduct.

<b>GRADES Kindergarten – 2</b>	
Kindergarten, 1 <sup>st</sup> , and 2 <sup>nd</sup> Grade report cards differ from other grade levels in that they are skills based and use an Achievement Scale. The skills reported vary by trimester and are assessed according to level of mastery. If there is a blank for one of the skills, it simply means that the class has not worked on that skill at the time the report card was issued.	
<b>Grading Scale</b>	<b>Marking Code</b>
A = 90-100 Excellent	S+ Exceeds Expectations
B = 80-89 Above Average	S Satisfactory, Consistent Performance
C = 70-79 Average	S- Making Progress but Inconsistent Performance
D = 60-69 Below Average	N Needs Time, Help and Practice to Improve
F = 0-59 Failing	U Unsatisfactory
I = Incomplete	
<b>GRADES 3 – 5</b>	
<b>Grading Scale</b>	<b>Marking Code</b>
A = 90-100 Excellent	S+ Exceeds Expectations
B = 80-89 Above Average	S Satisfactory Performance
C = 70-79 Average	S- Making Progress
D = 60-69 Below Average	N Needs Time to Improve
F = 0-59 Failing	U Unsatisfactory
I = Incomplete	

GRADES 6 – 8		
Grading Scale	Achievement Scale	Conduct/Work Habits Scale
A = 90-100 Excellent	S Satisfactory	1 – Does not meet expectations
B = 80-89 Above Average	N Needs Improvement	2 – Inconsistently meets expectations
C = 70-79 Average	U Unsatisfactory	3 – Meets expectations
D = 60-69 Below Average	N/A Not Applicable	
F = 0-59 Failing		
I = Incomplete		

## **HONOR ROLL**

Students in grades 3<sup>rd</sup> – 8<sup>th</sup> will be eligible for honor roll recognition at the end of each trimester. Students in grade 8 will also be eligible for an overall yearly honor roll. The honor roll is calculated by the average for each core academic subject area (reading, Math, Language Arts, Science, Social Studies, Religion) each trimester (not an overall average).

First Honors: 90-100 in each core subject  
Second Honors: 80-89

## **END OF THE YEAR RECOGNITION**

Outstanding academic achievement, together with Christian attitude and citizenship will be acknowledged by classroom teacher and/or Principal, with the presentation of the St. Catherine of Siena Virtue Award at the conclusion of the school year.

## **CONFERENCES**

Parent-Teacher conferences will be scheduled towards the end of the first trimester, October 30th and 31, 2023. If a parent wishes to have additional conferences, these can be arranged by contacting the teacher by email, written note or a message left at the school office.

The Resource Teacher and principal are also available to meet with parents and teachers whenever there are concerns about your child's growth and progress. Please make sure that you follow the appropriate protocol in contacting your child's teacher first to resolve the issue.

## **ACADEMIC FAILURE**

If a student consistently performs poorly in all or most academic subjects, and if the teacher has made every effort to assist the student, the parents or guardians will be advised of the options available to them. These options include outside tutoring, retention in the same grade level for the following year, or a recommendation that the student be placed in an alternative academic program. In some cases, the lack of academic progress may indicate a need for evaluative testing from either the local public school or privately.

## **TECHNOLOGY**

Access to computers, the internet, and other technology at school is an integral part of the curriculum.

Students are encouraged to make use of these tools and will be allowed to do so as long as they abide by the Acceptable Use policies of the school. Upon entering the school, and at the beginning of each new school year, students and their parents will be asked to sign a promise to abide by these policies. This

“Acceptable Use” form, included in this handbook, will be completed each year a student is enrolled at St. Catherine of Siena School.

While St. Catherine of Siena School actively monitors student computer use at school, and our filtering system establishes parameters for appropriate use within our building, students and their parents are primarily responsible for the appropriate and ethical use of technology, especially at home.

St. Catherine of Siena School reserves the right to impose consequences for inappropriate behavior that takes place off campus and outside of school hours, especially as it affects the well-being of other members of the school community, involves the school in any legal liability, or impacts the reputation of the school. This includes inappropriate use of technology through harassment, unauthorized use of the school’s name or logo, remarks directed to or about faculty and staff, offensive communications, or threats to safety.

## **DISTANCE LEARNING**

St. Catherine of Siena Catholic School has a plan for transitioning to distance learning strategies in the event of a natural disaster, disease outbreak or any other circumstance that make it unsafe or imprudent to continue on-campus education. The judgement of the school administration, in consultation with our pastor (where applicable), and in conjunction with the Catholic Schools Office of the Catholic Diocese of Raleigh, will determine when the change to our school’s normal instructional model warrants the transition to distance learning. The strategies used for distance learning will be developed by the school administration and faculty.

In the case of a public health crisis/pandemic situation, guidance from public health experts (i.e. NCDHHS and/or CDC) shall be incorporated into St. Catherine of Siena Catholic School’s plan for prudent precautions for student/faculty health. This plan may be modified, as necessary. Parents accept and assume all risk of returning their child to school.

# **Student Code of Conduct and Dress Code**

## **CODE OF CONDUCT**

### ***“SAINTS ARE LOVING NEIGHBORS”***

In all areas of learning, discipline must be considered in the development of the whole person. Our code of conduct and discipline policy are rooted on the foundation of respect with the goal of allowing teachers to teach and students to learn. Student behaviors which demonstrate disrespect in any form or that interfere with the learning environment contradict the mission of our school.

Such behaviors include but **ARE NOT** limited to the following.

- Disruptive behavior in the classroom, cafeteria, or other areas of the school campus
- Disrespectful behavior toward a teacher and/or other member of the school.
- Verbal harassment and the use of foul, vulgar, or improper language (name calling, taunting, teasing, etc.)
- Dishonesty in words, actions, and/or academics
- Failure to comply with the direction of the teacher or other staff member.
- Unsafe behaviors, such as participating in games, are deemed to be dangerous.
- Presence in authorized and/or unauthorized areas of the school campus without adult supervision
- Inappropriate behavior during a fire or other emergency drill
- Disrespecting school and/or personal property

- **Repeated infractions of classroom and handbook rules.**

### **Off Campus Behavior**

Students of SCS are expected to conduct themselves in a manner consistent with the school's Code of Conduct in their off-campus pursuits. Students may be held accountable in school for poor behavior that occurs outside of school. **This includes, but IS NOT LIMITED to online behavior, e.g., comments and behavior made on social networking sites, via email or messaging, as well as texting.**

## **DISCIPLINE POLICY**

This handbook empowers the faculty and administration to take disciplinary action for any behavior within or outside of the school community which in their discretion violates this code of conduct.

### **Use of Disciplinary Action**

Each offense will be dealt with on an individual basis according to the discretion of the Administration and Faculty. Repeated infractions may result in more serious consequences, up to and including suspension and/or expulsion.

## **DISCIPLINARY MEASURES**

### **Classroom Level**

Discipline is measured and monitored primarily in the classroom according to each teacher's classroom management system. Students who have unacceptable behavior as well as uniform violations will receive a "conduct report" via SchoolSpeak, this report must be signed electronically by the parent within 24 hours. Multiple "conduct reports" will result in a parent/teacher conference and if more serious, a meeting with the principal to discuss further actions to be taken. These individual measures will be explained to all parents at the annual Back-to-School Night at the beginning of each year. When classroom procedures have proven unsuccessful in alleviating behaviors, the student will be referred to the administrative level.

### **Administrative Level**

Once a student has been referred to the administrative level, the student is on Probationary Status for the remainder of the school year. All subsequent behavior issues for students on Probationary Status will be handled at the administrative level.

1. Denial of privileges
2. Suspension
3. Dismissal
4. Expulsion

### **Denial of Privileges**

Denial of privileges can occur at both the classroom and administrative level. At the administrative level this can include but is not limited to the following: removal from participation in athletics, concerts, field trips, club activities, or special events.

### **Suspension**

Suspension may be imposed as determined by the principal/administration. The following behaviors are more serious and may result in suspension (in or out of school), or expulsion. Such infractions include, but **ARE NOT** limited to the following:

- Fighting/physical assault
- Bullying of any kind
- Off campus behavior that negatively impacts the classroom environment (i.e. internet activity, cyber bullying, etc.)

- Vandalizing school property or the property of teachers, parents, students, clergy, visitors, or others (restitution must be made before a suspension will be lifted).
- Stealing
- Sexual harassment
- Possession of harmful objects that would be interpreted as a weapon.
- Continued disrespect shown toward a teacher, staff member, or classmate.
- Leaving the school campus without permission.
- Possession or use of cell phone during school time (See Cell Phone Policy).
- Other inappropriate behavior considered egregious by the administration.
- **Repeated infractions of the Student Code of Conduct.**

### **Dismissal**

Student or parent conduct which is disruptive to the learning atmosphere and/or contrary to the school's Code of Conduct is justification for a principal/administration to dismiss a student at the close of the school year.

### **Expulsion**

Expulsion may be resorted to when one or all the following are present:

1. a serious infraction of school rules occurs.
2. the student has demonstrated continuing disregard of school rules for which other means of discipline have proven ineffectual.
3. the student's continued presence in the school is considered by school officials to be a serious hindrance to the safety or welfare of the school community.
4. a parent repeatedly or seriously violates proper school protocol, displays inappropriate or disruptive conduct toward students or displays disrespectful, disruptive, or harassing behavior toward teachers, school, principal, parish, or diocesan staff.

If the Principal/administration believes it necessary to expel a student, the principal/administration will notify the student and the student's parents about the student's action and provide them with an opportunity to respond in accordance with the school's disciplinary hearing process before making any final decision on the matter.

### **DRESS CODE**

The dress code is an exterior sign of a student's attitude toward regulations and therefore reflects maturity and cooperation. The dress code at Saint Catherine of Siena Catholic School is designed to encourage neatness, modesty and good order among students, measure self-discipline, instill school pride, render a financial savings to the parents, and provide awareness to the local Wake Forest community of the presence of our school. In this light, students must be properly dressed, observing school dress regulations when they arrive on school property in the morning and when they leave school property at the end of the day. The dress code is to be observed on field trips, SCS school games and outside programs and events, unless otherwise announced by the principal. Torn or tattered items of the school uniform are not acceptable.

Please note:

- Spirit wear sweatshirts may be worn on PE days only. Spirit wear may not be worn to mass or on non-PE days. Students should be wearing a uniform sweater or fleece on regular and mass uniform days.
- Grades 6-8 may wear their PE uniforms one day per week even if they do not have PE. The designated day will be determined prior to school starting and will be the day of the middle school PE elective.

- **All black shoes or sneakers** with the regular and mass uniform (no other color can be on any part of the shoe or sneaker)

Final decisions regarding the school uniform rest with the principal/administration.

<b>APPROVED UNIFORM PROVIDERS</b>	
<b>Flynn &amp; O'Hara</b> 8613 Glenwood Ave. Suite 109 Raleigh, NC 27617 919-326-8000 <a href="https://www.flynnohara.com/">https://www.flynnohara.com/</a>	<b>SCS Used Uniforms</b> Adrianne Seidler   <a href="mailto:a.amundson@gmail.com">a.amundson@gmail.com</a>

## **SCHOOL UNIFORM REQUIREMENTS**

### **GIRLS**

#### **Kindergarten – 5<sup>th</sup> Grade**

**Jumper** – uniform plaid

- length – jumpers are to hit at the knee when child is standing up straight
- black or navy shorts may be worn under jumper (should not be visible)

**Shirt** – white shirt short or long sleeve with Peter Pan collar

#### **Middle School 6<sup>th</sup> – 8<sup>th</sup> Grade**

**Skirt** – uniform plaid

- length – skirts are to hit at the knee when child is standing up straight / not be rolled at the waistline
- black or navy shorts may be worn under skirt (should not be visible)

**Shirt**

- white oxford shirt, short or long sleeves, with Saint's logo (required for Mass days)
- burgundy polo, with Saint's logo (may not be worn on Mass days)

**Undergarments** – must not be visible

#### **Kindergarten – 8<sup>th</sup> Grade**

**Socks** – plain white socks (must be visible above the shoe/sneaker) or white knee highs

**Tights or leggings** – properly fitting, white or black tights or leggings (no sweatpants)

**Shoes** – solid black shoes or sneakers (*no other color can be on any part of the shoe or sneaker*)

- non-marking soles
- raised heels, platform styles, clogs, open toe, ankle boots or open back are not permitted

**Crewneck Cardigan** – burgundy, with Saint's logo, may be worn in the classroom and to Mass

**Fleece Jacket** – burgundy, with Saint's logo, may be worn in the classroom and to Mass

**Hair Accessories** – Clips and bands ONLY in school approved colors: burgundy, white, grey, black

### **BOYS**

#### **Kindergarten – 8<sup>th</sup> Grade**

**Shorts OR Pants** – khaki shorts or pants worn at the waist

- shorts must be no longer than one inch below the knee and no shorter than one inch above the knee
- pants must be worn at the waist and no shorter than one inch above the shoe
- boys are required to wear pants on Mass days all year

**Shirt**

- white oxford shirt, short or long sleeves, with Saints logo (required on Mass days)
  - no necktie required on non-Mass days
  - plaid tie required on Mass days
- boys are required to wear a white oxford shirt with a plaid tie on Mass days all year

- burgundy polo, with Saint's logo (may not be worn on Mass days)

**Socks** – plain black socks (must be visible above the shoe/sneaker)

**Shoes** – solid black shoes or sneakers (*no other color can be on any part of the shoe or sneaker*)

- non-marking soles

**Belt** – black, required with shorts and pants that have belt loops

**Tie**

- K-8 Tie (required on Mass days) – uniform tie: plaid necktie
  - Boys are required to wear a tie with a white oxford shirt on Mass days all year

**V-neck Pullover Sweater Vest or Sweater** – burgundy, with Saint's logo, may be worn in the classroom and to Mass

**Fleece Jacket** – burgundy, with Saint's logo, may be worn in the classroom and to Mass

### **SCHOOL PE UNIFORM REQUIREMENTS**

*Grades K-8 students wear PE uniforms to school on their scheduled PE day - one day per week*

*Grades 6-8 may wear PE uniform one day per week even if they are not taking the PE Elective*

#### **GIRLS & BOYS**

##### **Kindergarten – 8<sup>th</sup> Grade**

##### **Shorts**

- burgundy uniform gym shorts with Saint's logo
- black spirit wear shorts with Saint's logo
  - no short shorts or rolled shorts
  - "Fingertip Rule" – arms at side, shorts should not be shorter than fingertips

##### **Sweatpants**

- burgundy uniform sweatpants with Saint's logo
- black spirit wear sweatpants with Saint's logo

##### **Shirt**

- gray school T-shirt with Saints logo - tucked into shorts/sweatpants
- burgundy or gray SCS spirit wear T-shirts or dry fit shirt - tucked into shorts/sweatpants
- Fun Run t-shirts - tucked into shorts/sweatpants or D.A.R.E. t-shirts - tucked into shorts/sweatpants

##### **Sweatshirt**

- burgundy uniform PE sweatshirt with Saint's logo
- spirit wear sweatshirt with Saint's logo

**Socks** – plain white or black socks (must be visible above the shoe/sneaker)

**Sneakers** – your choice of gym shoes with non-marking soles

- no light-ups
- laces tied
- Kindergarten – 1<sup>st</sup> grade may wear gym shoes with Velcro closures

### **Dress Down Days**

Dress Down Days – indicates that students do not have to wear school uniforms and may wear casual clothing. The following spirit wear dress code must be followed:

- The virtue of modesty calls us to be mindful of how our clothing presents us as gifts from God and not objects to use or be used. This virtue should be the guiding principle in clothing choices for our Catholic school.
- All attire must be clean and free of rips, tears, holes, tatters, and fringe.
- Pajama or pajama like bottoms may not be worn on dress down days.
- Students may wear jeans.

- Shorts need to follow the fingertip rule for length.
- Leggings and yoga pants are not allowed.
- Shirts may not have vulgar, insinuating, or otherwise offensive wording or pictures, or reflect ideas that are not in line Catholic teachings or morals. Shirts must have sleeves.
- Shirts must cover midriff and must not reveal cleavage.
- Shoes must have closed toes and heels may not be higher than 1".
- Socks must be worn.
- Tight fitting or excessively baggy clothing is not allowed.
- No make-up or nail polish.
- No light-up shoes or other shoes deemed distracting or attention seeking.

The Administration of St. Catherine of Siena Catholic School reserves the right to determine whether a student's clothing is appropriate. Students wearing inappropriate clothing may be removed from class, and the parents will be called. A change of clothing will be required for the student to be permitted to return to class. Accommodations for missed work will not be made. The principal also reserves the right to enforce other disciplinary consequences.

## **Grooming**

The following guidelines apply to appearance:

### **Hair**

#### **Girls**

- Clips and bands are allowed if they are unobtrusive and **match the uniform colors**.
- Student's natural color
- Clean and neatly styled
- Long hair or long bangs should be clipped so as not interfere with seeing.

#### **Boys**

- Above the collar line
- Cannot cover eyebrows
- No mullets
- Trimmed around ears
- Student's natural color
- Clean and combed.
- No facial hair

If a student's hair violates the length/color guidelines or the style is a distraction to the learning environment, parents will be contacted and given the weekend to fix the issue. If a student arrives back to school after a set time without changing, the student will be subjected to further disciplinary action as deemed appropriate by administration, which includes in class recess detention.

## **Make-up and Nail Polish**

- Not permitted for any student
- Students will be asked to remove makeup or nail polish

## **Jewelry**

- Students may wear a watch (smart watches are not permitted).
- Students may wear one religious medal in the form of a necklace or a bracelet (i.e. cross, Miraculous medal, medal of a saint, Holy Spirit, etc.).
- Girls may wear one pair of small, post earrings with one earring per ear located in the earlobe.
- Necklaces, chokers, rings (of any form and on any body part), tattoos, bracelets, or ankle bracelets are not permitted.

- Hair bands/elastics are not permitted to be worn on the wrist.
- Boys may not wear earrings.
- No body piercing allowed.

### **Penalties for Uniform Violations**

At the beginning of the year, the teachers and principal will be conducting uniform checks frequently to instill this self-respect in the students and that they need to be responsible for the way they look. Throughout the year, uniform checks will be conducted as needed at the discretion of the principal.

If students are not in uniform, a conduct/discipline report will be sent via email through SchoolSpeak. A parent must sign the report:

1<sup>st</sup> violation – warning

2<sup>nd</sup> violation – phone call to parents, parents must bring correct uniform items to school

3<sup>rd</sup> violation – phone call to parents, parents must bring correct uniform items to school and

- K-4 teacher discretion for discipline
- 5-8 thirty-minute detention after school

4<sup>th</sup> violation – phone call to parents, parents must bring correct uniform items to school and a meeting with the principal will be scheduled.

If there are extenuating circumstances that warrant an excuse for a student to be out of uniform, parents must submit a request to the principal in writing.

*The School Administration is ultimately responsible for the environment of the school; therefore, parents and students must understand that the principal reserves the right to make judgments about inappropriate dress, behavior, etc., to maintain this environment.*

## **Parent Responsibilities**

### **“PARENTS ARE LOVING NEIGHBORS”**

#### **PARENT PARTNERSHIP EXPECTATIONS**

Parents and school faculty and staff form an integral partnership in the education process. Parents are expected to support the learning environment by doing the following:

- Support school policies and the authority of the administration, faculty, and staff
- Cooperate with the teachers, staff, pastor, and administration during the disciplinary process with their child.
- Complete all necessary forms and communicate any changes in information to the office in a timely manner.
- Discuss problems only with the people concerned, if a problem arises with your student and another student, seek to resolve it with the teacher, principal and or parent.
- Be aware of speaking unkindly about other students, faculty, staff or principal to others, model prudence.
- Communicate with faculty and staff respectfully following the concept of subsidiary, contacting the classroom teacher before engaging the administration.
- Refrain from negative talk on social media or organizing themselves against the teachers, administration, or Pastor.

- Encourage their children to have the necessary materials, work to their potential and to complete all assignments independently. This may occasionally mean allowing a child to suffer the consequence of his or her own actions.
- Make sure children are attending school each scheduled day unless ill and are arriving on time.
- Assure that their children obey school faculty and staff and follow the principles of good behavior and Catholic/Christian values.
- Reimburse school for any property damaged by their child (accidentally or intentionally).
- Participate in fundraisers.
- Volunteer time and talent for the benefit of the school.

Catholic schools exist in partnership with the family, to assist parents in fulfilling their responsibility as the primary religious educators of their children. At baptism, parents accept this call to raise and train their child in the practice of the Faith. Godparents promise to assist them, and the whole community also promises to assist with this responsibility.

The partnership between parents and Catholic schools works best when parents respect the beliefs of the Catholic Church and strive to conform their lives according to these beliefs. If parents reject the beliefs of the Church or lead lives in conflict with these teachings, catechizing children becomes very difficult. *"Parents must cooperate closely with the teachers of the schools to which they entrust their children to be educated; moreover, teachers in fulfilling their duty are to collaborate very closely with parents, who are to be heard willingly...."* (Canon 796.2)

Parents at Saint Catherine of Siena School, aware, then, of the dignity of the holy parental call, and with a reverent awe for that responsibility which is theirs, commit themselves to be, in word and example, the first and best teacher of their children in the Faith. Practically, this means they are invited to:

- Participate in and cooperate with SCS in programs that invite them as parents to take an active role in the religious education of their children, including sacramental preparation for Catholic children.
- Understand that the authentic teachings of Jesus as taught by the Catholic Church will be a central part of their child's education and formation.
- Respect all the teachings of the Church and instill in their children this respect for Church doctrine to ensure consistency between home and school.
- Uphold Catholic teaching on marriage and sexuality; attend Sunday Mass with their family, include prayer in their daily home life, forming their children in the Faith.
- Assist in teaching their children the virtues of Faith, Hope and Love to build up the heavenly Kingdom here on earth.
- Practice stewardship of time, talent, and treasure.

A note for members of other faiths:

Members of different faith traditions are welcome at Saint Catherine of Siena Catholic School. The SCS community encourages, supports, and challenges these parents to be the primary educators of their children within their own faith tradition by:

- Praying with their children daily.
- Attending worship with them weekly.
- Leading them in a life of virtue.

Parents should discuss, with the principal and pastor, any doctrinal differences that would prevent them from carrying out the practices listed above.

St. Catherine of Siena Catholic School enters into a relationship of trust with each school family. This handbook provides the school's framework for this trust relationship, setting out policies and regulations for the orderly, safe, and effective spiritual and academic formation of children.

### **CHILD CUSTODY**

In cases of divorce, and in families where the custody of children attending St. Catherine of Siena School has been legally assigned to anyone other than birth parents, a copy of the court decree is to be submitted to the School Administrator. This must include any pages referring to custody and relationship with the school, and the page bearing the judge's signature. School communications will be sent home to the custodial parent. Unless specifically prohibited, non-custodial and jointly custodial parents are legally entitled to copies of all school communications, calendars, and progress reports, report cards and test reports. Parents should make the office aware of the address(es) or e-mail addresses to which they would like their weekly mailings and information sent.

## **Attendance**

### **SCHOOL HOURS**

#### **Monday, Tuesday, Thursday & Friday Hours**

School is in session for all students Monday, Tuesday, Thursday, and Friday from 8:20 AM to 3:00 PM on full days and from 8:20 AM to 12:00 PM on half days, unless otherwise noted.

*Special note: If a student arrives on Friday after 8:20 am, parents will have to walk him/her to the church and sit with him/her during mass and then come back to the school to sign him/her in for the day. Students who arrive late on Friday may not sit in the lobby area or join his/her class after they have been seated.*

#### **Wednesday Hours**

Each Wednesday school will be in session from 9:20 AM to 3:00 PM, unless otherwise noted.

### **ABSENCES**

Students are required to attend all classes unless excused. If a child is absent (full day, tardy or early dismissal) from school for any reason, the parent must notify the office, either by e-mail or telephone no later than 9:30 AM on the day of the absence. It is also helpful if the parents email the teacher.

School office: 919-556-7613 or [gwalker@scswf.org](mailto:gwalker@scswf.org) and [clanglois@scswf.org](mailto:clanglois@scswf.org)

#### **Medical Absence**

- Absent due to student being ill.
- Medical reasons such as procedures (dental, surgeries, etc.) or whole day of appointments. Parents should provide a doctor's note.
- After three days' absence, the parent must provide medical documentation that indicated that the student is able to return to school.

#### **Absent Excused**

- Death in the family. The immediate family includes, but is not necessarily limited to grandparents, parents, brothers, and sisters.

- Shadowing or taking a test in a different school.
- Family wedding (2 days maximum).
- Natural disasters.
- Religious observance.
- Court or administrative proceedings.
- Parents are sick, in hospital – students are unable to attend school due to transportation issues.

#### Educational Absence.

- Educational requests must be submitted at least two weeks in advance for the principal to review the request. Requests received during or after the trip will be denied. The form can be found on SchoolSpeak, Quicklinks.
- While many experiences are educational, the parameters for an excused absence are intended to reinforce curriculum standards or afford a unique opportunity. Please visit the “Academics” page of the St. Catherine of Siena website for current grade level standards to align your reasons for requesting the time away to grade level standards. No more than five days of educational leave per school year will be approved.
- Students are responsible for completing any schoolwork that is missed during the trip. Teachers are not usually able to give work in advance of their absence.
- For an excused absence for educational reasons, the intent of the experience should have been educational from the outset and comparable to that which the student would have experienced in school. Family trips and vacations that were not designed, initially, to be educational will not be excused. Signing the form documents that this absence is for valid educational purposes.

#### Absent Unexcused

- Any reasons not stated under medical and excused absence.

#### Tardy Excused

- Medical appointments.
- Out of ordinary accidents and traffic.

#### Tardy Unexcused

- Any reasons other than medical appointments or above.

#### Early Dismissal – Excused

- School team leaving early for tournaments outside of SCS. Siblings of player included.
- Medical appointments. Siblings are excused due to dismissal pickup issues.
- Not feeling well. Student spent at least 3 hours of school time during that day.

#### Early Dismissal – Unexcused

- Any reasons not stated under Early Dismissal – Excused

Any absence (full day, tardy or early dismissal) that does not fall into one of the above categories or is not properly documented by the student’s parent/guardian, is an unexcused absence. You’ll need to provide a note within one day of your child’s return to school, or the absences will be recorded as unexcused. Repeated unexcused absences can result in administrative action. Unexcused absences include but are not limited to, vacations taken during regular school days and truancy.

On a full day of school, a student must be in school for 3 hours to be considered present (i.e. arriving at school at 8:00 am and then leaving for the day at 9:30 am is considered a full day's absence). On an early dismissal day of school, a student must be in school for 2 hours to be considered present.

#### **NC Law**

***The Compulsory Attendance Law (G.S. 115C-378) states every parent, guardian, or custodian in North Carolina having charge or control of a student between the ages of 7 and 16 years shall cause the student to attend school continuously for a period equal to the time which the school to which the student is assigned is in session. It prohibits any person from encouraging, enticing, or counseling the child to be unlawfully absent from school.***

#### **TARDINESS**

Tardiness is handled in the school office. Children are officially tardy if they are walking through the front doors of the school after 8:20 am Monday, Tuesday, Thursday, Friday; 9:20 am Wednesday on the official school clock which is satellite controlled. Children arriving after 8:20 am Monday, Tuesday, Thursday, Friday; 9:20 AM Wednesday must be walked into the school office by a parent to get a tardy slip. Please wait with your child until a school employee can check your child in for the day. Students will remain in the lobby for morning prayer and announcements.

Five unexcused tardy days and unexcused early dismissals per trimester will result in an unexcused absence and detention will be served on Thursdays after school from 3:30-4:00 pm. Parents/Guardians must come to the front office to pick student up. Parents/Guardians will be notified the week before the detention shall be served. \*\*(note required from doctor or appointment if tardy)

If a child is absent in excess of 20 days, retention may be considered. Regular school attendance is required by the State of North Carolina for all children ages seven through sixteen.

Absences totaling 10 days without doctors' note will receive a letter and need to meet with the administration.

#### **SICK CHILD GUIDELINES**

Please use the guidelines outlined below when deciding on your child's wellness for the school day. If you child displays the following symptoms, DO NOT SEND YOUR CHILD TO SCHOOL:

##### **Symptoms**

- Fever - If your child has a fever of 100 or higher, they should stay at home and remain at home until he or she is fever-free for 24 hours without any fever reducing medications like Motrin or Tylenol.
- Diarrhea
- Severe coughing
- Yellowish tint to the skin or eyes
- Red watering eyes
- Bacterial pink eye
- Unusual spots or rashes
- Sore throat
- Difficulty in swallowing
- Vomiting
- Yellow or green discharge from the nose (one of the most commonly seen first signs of illness)

If your child displays the symptoms listed above, do not send your child to school. Your child may return to school 24 hours after symptoms have subsided. If a child exhibits these symptoms at school, parents will be called to take their child home. For example: fever or vomiting during the evening or night, means keeping the child home the next day.

Do not send a sick child on a school field trip.

Parents may be called from the school to obtain further information if the school notices the following symptoms in the child: headache, rash, stiff neck, infected areas of the skin, unusual behavior (crankiness, general discomfort, disorientation, lethargy), loss of appetite, severe itching of body or scalp, sleepiness.

Medical forms, allergy information, and emergency information must be completed in SchoolSpeak and immunization records turned into the office on or before the first day of school.

### **Lice**

In the case of lice, the child must be checked by a staff member and found to be nit-free, before returning to the classroom.

### **Doctors Excuse**

If a doctor's excuse is presented for P.E. or recess, the child will be allowed to sit out during these times.

### **MAKE-UP WORK**

When an absence occurs, it is the responsibility of the student to obtain all missed work assignments; upon returning to school, students should present a letter from their parents or guardians explaining the reason for the absence. A **reasonable** amount of time will be given for the work to be completed and turned in. If a student misses three or more days of school consecutively, arrangements can be made for obtaining class assignments by contacting the school office before 10:00 am for pick up at dismissal time on the third day. If the student misses only one or two days, the student will obtain his or her assignments upon returning to school.

The school calendar provides for extended weekends and breaks throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate excessive student absences, which negatively impact the child's learning experience.

Teachers are not required to allow students to make up work for unexcused absences. This includes absences that result from continuous tardiness and truancy. Personal vacations during school time are strongly discouraged. If a child is absent from school because of family vacations, for reasons other than the child's illness, or other bona fide emergency, the parents are solely responsible for providing all instruction in all missed assignments. **Teachers are not required to give make-up work due to vacations.**

## **Arrival and Dismissal**

### **CARLINE INFORMATION**

#### **Parent Expectations During Morning and Afternoon Carline**

For the safety of all concerned, the following rules must be followed:

- Follow all procedures as outlined in the PikMyKid handout.

- **Cell phone use is prohibited** in the carpool line after you have announced yourself through PikMyKid.
- Traffic control attendants, carpool volunteers and school staff shall be obeyed and respected at all times.
- Remain in cars while in carpool. Due to safety concerns, parents and children are not able to walk around the parking lot during carpool time.
- If parents have business to conduct in the office, please park in the lot and use the crosswalk to enter the building.
- VIP carpool auction winners and the after-school-care buses will park along the sidewalk in front of the building, facing away from the Church, and exit the same as all other vehicles.
- Please have infants in child seats when picking up siblings
- Please no pets on driver's when going through carline.

### **PikMyKid App**

This is the program we use for dismissal. Each family is **REQUIRED** to download the app on their mobile phones **AND** setup their PikMyKid account.

- If you are new, please refer to the flyer posted on SchoolSpeak.
- For those that already have the app, log into your account, and update your information.

### **Map/Route**

The carline map is provided each year in the welcome packet, and it is posted on SchoolSpeak. Always follow the car line schematic map for entering, the "PikMyKid announce stop sign" and exiting. Please be considerate of others and do not enter in front of the church and cut across the parking lot to get in line. Do not cut the carline at any time.

### **Morning Drop Off/Arrival**

- Carline for PreK through 8<sup>th</sup> grade students:
  - Begins at 8:00 am Monday, Tuesday, Thursday
  - Friday at 7:55 am
  - 9:00 am Wednesday unless otherwise noted
  - Choir students who arrive earlier must be accompanied into church by a parent. Please ensure the choir director and volunteers are present.
- **DO NOT** drop-off your child early. There is no supervision of students prior to 8:00 am unless you have signed up for the Saints Before Care Program.
- For the safety of all involved, wait for and follow the car line school staff's instructions. Do not drive or move unless instructed. **Refrain from using your cell phone.**
- Stop on your designated cones labeled 1-8.
- Do not let your child get out of the vehicle without a carline staff member.
- Students are required to get-out on the left side of the vehicle (behind the driver's seat). For safety reasons, no assistance from carpool volunteers if getting out of the right side of the vehicle. This is for safety reasons.
- The preferred method of arrival is carline in the morning, however, if you must park and walk your child into school, park in the lot between the school and church. The carline attendant will direct you when to cross using the crosswalk. We will not stop the carline for walkers.
- Walkers from the neighborhood should enter along the crosswalk between the school and church.
- Carline end times:
  - 8:17 am on Mondays, Tuesdays, Thursdays, and Fridays.

- 9:17 am on Wednesdays (delayed arrival) unless otherwise noted.
- If you are late and there are no carline staff members present, you must park and walk your child into the school to sign him/her in and they will be issued a tardy slip.
- Students are expected to be present in their classrooms and ready to begin their school day by:
  - 8:20 am Monday, Tuesday, Thursday, and Friday
  - 9:20 am Wednesday (unless otherwise noted)
- Dropping your child off in the rear of the building after 8:20 AM to not be marked tardy is prohibited. This is a major safety concern for students as staff are not present behind the building after carpool drop-off. This will not be tolerated for any reason and the school reserves the right to enforce consequences against violators.
- Choir-parents are required to escort students into church for morning practice (in the absence of a parent volunteer).

### **Afternoon Pick Up**

- Afternoon carline announcing for kindergarten through eighth grade will start at 2:35 pm. This means that you will be able to start announcing your child(ren) at the PikMyKid stop sign at 2:35 pm.
  - Be sure to STOP at the PikMyKid stop sign, hit the green announce button on your phone to properly announce your child(ren). \*\*If you announce before or after the PikMyKid stop sign, your child will not be called to the carline departure area at the correct time, and you will be asked to pull up until we can safely escort your child(ren) to you. This is often at the conclusion of afternoon carline departure. This is inconvenient for all involved. \*\*
- Carline will begin moving promptly at 3:00 pm.
- Parents must display name tags for afternoon pick up.
- For the safety of all involved, students are required to get in on the left side of the vehicle (behind the driver's seat). For safety reasons, it is discouraged from getting in on the right side of the vehicle. If your student must enter on the right side, they will not be accompanied by an adult or safety patrol volunteer.
- Carline dismissal end time:
  - 3:20 pm on regular school days
  - 12:20 pm on early dismissal days
- Students remaining after 3:20 pm will be walked to the school office. Students who are not picked up by 3:30 pm will join the aftercare program and the parents will be charged the daily drop-in fee of \$28.00 plus the registration fee of \$25 if not registered. There is no aftercare program on early dismissal days.
- Students delegated as walkers who will be picked up by a parent/guardian will be dismissed through the front doors when carline is complete, approximately 3:20 pm.  
Exceptions:
  - For students who walk or ride their bike daily home by themselves, parents will be required to fill out the Bicycle Riders/Walker Form which will be dismissed from the dining room approved by the principal and these students will be released at 3:00 pm.
  - Preschool aftercare and their siblings will be delegated through PikMyKid and will be dismissed from the dining room with the K-8th grade students at 3:00 pm.
- The preferred method of dismissal is carline in the afternoon, however, if you must park and walk to pick up your child, park in the lot between the school and church. The carline attendant will direct you when to cross using the crosswalk. We will not stop the carline for walkers.

## **WALKERS & BICYCLE RIDERS**

Students may be given permission to ride a bicycle or walk to and from school, at the parents' request, by completing a Bicycle & Walker Permission Form and submitting it to the office prior to the first time the child rides a bicycle or walks to school. Walkers must use sidewalks and crosswalks. NO cutting across the parking lot.

When riding a bicycle, a helmet is required. Students may ride up to the entrance to the parking lot but must then get off and walk the bicycle across the parking lot to reach the bike rack, following the directions of the carpool volunteers on duty. At no time during a school day may a student ride a bicycle in the parking lot or anywhere else on the school grounds. When departing, students must walk the bike to the entrance of the lot, and only get onto the bicycle once they reach the street. Bicycles must remain locked in the bike rack during the school day. Inappropriate use of a bicycle on school grounds, or on the way to and from school, will result in the loss of permission to ride.

For students who walk or ride their bike daily home by themselves, parents will be required to fill out the Bicycle Riders/Walker Form which will be approved by the principal and these students will be released at 3:00 pm.

## **DISMISSAL CHANGES (DELEGATION THROUGH PIKMYKID)**

If arrangements have been made for your child to be picked up by someone other than yourself or an authorized pickup, delegation changes must be made through PikMyKid by 2:35 pm. If this delegation is not made, your child will not be released. Please do not ask your child to notify us of carpool pick up changes. The person picking up your child from school at carpool needs to be listed in School Speak under Transportation with their name and phone number.

- The cut-off to make changes to your child(ren) departure is:
  - 2:30 pm (regular days)
  - 11:35 am (noon dismissal).
- Use the app for delegating your child to another individual. If your child has not been delegated, he/she will not be released to the individual until we have contacted one of the parent/guardians. An ID will be required.
- For individuals who do not have the app (i.e. relatives, friends, or individuals whose child does not go to our school), parents should change the pickup mode to "walker" and delegate their child(ren) to the individual. ID will be required at pick up. Students will be released with the walkers at 3:20 pm.
- For After School Programs children should be delegated to the appropriate after school program. Set the days, start date, end date. If your child is not delegated to the after-school program, they will stay in the class until we get approval from the parents.

## **EARLY DISMISSAL**

A parent or guardian who requests a student's early dismissal must email, send in a written request, or call the school office by 10:00 am the day of the early dismissal. PikMyKid does not accommodate changes for early dismissals.

Procedure for early dismissal:

- Notify your child's teacher and front office by 10:00 am (email or phone call) for early pick-up and time.
- All students leaving early must leave by the early pick-up cutoff:
  - 2:30 pm on regular school days

- 11:30 am on early dismissal days
- To pick you child up:
  - Park, walk in and sign-out your child from the school's front office.
  - Students are not allowed to walk by themselves nor being walked to the parking lot.

If the student returns on the same day, the parent or guardian must accompany him or her to the school lobby and sign him/her back into school.

Parents are asked to schedule doctor and dental appointments during non-school hours whenever possible. Occurrences of early dismissal are recorded in our attendance book. School Administration will contact parents if a pattern of early dismissal develops.

## Communication

Our goal is to keep you, the parents, and guardians, well-informed of events at the school. SchoolSpeak will allow you to securely access your child's grades, homework assignments, school directory, calendar, newsletter, and many other sources of information, pertaining to daily student life at St. Catherine of Siena School.

Your participation is crucial to this program's success. Please take a few minutes to log in with the information sent to you in the welcome email. While reviewing your information, please take the time to fill out all the forms to ensure the school has an accurate record for your family and child(ren). All SchoolSpeak forms **must** be updated annually.

If you need further information or need assistance logging into SchoolSpeak, please contact our SchoolSpeak administrator, Ivy Pesa, at 919-556-7613 or [ipesa@scswf.org](mailto:ipesa@scswf.org).

### **SCHOOL COMMUNICATION**

The front office will communicate using announcements on SchoolSpeak, email, text and hard copies sent via Thursday Folders.

#### **Thursday Folders**

Each student will bring home a "Thursday Folder" every Thursday afternoon. This folder will be the primary communication tool the school uses to send important information, forms, and student work home. Parents should sign the folder and return it to school on Friday with any completed forms or information enclosed.

### **TEACHER COMMUNICATION**

Teachers will let you know what the best form of communication is to contact them with your questions and concerns (notes, phone calls to school, e-mail). Please do **not** "pop in" on teachers unannounced or during morning or afternoon carpool line. We want to be able to give you the undivided attention you and your child deserve. Let teachers know that you want to communicate with them, and they will respond promptly.

*Since each member of our school staff also has family responsibilities, please contact them during school hours only and not at home during evening hours unless they specifically request that you do so. **Please do not send teachers a "text" message related to school** as this is against the teacher/staff handbook regulations. There is a fine line between personal and professional relationships. Please be conscientious of the teachers' professional role at school.*

## **EMAIL & PHONE CALL DISCLAIMER**

Please allow school personnel TWO business days (24 hours) to respond to your phone calls or email.

Not all email warrants an electronic reply; responses may come via a telephone call or written correspondence.

Please email or call the office if you have questions of "time-sensitive" nature such as school absence, missing lunch, medication concern, parent will be in for an "unscheduled" conference that day, missed work request, etc.

Saint Catherine of Siena Catholic School has provided staff members with a professional email address to support their responsibilities as employees. The following guidelines are provided to assist staff and community members to utilize email effectively in an educational setting.

- Email **IS** to be used for:*
- Due date questions
  - Request for a phone call
  - Thank you notes
  - Field Trip questions

- Email **IS NOT** to be used for:*
- Discussions
  - Discipline issues
  - Confidential student information  
(conferences should be used to discuss student issues)

If you need to get a timely message to your child or child's teacher or speak to your child's teacher regarding a confidential or urgent matter, please call the office at (919) 556-7613.

School business should not be done through texting. Parents, please do not text teachers regarding your child(ren).

## **CONCERNS**

Please communicate any concerns or questions you have to the person closest to the problem first. In most cases, this will be your child's teacher. If the teacher is unable to resolve the issue to your satisfaction, either you or the teacher may request the help of the principal. The principal's decision in such cases is final. *Meetings with the Pastor and/or superintendent will not be granted until you have met with the principal.*

## **VISITOR ETIQUETTE**

All visitors to the school should report to the front lobby and sign in using "Raptor", licenses are required. Since our school office space is limited, and our office staff is small, we ask that you please limit your time in the school to only what you need to complete your business. In addition, a tremendous amount of the business conducted in our school office and teacher workroom is confidential; therefore, we must limit visits by unauthorized individuals. Please understand that our intent is to be able to meet the needs of all our parents, faculty, and students in an efficient and friendly manner. Thank you for your consideration in this matter.

## **STUDENT TELEPHONE CALLS**

Students may not receive phone calls during the day. Messages will be given to the appropriate person. Students are allowed to make phone calls only with the permission of their supervising teacher and/or office personnel, and only from the school office. Student use of classroom phones or cell phones is strictly prohibited during the school day, unless so directed by a teacher or the principal.

## **CHALLENGED MATERIALS**

### **Philosophy**

St. Catherine of Siena Catholic School Library/Media Center exists to provide the wide variety of materials and resources necessary to support the educational goals and objectives of the school, beyond textbooks and supplementary materials used in the classroom. Library/Media personnel have the responsibility for coordinating and recommending the selection of library media. Faculty have the responsibility for reviewing and recommending classroom instructional materials and textbooks. The principal approves all selections and purchases.

### **Policy**

- Parents have a right to inspect all instructional and supplementary materials used in the school.
- Parents may request a review of any of these materials about which they have a concern.

### **Procedure**

- Concern about any educational and/or curricular material used in the school should be expressed in writing to the principal, utilizing the form "Request for Review of Educational Materials", available in the school office, or in the Appendix.
- The principal and/or designee will arrange a conference with the concerned individual to discuss the question or concern.
- The material or materials about which a concern has been raised will be removed from circulation until a decision has been reached as to their appropriateness.
- After the conference with the concerned individual, the principal will confer with the Pastor and other selected individuals, including, but not limited to, Faculty Members, Media Specialist, Chair of the Advisory Council, and the Diocesan Superintendent of Schools, before making a decision on the continued use of the material in question.
- The principal, in conjunction with the Pastor, will issue a decision, which will be final.
- The principal will communicate the decision to the concerned individual in writing. The principal shall also inform all parties involved in the review process of the final decision and shall order the material replaced in circulation or permanently removed from the school.

# **Emergency Information**

## **EMERGENCY PROCEDURES**

### **Fire, Tornado, Evacuation and Lock-down Drills**

Monthly fire drills are conducted in accordance with state law. Tornado drills will be held during hurricane season and during Severe Weather Awareness Week in March, as well as any other times as prescribed by law. Other Safety Drills will be conducted in accordance with diocesan policy and Wake County Emergency Management Agency recommendations.

### **INCLEMENT WEATHER**

In the event of inclement weather, a text message will be sent via SchoolSpeak to notify you in the event of an emergency, early dismissal or in the event that we must deliver pertinent information to you quickly. Text messages cannot be sent in the absence of your mobile carrier in SchoolSpeak. Please be sure that we have valid home/cell telephone numbers, as well as e-mail addresses for each parent, as well as those individuals responsible for bringing and picking up your child from school.

Parents can also monitor stations WRAL for school closings or delays.

Notifications regarding the school will be listed as: St. Catherine of Siena Catholic School

PLEASE NOTE: St. Catherine of Siena School and Preschool do not follow Wake County Public School notifications. Because Wake County covers a very large region and utilizes bus transportation, they follow different guidelines in making delay and cancellation decisions in consideration of bus routes.

In some cases, inclement weather approaches quickly and/or an emergency necessitates an early dismissal or evacuation during a school day. If it becomes necessary to have an early dismissal, the school office will initiate a text message and email to all parents. Postings may also be on the TV station listed above. If you suspect serious inclement weather, check TV station to see if our school will be dismissing early. In the event of an early release, please pick up your child promptly so teachers can travel safely to their homes or to collect their own children. If you are unable to get to school to pick up your child, please be assured that *no child will ever be left alone at the school*. If necessary, any children not able to be picked up will be taken by a staff member to the nearest weather shelter for safety.

### **EMERGENCY FORMS**

Family telephone numbers and emergency information are required to be kept on file in the school office. Please be sure to log into SchoolSpeak, and update your Emergency Contact Form, at the beginning of each school year and/or as needed to make changes, so that we will have updated telephone numbers and contact information of who to contact in the event of an emergency.

*Parents are asked to inform the school office in writing of any changes in information that may occur during the school year, but parents must also log into SchoolSpeak to update their information periodically. Students and parents whose information has not been updated in SchoolSpeak may be excluded from activities and emergency messages involving school. Mobile carriers must be selected in SchoolSpeak in order to receive text messages.*

The school cannot accept responsibility of caring for a sick or injured child without parent directives, medical information, and consent for treatment. Please log into SchoolSpeak to complete the Consent for Medical Treatment Form, so that we have information and can provide first aid to your child in the event of an accident or illness. Medical consent must be updated each year before the start of school.

### **EMERGENCY MEDICAL TREATMENT**

If a child's injury or illness requires emergency medical treatment, the school will first call Emergency Medical Service (911), then notify parents immediately. If a parent cannot be reached, the alternate emergency contact on the Emergency Form will be called. If the child is taken to an emergency room before the parent arrives, a school staff member will accompany the child with the child's medical and insurance information. In the event of a medical emergency, parents must come immediately to the school or emergency room.

## **WAYS TO GET INVOLVED**

### **HOME AND SCHOOL ASSOCIATION (HSA)**

All school parents are asked to join the Home and School Association each school year. The HSA promotes communication and cooperation between home and school, provides information and updates regarding the school, and encourages parental support to the school through community building

functions, volunteer opportunities, and fundraisers. All parents are encouraged to attend all HSA meetings. *All families are expected to be involved in the HSA and to support the school fundraisers.*

### **SCHOOL SERVICE CREDITS**

Being introduced this year, for kindergarten through eighth grade families, the SCS Catholic School, the School Advisory Committee and the HSA has created a School Service Credits program. As part of each family's commitment for your child(ren) to attend St. Catherine of Siena Catholic School, school service credits will help track volunteer efforts in order to continue offering great programs, events, field trips while building community.

#### **Total Credit Obligation**

Families will have an obligation to complete a total of ten (10) credits each year.

Any families with a child in grades K-2 will have a reduced obligation of 8 credits per year.

- For multi-child households, the obligation is based on the youngest child so if you have a first grader and a fifth grader, your total family credit obligation is eight (8) credits for the year.
- Single parent households have a reduced obligation of 6 credits per year.
- HSA board members, class parents, and sport coaches automatically meet their service credit obligations by fulfilling their duties in these roles. Service credit opportunities will be advertised throughout the year as fundraising and community events are posted.
- Volunteering for school sporting events and clubs also meet required service hours.

#### **Buy-Out Option**

Families that would prefer to buy credits instead of giving time, the following will apply:

- \$200 will buy half of the family credits
- \$350 will buy all of the family credits

#### **Hardship Exemptions**

Families can apply for a hardship exemption from this obligation by submitting a request to: Gayle Walker at [gwalker@scswf.com](mailto:gwalker@scswf.com). Please state the hardship in your letter.

#### **Guidelines**

- Families/volunteers will be required to check in with the designated volunteer coordinator for each event in order to be credited for your school service time. If you do not sign in and out, you will not be credited for service time.
- No children will be permitted to attend service time. If there is a volunteer available to provide childcare as a service credit, the option will be posted.
- Any member of your family can help fulfill your school service credits - grandparents, etc.

#### **Incentives**

If giving your time to your school community is not rewarding enough, we have provided some rewards for our participants each trimester!

1. Raffle into that trimester's VIP Carpool for those that complete service time within that trimester.
2. VIP seating at the school Advent Program.
3. Each trimester, those that complete service time will be entered into the raffle for a pair of tickets to our big auction night.

### **SCHOOL ADVISORY COMMITTEE (SAC)**

The School Advisory Committee is composed of appointed members of our parish and school who meet monthly to advise the Pastor and Principal on the administration of the school.

## **HELPING HANDS – VOLUNTEERING AT OUR SCHOOL**

Parent's time, talent & effort provide a very important community service for our children and their peers. Volunteering is imperative to the vitality of our school. Parents are encouraged and welcome to be involved in a variety of aspects of your child's education, within the classroom and within the school. The goal is to advance the spirit of service to meet the volunteer needs of the school by creating a sense of community through social & spiritual activities. The Home and School Association and the school office will also present ideas for parent involvement and help.

To volunteer, parents/guardian must:

- complete a yearly Diocesan Personal Information Form (Level C) indicating no history of child abuse that will be kept in the office (back of the handbook)
- attend a "Safe Child Training" on recognizing and reporting signs of child abuse once every 5 years (school employees are screened and trained according to Diocesan and state requirements, as well)
- complete an application form, including permission for a background check, as required by the Diocesan Schools Office *if you will be working with children without direct supervision by an employee*. This will include, but is not necessarily limited to, coaches, field trip chaperones, lunch volunteers, scout leaders, catechists, after school program volunteers.
- ***adhere to the no siblings unless specifically specified policy***
- have a child, niece, nephew or grandchild currently enrolled in the school
- dress appropriately. Clothing should be modest and neat.

When volunteering at the school in any capacity:

- Parent volunteers and all visitors are asked to sign in using "Raptor".
  1. A driver's license is needed to obtain a visitor badge through the school Security System. "Raptor"
  2. Nametags must be worn while visiting the school.
  3. Upon completion of your visit, please remember to check out in the lobby or school office.

We also remind all volunteers of their ethical and moral obligation to respect the dignity and privacy of children, other parents, and teachers. Discussion of things heard or observed while acting as a volunteer, or of confidential information known to you about a child or his/her family, is not permitted. It is un-Christian and can also be very hurtful or damaging to reputations and school climate. Such actions will disqualify a parent as a school volunteer. However, if you observe something dangerous or detrimental, please alert the teacher or principal.

## **FUNDRAISERS**

To meet our fundraising goals set by the Pastor and maintain the financial health of our school it will be necessary for every family to support our fundraisers with time and talent by helping our school to generate an annual profit.

# **Student Life**

## **STUDENTS AND STUDENT PROPERTY**

### **Student Regulations and Procedures**

Privacy of individual students must be balanced against the need to protect the health, welfare and safety of other members of the school community.

## **Searches**

The principal/administration or his/her designee has the right to protect the health, welfare and safety of school patrons against drugs, weapons, unauthorized publications and other contraband materials. Search of a student's person and/or personal property on school property or at school activities may be conducted by the school Principal/administration or other designated officials. It is only necessary that a search be reasonable and related to the school rights in these regards. The failure of a student to voluntarily submit to a search shall be presumptive evidence of the existence of contraband and grounds for appropriate disciplinary action.

## **Interrogation of Students**

Unless provided with a court-issued warrant, the Pastor (or Principal if Diocesan high school) or the Office of Catholic Schools must first be consulted before law enforcement authorities are allowed to speak to any student for interrogation purposes of alleged illegal activities. This policy does not apply to Child Protective Services (CPS) officers, who are by law entitled to interview children.

The questioning by police officers of students in school or on school grounds about alleged illegal activities shall meet the following conditions:

- The Principal or the Principal's designee shall be alerted.
- The police officers shall report to the principal's office.
- Permission from the student's parent/guardian, either by phone or in person, prior to questioning must be acquired.
- The principal or a school representative shall be present.
- The questioning shall be conducted in a private room where participants cannot be seen or heard by students and/or other school personnel.

The police officers, under unusual circumstances, may take legal actions that they deem necessary.

## **Student Property**

Students are solely responsible for their own personal property. The school accepts no responsibility for items left unattended in the common areas of the school. It is the responsibility of the student to turn in wallets, watches and other valuables to the physical education teacher/coach when participating in athletic events away from school. Items of personal property or clothing not directly related to academic or athletic events sponsored by the school should not be brought to school.

## **Cell Phones and Personal Technology**

Students may not keep cell phones or smart watches in their book bags, desks, lockers, or on their persons. If it is necessary, for safety reasons, that a student must bring a cell phone to school, the phone must be turned into the office upon arrival at school. Students may pick up their phones at dismissal time but may not use them during carpool time. Students who intend to regularly bring a cell phone to school must register the phone with SCS and sign a waiver releasing the school from any liability if the phone is lost, stolen, or damaged.

## **School Lockers and Desks**

Lockers and desks are school property and are subject to searches by school authorities to protect the safety of all. A student to whom a locker or desk has been assigned has exclusive use of the locker or desk but has no proprietary rights versus the school.

Middle school students are assigned a specific locker for use during the school year. Students must provide a combination lock and share the combination with their teacher in case they are unable to access their locker. Only the student who has been assigned may use the particular locker. Students are expected to keep the locker clean and neat and to refrain from storing food overnight. Students may

decorate only the inside of their own lockers. Decorations should not interfere with the student's efficiency in using the locker or cause unnecessary distractions to others.

If a locker is jammed or a student cannot get the lock combination to work, the student must report this to the homeroom teacher, who will notify the maintenance department in order to take care of this problem. Students may be charged a \$20 fee if damage is deemed to be due to misuse of the locker.

### **CARE OF SCHOOL PROPERTY**

Students are to care for school property in a respectful manner. Students who deface or damage school property or the property of others will make financial restitution. If library books are not returned, students will be assessed an amount equal to the value of the book or its replacement, whichever is greater, as determined by the principal/administration.

Students are assigned textbooks at the beginning of the school year and will be required to return the same textbooks in good condition at the end of the school year. School textbooks may be covered with brown craft paper or a material cover. Doodling, drawing or defacing of school issued materials is unacceptable. Students will be charged for damaged textbooks. Report cards and final transcripts will not be issued until all books have been returned and all fines have been paid.

### **RECESS INFORMATION & PLAYGROUND RULES**

#### **Recess**

Recess is an unstructured break scheduled generally after lunch for students, preferably outside on the playground. Teachers and teacher assistants will be assigned recess duty.

*Weather:* The following guidelines are to be used to determine whether recess is held indoors or outdoors:

<b>Cold Weather Guidelines</b>		<b>Warm Weather Guidelines</b>	
Above 32°F with or without wind chill	Outdoors	Heat index of 90°F or below	Outdoors
15°F to 32°F with or without wind chill	Teachers on Recess Duty Discretion	Heat index between 91°F and 94°F	Teachers on Recess Duty Discretion
Below 15°F with or without windchill	Indoors	Heat index above 95°F	Indoors

#### **Playground Rules**

The fenced playground area has three areas—the Preschool playground, including the sandbox, the Elementary/Middle school playground, and the grassy area.

#### **Preschool playground**

- Elementary/Middle school students are not to play on the Preschool structure or in/on the sandbox.

#### **Elementary/Middle school playground**

- Play Structure
  - The play structure is designed for climbing however children should not climb on top of the walls and structure.
  - Only one child at a time should be using the handrails (monkey bars).
- Slides
  - Students are to climb up steps/ladders to the top of the slide and to slide down the slides.

- Students should always slide on their backsides.
- On the slide with rails the students should slide feet first.
- The slide without rails is designed to be used in three different ways:
- Beginner—straddle the slide and slide down.
- Intermediate—slide down feet first with legs together on top of the slide.
- Advanced—slide down “sidesaddle” with both legs off to one side of the slide.
- Only one child should be using the slide at a time.
- Fierce Cyclone (spinney thing)
  - K, 1, 2—two children at a time may play.
  - 3-8—two children at a time may play.
  - The children are to use the motion of their bodies to make the cyclone spin.
  - Children are not to push other children around in the cyclone.
  - Children are not to use their feet to push off the ground to move the cyclone.
  - Children waiting their turn should stand behind the black mulch barrier.
- Swings
  - K-8 students are to use the swings closest to their play set.
  - When walking to a swing, children should walk outside of the mulch area until they are directly in front of the swing and then walk to the swing.
  - Children are to swing in a sitting position.
  - Jumping from swings that are in motion is not allowed.
  - Children should not run through the swing area.
- Grassy Area
  - The grassy area is available for soccer, running games, balls, jump ropes, etc.
  - Jump ropes are to be used for jumping rope only.
- Black Top
  - Students can play Basketball on the black top area.
  - Students can throw a football around in this area only.

## **MIDDLE SCHOOL INFORMATION**

### **Behaviors for Success**

Middle School students are the leaders of our student body. As such they are expected to serve as appropriate Christian role models for our school and church community.

In addition to adhering to the *St. Catherine of Siena Parent/Student Handbook*, Middle School students will be challenged to:

- Monitor their speech, dress, behavior, and interactions with others so as to promote our Catholic culture.
- Be respectful of oneself, school property, others’ property, and personal space (no holding hands).
- Come to each class with the necessary materials to learn.
- Come to school/class with a proper disposition to learn.
- Promote a classroom environment that allows the teacher to teach and the students to learn.
- Adhere to the policies and procedures of every teacher in every class.
- Transition to classes in an orderly and timely fashion.
- Respect the pre-school, elementary and church community by walking quietly in a line in the church building and moving to the right in walkways and other areas of common thoroughfare.

Students are required to record their homework assignments in their agendas, which will be brought to class each day. Parents will be contacted if their student repeatedly fails to bring in assignments.

### **Parent Communication**

SchoolSpeak offers the opportunity for the classroom teachers to email or text parents directly from the platform. Please make sure that your mobile number and mobile carrier are entered into your SchoolSpeak profile. This will allow you to receive text reminders and updates about things happening in your child's classroom as well as around the school.

**\*\*PLEASE CONTINUE TO CHECK SCHOOLSPEAK ON A REGULAR BASIS FOR ASSESSMENT GRADES\*\***

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

Students will have access to school Chromebooks and iPads.

- Students are not to use devices to communicate (texting, calling, or emailing) any other person during the school day.
- Devices are to be used in the classroom only for academic purposes under the supervision and permission of a classroom teacher.
- Students must provide their own headphones, and the music level through the headphones should not be audible by any other person. Listening to devices is by discretion of individual teachers.
- Policies relating to use of devices may be changed from time to time.
- Students must use and take care of the devices properly.

Parents will receive directions on registering their child(ren)s devices from their homeroom teacher.

### **HEALTH AND WELLNESS POLICY**

St. Catherine of Siena Catholic School recognizes that having allergies and/or asthma is a significant condition affecting many children, and positively welcomes all students with allergies or asthma.

This school encourages children with asthma to achieve their full potential in all aspects of school life by having a clear policy that is understood by school staff and pupils. Teachers and new staff are also made aware of the policy. All staff are provided with First Aid/CPR training which is updated every two years.

#### **Asthma Medication**

Immediate access to reliever inhalers is vital. Children are encouraged to carry their inhaler as soon as the parent, doctor or nurse and class teacher agree they are mature enough. Parents are asked to ensure that the school is provided with a labeled spare reliever inhaler. All inhalers must be labeled with the child's name by the parent and a completed Medication Authorization Form on file by the first day of school.

#### **Food Allergy Policy**

St. Catherine of Siena Catholic School recognizes that life threatening food allergies are a significant condition affecting many school children, and our school positively welcomes all pupils with food allergies. St. Catherine of Siena Catholic School is *not* a peanut-free environment; therefore, school lunches may come in contact with peanut products. In addition, our classrooms are used for meetings and activities, over which we have no control, before and after school hours. We cannot guarantee that the environment is always contaminant-free.

To minimize the incidence of life-threatening allergic reactions, St. Catherine of Siena Catholic School will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian and physicians have informed the school in writing that the student(s) has a potentially life-threatening allergy.

**Training** - To minimize the incidence of life-threatening allergic reactions, St. Catherine of Siena Catholic School will provide training and education for all school staff. In conjunction with the student's parent/guardian and primary care provider and/or allergist, the school will maintain to the best of their training an Emergency Action Plan for any student identified with a potentially life-threatening allergy.

The training will be provided to ALL school employees and will include (but not be limited to):

- A description/definition of severe allergies and a discussion of the most common food, medication, latex and stinging insect allergies.
- The signs and symptoms of anaphylaxis.
- The correct use of an epinephrine auto-injector (EpiPen).
- Specific steps to follow in the event of an emergency.
- Completion of an "Evaluation Form" by each employee after training.
- Activating Emergency Medical Response - Dial 911.
- Location of emergency antihistamine and EpiPen.
- Policy and procedure will be reviewed at the beginning of every school year.

**Notifications** - Classroom teachers will be notified about the nature of the life-threatening allergies faced by students. This notification will include an explanation of the severity of the health threat, a description of the signs and symptoms to be aware of, and what allergen (food, materials, etc.) to avoid.

**Classrooms** - Teachers must be familiar with the Emergency Action Plan of students in their classes and respond to emergencies as per the emergency protocol documented in the Emergency Action Plan.

In the event of a suspected allergic reaction (where there is no known allergic history), the front office will be called, and the school's Emergency Response Plan activated. The emergency medical services will be called immediately.

**Snacks** - A parent or guardian of a student with food allergies is responsible for providing all food for his/her own child. Snacks will be kept in a separate snack box or container provided by the parent or guardian.

**School Field Trips** - Protocols for field trips will include timely notification of the nurse. Medications including an EpiPen® and a copy of the student's Emergency Health Care Plan must accompany the student. A cell phone or other communication device must be available on the trip for emergency calls. The adult carrying the EpiPen® will be identified and introduced to the student as well as the other chaperones.

### **Concussion Protocol**

Any student who displays or exhibits signs/symptoms/behaviors consistent with a concussion or TBI will be immediately evaluated by the school front office. If necessary, the school front office will determine an immediate plan of action, which may include referral to a physician and/or emergency department. If the student is referred, they may not return to school until seen and cleared by a physician.

### **Record Keeping**

At the beginning of each school year, or when a child joins St. Catherine of Siena Catholic School, parents are asked to submit a child's medical record and Emergency Action Plan. From this information, the school keeps its asthma register, which is available for all school staff. If medication changes in between times, parents are asked to inform the school.

### **Medication**

Classroom personnel are not authorized to administer prescriptions or other medication. If your child requires medication to be administered during the school day, office personnel will administer it according

to your doctor's orders in the presence of another adult. A medication form must accompany any prescription medication which also must be sent in the prescription container with the doctor's directions. Forms are available in SchoolSpeak. *\*Exception is made for asthma inhalers; asthmatic students should keep their inhalers in their backpacks for quick access; when they attend P.E. classes or recess, they should carry the inhaler with them or have a staff member hold the inhaler for them.*

Medication must be sent to the school front office in the container received from the pharmacy and must have on its label the following information:

- a. Child's name
- b. Name of doctor prescribing the child's medication
- c. Frequency
- d. Dose
- e. Date

All non-prescription medication (cough drops, lip balm, etc.) should be taken to the school front office with the following information:

- a. Child's name
- b. Frequency
- c. Dose
- d. Date

A completed Medication Authorization Form must accompany all medication. All medication will be kept in the school front office in a locked cabinet.

### **SNACK, WATER BOTTLE & LUNCH**

Students should arrive each day at school with:

1. **Healthy Snack** – to be eaten in the classroom. Please send one snack that is easy to open and eat.
2. **Water Bottle** – each child is required to have his/her own water bottle every day. Hydration is vitally important for optimal brain functioning as well as general health and comfort. Having water readily available throughout the day, as well as during physical education class and recess, will be of great benefit to your child. No glass water bottles allowed.
3. **Lunch** – students may order from our hot lunch program or bring a nutritious lunch from home. No sodas, energy drinks, candy. Your child's teacher may contact you if there is a concern about the nutritional value of your child's lunch.
  - **Cafeteria** - lunch will usually be eaten in the cafeteria. Once the teacher has delivered students to the cafeteria, students may not leave the room without the permission of a teacher or lunch volunteer.
  - **Visiting for Lunch** - if you will be joining your child for lunch on a special occasion, please contact the school office as seating is limited. Your child will enter the cafeteria with his class at the assigned time and can join you there. Sign in through "Raptor" in the school front lobby.
  - **Food Allergies** - please alert the office and your child's teacher if your child suffers from food allergies or swallowing disorders. An area of the classroom lunch table will be designated for those with food allergies. **Allergy information must be updated in your SchoolSpeak profile. We are not a nut free campus.**
  - **Birthday Celebrations** – birthdays will be celebrated during lunch unless other arrangements are made with the teacher. The treat must be store bought and individually wrapped. Please alert your child's teacher 48 hours in advance that a treat will be sent. This will allow the teacher to coordinate in the event there are two birthdays on one day.

- **Missing Lunch** - If a student forgets his or her lunch and the student or teacher is aware ahead of time, the parent will be called and asked to bring lunch to school for their child. If a parent cannot be reached or the missing lunch is noticed at lunchtime, an emergency lunch will be provided. The cost for an emergency lunch is \$5.00. Parents will be expected to pay promptly.

## **FIELD TRIPS**

Field trips may be taken to enhance classroom instructional objectives, at the discretion of the teacher and Principal. Because of the cost and/or liability involved with transportation, on-site presentation of various types will sometimes be substituted for an off-site trip. When field trips do occur, there may be a cost involved which the parents will be asked to pay. If this presents a burden for your family, please notify the principal.

For a child to participate in a field trip, a permission form must be signed by the parent and returned to the school. All field trips will depart from, and return to the school, unless special permission is sought and received by the parent.

According to Diocesan policy, travel for field trip destinations should utilize charter or school bus transportation. Students are not allowed to travel in parents' personal vehicles as this presents safety and liability issues, but we may occasionally ask parents to transport their own children for an excursion. Again, if this presents an insurmountable hardship, please contact the principal.

Siblings are not allowed on class field trips.

Please do not send a sick child on a field trip. If your child goes home from school sick the day before a field trip with symptoms that would prohibit them from returning to school (page 19), he or she will not be able to participate in the field trip.

## **CLASSROOM CELEBRATIONS**

Our school has adopted basic procedures regarding birthdays, holidays, and other special occasions.

### **Birthdays**

Parents/guardians are welcome to send in a birthday treat to commemorate their child's birthday. We ask that you reserve this privilege for birthdays only. Birthday celebrations will be in the classroom. Students often receive special privileges and acknowledgement from their teacher, their classmates, and the principal will announce their birthday during morning prayer and announcements.

Parents are welcome to join their child during lunchtime to celebrate their birthday. Pre-packaged snacks are preferred.

We do not allow deliveries of balloons, flowers, etc. or classroom visits from family, or costumed characters during the school day.

Please follow these guidelines when planning for a birthday treat:

1. Teachers will let you know what kinds of treats work best, how many students in the class and if there are any food allergies. When planning a birthday treat contact the teacher 48 hours in advance via email and inform the teacher that you will be sending in a birthday treat, include the day. This will allow the teacher to catch any days where there may be two or more special treats planned. It will also allow the teacher to plan for any student who has a food allergy.
2. Consider any food allergies in your child's classroom when deciding on a treat.

3. Send or bring in the treat in the morning to the school office labeled with your child's name and grade. All treats must be store bought and individually wrapped. If the items are not store bought and individually wrapped, we will send the treats home with the student.

### **Holiday Parties**

There are three holidays for which teachers allow classroom celebrations: Halloween/All Saints Day, Christmas, and Valentine's Day. Please check with your child's classroom teacher about parent participation in parties. There are certain designated events, teachers may have specific activities and events planned where siblings cannot be included. Please note which events are open to siblings. If a party cannot accommodate siblings, it does not exclude your participation in planning or facilitation before the event. Teachers will communicate with parents any additional information as it draws closer to the scheduled event.

### **Other Special Occasions**

There may be other events of a celebratory nature for specific classes, when students may be asked to bring treats, games, puzzles, costumes, etc. Your help is always appreciated with such requests. Information of this nature will be published on SchoolSpeak, in teachers' classroom weekly newsletters or emailed directly to you by your child's teacher. (i.e. 100<sup>th</sup> day for K, 1<sup>st</sup>; May Crowning for 2<sup>nd</sup>, All Saints' Day for 3<sup>rd</sup>, Catholic Schools Week, etc.)

### **BEFORE AND AFTER SCHOOL CARE**

St. Catherine of Siena offers a Before and After School Care Program. Students who are enrolled in the program must pay a registration fee upon enrollment.

Before and After Care is for registered students of St. Catherine of Siena Catholic School. The program will operate on school days only.

Hours of operation for K-8 students:

Early Morning Care

- Monday, Tuesday, Thursday, Friday, 7:15– 8:00 am
- Wednesday 7:15 – 9:00 am

After Care

- Monday – Friday, 3:15 – 6:00 pm

The program is closed on holidays, half days, teacher workdays and inclement weather days.

Students who are not picked up by 6:00 pm will receive:

1. A phone call reminding you to pick up your students on time.
2. A registered letter reminding you that failure to pick up your child on time constitutes neglect.
3. Repeated failure to pick up your child from After School Care on time will result in your child not being allowed to attend the After School Care program.
4. Repeated failure to pick up your child on time will result in an additional charge through FACTS.

Additional local care provider partners:

- Kids R Kids | 919-453-2543
- Discovery Point | 919-229-4127

## **EXTRACURRICULAR OPPORTUNITIES**

St. Catherine of Siena Catholic School will offer a variety of extra-curricular activities, including a Middle School Athletic Program, through the Triangle Area Catholic Schools Athletic League. The principal will appoint an Athletic Director, subject to Pastor's approval. The Athletic Director will administer the program, attending Athletic Directors' meetings, procuring coaches and referees, overseeing expenses, setting schedules, and performing other necessary activities. The Athletic Director will communicate regularly with the principal and report monthly to the School Advisory Board. A student who wishes to participate in the SCS Athletic Program, as well as any other extra-curricular activities, will be eligible by maintaining good attitude, behavior, and academic grades, according to his/her ability. Failure to maintain an acceptable standard in any of these areas will result in a student being declared ineligible for games, contests competitions, or practices, depending on the nature and severity of the problem.

All participants of athletic teams will be required to provide 1) an annual permission form signed by parent or guardian, 2) a signed Agreement to Abide by Athletic Policies form, and 3) a current (less than one year old) physical report from his/her doctor, listing all current medications and detailing any physical restrictions or limiting conditions.

All other details regarding participation in school sports will be found in the Student Athletic Handbook, which can be obtained from the Athletic Director and coaches prior to participation.

### ***Sports***

Competitive sports are available for grades 5-8.

- Fall
  - Boys and Girls Cross Country (Starts August)
  - Boys Soccer (Starts August)
- Winter
  - Boys and Girls Ultimate Frisbee (Starts November)
- Spring
  - Girls Soccer (Starts late winter)
  - Boys and Girls Golf (Starts in February)

### ***Intramurals/Sports Clinics***

Intramurals and sports clinics are open to all grades and will be announced as they become available.

### ***Activities***

Choir, Altar Servers, Science Olympiad, Academic Decathlon, Chess, Safety Patrol, Book Club

In all cases, the final decision to confer eligibility to participate in any extra-curricular activity remains with the principal.

## **LOST AND FOUND**

To avoid items becoming lost, students' first and last names should be written on all backpacks, lunch boxes, water bottles, P.E. outer wear such as SCS jackets or sweatshirts, coats, and school uniforms. Any items found in the school building or on the school grounds should be given to the school Office to be placed in the Lost and Found area. Items placed in Lost and Found remain there for 10 days before being donated to used uniforms or charity.

Students who lose a library book, textbook, or workbook must pay the replacement cost of the book plus shipping in order to receive a new copy.

# Admissions & Enrollment

## ADMISSIONS POLICY

All students must apply for admission to St. Catherine of Siena Catholic School and St. Catherine of Siena Preschool. Admission priority will be given to Catholic children. We at St. Catherine of Siena Catholic School and Preschool know that a successful school experience occurs when parents give evidence of being:

- supportive of the Catholic Church
- desirous of a strong academic program
- supportive of the child taking responsibility for his/her behavior, self-management, and learning
- committed to the programs and activities that support the school

### **Admission Priorities**

Registration forms for all currently enrolled students are due approximately 2 weeks after registration begins during Catholic Schools Week (specific date to be provided by the administration), at which time, available space will be determined, and admission offered to newly evaluated applicants.

Applicants will be accepted on the following basis:

1. St. Catherine's is a parish school. Children of registered parish families, who meet the admission criteria, will be given first consideration.
2. Catholics out-of-parish will be given next consideration.
3. If space is available, any other applicant will be given consideration.

The principal will interview the families of the prospective student(s) to determine the commitment of parents and student(s) and the ability of the school to meet the individual needs of the candidate.

As a private school, the teaching-learning environment may not be designed to accommodate the needs of all children. St. Catherine of Siena School does not have specialized facilities or personnel to work with students who have significant learning differences. St. Catherine of Siena School will evaluate students with learning differences on a case-by-case basis with respect to the school's ability to provide those students a quality education. St. Catherine of Siena School reserves the right to deny enrollment to a student if the school determines, at its sole discretion, that it cannot adequately serve the needs of the candidate.

New students will be on probation for the first 30 days of school. Sixth and seventh grade students must maintain a 2.0 grade point average to remain enrolled at St. Catherine of Siena. Parents agree by signing the handbook form that students who do not meet academic and behavioral and emotional expectations as determined by the school administration and teachers will be asked to seek other educational situations and will not be permitted to remain at St. Catherine of Siena School beyond a reasonable period of time to transition to another educational setting.

### **Admission Requirements**

#### **Age**

**Preschool:** students must be three (3) or **four (4) years old** on or before **August 31** of that year.

**Kindergarten:** students must be **five (5) years old** on or before **August 31** of that year.

#### **Applications**

Applications for Preschool through seventh grade are accepted throughout the school year based on availability. Parents may pick up an application from the school office or apply online through the school website. Eighth grade students wishing to seek admission must be moving from out of state and have

attended a Catholic School for at least the previous school year. All additional admissions requirements must also be met.

### **Academic Readiness**

All prospective students are tested for academic and social readiness. This is determined by grade level results on placement/screening test given by the school, previous school performance as indicated by past report cards or formal progress reports and teacher recommendation form.

Applicants may be reprioritized at the discretion of the principal.

### **How to Apply**

Pre-enrollment for currently enrolled students and their siblings begins during Catholic Schools Week. Each family will be given a pre-enrollment package with information necessary to re-enroll their students. We will begin accepting applications for new students at Open Registration (this occurs during Catholic Schools Week).

## **ENROLLMENT REQUIREMENTS**

### **Requirements for Enrollment**

1. Documents Needed
  - a. Copy of child's birth certificate.
  - b. Copy of child's immunization record. School administration will review records to ensure compliance with current laws.
  - c. Copy of child's Baptismal Certificate (if applicable).
  - d. Copies of any other sacramental certificates or records (if Catholic).
2. Previous School Records
  - a. For incoming students in first grade through eighth grades, copies of current and previous report cards are required.
  - b. For incoming students in second through eighth grades, a copy of the most recent standardized test scores is required.
  - c. For incoming new students, the child's former school/teacher will be requested to submit a Confidential Teacher Recommendation Form to assist in placement.
  - d. Copies of any IEP or other educational plan listing accommodations for academic, physical or social/emotional growth.

### **Physical/Immunization Records**

Prior to the opening of school all new students, including Kindergarteners and 7<sup>th</sup> Graders, are required to submit a current immunization record completed by his/her physician. This form will be included in the student's permanent record. Standard physical forms are available in the school office. Failure to comply with this regulation will make it necessary to exclude the student from class until the record is received. It is expected that students will continue to receive annual check-ups and age-appropriate immunizations. Requests for exemption for specific medical reasons must be discussed with the principal.

### **Nondiscriminatory Policy**

As a Catholic school in the Diocese of Raleigh, St. Michael School has a racially non-discriminatory policy for all students and admits students of any race, color, national and ethnic origin to the rights, privileges, programs, and activities generally accorded or made available to students. Additionally, our school does not discriminate on the basis of race, color, national and ethnic origin in the administration of our

educational and admission policies, scholarship and loan programs, or athletics and other school-administered programs.

## **TUITION, FEES, WITHDRAWALS**

### **FACTS® Tuition Management**

All tuition payments are handled online by FACTS® by automatic bank draft for the 2023-2024 school year. In addition, Before and After School Care will be paid through FACTS.

If you choose to pay tuition in full directly to the school prior to May 15<sup>th</sup> or within two weeks of enrolling, you may take a 2% discount. No tuition discount will be offered unless all fees for the current school year have been paid. Applicant must register for automatic payments to Facts Tuition through Link to set up FACTS account: <https://online.factsmgt.com/signin/3GH56>. Registering for tuition payments and completing a Payment Preference Form is a required part of the registration process.

### **Application and Registration Fees**

**New Students:** A non-refundable application deposit of \$100 is required upon application to St. Catherine of Siena School. Upon acceptance, a non-refundable \$300 registration deposit and 10% of the total tuition is due to secure placement.

**Returning Students:** A non-refundable registration deposit of \$300 per student is required upon re-application to St. Catherine of Siena School. Students re-applying will not be considered unless fees and tuition payments for the current school year are up to date. Returning families may choose to pay their registration fees in two equal installments with the first installment being paid at the time of application in January. The balance of registration fees must be paid on or before May 1<sup>st</sup> to secure your child's place in class. Failure to pay balance of registration payments in a timely manner may forfeit your child's place in class for the upcoming school year. All deposit and registration fees are payable directly to the school. Late charges may be assessed if fees are not paid in a timely manner.

<b>Application &amp; Registration Fees   Per Student</b>	
<b>NEW STUDENTS</b>	
<b>Application fee:</b> Due with application (non-refundable)	\$100
<b>Registration fee &amp; 10% if the total tuition for new students due 14 days from acceptance:</b>	
Registration fee (non-refundable)	\$300
10% of the total tuition to secure place (non-refundable/applied towards the total tuition paid)	\$652/\$714/\$776
<b>CURRENTLY ENROLLED STUDENTS</b>	
<b>Reregistration fee for currently enrolled students:</b>	
Reregistration fee to secure place is due by Thursday, January 14 <sup>th</sup> (non-refundable)	\$300.00
<b>Annual Tuition</b>	
St. Catherine of Siena Catholic Parish Tuition Rate	\$6,515
Catholic Tuition Rate	\$7,136
Full Tuition Rate	\$7,757
Multiple Student Discount per additional child (K-8 <sup>th</sup> grade)	-\$500

*\*\*Admittance and continuance at St. Catherine of Siena Catholic School is based upon effort, behavior, and academic standing of the student and the support and cooperation of the parent(s). Any decision to remove a child from school or to deny re-enrollment is reserved to school administration and pastor.*

## Guidelines for Tuition Rates

To qualify for the **SCS Parish Rate** annual tuition rate, the following criteria must be met:

1. Registered – Registered at SCS parish or a neighboring parish without a school for one year as of July 1, 2022, unless you recently relocated to the area. If recently relocated, a Parish Affiliation Form would need to be filled out by previous parish verifying you were registered, active and contributing member of the parish.
2. Active – Attend weekly mass.
3. Contributing – Contribute financially to SCS offertory in a regular and identifiable way through parish envelopes, checks or WeShare.

A Catholic Parish Affiliation form must be filled out, signed, and approved.

To qualify for the **Catholic Tuition Rate** annual tuition rate, the following criteria must be met:

1. Registered – Registered at a neighboring parish unless you recently relocated to the area. If recently relocated, a Parish Affiliation Form would need to be filled out by previous parish verifying you were registered, active and contributing member.
2. Active – Attend weekly mass.
3. Contributing – Contribute financially to parish offertory in a regular and identifiable way through parish envelopes, checks or direct deposit.

A Catholic Parish Affiliation form must be filled out, signed, and approved by your current parish. A Catholic Parish Affiliation form must be filled out, signed, and approved by your current parish.

## Withdrawal Fee

The following withdrawal fee schedule will be in effect for the 2023-2024 school year.

Withdrawal Fees for Grades K - 8	
Registration Deadline – May 31 <sup>st</sup>	\$500 per child due
June 1 <sup>st</sup> – End of the 1 <sup>st</sup> Trimester	50% of remaining unearned tuition balance for the school year is due per child
1 <sup>st</sup> Day – End of the 2 <sup>nd</sup> Trimester	75% of the remaining unearned tuition balance for the year is due per child
1 <sup>st</sup> Day – End of the 3 <sup>rd</sup> Trimester	100% of the remaining unearned tuition balance for the year is due per child

## Withdrawal Policy

Notice of withdrawal of a student should be made by the parent in writing to the principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. No student records will be forwarded to another school until the Business Office accounts have been settled.

## FINANCIAL AID

### **FACTS Tuition Assistance – Administered through St. Catherine of Siena Catholic Church**

St. Catherine of Siena Parish is committed to helping registered, active families of the parish obtain financial assistance to ensure that financial needs do not prevent a desiring family from attending St. Catherine's. FACTS Grant and Aid program is used to help determine if a student may qualify for tuition assistance from the school.

FACTS Grant & Aid Assessment conducts the financial need analysis for St. Catherine of Siena Catholic School. Families applying for financial aid will need to complete an online application and submit the necessary supporting documentation to FACTS Grant & Aid Assessment.

All who wish to be considered for financial assistance must complete and submit their application online at [www.factstuitionaid.com](http://www.factstuitionaid.com), starting January 1<sup>st</sup> and ending March 15<sup>th</sup>. There is no paper form available to apply for tuition aid.

Both families new to St. Catherine of Siena Catholic School and returning families who experience a change in family income - *at any point throughout the school year* - are encouraged to contact school administration to discuss options for financial support / tuition assistance if the need arises.

**North Carolina Opportunity Scholarship – Administered through the State of NC**

The Opportunity Scholarship Program is offered by the State of North Carolina and provides up to \$6492 per year toward tuition for eligible students who choose to attend a participating nonpublic school such as St. Catherine of Siena Catholic School.

The new student application opens February 1. The Priority Window closes March 1. The application will remain open until August 31 for students to be considered for the full school year, as funds remain available.

To check eligibility, please visit the North Carolina State Education Assistance Authority at [www.ncseaa.edu](http://www.ncseaa.edu).

**Title IX**

St. Catherine of Siena Catholic School adheres to the tenets of Title IX: “No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

**ST. CATHERINE OF SIENA CATHOLIC SCHOOL**  
**STUDENT ACCEPTABLE USE POLICY**  
**2023-2024**

**RIGHTS AND RESPONSIBILITIES**

We are pleased to provide network services for students with access to educational resources, to present information and to work collaboratively with peers and experts. These services are provided as a privilege. All students and staff must agree to the following policies in order to use the computer network at St. Catherine of Siena Catholic School (hereafter SCS). There are networked computers assessable to students in the classrooms and in the library. (The term “network” hereafter meaning that the computers are connected to the Internet, as well as part of a network of shared resources on a server.)

**USER RESPONSIBILITIES AND GUIDELINES**

- Do use the network in accordance with the school’s established code of conduct. Do use the network only for legal activities.
- Do print schoolwork only. Outside schoolwork/printing is allowed only by permission of your teacher and/or school administration.
- Do use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
- Do use the Internet only when you have permission from a teacher and/or school administration.
- Do not cut and paste information from the Internet into your own work.
- Do not access or change in any way another person’s work.
- Do not gain or attempt to gain unauthorized access to resources or information.
- Do not log onto the computer by yourself.
- Do not damage or mistreat computer equipment under any circumstances.
- Do not copy, download, or install any software or programs to school computers.
- Do not remove, relocate, copy, or modify any software or software.
- Do not change or modify system configurations or control panels.
- Do not eat or drink beverages while working on computers or in the library.
- Do understand that those with academic work have priority at all times. In addition, do not play unauthorized games while classes are in session.
- Do not use personal storage devices (jump drives) without permission from your teacher and/or school administration.
- Do scan for viruses before each use of a personal storage device when permitted to use one.

**PERSONAL SAFETY**

- Use only the assigned classroom login.
- Report to your teacher or other adult any security problems, or information that makes you uncomfortable.
- Do not give out any personal information over the internet. This includes your name, home address, picture, phone number, or information pertaining to any other student or staff member. Use school address and phone number only.

**INAPPROPRIATE USE**

Students are held responsible for their actions and activity during their assigned access time. Unacceptable uses of the network will result in the suspension or revocation of these privileges. Students will be referred to St. Catherine of Siena Administrative staff for disciplinary action including:

- Verbal or written warning
- Temporary access denial
- Permanent access denial
- School suspension/Expulsion
- Alternative punishment as deemed necessary.

Demonstrated intent to violate policy will be considered the same as an actual policy violation. Demonstrated intent means evidence of actions that if successful or if carried out as intended, would result in a policy violation. Evidence of attempted or actual system security, integrity, or performance-related incidents will be cause for immediate access denial.

If warranted, school administration and/or technical advisors will refer the case to local, state, or federal authorities for further disposition.

**ST. CATHERINE OF SIENA CATHOLIC SCHOOL**  
**STUDENT ACCEPTABLE USE POLICY**  
**2023-2024**

**PARENTS:**  
**PLEASE KEEP A COPY OF THE ATTACHED POLICY FOR YOUR RECORDS**

**PLEASE REVIEW THE INFORMATION CONTAINED THEREIN WITH YOUR CHILDREN**  
**AND FILL OUT AND RETURN THIS FORM TO SCHOOL.**

**STUDENT AGREEMENT**

I understand that internet and computer use is a privilege, and I will abide by the St. Catherine of Siena Catholic School Acceptable Use Policy. I further understand that any violation will result in the loss of access privileges, school disciplinary action and possible legal action.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

**PARENT AGREEMENT**

I have read the attached Acceptable Use Policy with my child(ren). I understand that this access is designed for educational purposes only. I also recognize that it is impossible to restrict access to all inappropriate materials. I accept responsibility for my child's compliance with the above rules and hereby give my permission for my child(ren) to use the St. Catherine of Siena Catholic School network.

Parent/Legal Guardian Name: \_\_\_\_\_  
(Please print)

Parent/Legal Guardian Signature: \_\_\_\_\_

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

## Media Permission Form

### Local Media

Local media frequently want to interview students to add a personal touch to stories. Students' comments may be used in newspapers, publications, web-based outlets, or broadcast on radio or TV. The school system monitors these presentations to ensure that they may reflect positively on the children involved. You will be informed if your child is interviewed by the media. This form allows you as a parent or guardian to choose whether your child may be interviewed.

#### CHECK ONE

- ☐ I give permission to the news media to interview my child. Further, I authorize its use without inspecting or approving the finished product or its specific use.
- ☐ I do not give permission for my child to be interviewed by the news media.

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

### School Social Media

I understand that my child's photograph may be published on the St. Catherine of Siena Catholic School website, social media accounts for St. Catherine of Siena Catholic School.

#### CHECK ONE

- ☐ I give my permission for my child's photo on St. Catherine of Siena Catholic Parish and School social media
- ☐ I do not give permission to put my child's photo on SCHOOL St. Catherine of Siena Catholic Parish and School social media

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

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

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
School

\_\_\_\_\_  
Student's Teacher

\_\_\_\_\_  
Student's Grade

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
City/State/Zip

A1300.1

**Newsletter**

## COVID-19 ADDENDUM FOR PARENT/STUDENT HANDBOOK

As the parent/ legal guardian of the enrolling student(s), \_\_\_\_\_,

at St. Catherine of Siena Catholic School, I recognize that the COVID-19 pandemic has necessitated changes in the manner in which instruction may be delivered during the Academic Year.

### **Learning Environment**

I acknowledge and agree that changing circumstances occasioned by the COVID-19 pandemic may necessitate changes in the school's delivery of instruction and other programming. These changes may include, but are not limited to, the substantial reduction or elimination of on-site instruction; the provision of distance/remote instruction to some or all students; the reduction, modification or elimination of athletics and other extracurricular activities; and the modification of the Academic Year calendar, including the dates, length, and sequence of academic breaks.

By signing this Addendum, I acknowledge and agree that:

- a) School retains the right to implement any such changes, whether prior to and/or during the Academic Year, its sole discretion
- b) No adjustments can be made with regard to the student attending virtual/in-person outside of the school's policies; and
- c) No adjustment will be made to the current school year's tuition charges in response to such changes.

### **Health and Safety Protocols**

I understand and agree that if my child returns to campus, he/she will be required to comply with School's health and safety protocols as described in the school's policies, protocols, and procedures to limit the spread of COVID-19 and that failure to comply with such protocols may result in the immediate removal of my child from campus.

### **Risk Acknowledgement**

I acknowledge and agree that School cannot guarantee a COVID-19 free environment, and that, while School will continue to follow the guidance of NC DHHS to mitigate the likelihood of transmission, there is a risk that my child may contract COVID-19 if and when my child returns to the physical campus or at any time during my child's presence on campus. By consenting to my child's presence on School campus, I acknowledge and accept the risk on behalf of my child.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**DIOCESE OF RALEIGH  
PERSONAL INFORMATION SHEET  
EMPLOYEE & VOLUNTEER  
2022-2023**

NAME:

ADDRESS:

CITY/STATE/ZIP:

S.S. NO.:

WORK LOCATION:

Has a civil lawsuit or employment complaint ever been filed against you for child abuse or sexual abuse? \_\_\_\_\_

If yes, give details:

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Have you ever been convicted of a crime related to child abuse or sexual abuse? \_\_\_\_\_

If yes, give details:

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---

Have you ever left an assignment or employment or been removed from an assignment or employment for reasons related to allegations of child abuse, physical abuse, or sexual abuse? \_\_\_\_\_

If yes, give details:

---

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I UNDERSTAND THAT IN SIGNING THIS PERSONAL INFORMATION SHEET, I AFFIRM THAT THE INFORMATION GIVEN IS TRUE AND CORRECT.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**PLEASE NOTE: EVERY PARENT AND VOLUNTEER MUST HAVE  
A CURRENT COPY OF THIS FORM ON FILE WITH THE SCHOOL  
OFFICE FOR EACH SCHOOL YEAR.**

**DIOCESE OF RALEIGH  
PERSONAL INFORMATION SHEET  
EMPLOYEE & VOLUNTEER  
2023-2024**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

S.S. NO.: \_\_\_\_\_

WORK LOCATION: \_\_\_\_\_

Has a civil lawsuit or employment complaint ever been filed against you for child abuse or sexual abuse? \_\_\_\_\_

If yes, give details:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been convicted of a crime related to child abuse or sexual abuse? \_\_\_\_\_

If yes, give details:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever left an assignment or employment or been removed from an assignment or employment for reasons related to allegations of child abuse, physical abuse, or sexual abuse? \_\_\_\_\_

If yes, give details:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I UNDERSTAND THAT IN SIGNING THIS PERSONAL INFORMATION SHEET, I AFFIRM THAT THE INFORMATION GIVEN IS TRUE AND CORRECT.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**PLEASE NOTE: EVERY PARENT AND VOLUNTEER MUST HAVE  
A CURRENT COPY OF THIS FORM ON FILE WITH THE SCHOOL  
OFFICE FOR EACH SCHOOL YEAR.**



**Saint Catherine of Siena Catholic School**  
**520 West Holding Avenue • Wake Forest • North Carolina • 27587**  
**(919) 556-7613 • (919)570-0071 (Fax) • www.scswf.org**

**Bicycle Rider & Walker Form**  
**2022-2023**

Dear Families,

Families living in the immediate vicinity (within one mile) of St. Catherine of Siena Catholic School may choose to have their students ride their bicycle or walk to and from school instead of using the carline. St. Catherine of Siena must, for safety reasons, designate those students as “walkers” in PikMyKid for the whole school year. If for any reason you want to pick your child up in carline, you will need to change the pickup mode on the PikMyKid app prior to 2:30 pm on the given day. If your child will be a “walker” please fill this form out completely, sign it and return it to the front office.

Family Information:

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

Grade/Homeroom: \_\_\_\_\_ Parent Name: \_\_\_\_\_

Street Address: City: Zip: \_\_\_\_\_

Acknowledgement:

By signing and returning this form, you are granting permission for your son/daughter to walk home from school each day and be designated as a “Walker” for the 2022-2023 school year.

Please initial next to each item.

\_\_\_\_\_ I understand that students that are riding/walking home are expected to leave when the walkers are dismissed at the end of the school day.

\_\_\_\_\_ I understand that my child will be directed to ride/walk unless I otherwise notify the Front Office by 2:30 the day of the change.

\_\_\_\_\_ I understand that it may be unsafe for my child to ride/walk to and from school at times (i.e. poor weather) and I will change my child’s pick up mode in PikMyKid and be responsible for arranging safe drop-off or pick-up.

\_\_\_\_\_ I understand that St. Catherine of Siena Catholic School, their employees and volunteers are not liable or responsible for the welfare of my child or their behavior and actions while riding/walking to or from school.

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



**Saint Catherine of Siena Catholic School**  
**520 West Holding Avenue • Wake Forest • North Carolina • 27587**  
**(919) 556-7613 • (919)570-0071 (Fax) • [www.scswf.org](http://www.scswf.org)**

**PARENT & STUDENT HANDBOOK**  
**2023-2024**

**\*The principal reserves the right to amend the Parent & Student Handbook at any time. The Pastor is the final authority in interpreting the handbook. \***

I/we have seen the School Handbook on School Speak and have carefully read, understand, and agree to comply with the policies, regulations, procedures, and traditions of this school. I/we further agree to meet all financial responsibilities, to conform to all uniform and dress codes and to fulfill all parent responsibilities. I/we hereby accept the policies, regulations, and traditions of St. Catherine of Siena Catholic School as a condition for the enrollment of my child(ren).

Parent/Guardian Signatures	Student Signatures
<div style="border-bottom: 1px solid black; margin-bottom: 10px; min-height: 20px;"></div> Print Name of Parent/Guardian #1	<div style="border-bottom: 1px solid black; margin-bottom: 10px; min-height: 20px;"></div> Signature of Student #1/Grade
<div style="border-bottom: 1px solid black; margin-bottom: 10px; min-height: 20px;"></div> Signature of Parent/Guardian #1	<div style="border-bottom: 1px solid black; margin-bottom: 10px; min-height: 20px;"></div> Signature of Student #2/ Grade
<div style="border-bottom: 1px solid black; margin-bottom: 10px; min-height: 20px;"></div> Print name of Parent/Guardian #2	<div style="border-bottom: 1px solid black; margin-bottom: 10px; min-height: 20px;"></div> Signature of Student #3/ Grade
<div style="border-bottom: 1px solid black; margin-bottom: 10px; min-height: 20px;"></div> Signature of Parent/Guardian #2	<div style="border-bottom: 1px solid black; margin-bottom: 10px; min-height: 20px;"></div> Signature of Student #4/ Grade
Date: <div style="border-bottom: 1px solid black; width: 150px; display: inline-block;"></div>	<div style="border-bottom: 1px solid black; margin-bottom: 10px; min-height: 20px;"></div> Signature of Student #5/ Grade

*Grades 2 – 8 parent and student signature required, kindergarten – 1<sup>st</sup> only the parent needs to sign.*

Thank you!