

**Saint Katherine of Siena
Catholic School
Philadelphia, PA**



***“Be who God meant you to be
and you will set the world on fire.”***

- Saint Catherine of Siena

**Parent/Student Handbook
2025-2026**

Saint Katherine of Siena School

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Parent/Student Handbook

This handbook contains certain policies and procedures of Saint Katherine of Siena School. Saint Katherine of Siena School may change any of its policies and procedures and apply them as circumstances dictate. If you have a question about a particular policy or procedure, please contact the school main office.

STUDENTS AND PARENTS MUST ACCEPT AND ABIDE BY SAINT KATHERINE OF SIENA SCHOOL POLICIES AND PROCEDURES IN ORDER FOR THE STUDENT TO ATTEND SAINT KATHERINE OF SIENA SCHOOL.

MISSION STATEMENT

Saint Katherine of Siena School is a faith community dedicated to high academic standards and strong gospel values. Families choose Saint Katherine of Siena School so that their children may safely grow in the love of God and service to their neighbor. With the Holy Family as our guide, we prepare our students to succeed on all levels in the present, for the future.

Saint Katherine of Siena School is a full and official member in the Middle States Association of Colleges and Schools.

AGREEMENT BETWEEN THE HOME AND SCHOOL

The administration and faculty of Saint Katherine of Siena School recognize and respect the uniqueness of each family who choose this school. A successful educational experience at Saint Katherine of Siena is built on a healthy agreement between the home and school.

We recognize our parents/guardians “are the natural and irreplaceable agents in the education of their children” (*The Religious Dimension of Education in a Catholic School, Vatican Document*). The school staff respects families and hopes to have the same respect from the families who make up our Saint Katherine of Siena faith community.

However, when this agreement is inconsolably broken and after thorough review by both the pastor and principal, the school reserves the right to require the parent/guardian to withdraw his or her child from Saint Katherine of Siena School.

Some examples that authorize this extreme action include:

- Demanding the termination of a teacher/faculty member, or any attempt to organize parents to have a faculty member removed.
- Under the policy of the school, the principal and pastor make the final decision on a student's academic placement. The agreement between the school and parent/guardian will be considered broken if the parent argues against this decision in an aggressive manner.
- The refusal to accept the school's decision regarding whether or not they can meet the needs of a child with special learning assistance.
- Posting negative, demeaning, or derogatory comments on any social media platform about Saint Katherine of Siena School students, teachers, or any staff members.
- Distinct refusal to follow a policy of the school which the parent/guardian agreed to follow through the signing of the Handbook Agreement form of the new school year.

PHILOSOPHY

The purpose of Saint Katherine of Siena School is to provide a quality faith based education in order to produce high achievements from our students. Our school centers on pride and has resulted in our students receiving considerable recognition for our school through academics and extracurricular activities. It is our goal to continue working together as parents, teachers, staff, and administration, so we can help our children be successful and reach their highest potential.

At Saint Katherine of Siena School, we believe:

- Catholic school is the role model of Catholic faith and values.
- We promote Catholic education in every aspect of the school's activities.
- We create a positive academic environment for students and faculty.
- We share ideas to grow not just academically but also spiritually.
- We help students to become successful and active members of the parish community.

THE HISTORY OF SAINT KATHERINE OF SIENA SCHOOL

Saint Katherine of Siena Parish was established on June 19, 1922 by the Archdiocese of Philadelphia to help fill the need of the growing population in Northeast Philadelphia. Our school was established in 1938, when the Sisters of the Sacred Heart took our students into the Eden Hall Church. On January 5, 1941, the cornerstone of our first school building, a two story structure on Convent Lane, was built by Cardinal Dougherty. In September 1961, our current school building opened its doors for the first time. All of our students had finally attended school on Parish property for the first time in its history. In September of 1970, the addition of a second floor to the school was completed.

Since that time, our school has advanced in many ways as our society has changed. We are now equipped with transportable laptops, smartboards in every classroom, wireless internet, Chromebooks, iPads, and a recently refurbished computer lab. Our CYO has grown rapidly and now includes seven sports. As the world evolves, so do we at Saint Katherine of Siena School. We are dedicated to academic excellence here, but most importantly, Christ is at our center; we are a bonded community of faith.

Our school, Saint Katherine of Siena, is uniquely named in honor of two saints. We honor both St. Catherine of Siena and St. Katharine Drexel (who was not yet canonized a saint when our school was named) by placing a “K” in place of the “C” in the first name. We acknowledge that St. Catherine of Siena is one of the most revered women in the Roman Catholic Church and one of only four women who have been named Doctors of the Church. In equal honor, we acknowledge St. Katharine Drexel’s ties to our local community, as her family purchased a summer home in Torresdale, and, together with her older sister Elizabeth, Katherine taught Sunday school classes for their family’s employees and their neighbors. Both St. Catherine of Siena and St. Katharine Drexel serve as exceptional models of Christian faith and service to God and neighbor.

Academic Policy

Grading

Class participation, home study, and test averages, as well as credit for projects in various subjects, are combined in order to obtain a report card average. This average shows the parent/guardian and the student what steps are necessary for further progress.

If parents/guardians are not receiving test papers or other academic communications during the marking period, it is the responsibility of the parent/guardian to contact the teacher.

Parents/guardians can access a child's grades on a regular basis in their FACTS Family Portal and can direct any questions towards their teacher.

Report cards are issued three times a year. The report cards are shown in the FACTS Family Portal and parents/guardians can print them out at their discretion.

Criteria for Honors

Students in grades 6, 7 and 8 are eligible for Honor Roll at the end of each report card period. The criteria for the 'Honor Roll' are listed below:

Highest Honors: 98% and above in all subjects including specials (PE, Spanish, Art and Tech/Stream) on the report card

Honors: 93% and above, in all subjects including specials (PE, Spanish, Art and Tech/Stream) on the report card

In addition, students eligible for the 'Honor Roll' may not have 8 or more demerits, tardies, or unexcused absences from school.

Google classroom

As a backup, teachers post assignments, classroom news, and reminders on the Google Classroom accounts given to students at the beginning of the school year.

Graduation – Grade 8

In order to graduate from Saint Katherine of Siena school, the following requirements must be met:

- The student must achieve a general average of 70.0.
- A student who has earned a passing general average, but has received a final grade of “F” (below 70% failing) will not attend the graduation, but will be required to attend Summer School and then will receive their diploma at a later date.
- All financial obligations must be settled.
- No excessive unexcused absences or tardiness from school.

Non-Promotion

Each student is expected to use and develop the God-given talents in the academic program by consistent effort and meaningful application. Therefore:

- Insufficient advancement in either Math or Reading or both indicates the need to repeat in grades 1-3.
- If a child evidences emotional immaturity, it is advisable to repeat the grade.
- If the general average is below 70 on the final report card, the student must repeat the grade.
- Eighth grade students are not permitted to repeat in Saint Katherine of Siena School if repeating the 8th grade is required. They must attend an alternative school.
- If an 8th grade student fails Math or ELA, he/she must attend the Archdiocesan High School Summer School Program in order to be admitted into High School in September. Each High School will set their own standards for admission.

Accidents and Illnesses

Parents/guardians will be notified immediately in the event of sudden illness or accidents of a serious nature. If the parent/guardian cannot be reached, the emergency contact will be called. **PLEASE BE SURE THE FACTS FAMILY PORTAL, NURSE’S OFFICE, AND HOMEROOM TEACHER HAVE THE CURRENT INFORMATION FOR YOUR CHILD’S EMERGENCY CONTACT.**

Emergency/Student Emergency Contact Form

The Emergency/Student Emergency Contact Form is the best means of contacting parents/guardians in case of a child’s emergency or illness. It is essential that the form contains two alternate names of local persons to be called in the event of an emergency or illness. It is crucial that all changes should be updated on FACTS as

well as the school should be notified immediately whenever any information on the Student Emergency Contact Form changes. This is to ensure the physical safety of the child. Whenever possible, parents/guardians are responsible for transporting the ill or injured child to his/her home, doctor, or hospital.

DIRECTIONS FOR STUDENT ABSENCE:

- Keep your child at home until he/she is completely well. The child should be 24 hours fever free to be allowed to return to school.
- On the morning of your child's absence, call the school office at **215-637-2181 before 8:30 A.M.** to report the absence. Leave a message on the answering system stating your child's name, grade, room number, and reason for absence. **Also, at this time, please state whether someone will come to school to pick up the student's homework for that day. Homework for absent students is available only after three consecutive days of school missed.** If your child is registered in our **C.A.R.E.S Program**, please inform us on the answering machine that your child will not be attending the program that day due to absence. The secretary relays all information to the appropriate staff members.
- If you inform us of your intention to pick up your child's homework when you report the student's absence in the morning, homework, books, etc. will be available to you **in the main office between 2 P.M. and 3 P.M.** Please do not expect your child's homework to be ready in the office before 2 P.M. or if you have not informed us at the time of the absence report you make in the morning. We will not interrupt class to obtain homework for students whose parents/guardians have not requested it at the appropriate time and in the appropriate manner as stated above.
- On the day of your child's return to class after an illness or other absence, he/she must present from his/her parent/guardian to his/her homeroom teacher a written absence note stating the length of the absence and the reason for the absence. If a student returns without a written parental excuse, the teacher will be forced to code the absence as parental neglect. **If a student has been absent due to illness on three or more consecutive days, a doctor's certificate must also be presented with the parental note.**

Vacation:

Parents/guardians are encouraged to schedule vacations when school is not in session. If students are away from school on vacation, teachers are not required to give all assignments before they leave.

All work missed during the vacation time will be due within a reasonable time upon the student's return. Teachers are not required to give assignments until the student returns.

Physical Examination

Students must have a complete physical examination upon entry into school (kindergarten or first grade) and in grade six. Students new to PA schools must have a physical exam if the student's record does not meet PA requirements.

Parents/guardians are urged to take their children to their own physician for examinations to provide continuity of care. Your family physician is familiar with your child and thus is better able to detect any physical changes. Appropriate forms can be downloaded from the school website.

Dental Examination

Students must have a dental exam upon entry into kindergarten or first grade and in grades three and seven. Forms are available on the school website.

Allergies

Parents/guardians of children with known insect/food allergies must alert the school and provide medication with written instructions for emergency treatment.

In order to protect the health and safety of all our students, we are implementing a **no outside food treats policy** at school. This decision is especially important due to the increasing number of students with severe food allergies, some of which can be life-threatening.

We understand that celebrations are meaningful for many families, and we will continue to recognize special occasions in safe and inclusive ways that do not involve food.

Symptoms of a Sick Child

There are times when you may not be sure whether you should send your child to school or keep them home. Here are a few symptoms that may mean your child is sick and should stay home:

- Fever/Chills
- Rash
- Running or inflamed eyes
- Abdominal Pain
- Vomiting
- Diarrhea
- Sore Throat
- Enlarged Glands
- Excessive Coughing

A child should remain at home at least 24 hours with no fever or vomiting following an illness. Remember to notify the school that your child will be absent.

By following these guidelines, you will protect not only the health of your child, but the health of his/her classmates and the school staff as well.

Admission Policy/Enrollment

Our school admits students of any race, color, creed, national or ethnic origin to all of the rights, privileges, programs and activities generally accorded or made available to its students. Saint Katherine of Siena School does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, its admission policy, or in any school-administered program.

Our school endeavors to accommodate students with special needs as the school's resources and capabilities reasonably permit. Saint Katherine of Siena School reserves the right to decline admission or to impose reasonable conditions of attendance where circumstances warrant such action.

To enter Saint Katherine's **Pre-K program**, a child must be three years old by **September 1st**. A child who is five years old by **September 1st** is eligible for **Kindergarten**. To enter **1st grade**, a child must be six years old by **September 1st**

The following documents are required for registration:

- Original Birth Certificate
- Original Baptismal Certificate (Unless Baptized at Saint Katherine or non-Catholic)
- Proof of Residency (Parent/Guardian ID with Photo and current address)
- Original Custody Papers (if applicable)
- Transfer slip from any previous school the student may have attended
- Any IEP/Learning Plans to necessary to best assess and accommodate the student
- Any Psych/Behavioral Health reports necessary to best assess and accommodate the student
- Dental Records
- Medical records – Current physical and up-to-date Immunization Record is required as a condition of attendance at any public or parochial school.

The required immunizations are:

- Hepatitis B – Three doses
- Diphtheria and Tetanus – Four doses, one dose administered after the fourth birthday
- Poliomyelitis – Three doses
- Measles, Mumps, Rubella – Two doses
- Varicella (Chicken Pox) – Two doses or written verification of occurrence of Chicken Pox
- 7th grade students only: Meningococcal Conjugate (MCV) & Tdap (Tetanus, diphtheria, acellular pertussis) – One dose.

Annual Re-Enrollment

Students enrolled in our school are required to re-enroll annually. Re-Enrollment/registration information for the following year is forwarded to each family through the school communication channels in February prior to the next school year. Tuition fees and non-refundable registration fees are published in February. All financial obligations must be current before registration for the next school year can be processed.

The enrollment process (for students new to SKS) is ongoing, and can be done any time throughout the entire year. The process begins by communicating with our Director of Enrollment. Upon review of a placement test and necessary paperwork, the family will be contacted as to whether or not the available space and appropriate academic setting is available for the child(ren).

Arrival/Dismissal

Children will have supervision in the school building starting at 7:30 A.M. The school is not held responsible for students who arrive prior to 7:30 A.M. Students who have been sent to school before 7:30 A.M. will be sent to morning cares and charged.

Daily Schedule:

Monday-Friday	PK3/PK4	8:15 A.M. to 2:20 P.M.
	K to 8 th	7:55 A.M. to 2:35 P.M.

AM CARES RUNS FROM 7:00 A.M. TO 7:30 A.M.

Drop Off:

PreK Doors at McBride Hall from 7:55 A.M.- 8:15 A.M.

Students in grades K-8 will be entered from 7:30 A.M. - 7:55 A.M. into the building from two ways:

- Students coming from Primrose and Fidler Street side will enter the building in the back through the McBride Hall doors (playground area)
- Students who drop off by car will drop off at the circle (Holy Family Statue) and walk to the McBride Hall.

All late (after 7:55 A.M.) students must enter the building through the main entrance. **When late, parents/guardians must walk students into the building and sign them in.**

FOR EVERYONE'S SAFETY, NO CARS SHOULD STOP ON FRANKFORD AVENUE (WHERE BUSES PARK) OR IN FRONT LOT OF SCHOOL!

Lateness

Students are considered tardy when not present in the classroom for morning prayer at 7:55 A.M. Students who arrive after 10:30 A.M. and who leave school before 12:30 P.M. are marked half-day absent. Students who acquire 10 unexcused tardy marks will be required to establish an Attendance Improvement Plan. The school will notify you, via written communication, when you have reached the 10 days.

Regular and timely attendance is essential to student success and the smooth operation of our school. This policy outlines the consequences for consistent tardiness and the impact it may have on participation in school events.

Definition of Tardiness:

A student is considered tardy if they are not in their classroom and ready to begin the school day at the designated start time.

Tracking and Documentation:

All tardies will be recorded in the school's attendance system. Parents/guardians will be notified when a student reaches 10 tardies.

Consequences for Chronic Tardiness:

- After 5 Tardies: The student will receive a formal warning and a demerit will be issued.
- After 6-7 Tardies: Additional demerits will be assigned and a parent/guardian meeting may be scheduled with the school administration.
- After 8 Tardies: The student will be assigned after-school detention.

Restriction from School Events:

Students who accumulate 10 or more tardies in a grading period may be restricted from participating in non-academic school events including, but not limited to:

- School trips
- Assemblies
- Class parties
- Special privileges or reward days

These restrictions are intended to underscore the importance of consistent and timely attendance. The final decision regarding participation will rest with the school administration.

Appeals and Exceptions:

If a student's tardiness is due to documented medical appointments or extenuating family circumstances, parents/guardians may submit documentation to the school office for review. Each case will be considered individually.

This policy will be reviewed annually and revised as needed to ensure fairness and alignment with the school's educational goals.

Dismissal

To ensure the safety and supervision of all students after school hours while respecting the professional responsibilities of our staff, please note the dismissal information which follows.

Dismissal Time:

All students must be picked up no later than 2:45 P.M. each school day. It is the responsibility of the parent/guardian to ensure timely pickup.

Late Pickup Procedure:

- Students who are not picked up at 15 min after 2:45 P.M. will be escorted to the CARES Program for supervision.
- Parents/guardians will be contacted and informed of the late pickup and associated procedures.

Billing and Fees:

- Families will be billed for the time their child spends in the After-School Program at the current hourly/drop-in rate.
- Repeated late pickups may incur additional administrative fees and could result in a conference with school administration.

Staff Responsibility:

Teachers and school staff have responsibilities and duties that extend beyond classroom instruction. They are not available to supervise students after school hours. To ensure staff can fulfill their obligations and maintain appropriate supervision for all students, this policy will be strictly enforced.

Chronic Late Pickup:

- After 3 instances of late pickup in a grading period, a formal notice will be sent home.
- Continued disregard for pickup times may result in the loss of certain school privileges or participation in extracurricular activities such as School trips
 - Assemblies
 - Class parties
 - Special privileges or reward days until the issue is resolved

Emergency Situations:

If an emergency prevents timely pickup, parents/guardians must notify the school office as soon as possible. Exceptions may be granted on a case-by-case basis.

Early Dismissal

Parents/Guardians should make every effort to schedule appointments at a time that school is not in session. Days off for students are published for your convenience in scheduling appointments. If a child must have an early dismissal, it is the responsibility of the child/family to inform the teacher and main office via phone call and/or email by 9 A.M. of the day of the early dismissal. For these dismissals, parents or an authorized adult must meet the child at the office and sign him/her out at the authorized time. **Early dismissals must occur by 2:00 P.M.**

Athletics

Saint Katherine's CYO can be found on their Facebook page for any information regarding Saint Katherine of Siena sports. The CYO is a self-supporting organization that is independent from the school.

Athletic Eligibility Rules

Academics are a priority at Saint Katherine of Siena School. Students must maintain a C or above grade in each subject. This includes all Specials. If a student has below a C, that student will be given a warning at progress reports or at the end of the trimester. During the warning period, the student will meet with the teacher and/or principal to work on an improvement plan. While a student is on a warning, they may go to practices and games. If the student's grades are not brought up to a C or above by the next progress report or trimester, they will not be able to attend practices or games until grades improve.

The athletic program is a privilege, not a right. Students earn the privilege of participating through hard work, dedication, desire, and self-discipline. The school, in cooperation with the students and parents/guardians, will make a reasonable effort to hold participating students to personal, academic, and discipline standards. Students, athletes, spectators, coaches, and instructors represent the school, and they are expected to be worthy representatives.

Behavior Eligibility

When students choose to become involved at Saint Katherine of Siena, they must accept responsibility for their behaviors. If a student receives 10 demerits during a trimester, he or she will not be able to participate in games for a period of two weeks and will receive an after-school detention. Weekly monitoring of behavior will occur during the time of the ineligibility. The student must remain demerit free during this period. The student may attend practice during this time.

Attendance Policy

Regular attendance at Saint Katherine of Siena School greatly impacts our student's academic development. The total amount of days/instructional hours that school is in session is prescribed by the Commonwealth of Pennsylvania and followed by the schools in the Archdiocese of Philadelphia.

Students who are absent more than 25 days throughout the school year will be prohibited from entering the next grade unless the student is enrolled in an approved summer school program for one or two subjects and successfully completes the course(s). The school will make the recommendation/decision as to the number of courses required before the student may return to school in September.

The only exception of an absence is a serious health issue, documented by a doctor, in consultation with our school nurse. The number of days absent in that case is viewed as "excused".

Bus Transportation/Conduct

All students using bus transportation to or from Saint Katherine of Siena school must read and sign the bus code of conduct. Failure to comply with any of the rules will result in student losing bus privileges.

Calendar

You can view the school calendar in real-time within your FACTS Family Portal. We also provide paper calendars for your convenience, keeping in mind the school calendar is tentative and subject to change during the course of the school year. It is the parent/guardian responsibility to check the calendar frequently for important dates/times regarding school events, special arrival/dismissal times, and any other valuable school information.

C.A.R.E.S.

Saint Katherine of Siena offers the C.A.R.E.S (Children Are Receiving Extended Services) before and after school program. Our goal is to provide a safe environment for students with working parents/guardians and instill Christian values through meaningful interaction with the children.

C.A.R.E.S. has separate policies and procedures from the school which can be found upon talking to the director of the C.A.R.E.S. program, Heather Owens. **There will be C.A.R.E.S. offered on half days of school. Check your school calendar for any updates on opening and closing of C.A.R.E.S. program.**

Hours of Service

A.M. Services 7:00 - 7:30

P.M. Services 3:00 - 6:00

Cell Phone Policy

Cell phones may be brought to Saint Katherine of Siena school under the following conditions:

- Students must hand in their phone to the teacher at the beginning of each school day.
- All students must abide by the cell phone contract that they sign at the beginning of the school year.
- Phones may not be used for taking pictures, text messaging, or playing games during the school day.
- Students may not post any pictures taken in school to social media sites.
- Parents/any family members/friends should not text a student during the school day, instead, call the main office and the message will be relayed to the student.

Change in Student's Transportation

- In the case of changing the transportation of a student to/from Saint Katherine of Siena School, a note must be sent to a student's teacher.
- You must also call the school office ahead of time with the name of the person with whom your child is supposed to dismiss in the event of a situation that would prevent the parent/guardian from picking up the child.

Change of Name, Address, Telephone

Change of names of parents/guardians and child(ren), address, marital status, telephone numbers, and work telephones should be reported to both the office and the classroom teacher, IMMEDIATELY. This is very important both in case of emergency and in keeping our records up-to-date. Emergency contacts are very important and must be different from the parent/guardian. Please update your FACTS Family Portal as needed.

Curriculum

The academic program of Saint Katherine of Siena School is a Catholic Integration of the Pennsylvania Common Core State Standards as adopted by the Office of Catholic Education of the Archdiocese of Philadelphia. Information about the diocesan standards is available at www.catholicschools.phl.org

Curriculum guidelines are developed for each area of instruction. Teachers are responsible for the teaching within the curriculum guidelines, through the use of differentiated instruction delivered in both small and whole group instructional settings. Teachers work toward meeting the individual needs of students in their classroom. Best practices for early literacy instruction are utilized by teachers in PreK through third grades in order to establish strong literacy skills in the primary grades.

The following curriculum subjects are taught in grades PreK through 8th: Mathematics, English Language Arts (Reading, Grammar, Phonics, Writing, Spelling, Speaking, Handwriting, Library Skills), Social Studies, Science, Music, Art, Physical Education, Health, and Technology. Religion is taught in grades PreK through 8th and follows the Religion Curriculum Guidelines of the Archdiocese of Philadelphia. Through religious instruction, children begin to learn that their faith is a way of life. Their faith should shape, guide, and nurture their love of God, neighbor, and self. Students are prepared for the reception of the sacraments of Penance in 2nd grade and receive Penance and Holy Eucharist in 3rd grade. Students will also prepare to receive Confirmation in 6th grade and continue to prepare and receive the sacrament in 7th grade. Parents/guardians are expected to take an active role in the instruction and preparation of their children for the reception of sacraments. Parents/guardians are the primary educators of their children and are the role models for their children by their attendance at Mass and other liturgical celebrations to support the school community in its teachings. Students will attend Mass and other liturgical celebrations throughout the liturgical year.

An accommodated or adapted curriculum will be developed for any student whose needs warrant such an action. These modifications or adaptations will be made upon the reception of necessary evaluative information by qualified school and/or medical personnel. Regular scheduled meetings among the school psychologist, school counselor, principal, teacher, and parents/guardians to set up, maintain, and review progress are mandatory for all parties involved. Individual learning plans and grading provisions will be made upon the recommendations of qualified school personnel including the teacher, school psychologist, counselor, and principal. Parental/guardian cooperation in managing student adaptations or accommodations is mandatory.

Custody

Parents/guardians are asked to inform school personnel when the legal custody of the child(ren) resides with one parent/guardian. It is mandatory for the school to have a copy of the custody decree. This will help school personnel to make effective decisions when the need arises. Custodial parents/guardians are likewise asked to supply the school with copies of restraining orders if the need arises.

Those individuals who have legal custody of the student may attend school meetings, participate in educational decisions and review educational records regarding that student. Persons who do not have legal custody (including those with visitation rights but not legal custody) have no such educational rights and may not participate in these matters. School records of the student may be disclosed only upon written consent of the parent/guardian with legal custody.

A child will not be released to a parent/guardian who does not have physical custody, without the written consent of the custodial parent/guardian. To determine the custodial parent, all separated or divorced parents of students enrolled in Saint Katherine of Siena School must provide the school with a copy of the court order or custodial agreement adjudicating that determination of custody. This court order/custodial agreement is placed in a confidential file.

Saint Katherine of Siena School requires parents/guardians to sign an agreement regarding the administration of parental/guardian participation issues and payment of tuition. Tuition is billed and collected from the parents/guardians with legal custody only.

The school is required to provide only one set of school grades, notices, and other related educational materials. The school is not required to hold separate meetings for parents. However, one mutual meeting will be held for all parties involved. It is the responsibility of the parent/guardian to communicate such information to each other.

Discipline

Introduction

Saint Katherine of Siena School administration and faculty are committed to teach and model Gospel values to encourage students to live their lives as a reflection of Christ. The philosophy of the school strives to recognize and respect the dignity of each person and to offer a positive, Christ-centered, safe learning environment based on the Social Teachings of the Church. Discipline is considered an element of moral guidance not as a form of punishment.

Every teacher and staff member shares the responsibility to model appropriate behavior and to support the structure necessary for learning self-discipline. Students are

encouraged to assume responsibility for their actions, develop self-control, and accept responsibility and consequences for inappropriate behavior.

Behavior Code

This behavior code is based on the belief that young people need to develop an understanding of the need to interact with each other and with adults in a manner which is consistent with Gospel values. This includes the need to develop responsible behaviors which take into account the resulting consequences of choices and behaviors. Therefore, each student is expected to behave in a manner which reflects their love of God, neighbor, and self.

To help students understand what is expected of them, the following behavior code has been established. It is understood that all behaviors cannot be listed. However, this list does provide the students with a consistent pattern of expected behaviors.

Guiding Principles

The following seven principles are the basis of Catholic Social Teachings and are the principles that guide us in all of our interactions.

- We believe in the life and dignity of the human person. Each person is sacred.
- We believe we are called to family, community, and participation. It is our duty to support each other by our actions.
- We believe that we have rights and responsibilities. Every person has the fundamental right to life and responsibility to and for one another.
- We believe that we have an obligation to the poor and vulnerable. We are called to put the rights of others before our own.
- We believe that we are called to care for God's creation. We are all stewards of the earth...
- We believe that solidarity is our call. We are one family regardless of our differences.
- We believe that workers have rights and that work has dignity. Work is a form of participating in God's creation.

Expectations

As a matter of safety, students are expected to behave in the following manner:

Before School:

- dress according to the school dress code
- gather in the designated area
- engage in quiet conversation
- line up quietly when the school bell rings

In School:

- Walk quietly and in a single-file line through the halls
- Use proper language at all times
- Follow the dress code for school days and dress up/down days
- Respect school property and the property of other students
- Have a note from parent/guardian if a change in mode of school transportation
- Put electronics in place designated by the homeroom teacher

In the Classroom:

- Follow the classroom rules of each teacher
- Be responsible for submitting homework on time and making up assignments missed within a reasonable amount of time
- Have a respectful attitude toward teachers and one another
- Be responsible for appropriate supplies
- Be honest in all communications
- Use computers and school equipment appropriately
- Refrain from chewing gum
- Leave or do not enter a classroom at any time without a teacher or designated adult present

In Church:

- Students visiting God's house will develop a sense of reverence which demands a quiet and prayerful demeanor for the presence of God in the Tabernacle.
- Students will be expected to actively participate in liturgical services by singing, responding to, or reciting prayers.
- Students will be expected to actively participate in Morning Prayer or prayer services which take place in the school.

In the Cafeteria:

- Students are expected to practice proper table manners.
- Students are expected to maintain a respectful attitude toward the cafeteria personnel and volunteers.
- Students are expected to keep the cafeteria area clean and safe by cleaning up after themselves and pushing in their chairs when leaving.
- Students are expected to walk in the cafeteria at all times.
- Students are expected to talk quietly while in the cafeteria area.
- Students are expected to keep all food in the cafeteria area. Food or drinks are not permitted outside.

On the Bus:

- Students are expected to remain in their seats at all times. Standing on the bus is not permitted.
- Students are expected to use appropriate language at all times.
- Students are expected to respect the authority of the bus driver.
- Students are expected to talk quietly.
- Students are expected to behave in a manner which does not endanger the safety of any student.
- Students are expected to be on time.

In The School Yard:

- Students are expected to respect the authority of the playground supervisors.
- Students are expected to participate in behaviors and activities that ensure the safety of other students.

- Students are expected to line up as soon as the bell rings.
- Students are expected to be quiet when re-entering the building from the school yard.
- Students are expected to take proper care of the equipment.
- Students are not permitted to climb on the fence or any snow banks.

General Playground Rules

- Use equipment properly and only for its intended purpose.
- Keep hands and feet to yourself—no pushing, hitting, rough play, or tackling.
- Take turns and share equipment fairly.
- Stay within designated playground boundaries.
- Climbing on fences, trees, or non-play structures is prohibited.
- Rocks, sand, mulch, or other loose materials must remain on the ground and are not to be thrown.

Equipment Use:

- Only one student on a swing at a time; no twisting, jumping off, or standing on swings.
- Slides are for sliding down only, feet first—no climbing up the slide.
- Monkey bars should be used for swinging hand-over-hand—no hanging by knees or standing on top.
- Students must wear appropriate shoes (no open-toed sandals or flip-flops).

Weather and Safety Conditions:

- Outdoor play may be suspended during extreme weather (heat, cold, lightning, or rain).
- Surfaces will be checked for safety before use (e.g., wet equipment, icy ground).
- Students must report any broken or damaged equipment to a staff member immediately.

Behavior and Consequences:

- Students are expected to treat each other with kindness and respect.
- Unsafe or inappropriate behavior will result in a warning, removal from play, and possible referral to school administration.
- Repeated violations may lead to loss of playground privileges for a period of time.

Injury Procedures:

- Any injury, no matter how minor, must be reported to a staff member immediately.
- School staff will administer first aid and notify the school nurse and parents/guardians if needed.
- An incident report will be completed for any injury requiring medical attention.

Accessibility and Inclusion:

- The playground is open to all students.
- Students are encouraged to include others in games and be mindful of peers with physical, social, or sensory differences.

At Athletic Events and Assemblies:

- Practice good sportsmanship as spectators and participants.
- Be respectful to coaches, referees, and visiting teams.
- Use appropriate good manners during special performances

Outside school:

- Behave responsibly off school property. If the principal is made aware of misconduct off school property of a child recognized to be a student in Saint Katherine of Siena School, parents/guardians may be contacted; however, it is important to note that the school is not responsible for student's actions that occur off school property.
- Principals will forward disciplinary notices given by public school bus drivers to parents/guardians to support the disciplinary report of the bus driver. Continual infraction of rules may result in loss of bus transportation privileges.

Consequences

Please be aware that inappropriate behavior will be addressed. The severity or repetition of non-compliance will determine the appropriate consequences. To remediate unacceptable behavior, the following actions may be taken:

- Teacher/student conference to develop a plan for remediation
- Loss of recess
- Notification to parents/guardians
- Detention
- Administrative referral
- Referral to Deacon Duffy
- Denial of participation in school activities, including sports
- School probation
- Suspension

Should the student receive a detention, the parent/guardian will receive a written notice with at least a 24-hour notice. It is in the best interest of the student that home and school work together for the child's academic and social development.

In the event of a serious act of misbehavior or repeated acts of misbehavior, a student may serve either an in-school or out-of-school suspension. If misconduct continues, a student may be asked to leave the school. These decisions rest with the administration and may be necessary for the benefit of the total program.

The following behaviors will result in immediate administrative referrals and can result in referrals to law enforcement or other government agencies:

- Violations of weapons policy
- Violations of the drug/alcohol policy
- Any purposeful action that results in bodily harm to another

Demerits

Demerits range from 1—20 points depending on the seriousness of the infraction and are given at the discretion of the teacher/principal. Below are the listed types of infractions and their point values. It is important to note that infractions which are not listed may also cause demerit points to be incurred by a student.

Chewing gum	1 pt.
Food outside the cafeteria	1pt.
Dress code violation	1pt.
Failure to bring necessary materials to class (not homework)	1-2pts.
Failure to do the homework/project/classwork	3pts
Loitering in hallways or bathrooms without permission	2pts.
Late to class without permission	2pts.
Possession of electronic devices without permission	5 pts.
Talking in class without permission or other disruptive behavior	1-5pts.
Misbehavior at assemblies/Mass or other school functions	3-5pts.
Swearing/obscene gestures or language	1-5pts.
Throwing objects	3-7pts.
Roughhousing/horseplay	3-7pts.
Possession of inappropriate materials	3-20pts.
Hiding/harming another person's property.....	3-10pts.
Threatening (verbally/written/physically/including gestures)	5-10pts.
Disrespect to those in authority.....	10-20pts.
Defiance.....	10-20pts.
Racial/Gender/Sexual/Ethnic slurs.....	20 pts.
Forgery.....	20pts.
Participating in cheating/copying/stealing another student's work or tests.....	5-20pts.
Bullying/Cyber bullying.....	5-20pts.
Fighting/Physical Abuse (Automatic Suspension/Expulsion)	20pts.
Possession/Use of Illegal Substances (alcohol/drugs, vape pens, etc.) - automatic expulsion	

Minor Probation

Any student who accumulates 10 demerits will immediately be placed on Minor Probation and receive detention, unless he or she is already on Minor Probation at which time he or she will be placed on Major Probation.

Parents/guardians will be notified by the student's homeroom teacher that the student has been placed on Minor Probation and a conference with the parents/guardians, student, appropriate teachers, and the principal will be held to discuss a plan of action for correcting the behavior. The student will complete a Behavior Action Plan which will be signed by the parents/guardians, teacher, and principal and returned to the homeroom teacher for the record. The student will be expected to follow the plan of action to improve his or her behavior. The student's behavior will be monitored throughout the probationary period. If the student fails to correct the behaviors which caused probation or incurs more conduct points during the probationary period, he or she will be placed on Major Probation.

Minor probation lasts for two consecutive school weeks. ALL privileges will be lost during the two week probationary period. These include, but are not limited to, the following:

- Attendance to assemblies and field trips and special school functions.
- Students who are prohibited from participating in field trips due to probation
MUST REPORT TO SCHOOL!
- Participation/attendance in any club, choir, intramural, or athletic practice, or game activity.
- Serving on Student Council

Major Probation

Any student who accumulates 20 demerits will immediately be placed on Major Probation and receive detention for a week with the principal.

Parents/guardians will be notified by the student's homeroom teacher that the student has been placed on Major Probation and a conference with the parents/guardians, student, appropriate teachers, and the principal will be held to discuss a plan of action for correcting the behavior. The student will complete a Behavior Action Plan which will be signed by the parents/guardians, teacher, and principal and returned to the homeroom teacher for the record. The student will be expected to follow the plan of action to improve his or her behavior. The student's behavior will be monitored throughout the probationary period.

Major Probation lasts for four consecutive school weeks. ALL privileges will be lost during the four week probationary period. These include, but are not limited to, the following:

- Attendance to assemblies and field trips and special school functions.
- Students who are prohibited from participating in field trips due to probation
MUST REPORT TO SCHOOL!
- Participation/attendance in any club, choir, intramural, or athletic practice, or game activity.
- Serving on Student Council

Students on Major Probation are expected to follow the Action Plan implemented in the probationary meeting and to correct the behaviors that caused probation. The student's behavior will be monitored throughout the probationary period, and, if the behaviors are not corrected or if more demerits are incurred, the probationary period will be extended. The probationary period will be extended on a week-to-week basis until the behaviors are corrected. Students whose behavior does not change risk suspension or expulsion from Saint Katherine of Siena School.

Any suspended student will be automatically placed on major probation and follow all major probation requirements.

When there is a need for detention or loss of privilege, students will be notified a day ahead of time and will be expected to inform their parents/guardians. In usual circumstances, detention will not exceed one hour. Teachers may request that the student serve a private detention where the student and teacher will discuss what the student did wrong and come up with a solution for better behavior. Students will NOT be excused for detention due to athletics, transportation, or other activities.

Detention

Weekly detentions will be held after school from 2:30 P.M. - 3:30 P.M. on Wednesdays. The detention will be automatically issued to students who have accumulated 8 demerits.

All conduct points will be noted on the quarterly report cards.

Harassment

Saint Katherine of Siena School follows the Philadelphia Archdiocesan Policy prohibiting harassment, including sexual harassment which refers to any unwelcome sexual attention, sexual advances, requests for sexual favors or other verbal, visual or physical conduct of a sexual nature.

Sexual Harassment is unacceptable conduct and will not be tolerated. Any student or parent/guardian who is determined to have violated this policy will be subject to appropriate disciplinary action up to and including dismissal of the student.

Vandalism

The parents/guardians of any student who participates in vandalism or destruction or theft of property will be financially responsible for reimbursing the school or the violated party. An invoice for the monetary amount of the destruction will be issued. This bill must be paid in a timely fashion. Registration will be denied and report cards will be withheld until all financial obligations have been met.

Violent/Threatening/Harassing and Inappropriate Conduct

It is the intent of Saint Katherine of Siena School to provide an educational environment free from all forms of improper threats, intimidation, hostility and offensive and inappropriate behavior. Such improper conduct may take the form of unwanted verbal or physical conduct, verbal or written derogatory or discriminatory statements and behavior not otherwise conducive to the educational and religious mission of the school.

Unacceptable conduct – either by a student or a parent/guardian – includes but is not limited to, the following:

- Disrespectful behavior of any kind toward or about any staff member, student, volunteer or parent
- Insubordination
- Fighting
- Bomb scares or triggering other false alarms
- Cheating or Plagiarism
- Use or possession of drugs or alcohol
- Smoking/vaping
- Stealing
- Intimidation, harassment or threats of any kind
- Possession of any type of weapon

These categories do not cover every possible situation. The school will determine which behavior is inappropriate.

This policy applies both in and out of the classroom, in the school community generally and outside the school community, where the behavior is contrary to Catholic teachings or could bring disrepute or embarrassment to the school.

In addition, in the case of threats of violence or harassment, in any form, including oral, written or electronic, by a student against any member of the school community, the student, if suspended but not dismissed, may be required to receive psychological or psychiatric clearance before returning to school.

Suspension

Formal suspension is a serious disciplinary action taken against a student whose actions constitute a major infraction. Three detentions within a semester result in a suspension from classes. The suspension will be out of school at the discretion of the administration. The parents/guardians of the student will be informed of the seriousness of the situation and the school will seek the immediate cooperation of the parents/guardians to resolve the problem. During the suspension period, the student may not participate in any school activities. Students will be required to complete all school assignments given during the suspension. Students who have been suspended may be excluded from field trips and Spirit Day.

A student is liable for an immediate suspension as a result of, but not limited to, the following:

- Physical and/or verbal abuse
- Presence or use of any tobacco product, smoking, vaping, drugs, or alcohol
- Blatant disrespect for authority or school rules
- Vandalism, destruction or theft of property –Truancy
- Immorality

Reinstatement

Following suspension, students may return to the classroom after parents/guardians have met with the appropriate school officials. At this time, parents/guardians will sign an agreement assuming responsibility for the future behavior of the student.

Expulsion

Three suspensions (whether they are immediate or an accumulation of detentions) make a student liable for expulsion. Expulsion from school becomes formalized after a period of time has elapsed to allow for discussion, investigation and evaluation by the principal and Pastor who make the final determination of the status of a student.

Immediate expulsion, due to extraordinary circumstances, may result from, but is not limited to, the following types of infractions:

- Major theft
- Alcohol, drugs (presence or use)
- Immorality
- Carrying a weapon such as a gun, knife or any instrument intended to cause harm to another student or faculty member
- Serious vandalism
- Violent abusive behavior

Saint Katherine of Siena School reserves the right to dismiss any student at any time where the school considers the conduct of the student or parent/guardian to be inconsistent with school policy, the good of the school community or Catholic teachings.

Detention

Detention is conducted by the individual teachers. Weekly detentions will be held after school from 2:30 P.M. - 3:30 P.M. on Wednesdays. A parent/guardian must sign their child out for dismissal, unless the child is going to C.A.R.E.S. Parents/guardians will be notified at least one day in advance before a child must serve a detention. The detention will be automatically issued to students who have accumulated 8 demerits.

All conduct points will be noted on the quarterly report cards.

Dress Code

Saint Katherine of Siena recognizes the relationship between personal dress and personal attitude; therefore, we encourage our students to dress as to demonstrate pride in themselves and in their school. All students must be in uniform every day. There will be out-of-uniform days which will be announced during the course of the school year (a dress code for such days is included). If there is a time when the prescribed uniform cannot, for some legitimate reason be worn, a note from the parent/guardian must be written to the principal. Students who are out of uniform without an excuse will be sent to the office and the parents/guardians will be called to bring the proper clothing.

During the school year, the principal and faculty commit themselves to adhering to the dress code 100% so that students at Saint Katherine of Siena School, identifiable in uniform, will be ambassadors of this school, our church, and its values.

School uniforms are to be purchased at FlynnO'Hara's Uniforms while the school shoes will be sold at both FlynnO'Hara's and Digiulio's Shoes.

Cosmetics

Make-Up, acrylic nails and nail polish are never permitted. Your own nails can be painted with light, modest color.

Hair Styles/Grooming

Hair is to be neat, clean and groomed conservatively. No hair coloration or extreme styles are permitted. Small, simple hair ornaments are permitted. Students are expected to come to school in a state of cleanliness. Boys' hair must not touch their collars or cover their eyebrows. Facial hair, including beards, mustaches, and goatees, is not permitted while they are enrolled at St. Katherine of Siena School. This includes all facial hair growth, regardless of length or grooming style.

Socks

- Boys must wear black socks with their winter uniforms.
- Girls must wear navy socks with their winter uniforms.
- Both boys and girls must wear white socks for gym.

No colored socks (other than indicated above) are permitted at any time, unless specified for a dress down day or special school event.

Jewelry

Although jewelry is not part of the school uniform, post earrings of a small and conservative style are permitted to be worn by the girls (one earring in each ear lobe). Boys are not permitted to wear earrings. Bracelets, both ankle and wrist, pins and buttons are not part of the school uniform. This includes all rope, yarn, rubber

and beaded neck, wrist and ankle bands. A conservative religious medal or cross on a chain is permitted.

Dress Down Day Guidelines

- Jeans are acceptable and should be neatly kept without holes.
- Skirts must be the same length as the uniform skirts.
- Shirts must have sleeves and may not have any inappropriate logos, pictures or symbols.
- No tank tops, spaghetti straps, bare midriff, or bare shoulders – no yoga pants
- No dangling earrings
- No platform shoes allowed. Due to safety, sandals and flip flops are not allowed
- Parents/guardians will be called if a student comes to school dressed inappropriately
- These guidelines also apply to after school sponsored events, such as dances.
- Make-up, perfume, cologne, or hairspray may not be brought into school.
- Fake fingernails and Tattoos are not permitted

WHEN IN DOUBT, DON'T WEAR IT!

All students are expected to adhere to the dress code. Infractions of the dress code will warrant disciplinary action. The administration and faculty reserve the right to determine the appropriateness of student attire and hair length. They shall determine what is unkempt, extreme, distracting, and opposition to the philosophy of Saint Katherine of Siena School. Parents/guardians will be notified if their child is in non-compliance with the dress code.

Emergency Closings

Emergency Contact Forms

The school requires the parents/guardians of each student to complete an emergency contact form provided by the school. It is important that the information on this form is accurate and updated so that the school can contact the parents/guardians in the event of an emergency/school closing, other unforeseen event. Any changes in emergency information, especially telephone numbers, must always be reported to school immediately, throughout the year.

Early Dismissal

The school district and/or Archdiocese inform us of any change to the time of dismissal due to inclement weather conditions. Few do not receive much notice; therefore, it is necessary that the students have a place to go in case of an emergency dismissal. KYW and the Facts will announce early dismissal information.

Inclement Weather

KYW is the official station for school cancellations or late openings. On KYW 1060 AM, we listen for “All Archdiocesan Schools are closed.” It is imperative that every family and every child develops and knows an emergency plan in case of unexpected closure.

Non-Snow/Ice Related

In case of an early dismissal (e.g. pipes burst/heater breaks down) all students should have a predetermined place to go on file with the school. Our automated phone system FACTS Parent Alert will be utilized and will make three attempts to contact you with the phone numbers e.g. home, work, cell, text message, and email you provide to the school.

Extra-Curricular Activities

Extracurricular activities are sponsored for the enrichment and enjoyment of our students. Most activities take place after school or on the weekends. The following activities are available to our students:

- Academic Tutoring
- CYO Sports
- Reading Olympics
- Robotics
- Yearbook Committee
- Student Government

Faculty Meetings and Professional Development Days

Faculty meetings and professional development days will be a full day of school for the teachers. The students will have no school on these days. Parents will be notified in the weeks leading up to these meetings and in the tentative calendar that they will receive in AuguSaint

Field Trips

Field trips are designed to contribute to the educational, cultural and social growth of the student. Field trips are privileges which students can be denied if they fail to meet certain academic or behavioral requirements (including suspensions). Parents also have the right to deny their permission for a field trip. Students who fail to submit the proper permission form to school will be denied participation in the field trip. Telephone calls will not be accepted in lieu of proper forms. Students attending the field trip are expected to come to school at the regular time. The dress code for the field trip will be determined by the teacher in consultation with the principal.

Students may be denied field trip privileges due to non-payment of tuition. The usual school regulations pertaining to conduct will apply on all field trips.

Parents must have all of the proper clearances to chaperone any school field trip. Parents who are not chosen to chaperone a student's field trip must not show up at the site of the trip. Saint Katherine of Siena follows the Connelly sponsored field trip rules in regards to parent chaperones.

Student medication is carried by the teacher on field trips unless the student's parent/guardian is a chaperone. Then, it is expected that the student's parents will carry the medication.

Children who are not permitted to attend a school trip, either by parental or school request, must report to school. Field trips are considered school days. Therefore, children who do not attend the trip and choose to stay home are marked absent.

Government Services

CORA

CORA (Counseling or Referral Assistance) is a tax funded agency which offers help to students in guidance, educational tutoring and speech therapy. A CORA counselor is available to parents/guardians for consultation and to any of our students who may need supportive counseling. The educational services provided are for students in all grades in the academic areas of Math and Reading.

CATAPULT

Catapult provides services that include reading remediation and testing. Act 195 provides limited funding for the purchase of textbooks, and Act 90 provides funding for various instructional materials. Act 372 allows busing of non-public school children by the school district in which the child resides. Children not usually bused cannot ride the buses. Students cannot change their bus without the permission of the resident school district, nor may they ride a school bus from any district other than their resident district. After school tutoring is also available to the students of Saint Katherine of Siena School.

Health Services

The Philadelphia School District provides health services to Saint Katherine of Siena School. Emergency care will be offered to students for any accident or illness occurring *during* school hours. Extended illnesses or injuries, which occur outside of school, are the parents'/guardians' responsibility to manage. School nurses are prohibited by law to diagnose illnesses or injuries.

A health screening is held each year for the children at Saint Katherine of Siena School. During the screening, each student is weighed, measured and his/her vision and hearing are tested. Pennsylvania state law requires that students have a physical examination prior to entry to school, and again in grade six by their private physician or school arranged doctor.

A dental examination is required prior to entry to school, and in grades three and seven, either by the family or school arranged dentist. The parent/guardian is notified in writing of any deviations found in the screening or examination process.

Administration of Medication

The school faculty/nurse will administer prescription and non-prescription medications during the school day according to the following regulations:

- Medication must be in the original container and delivered at the beginning of the school day to the school's main office or nurse.
- Parents/guardians must complete a Medication Administration Form or send a note to the school including the following: student's name, name of medication, dosage, time and date of administration, reason for administration, possible side effects, other medication the child is taking, name of prescribing physician including the information above.
- Non-prescription drugs require a note from a physician including the information above.
- A parent/guardian may come to school to administer medications, but must report to the school nurse or principal before dispensing medication to the student.

Home and School Association

The Home and School Association of our parish school has set as its objective the amendment of Catholic education and the welfare of all of the school's students. It strives to enhance the parents'/guardians' and teachers' role in education by increasing their mutual understanding of the students and by providing opportunities for parents/guardians and teachers to work together for their good. The Association promotes parent-school activities to increase members' interest in education and civic affairs, and conducts fund raising activities. Members of the Home and School Association can be contacted through the school office or on the website email.

The Home and School Association has always played and continues to play an important role in raising funds to support programs, equipment, renovations, and educational materials.

Homework

In accordance with the principles of effective education, the school's policy is to assign homework to all grades each day. Homework takes priority over all extracurricular activities. On weekends or over holidays, homework is at the discretion of the teacher. Homework is a necessity at Saint Katherine of Siena School because it reinforces skills taught in class, trains the mind through memorization, and enhances critical thinking.

Homework may take any of the following forms: written assignments, assignments not completed in class, reading assignments, study and review, and long or short term projects/reports.

Since homework is reinforcement of concepts learned in class, it is essential that parents/guardians are asked to help their children develop good study habits by providing an orderly and quiet atmosphere in which to do homework and to check and sign completed assignments every night.

Homework includes both written and study work. Parental/guardian signing of test papers is included in the homework assignments. Teachers may relieve students of written work on special occasions.

Appropriate Time Spent on Homework

- K 15 minutes
- 1st – 2nd 30 minutes
- 3rd – 4th 60 minutes
- 5th – 6th 90 minutes
- 7th – 8th 120 minutes

Liturgy

As a Catholic school, Saint Katherine of Siena places great emphasis on the prayer life and spiritual development of all members of the school community. The school day begins and ends with prayers on the PA system. Grade Masses are held weekly on Fridays at the 8:00 A.M Mass in the Church.

Students also experience prayer through services, Stations of the Cross, May Procession. Students are responsible to participate in school liturgies by singing, praying, and showing a reverent, respectful attitude.

Lunch Period

No special hot lunch deliveries are permitted in fairness to all. **No glass bottles or soda cans are permitted. Students will eat in their classrooms on Wednesdays.**

Lunch Rules

- Respect shown to the lunch-parent moderators.
- Stay in your seat while at Fitzgerald Hall.
- Leave the building in silence when going outside.
- Walk in the schoolyard – **NO RUNNING.**

Lunch Schedule

PreK – 2 nd Grade	11:05 – 11:45 A.M.
3 rd – 5 th Grade	11:45 – 12:25 P.M.
6 th – 8 th Grade	12:25 – 1:05 P.M.

Parent/Teacher Conferences

Certain dates are set during the school year for parent/teacher conferences. It is important that parents/guardians attend these meetings to keep communication between home and school. After the first progress report the parent/teacher conferences are mandatory. Second trimester conferences are optional.

If the need arises, a parent/guardian may make an appointment to meet with a teacher. Teachers will not be called to the phone during school hours; however, a message may be left for them. Teachers should not be called at their homes. Parents/guardians wishing to meet with the principal about a child are welcome to do so after first speaking with the child's teacher.

Parties

The Home and School sponsors treats for special occasions during the school year. Classroom parties for Halloween, Christmas and Valentine's Day may be held. Teachers in each department (Primary, Intermediate, Middle School) have determined the time and structure of the party. No other instructional time should be used for parties without the principal's permission. All parties are expected to follow the nutrition policy for treats as stated in this handbook.

Party Invitation

Party invitations are not to be sent to school for distribution by individual students as this may cause hurt feelings among the students who are not invited. The only exception to this is if every boy or every girl is invited or all students in your child's room are invited.

Sacramental Program

At the very beginning of the Baptismal Liturgy, the following interchange takes place between the priests and the parents/guardians of the child to be Baptized:

*"You have asked to have your child Baptized. In doing so, you are accepting the responsibility of training him/her in the **practice** of the Faith. It will be your duty to bring him/her up to keep God's commandments, by loving God and our neighbor. Do you clearly understand what you are undertaking?" **We do!***

At the conclusion of the Baptismal Liturgy we hear the following blessing which is given to the parents/guardians of the newly Baptized child:

*"May God Bless the parents of this child, they will be **the first teachers** of their child in the ways of the Faith, may they also be the **best of teachers** bearing witness to the faith by what they say and do." Amen!*

In addition to these initial prayers, the Second Vatican Council states that the family is the "Domestic Church." In other words, whatever is done in church begins first in the home and is further strengthened in the home by the example of the parents and the family.

With this in mind, parents/guardians are expected to follow Saint Katherine of Siena Parish's policy with regard to Sacramental preparation and celebration with their children. In the grade when the Sacrament is to be received, parents/guardians are required to attend the Sacramental preparation meetings where the proper understanding of the Sacrament will be shared. Information necessary for the preparation and celebration of each Sacrament is sent home at the appropriate time.

In every grade from Pre-K through 8th, it is expected that all students with their families attend Sunday Liturgy. This is the first and best way to fulfill the promises made in the name of the child at Baptism. It also gives a strong support to what is being taught and demonstrated to the children in Saint Katherine of Siena School.

Students who have not received any sacraments must receive one year of religious instruction first. Parents must also make an appointment with Deacon Duffy to meet their Sacramental prerequisite obligation.

Safety Issues

Asbestos Notice

Pursuant to the Asbestos Hazard Emergency Act (AHERA), our school was inspected by a certified AHERA Inspector. A Management Plan was developed and submitted to the PA Department of Education. A copy of our Asbestos Inspection Report and Management Plan is on file in the school office.

The school is re-inspected by a certified AHERA Inspector every three (3) years. The maintenance and custodial staff have received two (2) hours of Awareness Training and conduct a periodic surveillance twice a year, in December and June.

Emergency Response Plan

Catholic schools teach the value and dignity of every human life. With this in mind, it is critical that every step is taken to insure the safety and security of all members of the Catholic school community. Under Commonwealth law, all schools in Pennsylvania are mandated to develop emergency preparedness plans. These plans identify, from a school administration level, action to be taken during the four phases of an emergency: prevention/mitigation, preparedness, response, and recovery.

The purpose of this plan is to identify and clarify emergency roles and responsibilities for Saint Katherine of Siena School and its staff. It further prescribes procedures and coordination structures for Prevention/Mitigation, Preparedness, Response, and Recovery efforts at the school level. The ultimate objective is to minimize the negative consequences of any incident on the school, its staff, students, and parents/guardians.

This document provides a basic Emergency Response Plan, recommended emergency response teams, site specific hazard vulnerability analysis and list of vulnerabilities, staff roles and responsibilities, training requirements, and exercise procedures based on the four phases of emergency management.

Fire Drill

Fire drills are held monthly. Exit directions, which are posted in prominent places in each room, are to be followed. No one—teacher, student or other personnel—may remain in the building during fire drills. When the students hear the bell, they are to leave the room quickly and quietly in single file. Students remain outside until summoned back to class.

Students are to remain in absolute silence during all fire drills. Misconduct of any nature is to be reported to the principal. Misbehavior during fire drills is a very serious offense and will be dealt with immediately.

Lockdown Drill

A lockdown takes place to prepare students for hostile intruders, hostage situations, and a weapon on campus or anytime instructed to do so. An announcement is made to lock doors immediately! Students move to the safest part of the room, away from windows and doors. Window shades are pulled down. The window in the classroom door is covered to prevent an intruder from seeing into the room. Classroom lights are turned off. No one is permitted to exit or enter the room once the door is pulled shut and locked. Classes wait for instructions to resume activities. During a lockdown, no one is permitted to enter or exit the building for any reason.

Security/Visitors

All doors to the school will be closed and locked during school hours. Parents/guardians and other visitors should use the buzzer door at the right side of the school building to gain entrance to the building.

For security reasons, anyone entering Saint Katherine of Siena School must check at the Raptor Kiosk to scan their ID and wait for the label to be printed. If access is granted, the visitor will be allowed to enter the main office. All visitors must report to the office regardless of the purpose of the visit.

For the safety of all students, a visitor's badge must be worn. Communication with teachers and students will be handled by the school office and will be done in a manner that does not disrupt the educational process in the school.

Shelter-in-Place

Shelter-in-Place drills are designed for those situations in which it is safer for everyone to remain in the building than to evacuate. Generally, shelter in place means simply staying indoors. When directed to do so, all students report to their assigned room. Doors and windows are closed and locked.

Weather Emergency Drill

Weather emergency drills are practiced yearly. Teachers follow the policy governing weather emergencies for student safety. Students must always maintain silence during a weather emergency drill.

Student Council

The Saint Katherine of Siena Student Council is an organization designed to promote leadership development among its student body. The responsibilities of its members consist of participating in monthly meetings, supervising all student activities, representing the school community, and promoting school spirit. Election of officers is held in May prior to the upcoming school year.

The student's requirements to run for office are:

- Must be an eighth grade student
- Must have an average of 80 or above in all major subjects and no failures in any subject
- Must have satisfactory effort and behavior marks for each marking period of the year
- Must be approved by the Pastor and Principal.
- Administration reserves the right to remove any student who fails to comply with any of the rules above

The election procedures are:

- Candidates must obtain five signatures of faculty members
- Candidates must be approved by the Principal
- Primary election is held during the third week of May
- Candidates campaign one week prior to the election
- Dates and times for elections and campaigning are established by the principal and student council moderator
- Winners of the election will be announced during the last day of school
- Installation of officers occurs in October during a special school liturgy held in church

The election procedures for homeroom representatives:

- Homerooms from grades five through eight each have two homeroom representatives who are chosen by election in the homeroom during the second week of school as scheduled on the school calendar.
- Candidates must have no failures on the previous year's report card
- Candidates must possess satisfactory effort and behavior marks for each marking period of the previous year's report card
- Candidates must be approved by the Pastor and Principal
- Installation of homeroom representatives occurs in October in a First Friday liturgy held in church

The Student Leadership Board is chosen by the teachers in 8th grade. These students strive to model what Saint Katherine of Siena students stride to be.

Student Records

Students' records may be reviewed by parents/guardians after a written request is sent to the school. The principal, or designee must be present while records are reviewed.

Student records include:

- Permanent Record Card
- Standardized Tests Results
- Medical File

Student Services

Services for Math and Reading remediation, speech therapy, homebound tutoring, counseling, educational/psychological evaluation are provided through federal and state funding. All of these services are federal or state mandated programs and are provided to our students through your tax dollars. Money is not distributed to our school directly but is channeled through the Archdiocese of Philadelphia. The archdiocese of Philadelphia has contracted with CORA and Catapult to provide these services to our students. With the exception of homebound tutoring, services are provided to students either in our building or in the trailer located on the school complex. Those students whose standardized testing results have fallen below state and/or district minimum standards in the areas of reading, mathematics, and/or communication are eligible for these programs.

Technology Policy

The following are unacceptable uses of technology at Saint Katherine School:

- Users must not use technology to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual.
- Users must not post, publish, or display any defamatory, inaccurate, violent, abusive, profane or sexually oriented material. Do not use obscene, profane, vulgar, rude, or threatening language. Do not knowingly or recklessly post false information about any persons, students, staff or any other organization.
- Users must not use a photograph or image of any student, or employee without expressed permission of that individual and the school's principal. Users must also not use equipment to create any site, post any photo, or image/video of another except with the expressed permission of the individual and the school's principal. Maintaining or posting material to a website or blog that threatens a likelihood of substantial disruption in school, including harming or interfering with the rights of other students to participate fully in school or extracurricular activities is a violation of the Acceptable Use Policy and subject to the disciplinary measure found herein.
- Users must not attempt to break through the school's security system, guess passwords, or in any way attempt to gain access to secured resources, another person's files, or another person's password.
- Users must not install, move, delete, download, upload, reconfigure, or modify any software or files on school equipment without permission.
- Users must not move, repair, reconfigure, modify, or attach external devices to the systems without permission.
- Users must not deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives. Students must not access entertainment sites, for example social networking sites or apps, including but not limited to, Facebook, Snapchat, X, and TikTok or gaming sites, except for educational purposes under teacher supervision.

- Users are not to plagiarize content and may not present the work of another as their own without properly citing that work.
- Users are not to use artificial intelligence to create original school work.
- Users must not violate license agreements, copy disks, CD-ROMS, or other protected media. Users must not use technology for any illegal activity. Use of the internet for commercial gains or profits is not allowed from an educational site.

Reporting: Users must report immediately any damage or change to the school's hardware/software that is noticed by the user.

Electronic Devices: Users must adhere to local school policy regarding the use of additional electronic devices including but not limited to personal devices: calculators, gaming devices, cellular phones, and iPads. Access will be determined by the administrator of the school. The school's technology policy regarding authorization, use, responsibility, integrity, intellectual property, and monitoring will be applied to these devices.

Smartwatches may not be used for any reason during the school day. Students are strongly advised not to wear smartwatches to school.

Administrative Rights: The Office of Catholic Education or the school administration at any time may add additional rules and restrictions. The school has the right to monitor both student and employee use of school computers.

Computer Repairs: Repairs that are deemed the fault of the student, including accidental drops, will be assessed a fee.

Tier 1: \$25

Missing keys on keyboard

Trackpad has peeled up

Minor chassis/casing damage. including adhesives from tape and stickers (not impacting other parts of the device)

Broken camera

Broken or lost/stolen power adapter

Broken speaker

Additional damages, as applicable

Tier 2: \$50

Moderate chassis/casing damage (impacting two or more parts of the device)

Additional damages, as applicable

Combined Tier 1 damage

Tier 3: \$100

Damaged screen

Major chassis/casing damage (impacting three or more parts of the device)

Damaged mainboard power button or ports (i.e. USB, audio jack, etc.)

Additional damages, as applicable

Combined Tier 1 and Tier 2 damage

Tier 4 - Device Replacement: \$200

Device replacement due to fluid damage

Device replacement due to destruction

Additional damages, as applicable

Device replacement due to loss

Device replacement due to theft

Combined damage due to Tier 1, Tier 2, and Tier 3 damage

Violation of the above rules will be dealt with by the administration of the school. Violation of these rules may result in any or all of the following:

- Loss of use of the school network, computers and software, including internet access. The student will be expected to complete work on a non-networked, stand-alone computer system.
- Issuance of demerits/detentions, if applicable.
- Disciplinary action including, but not limited to, dismissal and/or legal action by the school, civil authorities, or other involved parties.

Transfers

Parents/guardians are requested to notify the principal and homeroom teachers in advance of the date of transfer. All tuition payments and fees must be paid in full up to date of transfer. No records may be released until all bills, etc. are current.

The following information must be given to the school:

- Name, grade and room of child/children transferring
- Reason for transferring
- New address if applicable
- Name, address, including zip code of new school
- Last date child/children will attend Saint Katherine of Siena School
- All records will be sent upon receipt of written notification that the student has been registered in the new school.

Admissions for Middle School

Students applying for admission to grades 6, 7 and 8 will be interviewed by the principal or his/her designee prior to admission. This requirement may be waived if the student presents a letter of recommendation from the principal of the previous Catholic School or the Director (Coordinator) of Religious Education of a Parish Catechetical Program.

Transfer students will be placed on a 90 day probationary period. During this time, newly transferred students are expected to abide by all Saint Katherine of Siena student/classroom academic and behavioral guidelines as outlined within this handbook. Any failure to meet the expectations outlined herein will result in a review of the student's continued eligibility to remain at Saint Katherine of Siena and formal discussion with his/her parents/guardians to discuss next steps.

Tuition

The pastor sets the tuition in the spring of the year prior to enrollment year; parents/guardians are obligated to meet the payment requirements. Families of Pre-K and Kindergarten children are assigned a separate rate. Special rates are determined for students who are not members of Saint Katherine of Siena Parish. Report cards will be withheld if tuition is not up to date. All tuition and fees must be satisfied to participate in graduation for the 8th grade.

Check the school websites for the most up-to-date tuition rates –

<https://sksphila.org/admissions>

Uniform

The Saint Katherine of Siena School uniform is worn by every student in grades PreK through 8th and should be worn with a sense of dignity. Recognizing the relationship between personal dress, personal attitude, and living out of our faith, we encourage our students to dress so as to demonstrate pride in themselves, in their school, and in their God. We request and appreciate parent/guardian supervision in regard to student appearance, as well.

Uniform Policy

Pre K-Kindergarten Boys and Girls Uniforms (Year Round)

- Light Steel Gym Tee Shirt with Silk Screen
- Navy Micro Mesh Nylon Gym Shorts with Silk Screen
- Oxford Heavyweight Sweatshirt with Silk Screen
- Navy Heavyweight Sweatpants with Silk Screen

Grade 1st-5th Girls Uniform (Winter)

- Blue & Grey Plaid Split Jumper with Emblem
- White Short Sleeve Peter Pan Collar Blouse
- White Long Sleeve Peter Pan Collar Blouse
- White Turtleneck
- Navy Crew Neck Cardigan Sweater with Logo

Grade 6th-8th Girls Uniform (Winter)

- Navy 2 Panel Skort
- Blue Short Sleeve Banded Bottom Shirt with Silk Screen
- Blue Long Sleeve Banded Bottom Shirt with Silk Screen
- ¼ Pullover Sweatshirt with embroidered logo

Grade 1st-8th Girls Uniform (Winter Accessories)

- Navy Saddle Shoe
- Navy Mary Jane Shoe
- Navy Orlon Knee-Hi
- Navy Opaque Nylon Knee-Hi
- Navy Opaque Tights

**Grades 1st-8th Girls Uniform
(Summer-Fall/Spring)**

- Blue Short Sleeve Polo Shirt with Silk Screen
- Blue Long Sleeve Polo Shirt with Silk Screen
- Navy skort
- White sneakers
- White socks, show above shoe line

Grades 1st-8th Girls Gym Uniform

- Light Steel Gym Tee Shirt with Silk Screen
- Navy Micro Mesh Nylon Gym Shorts with Silk Screen
- Oxford Heavyweight Sweatshirt with Silk Screen
- Navy Heavyweight Sweatpants with Silk Screen
- White Sneakers
- White Socks, show above shoe line

Grades 1st-5th Boys Uniform (Winter)

- Navy Twill pants
- White Short Sleeve Polo Shirt with Silk Screen
- White Long Sleeve Polo Shirt with Silk Screen
- Navy V-Neck Cardigan Sweater with Logo
- Navy V-Neck Sweater Vest with Logo
- Navy V-Neck Pullover Sweater with Logo

Grades 6th-8th Boys Uniform (Winter)

- Navy Twill Pants
- White Short Sleeve Button down Collar Shirt
- White Long Sleeve Button down Collar Shirt
- Navy/Grey Striped Tie
- Heather Grey V-Neck Pullover Sweater with Logo

Grades 1st-8th Boys Uniform (Winter Accessories)

- Black/Brown Reversible Belt
- Navy Crew Socks
- Black Oxford Shoe for Children
- Black Leather Men's Eastland Oxford Shoe

**Grades 1st-8th Boys Uniform
(Summer-Fall/Spring)**

- White Short Sleeve Polo Shirt with Silk Screen
- White Long Sleeve Polo Shirt with Silk Screen
- Navy Twill Walking Shorts
- White Sneakers
- White Socks, show above shoe line

Grades 1st-8th Boys Gym Uniform

- Light Steel Gym Tee Shirt with Silk Screen
- Navy Micro Mesh Nylon Gym Shorts with Silk Screen
- Oxford Heavyweight Sweatshirt with Silk Screen
- Navy Heavyweight Sweatpants with Silk Screen
- White Sneakers
- White Socks, show above shoe line

Information regarding uniform styles and purchasing options can be found on our school website.

Volunteers

Parents/guardians are welcome to enter our school community through full participation in all events. Volunteers for school events and routine school needs are most welcome. Schoolyard parents, cafeteria moderators, and many other jobs are always open to new volunteers. All volunteers are required to have a criminal background check and Child Abuse clearance from the state of Pennsylvania, as well as the Safe Environment Training (which may require multiple classes) required by the Archdiocese of Philadelphia. For a complete list of volunteer clearance requirements, please visit our school website or contact our Church Rectory at 215-637-7548.

No visitor or volunteer may go directly to any area of the school without first signing in at the office. For the safety of the children, visitors and volunteers are not

permitted to go to a classroom to visit, confer with a teacher without an appointment or visit any child in class or at lunch. All volunteers must wear a volunteer sticker at all times while visiting the school building.

Saint Katherine of Siena School reserves the right to amend this handbook at any time deemed necessary.

June 13, 2025