



PARENT/STUDENT HANDBOOK

2015-2016

St. Catherine of Siena School

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<http://www.stcats.org>

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Dear Parents and Students,

***“What greater work is there than training the mind and
forming the habits of the young?”
St. John Chrysostom***

Welcome to St. Catherine of Siena Catholic School! In choosing St. Catherine of Siena School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

This Parent/Student Handbook reflects the policies of St. Catherine of Siena School for the 2015-2016 school year. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of St. Catherine of Siena School during the 2015-2016 school year.

The faculty and staff of St. Catherine of Siena School look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Roman Catholic Church.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God bless you,

Haidee Todora
Principal

St. Catherine of Siena School
Parent Student Handbook
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St. Catherine of Siena School

SECTION 1 INTRODUCTION

1.1 About Us

St. Catherine of Siena School is a Pre-Kindergarten through Grade 8 Catholic Elementary and Middle School under the Diocese of Beaumont Schools Office. St. Catherine of Siena School opened its doors in September 1961.

Mission:

St. Catherine of Siena Catholic School is dedicated to serving the community by providing an exceptional Catholic education that shapes the hearts, minds, and souls of our area youth. Together with our parents, we nurture the whole child while fostering the love of God, respect for self and others, and belief in gospel values, all in an atmosphere of Catholic faith and academic excellence.

St. Catherine of Siena Catholic School takes pride in:

- Challenging and motivating all PK3-8 students to reach their full potential
- Promoting critical thinking and preparing students to be leaders in this global society
- Providing personalized instruction and a challenging and comprehensive curriculum
- Seeking to educate our students to be able to act responsibly for their own good and for the good of their family, community, church, and country
- Preparing children to be disciples of Christ dedicated to the service of others
- Guiding our students through Catholic tradition to be faithful to the church and its teachings

Philosophy:

St. Catherine of Siena Catholic School is a diverse educational community engaged in the intellectual, social, physical, and spiritual formation and development of our PK3-8 students. We educate and nurture the whole child, inspire the love of God, and teach respect for self and others. St. Catherine of Siena Catholic School is an accredited institution which prepares students for the best high schools in Southeast Texas by providing a superior religious and academic program integrating technology, with a personal and caring teacher-student relationship. Our staff of certified teachers prepares our graduates to become leaders in this global society dedicated to the service of others. Here, the Way, the Truth and the Life are united in theory and practice where they form a unity that is exemplified only in the person of Jesus Christ, who is the center of Christian Life and Catholic education.

Graduate Profile:

Graduates of St. Catherine of Siena Catholic School are . . .

Disciples of Christ who . . .

- ❖ Are centered on gospel values,
- ❖ Recognize the gifts they have been given by God
- ❖ Are willing to serve others in their community and beyond
- ❖ Understand and live their faith according to God's will

Life-long learners who . . .

- ❖ Have mastered the appropriate basic skills and concepts
- ❖ Are able to apply what they have learned to real life situations
- ❖ Are able to use technology as problem solving tools
- ❖ Are able to think critically, communicate effectively, and work collaboratively

Well rounded individuals who . . .

- ❖ Are prepared to make wise ethical and moral decisions
- ❖ Are self-confident, self-disciplined people of integrity

- ❖ Are creative and open minded
- ❖ Are respectful and productive citizens

Accreditation:

In accordance with the decision of the Roman Catholic Bishops of the State of Texas, our school is recognized by our Bishop as a Catholic school accredited by the Texas Catholic Conference Education Department (TCCED).

Curriculum:

The curriculum stresses academic achievement within a Christian community where the child feels that he/she is loved and respected by his/her peers as well as the teacher. Vatican II texts are used so that our theology is in compliance with the United States Catholic Conference of Bishops (USCCB). United with each other in meaningful liturgy and prayer, the students can further come to an understanding of Christian life. At St. Catherine of Siena School, we are attempting to “teach as Jesus did.”

The Diocesan curriculum guidelines, consistent with the State of Texas guidelines, are followed for the teaching of all secular subject areas. The curriculum is marked by current content and fresh approaches to methodology. There is emphasis on principles rather than fact, on learning through problem solving rather than by precept. We strive to offer a program which makes use of many sources of reading material, a wide variety of audio-visual and technology tools, and a multi-text approach to the content areas.

1.2 Purpose of Handbook

The primary purpose of this handbook is to communicate rules, policies and procedures of St. Catherine of Siena School to our school community. Policies allow for the orderly, consistent, and fair administration of schools and programs. Our Mission Statement and Philosophy form the basis for the rules, policies, and procedures of St. Catherine of Siena School. In addition to providing a safe environment and academic excellence, a St. Catherine of Siena School education instills in students values integrated into everything we do as a school community. This Handbook is part of the contract that exists between the school and the parents and students.

The school leadership strives to create an accurate, comprehensive, and clear resource that teachers, students, and parents can depend on to provide them with information about the school’s rules, policies, and procedures. Our goal is to assist and support our school community as we navigate our way through the school year. It is an expectation that parents discuss this Handbook with their student. The school leadership welcomes constructive comments and suggestions that will assist the school with updating this Handbook each year while remaining consistent with the published policies of the Roman Catholic Diocese of Beaumont. Any questions, concerns, or suggestions regarding this Handbook, or any other school policy or procedure, should be directed to the school principal.

Whenever the term “parents” is used in this Handbook, it shall mean, as appropriate, either parent, legal guardian, or other custodial family member of the student.

1.3 Handbook and Other Policy and Procedure Changes

From time to time, it is necessary to make changes to the policies or procedures for the school that are contained in this Handbook, on the school website, or otherwise. St. Catherine of Siena School reserves the right to make such changes and will notify parents as soon as possible of these changes in the form of Addendum's to the Handbook, which will be distributed in a manner deemed the most efficient to everyone.

Parents should contact the principal if they have a question regarding the most recent version of any school policy or procedure. If this Handbook does not address an issue that arises at the school, the principal and Administrative Teams will look to the Roman Catholic Diocese of Beaumont Handbook for Schools and to the Superintendent of Schools for guidance.

1.4 Role of the Bishop, Pastor, and School Leadership

Bishop:

The Second Vatican Council redefined the role of the Bishops in the “Dogmatic Constitution on the Church” and the “Decree on the Bishop’s Pastoral Office in the Church.” Both documents clarify the Bishop’s role as a true and authentic teacher of the faith. In this function as teacher, the Bishop is the director of the Catholic schools in the Diocese.

The Magisterium is the governing body of the teachings of the Catholic Church and consists of the Pope and Bishops. When the Church presents doctrine set forth by the Magisterium, it is considered to be infallible. “He who hears you, hears me; he who rejects you rejects me, he who rejects me, rejects Him who sent me” (Luke 10. 16).

Pastor:

The pastor oversees the catechetical and educational ministry of St. Catherine of Siena Catholic Church and delegates the leadership and everyday governance of St. Catherine of Siena School to the principal.

Superintendent:

The Superintendent provides overall leadership, direction, and support to those engaged in the ministry of Catholic school education through consultation and cooperation with the office of the principal, identification of strengths and needs of Catholic schools, and development of programs and services that foster quality and excellent Catholic education.

The Superintendent is responsible for the formation, promulgation, and interpretation of policies pertaining to the operation of Catholic schools. The Superintendent oversees school/parish compliance with established policies, including compliance with federal, state, and local regulations applying to nonpublic schools.

Principal:

The principal is the caretaker of the spiritual mission of the St. Catherine of Siena School community. Therefore, the principal is the primary catechist whose first responsibility is the implementation of the Catholic philosophy of education. The principal is also the academic leader of the school community and personnel.

Administrative Teams:

The Administrative Teams consists of a minimum of 4 faculty members, 2 from lower grades PK through 4, and 2 from upper grades 5 through 8. The Administrative Teams work with the principal in establishing school rules, policies and procedures, including but not limited to, disciplinary actions and grievance processes, ensuring that the educational standards are consistent with Texas state standards and are in compliance with the TCCED, evaluating curriculum, assessing individual academic needs, safety protocol, and assisting with the marketing efforts of the school. The principal selects the Administrative Teams based on interest and experience and reserves the right to make changes to the Teams as deemed necessary.

1.5 Communications with School Leadership, Faculty, and Staff

1.5.1 Family/ School Communication

Communication by and between all members of our school community is essential to the well-being of St. Catherine of Siena School. The best educational atmosphere that can be established for our students is one of family, teacher, and school working to complement each other. Our commitment is to work professionally and constructively for the education of our students. Our lines of communication are to be handled confidentially and sensitively.

We urge everyone to read all notes, notices, email messages, newsletters, etc. from school leadership, faculty, staff and organization sponsors. Many of these messages will be sent home with students in the agenda books or “take-home” folders. These communications keep school

families informed of events, changes in school policy, and information regarding day-to-day school life.

St. Catherine of Siena School uses cloud-based software to communicate current and updated student progress. It is an expectation for parents to familiarize themselves with the regular use of this Internet program so they can stay informed of their child's academic progress. (See Section 8.4, School Management Software; Section 8.5, Report Cards and Progress Reports; Section 8.6, Parent Teacher Conferences).

1.5.2 Communication with the Principal

Parents are welcome to share concerns or to check with the principal on the progress of a student. Parents who wish to have a conference with the principal should make an appointment through the school secretary.

1.5.3 Communications with Teachers and Classroom Visits

1. All concerns relating to the student's religious, academic, and social development need to be discussed first with the individual teacher. Parents are encouraged to communicate their concerns and to practice doing this in a way that promotes a positive relationship between school and family. In this way, the teacher can best review comments, consider suggestions, and plan for the future. Everyone should strive to protect and guard the quality of our relationships.
2. Agenda books are provided for all students in grades 1 through 8 so students can learn organizational skills and responsibility. Students are required to use these books to record all assignments, due dates, and upcoming events. Because parents and homeroom teachers must sign them daily, agenda books are considered the first and most immediate form of communication between teachers and parents.
3. In matters needing a higher level of sensitivity or confidentiality, an email message is the preferred and most appropriate and expedient way to contact a student's teachers. The Christian approach to handling serious issues is to arrange a conference with the teacher or other appropriate party rather than through email. (See Section 11.2, Parent Grievance Process.)
4. Parents may also send a note to a teacher through the school office, or through their student, or leave a telephone message with the school secretary. Please keep in mind that teachers do not have access to telephones during class time and may not respond to a telephone message as quickly as an email message. However, teachers will usually respond to any message within 24 hours, unless extenuating circumstances prevent them from doing so.
5. Parents who wish to have a conference with a teacher should schedule an appointment time directly with the teacher. Parents should email a conference request to the teacher or leave a message with the school secretary.
6. Parents who have a scheduled appointment with a teacher must first check in with the school office before proceeding to the classroom. No parent may request to see a teacher from 7:45 – 8:00 a.m. or from 2:55 – 3:20 p.m. as all teachers are on morning or dismissal duty at those times.
7. Parents are always welcome in the school. Classroom visitations are permitted, providing prior arrangements have been made with the teacher. All volunteers must complete the volunteer screening process. (See Section 1.7, Volunteer Screening and Safe Environment Program.) For more information about the following and other volunteer opportunities, contact the school office.

(See Section 8.6, Parent / Teacher Conferences.)

1.6 Volunteer Organizations

St. Catherine of Siena School depends on parents, family, and volunteers for fundraising and to fulfill certain needs throughout the school year. Parents are strongly encouraged to become involved in any of the parent groups or volunteer opportunities which support and strengthen our school programs. **Because the education of each student is a partnership between home and school, all families are expected to give at least 10 hours of service to the school during the course of the school year.** (See, Section 2.4, Volunteer Hours)

- **School Board** – The Catholic School Board is advisory and consultative to the Pastor and Principal and supports the Mission and Philosophy of St. Catherine Siena School. Its various committees advise and report to the pastor and principal on school financial, volunteer, marketing, and the schools Strategic Plan. The Board consists of 9 to 12 voting members. The Board Member term is two years, renewable for one (1) additional two-year term, for a total of four (4) consecutive years. Ex-officio members are non-voting members who have a special interest in St. Catherine of Siena School or special skill or knowledge, and include the Superintendent, Pastor, the Principal, the Events Coordinator, and any other person that the pastor or principal desires to include. The School Board meets monthly throughout the school year.

Obligations of the Board:

Care: putting the interest of the school first

Duty: represents the school by following all state and federal laws, and Board bi-laws

Loyalty: is loyal to the school, and its leadership

- **Home and School Organization** – The Home and School Organization assists with volunteer efforts and fundraising at St. Catherine of Siena School. The Organization works in collaboration with the School Board and the principal. Through its activities and events, the Organization promotes community and fundraising activities for the benefit of the operation of the school, teachers, and students. All families and friends of families in our school and church community are part of the Organization through their volunteer efforts.
- **Other Volunteer Opportunities** – The school has many opportunities for all parents. Typically, these include homeroom parents, clinic or health screening volunteers, technology volunteers, cafeteria volunteers, library volunteers, and coaches for athletic teams and other extra-curricular activities.

Those wishing to volunteer or would like information about volunteer programs should contact the school office.

1.7 Volunteer Screening and Safe Environment Program

St. Catherine of Siena School is in compliance with the Roman Catholic Diocese of Beaumont Safe Environment Program. As Christian adults, we have a moral and legal responsibility and are entrusted by God with the spiritual, emotional and physical well-being of minors and vulnerable adults as they participate in activities within or sponsored by the Diocese of Beaumont. It is the policy of the Diocese of Beaumont not only to comply with report laws but also to cooperate fully with the investigating civil authorities.

In order to achieve the above, the Diocese of Beaumont has a Safe Environment Program that implements training, screening through interviews, criminal background checks and other procedures that are designed to reduce the risk of sexual abuse of children and vulnerable adults. Every church school and Diocesan agency has this program, and each is responsible for program implementation and continuation. As a result, all volunteers of St. Catherine of Siena School must complete the Safe Environment Program, which consists of the following:

- Screening Form (used to run a criminal background check)
- Acknowledgement Form
- Reference Check
- Interview

- Protecting God's Children training

More information regarding the Safe Environment Program is available through the school office or the Diocesan website at <http://dioceseofbmt.org/safeenvironment/index.html>

SECTION 2 ADMISSION AND TUITION

2.1 Admission Procedures

St. Catherine School has programs for PK3 through 8th grade. The school is an educational ministry outreach of the people of the St. Catherine of Siena Catholic Church community. We are committed to provide educational opportunities in a Catholic setting to those who are committed to the mission and philosophy of the school. St. Catherine of Siena School admits qualified students to its programs. It does not discriminate on the basis of race, religion, gender, ethnic origin or disability, if with reasonable accommodation the applicant can meet the program requirements. The school does not discriminate on the basis of race, religion, gender, ethnic origin or disability in administration of its educational policies, admissions policies, athletic programs and other programs and activities.

While St. Catherine of Siena School admits students of many different religions to the school, it reserves the right to give preference in admission to Catholics. The school utilizes the following preference system:

1. Siblings of current St. Catherine of Siena School students
2. Children of St. Catherine of Siena Church parishioners
3. Catholic non-parishioners
4. Non-Catholics

St. Catherine School admission procedure is as follows:

1. As set forth in the Texas Education Code and the Roman Catholic Diocese of Beaumont Policy for Schools, St. Catherine of Siena School has the following age requirements for admission:
 - a. A child entering PK3 will be three years of age on or before September 1 of the current school year and be toilet trained.
 - b. A child entering PK4 will be four years of age on or before September 1 of the current school year and be toilet trained.
 - c. A child entering Kindergarten will be five years of age on or before September 1 of the current school year.
 - d. A child entering first grade will be six years of age on or before September 1 of the current year or have been in first grade or completed kindergarten in an accredited school.
2. Parents of prospective PK, Kindergarten, and 1st grade students must complete a school registration form and provide a birth certificate and baptismal record. There is no admission testing for new PK, Kindergarten and 1st grade students, although a simple evaluation of a student may be conducted. Students applying for admission during a current school year, if accepted, will be admitted on a probationary basis.
3. During the summer months, the school will administer a 30 minute reading and a 30 minute math test to all new students who wish to enroll in grades 2 – 8. At this time, parents must complete a school registration form, and provide the most recent report card from previous schools, birth certificate, and baptismal record.
4. Once testing dates are announced in the summer, the school will conduct entrance examinations for students wishing to enroll in grades 2 - 8.
5. A student and parent interview with the principal will be required for all students being considered for grades 6 – 8.
6. All families seeking enrollment must meet with the principal.

We seek new students who demonstrate they can perform at or above the median level of prospective classmates for the grade level to which they will be placed, and who can contribute to those classes. Academic and behavioral records from previous schools will also be considered in the admissions process.

A waiting list will be compiled as needed, based on admissions preferences as of the date of the student's admission application. A student who is not offered admission but who is currently enrolled in good standing at another school can have his or her name placed on the waiting list. We offer no assurance that any student on the waiting list will be admitted.

When the school offers to accept a student, we require a non-refundable registration fee, a completed registration packet, and current health form and immunizations / vaccination records to hold the student's place in a particular grade.

2.2 Annual Registration

Annually in February, each family with students currently attending St. Catherine of Siena School will register for admission for the next school year. Current enrollment does not guarantee enrollment for the following year. The principal reserves the right to review each annual registration and, with due consideration, welcome back students or refuse admission. Before accepting an application for registration, the school requires the following:

1. All tuition and fees, including activity fees, are current.
2. The student has grown academically and behaved appropriately. Some students may be asked to enroll in an approved summer school program, and registration would depend on fulfilling this requirement.
3. Catholic parents have encouraged the spiritual growth of their student outside the school.
4. The student and their parents agree to abide by school and classroom rules, policies, and regulations, and have cooperated positively with school personnel.
5. Students have fulfilled service hour requirements and family's have participated in all fundraising efforts.

NOTE: Students must be pre-registered for the next school year to be eligible to participate in Student Council officer elections, NJHS nominations, or to try out for cheerleader for the next school year.

2.3 Tuition and Fees

For current tuition and fees, please see the tuition and fee schedule available from the school office or on the school website (www.stcats.org/tuition-financial-information). Our school has entered into an agreement with FACTS Tuition Management Service to handle tuition collection for the school. All families are required to participate in the program. Tuition will be drafted automatically by FACTS on the 5th of each month. Outstanding balances will result in the holding of student report cards or grades.

2.4 Volunteer Hours

St. Catherine of Siena School depends on family volunteers for fundraising and to fulfill certain needs at the school. In the spirit of cooperation and commitment, all St. Catherine of Siena School families are expected to contribute at least 10 volunteer hours to the school to support and enhance the educational environment for students. St. Catherine of Siena School recognizes that job and other demands on family time may make it difficult for a family to contribute many volunteer hours. In the event that a parent or guardian is unable to fulfill their volunteer obligation, they may send an adult representative to work in their place. In lieu of volunteer hours, a monetary contribution of \$100 for the benefit of the operation of the school may be made. Volunteer opportunities will be made known during the summer and throughout the school year through email messages and information sent home with students. (See Section 1.6, Volunteer Organizations and Section 1.7, Volunteer Screening and Safe Environment Program.)

2.5 Scholarships and Tuition Assistance

St. Catherine of Siena School has a limited amount of scholarships and tuition assistance available for students who are fully registered at the school. Please contact the school office for further information. Applications may be made in early spring for the next school year. Assistance will vary from year-to-year.

2.6 Continued Enrollment

Cooperation from parents is required for continued enrollment of their student(s). Parents are expected to cooperate in good faith with the implementation and enforcement of all St. Catherine of Siena School policies and procedures as stated in this Handbook and as requested by the principal. Inappropriate behavior by parents or failure to cooperate shall be grounds for removal of their student from the school. Parents must communicate any family changes such as, name change, contact information, marital status, legal guardianship, etc., which directly relates to the child. (Section 11.1, Parent Cooperation, and Section 11.2, Parent Grievance Process.)

2.7 Custody Issues

If parents are separated or divorced, the school presumes that both parents have access to their student unless one parent can provide legal evidence and documentation to the contrary. If parents cannot agree on custody issues, the school may require parents to make other arrangements for the education of their student. It is the responsibility of the custodial parent or guardian to provide the school with an official copy of any court order or custody agreement. It is better to have matters settled at the beginning of the school year than wait for a conflict to arise.

2.8 Transfers

When a student transfers to another school, the principal, teachers, and school secretary should be notified at least 24 hours in advance. All school and library books must be returned. No transcripts, grades, or records of any kind will be released unless all tuition and fees are paid. Only the contents of a student's academic folder will be forwarded to a new school. The academic folder consists of academic transcripts, academic testing, health records, birth certificate, and emergency card. Parents must sign a records release form before any records will be released from the school office.

2.9 Change of Home Address, Telephone Numbers or Email Address

It is the parents' responsibility to maintain current and accurate information on their student's emergency card and provide updates to the school. Please notify the school immediately in the event of a change of mailing address email address, and/or telephone numbers (home, work and cell.) Changes may be submitted in writing to the school office or sent by email to the school secretary. (See Section 8.4 Grade Portal Management Software.)

SECTION 3 SCHOOL HOURS AND EXTENDED DAY PROGRAM

3.1 School Hours

7:45 AM to 3:05 PM (See Section 3.2 Drop-off and Pick-up Procedures)

7:15 AM	School is open to students
7:45 AM	First Bell – Students report to lockers and homeroom
7:50 AM	Tardy Bell – Students must be in homeroom
3:05 PM	Dismissal Bell – middle school students report to dismissal area
3:20 PM	Extended Day Program Begins
5:30 PM	Extended Day Program Ends – All students must be picked up

The school is open to students at 7:20 AM. Students should go directly to the cafeteria (PK – 4th) or to the gym (5th – 8th). **There is no supervision until 7:15 a.m., so students may not be dropped off earlier and left outside the school building before the doors are open. For security reasons, students will**

not be allowed to enter the building. Teachers or staff members who arrive earlier are not on duty until 7:15 a.m. and are not allowed to permit students to enter the building.

Any student withdrawn from school earlier than 3:05 PM must be signed out from the school office before he or she may be released. Students will be released **ONLY** to parents unless the school has received appropriate prior notice.

The Extended Day Program ends at 5:30 PM. All remaining students must be picked up from the school at that time. Failure to pick up your child by 5:30 PM may result in fines or removal from the program.

We ask that parents be aware of and sensitive to the work hours of our teachers and other school personnel and make appropriate arrangements for the drop-off and pick-up of their student within stated school hours.

3.2 Drop –off and Pick-up Procedures

In an effort to protect our students and prevent traffic accidents, St. Catherine of Siena School has set the following drop-off, pick-up, and car line procedures:

3.2.1 Morning Drop-off

1. All families should enter the school/church grounds from Woodrow Drive and drop off students from the circle drive at the front entrance of the school or at the side entrance adjacent to the gym. Children in car seats should use the circle drive drop-off so that faculty can assist children and parents do not have to get out of their vehicle.
2. Students must exit their car from the curbside and not be escorted between cars in the car-line.
3. Do not enter the car-line until your student is ready to exit the car.
4. Parents should not get out of the car.
5. No students should be dropped off by the church and allowed to walk to the school.
6. Students may begin entering the school building at 7:15 a.m.

If the above procedures are not possible for your particular situation, please consider arriving early enough to park in the school parking lot and walk your student into the school. No cars are allowed to park in the circle drive during drop-off or pick-up.

3.2.2 Afternoon Pick-up for PK through 3rd Grade

1. To expedite afternoon pick-up, PK through 3rd grades have staggered dismissal times.
Dismissal times are:
PK3 and PK4 dismiss at 2:30 PM
Kindergarten and 1st grades dismiss at 2:45 PM
2nd and 3rd dismiss at 2:50 PM
2. PK through 3rd grade should be picked up from the circle drive.
3. Avoid arriving too early and getting into the dismissal car line before your child is dismissed. Cars are not allowed to park or wait in the circle drive during dismissal.
4. For safety reasons, students must enter cars from the curbside of the vehicle. No faculty or parents are allowed to escort children between cars in a dismissal line.
5. If the dismissal car line extends past the circle drive onto the street, please avoid blocking the exit from the main parking lot.
6. For safety purposes, please follow all directions given from the crossing guard.
7. Parents who wish to park and walk up to escort their child to their car must park in the 3rd row of the school parking lot. They should enter through the side door near the gym and walk their child out through the same side door and back to their car without crossing the dismissal line in the parking lot. Parents may not park on the street and escort their child through the dismissal car line.

8. Carpools are encouraged with written permission from all parties involved to be held on file in the office.
9. Students remaining after 3:20 PM will be sent to Extended Day Program. (See Section 3.3, Extended Day Program)

3.2.3 Afternoon Pick-up for 4th through 8th Grades

1. To expedite afternoon pick-up, 4th through 8th grades have staggered dismissal times. Dismissal times are:
 4th grade dismisses at 2:55 PM
 5th grade dismisses at 3:00 PM
 6th through 8th dismisses at 3:05 PM
2. 4th through 8th grades should be picked up from the side entrance porch near the gym.
3. Avoid arriving too early and getting into the dismissal car line before your child's dismissal time. Cars will not be allowed to park in the dismissal car line during dismissal.
4. Students should load promptly and avoid using the car trunk or hatch.
5. If parents wish to park and escort their child to their car during dismissal, they must park in the 3rd row of the parking lot and walk to the side dismissal porch and escort their child to their car without crossing the dismissal car line.
6. No students regardless of age are allowed to walk un-escorted in the school parking lot or cross the car line during dismissal.
7. Carpools are encouraged with written permission from all parties involved to be held on file in the office.

Car lines during arrival and dismissal are considered to be within active school zones. Handheld cell phone use and text messaging while driving in active school zones are prohibited by City of Port Arthur Ordinance and the State of Texas Transportation Code Chapter 545.425.

Please respect the cones and other barriers that are placed in the school and church parking lots and roadways during arrival and dismissal times.

St. Catherine of Siena School reserves the right to refuse to release a student into the care of any parent, guardian, or other designated person if, in the opinion of any school personnel, the driver is impaired by alcohol or drugs, including prescription drugs. Another designated person will be called to pick up the student.

3.2.4 After School Activities and Appointments

1. Students who stay after dismissal for tutoring, appointments, detentions, or extracurricular activities may be picked up from the side entrance adjacent to the gym at the end of their appointment time or activity. Any student not picked up promptly after their appointment or activity will be signed into the After School Care Program and all fees will apply. (See Section 3.3, After School Care Program)
2. No student may be in the school building unsupervised.

3.3 After School Care Program

St. Catherine of Siena School will offer an After School Care Program from 3:20 PM until 5:30 PM. Only students enrolled in St. Catherine of Siena School are eligible to participate in the program. The program provides professional care, supervision and recreation. The program also provides a time for homework completion. Students are allowed to bring their own snack from home for After Care. ***The After School Care Program will not be provided when school is not in session or on early release days.***

1 Student -	\$7 per day - \$35 per week
2 Students -	\$9 per day - \$45 per week
3 Students -	\$10 per day - \$50 per week

Drop-ins are welcome at the same daily rate.

Fees are due on a weekly basis or as arranged with the After School Care Director. If fees are not current, students may be subject to dismissal from the program.

The After School Care Program begins when the pick-up car line is released to the cafeteria at 3:20 PM. At this time, all students not picked up are signed into the After School Care Program. In addition, any student who is not picked up on time from any after-school appointment or activity will be signed into the After School Care Program. Regardless of the time a student spends in the After School Program, the full daily rate will be charged. Please do not request special rates.

As members of a Christian and caring community, the students will be expected to respect the staff, each other and the materials and environment provided. They must never leave the building or grounds. In case of unacceptable behavior, the student will be banned from activity for a pre-determined amount of time. St. Catherine of Siena School After School Care Program reserves the right to dismiss a child from the Program for prolonged unacceptable behavior. In addition, the school's Standards of Conduct and Disciplinary Procedures will apply to the After School Care Program. (See Section 10, Standards of Conduct and Disciplinary Policy)

3.4 Visitors and Access to Students

1. Any visitor who enters the school must first check in with the school office. The school must know who is in the building at all times. Unauthorized persons will be asked to leave.
2. To send a message to, deliver an item to, or pick up a student during the day, please come to the school office.
3. St. Catherine of Siena School is a smoke-free environment.
4. Parents are asked to please respect the learning climate of the school by silencing cell phones and other electronic devices while in the building and to avoid the use of electronic devices and cell phones when in the presence of students. (See Section 1.7, Volunteer Screening and Safe Environment Program)

SECTION 4 ATTENDANCE AND ABSENCE

4.1 Attendance

Regular attendance is essential to a student's success in school. Students are expected to be present and on time every day. Exceptions are instances of personal illness, illness in the family or death in the family. Absences and tardiness interfere with a student's school progress and may establish undesirable habits. **St. Catherine of Siena School does not concede the right to parents to alter the school calendar.** We are especially not in favor of requests to excuse a student for extended periods of time while school is in session. Parents are encouraged to schedule vacations during regular school breaks. Missing several days of class is detrimental even to the strongest student and causes hardship to the teachers.

A student will be considered in attendance if his or her absence from school is due to participation in academic or athletic event that takes place outside of school.

If a student will be absent, please call the school office before 8:30 AM to report the nature of the absence. When a student returns to school, a note signed by a parent/guardian, doctor, physician's assistant or nurse practitioner should be provided to the school to be placed in the student's attendance file. All absences are considered unexcused until written documentation is provided explaining the reason for the absence. The principal is the final authority in determining all excused absences. The principal must be provided with the appropriate documentation when a student needs to be released for an extended period of time due to illness or injury. Documentation must include formal diagnosis and instruction on the

particular illness or injury, appointment follow-up dates, contact information for the prescribing physician, and a physician prescribed course of action for the student. Failure to provide proper documentation will result in unexcused absences. (See, Section 5.2, Illness and Section 8.10, Make-up Work.)

A student must be in attendance for at least 3.5 hours of the school day in order to be allowed to participate or attend any extracurricular activities on that day or evening. (See Section 9, Extra-Curricular Activities.)

St. Catherine of Siena School recognizes that personal and family illness, death in the family, weather and road conditions, doctor and other appointments, and other extenuating circumstances are inevitable. However, all absences will be counted when considering a student's attendance record for the year. Excessive absences (10 or more during a semester) may be considered grounds for summer school, retention, or even dismissal.

St. Catherine of Siena School follows the Texas Catholic Conference Education Department (TCCED) minimum requirements for bell to bell instructional time per grade level. If a St. Catherine of Siena School student does not attend and participate in classes for a minimum of 90% of the attendance days of a given school year or meet the minimum bell to bell instructional time requirements, he/she may not be recommended for promotion to the next grade level. The principal is the final authority in all attendance issues.

4.2 Tardiness

Prompt arrival at school is expected of all students. Late arrivals disrupt class and cause loss of valuable learning time. Students are permitted to go to their homerooms at 7:45 AM. All students not in their homerooms by the 7:50 AM bell are considered tardy and must report to the office for a tardy pass. All tardies are counted when considering a student's attendance record for the school year.

A parent or guardian must sign in students arriving at school after the tardy bell rings at 7:50 a.m. All doors are locked at 7:50 a.m., so all students and parents must enter through the circle drive and sign in at the office..

Parents should inform the school office when a traffic situation (e.g., accident, construction, traffic light outage) has led to a student being tardy to school. If a student is late to school due to an early morning doctor or other appointment, the student is still considered tardy. Excessive tardies (10 or more during a semester) may result in out of school suspension or other disciplinary action at the discretion of the principal.

4.3 Dismissals and Return from Appointments

St. Catherine of Siena School strongly encourages that appointments be made after school hours. If regular appointments (e.g., orthodontist, etc.) must be made during school hours, every effort should be made to stagger the times so that the student doesn't miss the same subject repeatedly. A note should be sent with the student to the homeroom teacher if the student is to leave early for doctor, dental, or other appointment. Students will not be called out of class prior to a parent signing out the student from the front office. When students are dismissed for an appointment toward the end of a school day or are dismissed and then return after their appointment, their attendance record will be time stamped with the time they left and the time they returned. If their total time of attendance is 6 hours or more, they will be considered present for the entire day.

Students leaving school for an appointment and returning to school from an appointment must be signed in and out by a parent or guardian.

SECTION 5 HEALTH INFORMATION

5.1 Immunizations

Texas law requires everyone under the age of 18 to be immunized. St. Catherine of Siena School follows the Texas Department of State Health Services requirements covering immunizations. No student may attend classes at St. Catherine of Siena School without having a current and complete immunization record on file. Records must be on file with the school prior to the first day of school in the fall and updated when a student receives any further immunizations. The Roman Catholic Diocese of Beaumont does not accept conscientious objections to immunizations. Parents will be called to pick up their child if proof of immunizations is not supplied to the school by the second day of school.

Minimum Immunization Requirements for Texas Schools

Diphtheria-Tetanus-Pertussis (DtaP/DTP/Tdap/TD)	By 4 years old Upon entry to Kindergarten	4 doses 5 doses, one of which must have been received on or after the 4 th birthday; however, 4 doses meet the requirement if the 4 th dose was given on or after the 4 th birthday.
	7 years and older (Pertussis vaccine not required)	3 doses, including 1 dose on or after 4 th birthday. Booster – 1 dose is required 5 years after last dose for 7 th grade. Booster – 1 dose for 8 th – 12 th grades.
Polio Any combination of oral polio vaccine (OPV) and/or inactivated polio vaccine (IPV) acceptable	By 4 years old Upon entry to Kindergarten	3 doses required 4 doses, one of which must have been received on or after the 4 th birthday; however 3 doses meet the requirement if the 3 rd dose was given on or after the 4 th birthday.
Hib (Haemophilus influenza type b)	By 4 years old	Complete series of any Hib vaccine, or one dose of any Hib vaccine given at or after 15 months of age. A Hib primary series and booster is 2 doses (2 months apart) and a booster dose on or after 12 months of age, received on or after the 4 th birthday.
	5 years and older	Not required
Measles, Mumps & Rubella (MMR)	By 4 years old	1 dose received on or after 1 st birthday.
	Upon entry to Kindergarten	2 doses with the 1 st dose on or after the 1 st birthday and the 2 nd dose required upon entry to Kindergarten
Hepatitis A	Upon entry into Kindergarten	2 doses – 1 st dose must be received on or after the 1 st birthday
Hepatitis B (Hep B/ HBV)	By 4 years old	3 doses
Varicella (Chicken Pox)	By 4 years old	1 dose received on or after 1 st birthday
		2 doses for entry into Kindergarten and 7 th grade.
		2 doses if vaccine is given at 13 years and older
Meningococcal		1 dose for entry into 7 th grade

NOTES: Serologic confirmation of immunity to measles, mumps, rubella hepatitis B or varicella or serologic evidence of infection is acceptable in lieu of vaccine. Also documentation of previous varicella illness with a written statement from a parent, physician or nurse must be kept in the student's file.

The chart above summarizes the vaccine requirements incorporated in the Texas Administrative Code (TAC), Title 25 Health Services. St. Catherine School concedes to the law in matters of immunizations that are not mentioned in this handbook.

5.2 Illness

In consideration of your student, his or her classmates and the school faculty and staff, please keep your student home from school if he or she is ill or not feeling well. Providing rest at home will best comfort your student and facilitate a speedy recovery. A student should be kept at home when he or she has a fever of 99 degrees or higher, a bad cold, sinus infection, sore throat, eye infection, unusual skin eruption, swollen glands, nausea, vomiting, diarrhea, fever severe headache or migraine, or suspected communicable disease. Your student should be free of these symptoms or illness for 24 hours prior to returning to school. Any student exhibiting such symptoms or illnesses during school will be sent home. Students are responsible for work missed due to illness. Arrangements can be made with the student's teachers to complete work missed due to an extended illness. (See, Section 8.10, Make-up Work.)

5.3 Medication Usage and Distribution Policy

A student may have an illness or condition that does not prevent him or her from attending school. At St. Catherine of Siena School, only medication that is necessary for a student to remain in school will be given during school hours according to the rules set forth below. **Whenever possible, such medication should be scheduled to be taken by the student at home or given by a parent at school.**

In compliance with the policies set forth by the Roman Catholic Diocese of Beaumont and in accordance with the rules for the administration of medication in schools set forth by the Texas Department of State Health Services, St. Catherine of Siena School's medication usage and distribution policy is as follows:

1. **Prescription** medication given by a licensed health care provider (i.e., physician, dentist, nurse practitioner or physician's assistant) will be administered by authorized school personnel with written parental consent. All prescription medications must be in their original pharmacy container and labeled by the pharmacist. The label must include:
 - a. Student's name
 - b. Name of prescribing licensed health care provider (i.e., physician, dentist, nurse practitioner or physician's assistant)
 - c. Name of medication
 - d. Amount of dosage and when medication is to be given.
 - e. Date the prescription filled
 - f. Date of expiration (if applicable)

Additionally, a written request, signed and dated by a parent, and preferably on the school's pre-printed form for this purpose, must be provided for the administration of prescription medication.

2. **Non-prescription** medication (including cough drops) will be administered by authorized school personnel with written parental consent. All **non-prescription** medication must be in their original container. Written permission, signed and dated by a parent and preferably on the school's pre-printed form for this purpose, must be provided for the administration of non-prescription medication and must contain the following information:
 - a. Student's name
 - b. Name of medication
 - c. Amount of dosage and when medication is to be given
 - d. Reason medication is given
3. ***Students are not allowed to have prescription or non-prescription medication in their possession on school or church grounds during school hours or school activities.***
4. The Parent is responsible for bringing all medication to the school office and for picking up all unused medicine. Unclaimed medication will be destroyed. The school will not keep medications from one school year to the next.

5. Medication received in an unlabeled container will not be accepted. There must be no more than one medication per properly labeled container.
6. All medications will be stored and dispensed in the school clinic or from the school office. Exceptions must be approved by proper school authorities in advance. No stock medications will be kept in the school clinic or school office for student use.
7. Administration of medication will be recorded on a medication log with student's name, date, time dispensed, and initials of the person giving the medicine to the student. The student is responsible for coming to the school clinic or office and asking for his or her medication.
8. Most medications have expiration dates. School personnel will follow these dates.
9. Substitution of medication from one student's supply to another is never permitted.
10. Mature age children are encouraged to carry their reliever inhaler. 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.
11. Non-authorized school personnel will not be responsible for the administration of nebulizer treatment of asthma.
12. Mature age children who require an EPI pen must keep it on their person. In all other cases, the teacher, or other authorized person, will keep possession of the EPI pen.

ALL CHILD MEDICAL ISSUES MUST BE NOTED BY THE PARENT ON THE CHILD'S EMERGENCY CARD. Any medical condition requiring reasonable accommodations must be discussed prior to enrollment. St. Catherine of Siena School must have medical and/or legal documentation before attempting to make any reasonable accommodation.

St. Catherine of Siena School abides by the Child Abuse laws of the State of Texas. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services.

SECTION 6

SCHOOL UNIFORM AND PERSONAL APPEARANCE

6.1 General Information

The school uniform is important in contributing to the overall school atmosphere. St. Catherine of Siena School has an official school uniform, spirit dress days and other non-uniform days.

- School uniforms may be purchased year round from Parker School Uniforms at 3863 Stagg Drive in Beaumont, TX, (409) 838-5019, or through their website at www.parkersu.com.
- Other approved uniform pieces are the Home and School sweatshirt, fleece jacket and the spirit shirt, which may be purchased through Home and School organization.

6.2 Personal Appearance

Grooming has a bearing on class behavior and attitude. Emphasis is placed on cleanliness and neatness of both the student and his or her attire. Personal appearance takes into consideration the school's rules with respect to all aspects of the school uniform as set forth in more detail in Section 6.3 below. The school reserves the right to decide whether a student's grooming is acceptable for school and any school function. The principal is the final authority in all personal appearance matters. (See Section 6.7, School Uniforms and Personal Appearance Violations.)

6.3 Official School Uniform

6.3.1 Boys Grades Kindergarten – 8th

PANTS: **ONLY** Parker Uniform grey slacks or shorts are allowed (shorts not allowed on mass days). Pants and shorts cannot be more than 1 inch below the waistline,

overly baggy or skintight. Shorts may not be hemmed below the knee. All boys in grades 2 through 8 must wear a black belt.

- SHIRT:** **ONLY** Parker Uniform royal blue monogrammed polo. Shirts must be tucked in at all times while on school or church premises. All undershirts must be white.
- SOCKS:** Solid white or black only
- SHOES:** Non-scuff tennis / athletic shoes
- HAIR:** Hair must be trimmed above the eyebrows, over the ears and off of the collar. Shave lines, Mohawks, ponytails, braids or other distracting hairstyles are not allowed. Artificial coloring or highlights are not permitted and facial hair is not allowed.
- JEWELRY:** One simple neck chain with a religious medal that is smaller than 2"; one simple wrist bracelet or band; one wristwatch. Boys are not permitted to wear earrings or have any other visible piercings.
- OUTERWEAR:** **ONLY** a St. Catherine of Siena Home and School sweatshirt, fleece jacket, or Parker Uniform cardigan sweater may be worn over the proper uniform.

6.3.2 Girls Grades Kindergarten – 3

- JUMPER:** Parker Plaid Dropped Waist Uniform Jumper with buttons on shoulders. Black privacy shorts must be worn under the jumper at all times. Privacy shorts may not show below the hemline of a student's jumper, but should provide adequate coverage to provide privacy. Jumper cannot be shorter than 2 inches above the middle of the knee.
- SKORT**
SHIRT: Parker Paid Double Kick Pleat Uniform Skort.
ONLY Parker Uniform royal blue monogrammed polo. Parker Short Sleeve Blouse with Peter Pan collar may be worn under Dropped Waist Jumper. All undershirts must be white.
- SOCKS:** Solid white or black only. Solid white or black footed tights are allowed on cold weather days. Non-footed ankle length leggings are permitted when worn with socks that cover the ankle. White or black knee high socks are allowed.
- SHOES:** Non-scuff tennis / athletic shoes
- HAIR:** Hair must be neat, a natural hair color, and cannot obstruct the student's vision or be a distraction to learning. Alternative hairstyles are not permitted. Coloring or highlighting is not permitted. Hair decorations (scrunchies, hair ties, barrettes, headbands, etc.) must complement the school uniform and cannot be a distraction to learning. No scarves may be worn in the hair, on the head, or around the neck.
- JEWELRY:** One simple neck chain with a religious medal or crucifix that is smaller than 2 inches; one simple wrist bracelet or band; one wrist watch, one simple ring, one stud type earring in each earlobe. Loop earrings larger than ½ inch in diameter are not allowed. Ankle bracelets are not permitted
- MAKE-UP:** No make-up, lipstick, lip-gloss, or artificial fingernails are allowed. Clear nail polish is permitted.
- OUTERWEAR:** **ONLY** a St. Catherine of Siena Home and School sweatshirt, fleece jacket or Parker Uniform cardigan sweater may be worn over the proper uniform.

6.3.3 Girls Grades 4-8

- SKIRT** **ONLY** Official Parker Uniform Skirt with multiple pleats. Skirt cannot be shorter than 2" above the middle of the knee.

SKORT	ONLY Official Parker Uniform Skort. Skorts cannot be shorter than 2" above the middle of the knee.
SHIRT	ONLY Parker Uniform royal blue monogrammed polo shirt. Shirts must be tucked in at all times while on school or church premises. All undershirts must be white.
SOCKS:	Solid white or black only. Solid white or black <u>footed</u> tights are allowed on cold weather days. Non-footed <u>ankle-length</u> leggings are permitted when worn with socks that cover the ankle. White or black knee-high socks are allowed.
SHOES:	Non-scuff tennis / athletic shoes
HAIR:	Hair must be neat, a natural hair color, and cannot obstruct the student's vision or be a distraction to learning. Alternative hairstyles are not permitted. Coloring or highlighting is not permitted. Hair decorations (scrunchies, hair ties, barrettes, headbands, etc.) must complement the school uniform and cannot be a distraction to learning. No scarves may be worn in the hair, on the head, or around the neck.
JEWELRY:	One simple neck chain with a religious medal or crucifix that is smaller than 2 inches; one simple wrist bracelet or band; one wrist watch, one simple ring, one stud type earring in each earlobe. Loop earrings larger than ½ inch in diameter are not allowed. Ankle bracelets are not permitted.
MAKE-UP	Girls in grades 4 and 5 grades may not wear make-up. Girls in grades six through eight may wear soft tones on the face, lips and eyes. Eyeliner is not permitted.

6.3.4 Pre-Kindergarten – Uniforms are not required

OUTERWEAR: ONLY a St. Catherine of Siena Home and School sweatshirt, fleece jacket or Parker Uniform cardigan sweater may be worn over the proper uniform.

EXTREME TEMPERATURES: *Girls may wear black slacks, no jeans, on days when the temperature falls below 32 degrees Fahrenheit.*

NOTE: All head coverings, jackets, and coats, must be removed during the course of the school day. Exceptions are, to and from Mass and during outdoor recess or outdoor activities. Sweatshirts and sweaters should only be worn when appropriate (i.e., when the weather or classroom temperature is too cold). A student may be asked to remove approved outerwear when circumstances are such that the outerwear might present a danger to the students' well-being.

6.4 Physical Education Uniform

Students in Kindergarten through 3rd grade wear their school uniform for physical education. Students in grades 5th through 8th are required to wear an official PE uniform. PE uniforms must be ordered through the PE department after the beginning of school.

6.5 Spirit Shirt and Free Dress Days

6.5.1 Spirit Shirt Rules

St. Catherine of Siena School often has Spirit Shirt Days on which the students are not required to wear the regular school uniform. The principal is the final authority in all Spirit Shirt attire matters. On Spirit Dress Days, students may wear the "Spirit Shirt" for the current school year or a seasonally approved shirt. Parker uniform pants, shorts, skirts and skorts are to be worn with the Spirit Shirt.

6.5.2 Free Dress Day Rules

Specific groups may be offered Free Dress on special occasions. On Free Dress Days students may wear modest presentable and tasteful clothing. Shorts, sleeveless tops, or clothing that is too revealing is not allowed. Kindergarten through 3rd grade must wear athletic/tennis shoes unless they have prior approval. 4th through 8th grades may wear non-marking, close-toed shoes. (Students must change into athletic shoes for PE participation). If skirts or dresses are worn, they must not be shorter than 2" above the middle of the knee. The principal is the final authority on all Free Dress Day matters. Eighth grade has weekly Free Dress Days that are defined yearly by the 8th grade homeroom teacher and principal.

DRESS JEANS: On occasion, when Jean Days are offered the following rules apply: Dress blue jean pants must be in good condition and have no holes. They may not be worn more than 1" below the waistline, be overly baggy or skintight. ***Leggings or tights that look like jeans are not allowed.***

6.6 School Uniform and Personal Appearance Violations

The principal, faculty, and staff reserve the right to determine if a student's attire and personal appearance are appropriate. A student found to be in violation of the school uniform and / or personal appearance rules will be required to change the article of clothing or item, or correct unacceptable grooming within the time period set by the school. The violation will be documented and the parent will be notified. Disciplinary actions for school uniform, personal appearance and dress code violations are as follows:

- 1st violation - The teacher will address the violation with the student.
- 2nd violation – The teacher will notify the parent advising them of the violation.
- 3rd violation - The loss of future Free Dress or Spirit Dress for the remainder of the 9-week grading period.

All matters concerning School Uniform and Personal Appearance Violations are at the discretion of the principal.

SECTION 7 GENERAL SCHOOL POLICIES AND PROCEDURES

7.1 Birthdays and Other Special Occasions

Balloon gift bags are available through the Home and School Organization and may be purchased for special occasions such as birthdays, etc. and will be delivered toward the end of the school day. Other outside floral arrangements, balloons and/or gifts should not be delivered to students during the school day. Simple desserts, such as cookies or cupcakes and similar treats, brought for every member of the student's class are allowed during lunchtime to celebrate special occasions.

Holiday parties (Christmas, Halloween, etc.) that will include pizza or other outside food for the entire class should be planned at least 1 week in advance so that the cafeteria manager can be notified and food ordering can be adjusted. **All parties should have the approval of the classroom teacher and held in accordance with the teacher's guidelines.**

Any birthday or other party invitations distributed by a school student or parent at school must include one for every member of the student's class. Students should not exchange individual gifts at school.

7.2 Cell Phones and other Electronic Devices

7.2.1 Cell Phones

St. Catherine of Siena School, understands that many children possess a cell phone which

can play an important role in maintaining security and peace of mind regarding your children. However, there must be guidelines in place to ensure that our students do not abuse the privilege of possessing a cell phone. If the privilege of having cell phones is abused, it will be necessary to revert to a strict “no cell phone” policy. The guidelines are as follows:

- Parents and students must sign a *Cell Phone and Electronic Device* permission form to be kept on file with the school. (www.stcats.org/forms)
- Parents and students must agree to follow and support the cell phone guidelines defined by the school.
- Students must keep cell phones turned off at all times during the school day and they must not be seen or heard during the school day. The school day is defined as “the time of morning arrival on campus until the time of leaving campus after school.” This includes athletic practices and extended day. □
- Cell phones may only be used during the day with permission and in the presence of a faculty or staff member. Appropriate reasons to use cell phones are at the discretion of the faculty or staff member. □
- In the case of extra-curricular activities, student use of cell phones will be left to the discretion of the teacher, coach or chaperone in charge. □
- Students must keep cell phones in their backpack and not in pockets or on their person. □
- Additional features such as cameras, text messaging, MP3 players, etc. on phones so equipped are strictly forbidden at school. □
- Penalties for failing to follow the cell phone policy will result in consequences that may include demerits, fines or loss of privileges. (See the specific details in Section 10.4 Discipline Action)

NOTE: PHOTOS AND VIDEOS CAN RESULT IN THE INVASION OF PRIVACY AS WELL AS CREATE UNLAWFUL SITUATIONS FOR UNDERAGE STUDENTS. IMPROPER USE OF A CAMERA PHONE OR OTHER ELECTRONIC DEVICES, INCLUDING THE POSTING OF PICTURES OR VIDEOS TAKEN AT ST. CATHERINE OF SIENA SCHOOL ON INTERNET WEBSITES, WILL LEAD TO MORE SERIOUS CONSEQUENCES INCLUDING, BUT NOT LIMITED TO, SUSPENSION OR EXPULSION. STUDENTS INVOLVED IN POSSESSION OR TRANSMISSION OF INAPPROPRIATE PHOTOS ON THEIR CELL PHONES OR OTHER ELECTRONIC DEVICES FACE SUSPENSION AND/OR EXPULSION. ANY FORM OF ELECTRONIC HARASSMENT WILL NOT BE TOLERATED. ALL FINAL DECISIONS CONCERNING CELL PHONES AND OTHER ELECTRONIC DEVICES REST WITH THE PRINCIPAL. (See Section 7.14, Telephone Usage)

7.2.2 Other Electronic Devices

Electronic reading devices such as iPads, Kindles, Nooks, etc. are acceptable for educational use as long as the student and parent have completed and signed the *Cell Phone and Electronic Device* permission form. (www.stcats.org/forms) Teachers in each class will set rules and guidelines for the use of e-readers in their own classroom. Students are to use their own approved devices and are not allowed to share or borrow devices from other students. Student cell phones that are equipped with e-reader applications are allowed under the same guidelines as other e-readers as long as the student follows the permission rules set by the classroom teacher. No wearable electronic devices are permitted at school.

Language translator applications or devices are strongly encouraged for non-English speaking students.

Electronic devices designed for the sole purpose of gaming are not allowed.

School leadership has the right to search any cell phone or electronic device if suspected of misuse. Any form of disruptive technology will not be tolerated and may lead to suspension or expulsion.

7.3 Emergency Drills

Severe weather, fire, and crisis drills are for the purpose of practicing behavior in the event of an emergency. Students will be instructed as to where to report during such a drill. Students are expected to remain silent until the drill is concluded. The drills do not end until students have reported back to their classrooms.

7.4 Environmental and Health Concerns

St. Catherine of Siena School is in compliance with the Asbestos Hazardous Emergency Response Act of 1986 and local state agency regulations. St. Catherine of Siena School is also in compliance with all state and city health department codes. (See Section 5, Health Information)

7.5 Gum and Candy

Gum and candy can present problems in terms of respect, especially to school property. **Gum is never allowed** on the school campus. Candy is only allowed with permission from faculty or staff and in designated areas and at designated times.

7.6 Library

The school library is available for student use during the regular school day at any time when there is no scheduled class time. The library schedule changes periodically and is kept posted in each classroom and on the library door.

Students must have a permission to visit the library during the regular school day. The library is also available from 3:00 p.m. – 3:20 p.m. The Library is not accessible before the school day begins.

Guidelines for the library are as follows:

- PK – 4th grade will visit the library weekly as scheduled. Grades 5th – 8th will visit the library as needed.
- Books may be checked out for a 2-week period with one renewal provided there is no waiting list for the book.
- Students may check out books provided all books have been turned in on time, and there are no outstanding book fines. Books may be placed on a “reserve list” for two weeks.
- Students may check out one book at a time. Students may check out an additional book to use as reference on a research project if needed.
- Some reference materials such as magazines, newspapers or periodicals must be used in the library and may not be checked out.
- Late fees will be assessed at 10 cents per day excluding weekends and holidays. Overdue notices will be sent at each progress report or report card date.

Birthday Book Club

The Birthday Book Club provides an opportunity for parents or other relatives to add a book to the school library collection and recognize this important event in a student’s life. The birthday student is treated to a cupcake, hat, balloon and his or her picture. For more information regarding the Birthday Book Club, please contact the school library manager or the Home and School organization.

Special Events

The school library hosts several special events throughout the school year that are open to students and parents. These include:

- Scholastic Book Fair (held 2 or 3 times per year)

- Dr. Seuss' Birthday (Usually celebrated around March 2nd)

Library Volunteers

Volunteers are used extensively in the school library on a daily basis, as well as for special events. Interested parents should contact the school librarian for volunteer opportunities. All volunteers must complete the volunteer screening process. (See Section 1.7, Volunteer Screening and Safe Environment Program.)

7.7 Computer Lab and School Network

St. Catherine of Siena School computer network has a business class level of Internet access within a totally wireless environment. Students with electronic devices will be given the wireless passcode so that they may access e-books and other valuable Internet resources. Students who use personal electronic devices must provide their own antivirus / security protection. St. Catherine of Siena School is not responsible for any damage to personal devices whether the damage is physical or through means of malicious software.

The Internet allows students and staff to interact with millions of computers in a global community. It must be understood that while St. Catherine of Siena School has security measures in place to provide some protection from objectionable services or content, it is impossible to block all incidences of such material. Computer use is monitored electronically in the lab and in the classroom and St. Catherine of Siena School strictly prohibits the voluntary viewing of offensive content. Any violators of this policy will be subject to disciplinary action, which may include restricted use of school computers or network, out of school suspension, or expulsion. (See Section 10.4, Discipline Actions) All disciplinary actions concerning abuse of school technology are at the discretion of the principal.

7.7.1 Computer Lab

St. Catherine of Siena School has a state of the art computer lab equipped with 24 laptop computers. This lab is available to all levels of students and may be reserved on a first come first serve basis. 6th and 7th Grade students have scheduled computer classes daily and 1st – 5th have assigned lab times once per week. All times that are not reserved for classes are available for teacher reservations.

The computer lab is also available to students on most days after school until 4:00 PM. During this time, students must sign into and out of the computer lab and indicate which computer they are using and for which teacher the work is being done. Because there is not always a teacher monitor in the computer lab after school, students must be able to be held to a strict honor system of ethics. Students abusing this honor system will be restricted from lab use after school.

Students who are in attendance for the After School Care Program are not allowed to use the computer lab for free computer time or to play computer games. Only school projects, research, or other school related tasks are allowed in the computer lab after school.

In addition to the computer lab, Grades Kindergarten – 3rd are equipped with a computer center in the classroom consisting of 4 laptops. These computer centers are managed by the classroom teachers and are available for student use all day at the teacher's discretion.

7.7.2 School Network

St. Catherine of Siena School network is a closed LAN network and is not accessible from other computers that are not joined to the network. Teachers, staff and middle school students have assigned user-names and passwords that allow them access to public teacher and student folders as well as private storage folders. Both public and private folders are located on the school server, which allows access from any computer within the school network. Teachers and students are encouraged to save and store all classwork, lesson plans and other documents in their private storage folder so that they will always have access to it at school.

The Technology Department of St. Catherine of Siena School strives to teach the proper and ethical use of technology hardware, software, and Internet resources. Our objective is to provide students with hands-on experience in computer technology as a tool to enhance their learning. As part of this objective, we have the opportunity to use the World Wide Web in curriculum-enhancing projects. In a Catholic Christian setting it is necessary to stress responsible behavior for using technology. In that regard, the school has established the following policy for parents, students, faculty, staff, and all others within the St. Catherine of Siena School community:

Acceptable Use Policy

It is the intention of St. Catherine of Siena School to promote educational excellence by facilitating access to current technologies. Keeping with this intention we encourage our students to participate in all forms of information technology and the opportunities they afford.

The use of computer services at St. Catherine of Siena School is a privilege, not a right. Students and school employees are expected to make responsible, ethical and appropriate use of computers and information services at all times. Technology includes network and computer services, use of computers and peripherals, the Internet, campus e-mail and all associated software as well as televisions, data projectors, and any other electronic devices intended for educational purposes. Students and school personnel should realize that these services are finite and costly and that such things as time, money and hardware are wrongfully appropriated when these technologies are abused.

St. Catherine of Siena School holds specific expectations for students and school personnel regarding their use of the school's technology resources, particularly computers before, during and after school in either the computer lab or classroom. The following Rules of Conduct apply to information services.

- May only use assigned user-names and passwords and are responsible for keeping them private.
- May use equipment and services only for the purposes of educational /school related activity.
- Shall report security problems or misuse of the network to the teacher, network administrator or principal.
- May not reconfigure or change system settings in any way.
- May not unlawfully copy software or private information.
- May not use peer-to-peer file sharing for downloading copyrighted material such as music, videos, or software or violate any copyright laws.
- May not access instant messaging software.
- Must properly cite all information acquired from electronic sources and used in assignments.
- Will be held responsible for all activity conducted on his/her Username.
- May not access or run unauthorized computer games.
- May not send, display or store offensive messages, pictures or documents.
- May not harass, attack or insult others or make use of suggestive or obscene language.
- May not violate others' intellectual property.

The use of the Internet, the Computer Lab and all other forms of technology at St. Catherine of Siena School is considered a privilege – not a right. ***Any student who is found in violation of the above rules will be subject to a 3-day suspension from school. In addition, the first offense will result in, but not limited to, a two-week suspension from all computer usage within the school (including computer class assignments). Further offenses will result in being placed in the discipline cycle and /or appropriate legal action.*** (See Section 10.4, Discipline Actions)

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7.8 Non-electronic games

While many games are considered educational and involve a high level of critical thinking, it is not appropriate to bring them to school unless they are for the purposes of teacher supervised curriculum extension. Playing games either alone or with others during free reading time or at lunch is a source of distraction and can sometimes spark aggressive behavior among students. St. Catherine of Siena School does not allow students to bring card games, trading cards, board games, etc. from home to play at school unless expressed permission is granted by a teacher in writing.

7.9 Lockers

All classrooms for grades Kindergarten – 5th are equipped with lockers. Lockers for students in 6th – 8th grades are located in the halls. Lockers remain the property of St. Catherine of Siena School. As property of the school, lockers are subject to inspection by school personnel or any approved outside authority at any time. Students are not allowed to lock their lockers and are responsible for keeping them neat, clean and orderly. Students are also responsible for damages to their locker while it is assigned to them. Nothing may be attached to lockers inside or out with tape or stickers. Students may use magnetic objects inside or outside their lockers. Outside locker decoration must be approved by the principal. Students are not allowed to go to their lockers during class without a hall pass.

7.10 Lost and Found

All Lost and Found items should be turned in to the school office. Students who have lost items should accept the responsibility of finding the missing article in the Lost and Found box located in the office or cafeteria. **Please write the student's name in on all personal articles, such as uniforms, outerwear, backpacks, lunch boxes, etc. Valuables and large sums of money should not be brought to school.**

7.11 Lunch and Cafeteria Policy

Students may bring a sack lunch prepared at home or may purchase a hot lunch from the cafeteria. Students are not allowed to have outside food brought to them for lunch. If students forget their lunch, lunch will be ordered for them through the cafeteria and a lunch ticket will be used for payment. If the student does not have lunch tickets, the lunch will be charged and payment will be expected the next day. Nutritious, hot lunches are available for all students at a cost determined at the beginning of each school year. Some a-la-carte items are available on a daily basis. Parents are encouraged to purchase lunch tickets through the on-line store on the school website at www.stcats.org/online-store.

If parents do not wish to purchase lunch tickets on line, they may purchase them on **Monday only** by sending money to school with the student. Lunch money must be in an envelope or zip-lock bag with the student's name, grade and amount of money enclosed. Teachers are not allowed to accept money that is not marked and labeled. Please send the exact amount for the number of tickets needed. The school office is not prepared to make change.

Middle school students are allowed to purchase one drink from the vending machine during their lunch period. Students in the After School Care Program and students in after-school athletics may bring snacks and drinks from home and are not allowed to purchase drinks from vending machines after school.

Glass containers or bottles are not allowed in the cafeteria. Microwaves are for faculty and staff use only.

7.12 Pledge of Allegiance and Morning Prayer

The Pledge of Allegiance and Morning Prayers are part of the regular school program, and all students are expected to participate with respect and reverence.

7.13 Printed Materials

All printed materials and communications from any outside organization must be submitted to and received prior approval from the principal before it is distributed or posted at St. Catherine of Siena School.

7.14 Records

All student records shall be kept in a secure location and only those school personnel with legitimate need to access the records shall be granted access. Only the contents of a student's academic folder will be available for review by his or her parents / custodial guardians. The official academic folder consists of academic transcripts, academic testing, health records, and emergency card. Parents must submit their request in writing and provide the school with 24-hour notice. St. Catherine of Siena School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) regarding access to student records.

7.15 School Property

Care of school property is the responsibility of all students. Any damage done must be reported; the parents of the students responsible for the damage are financially responsible for replacement. The principal will determine payment based on the original cost of the item. No student academic records or report cards will be issued until payments have been made.

7.16 Telephone Usage

If a parent needs to contact his or her child during school hours, they should call the school office. Messages will be delivered to the student as soon as possible. Students will not be called to the office phone during school hours. Please allow the office to assist in handling cases of dire emergencies. Students are not allowed to make or receive phone calls during the school day unless authorized by a teacher or administrator.

7.17 Weather Announcements

In the event of severe weather in our area, please refer to the St. Catherine of Siena School website, www.stcats.org. Additionally, in the case of diocese-wide school closings, check with the local media for further information. In the event of an unexpected early release or late arrival, the school notification system (Notify) will be used. If Notify is unavailable the school Facebook page may be used as a way of communicating with parents. Please be sure that you have a current cell phone number or email address on file for this purpose.

7.18 Permission to Publish

St. Catherine of Siena School reserves the right to publish student photos on the school website, in the school newsletters, in advertising brochures, or on event posters unless parents notify the Principal in writing.

SECTION 8 SPIRITUAL FORMATION AND ACADEMICS

8.1 Spiritual Formation – Mass, Sacraments and Service Hours

Mass, Devotions, and Sacraments

Catholic liturgy, sacraments, traditions and prayer are taught at St. Catherine of Siena School as an integral part of the school's curriculum. All students attend Mass as a school community each Wednesday Morning at 8:30 AM. Each week a different homeroom prepares and leads the weekly liturgy. Additionally, special Masses and liturgies are celebrated throughout the year. Parents, as an important part of our faith community, are invited and encouraged to attend all liturgies.

St. Catherine of Siena School is proud to offer traditional devotions that support the Catholic faith. All students are encouraged to participate in these devotions to the best of their ability. These devotions include: the Rosary, Prayer Services, Catholic Schools Week Rainbow Mass, Ash Wednesday, Adoration, and May Crowning.

Catholic students in 2nd grade prepare for the sacraments of First Reconciliation and First Holy Communion. Each of these special occasions is scheduled on a specific Saturday or Sunday during the school year.

Opportunities to receive reconciliation are offered during the school year so that our students may avail themselves of the sacrament.

Students in grades 5 and 8 take the ACRE (Assessment of Catechesis of Religious Education) Test in May.

Community Service Hours

In an effort to build a fundamental foundation of selfless giving, students in 1st – 8th grades will be required to perform service hours. The definition of Community Service is volunteer work done for free in order to give back to the community. A student should not personally benefit in any way (i.e., cannot be paid or is not soliciting monetary donations that in any way benefits the student personally) for the amount of time that is spent helping someone else. Service can be done for St. Catherine of Siena School, St. Catherine of Siena Church, the outside community or at home. (Regular household responsibilities and chores do not constitute service for others.) Whenever possible, St. Catherine of Siena School will provide opportunities for students to participate in community and school service projects that will benefit the school, the church and / or our local community. All service hours will be tracked through the homeroom teacher at each grade level. Service hours for each grade level per year are as follows:

1 st Grade	1 hour
2 nd Grade	2 hours
3 rd Grade	3 hours
4 th Grade	4 hours
5 th Grade	5 hours
6 th Grade	6 hours
7 th Grade	10 hours*
8 th Grade	20 hours*

*More service is expected of our 7th and 8th grade students to better prepare them for receiving the sacrament of Confirmation. All 7th and 8th grade students will be responsible for service hours regardless of whether or not they receive the sacrament of Confirmation. Students in 8th grade must perform no less than 10 hours of service for St. Catherine of Siena School or Church and 10 hours of service of their choice.

In 1st – 4th grades, service hours will be performed as a class project to be determined and organized by the homeroom teacher and may include time before, during or immediately after school.

In grades 5th – 8th, students are encouraged to seek out their own options for performing service in areas that are of particular interest to them. The homeroom teacher, along with the religion teacher, will determine and provide students with the guidelines for performing and recording service hours and communicate when service hours are due. A Service Hour Log will be kept with the homeroom teacher. Students are required to turn in Service Hour Forms on time, signed and totaled.

Students in grades 5 - 7 who do not complete the required amount of service hours will forfeit their participation in Field Day at the end of the year. **8th grade students must complete all service hours by May 1st to be considered for graduation**

8.2 Academic Curriculum

St. Catherine of Siena School is a PK through 8th grade institution accredited by the Texas Catholic Conference Education Department (TCCED), part of the state -approved (i.e., approved by the Texas Education Agency) Texas Private School Accreditation Commission (TEPSAC). The St. Catherine of Siena School curriculum includes instruction in Religion, Reading/Language Arts, Literature, Mathematics,

Science, Social Studies, Spanish, Technology, Library, and Physical Education. St. Catherine of Siena School is in compliance with all policies of the TCCED and the Diocese of Beaumont.

The program of religious instruction and spiritual development is the central force unifying the school. We seek to educate dedicated Christians to know, love, and serve God, and who will work to improve themselves and their society. Religious instruction is based on Christian living and education, delineated by the United States Conference of Catholic Bishops (USCCB) in their publication "To Teach as Jesus Did". All Students are expected to participate to their fullest capability in liturgical and instructional programs, regardless of their own religion.

St. Catherine of Siena school provides no content mastery or special education services. Reasonable accommodations may be provided through the use of a Student Support Plan.

8.3 Camp Kappe

As part of the 5th grade curriculum, all 5th grade students will attend the School of Environmental Education at Camp Kappe located in Plantersville, Texas. Camp Kappe is an accredited Catholic School operated by the Diocese of Houston-Galveston. It is a four day, three night trip and offers a variety of hands-on learning experiences. Students are housed in climate controlled cabins. Because of the rich and valuable experience that Camp Kappe offers, all students, except those with a legitimate medical excuse, must attend. Students who do not attend must remain at home and school days missed will be regarded as unexcused absences. There is an individual fee for attending camp Kappe which will be communicated to the parents by the 5th grade teacher; all lodging and food are included in the fee. Transportation is an additional cost that is calculated based on the number of students in the group/class. Fees are subject to change yearly.

8.4 Grading Scale – Academic Conduct

St. Catherine of Siena School uses the following scales for academic and conduct/behavior grades for students in Pre-K – 8th Grade

<u>Grades 1-8</u>		<u>Conduct</u>	<u>Kindergarten</u>	<u>Pre-K</u>
A	90 – 100	E (Excellent)	M (Mastery)	G (Good Progress)
B	80 – 89	G (Good)	P (Progressing)	W (Working on Skill)
C	75 – 79	S (Satisfactory / Average)	N (Needs Improvement)	N (Needs Improvement)
D	70 – 74	N (Needs Improvement)		
F	Below 70	U (Unsatisfactory / Failing)		

Pre-K and Kindergarten students are given marks to indicate their level of development.

Students in 1st – 8th grade are given a number grade each grading period that assesses their academic performance and a letter grade (E, G, S, N U) that assesses their conduct / behavior. Conduct grades are with respect to individual observance of the school's behavior standards and expectations. Teachers may use more descriptive narratives to describe specific behavior. Procedures for assessing conduct grades will be provided to parents and students at the beginning of each school year. (See Section 10, Standards of Conduct and Disciplinary Policy.)

Participation in enrichment courses such as Fine Arts and Foreign Language for grades PK - 4 will be indicated on the report card and will be graded for conduct only.

8.4 School Management Software

St. Catherine of Siena School utilizes Administrators Plus (Admin+).school management software, which is the parent software program to TeacherPlus Grade Book, PlusPortal, and Notify modules. TeacherPlus Grade Book is used by all teachers for 1st – 8th grade to record and maintain student academic and conduct grades. This is a cloud-based program that allows parents and students to access individual grades via the Internet using the PlusPortal program. Log-in information and instructions are given out at the first of the school year. A link to the grade portal and log-in instructions may also be found at www.stcats.com/Parents/grade-portal. E-mail addresses are used as grade portal user-names and must be typed in exactly as provided to the school in a

student's registration papers. ***Parents are expected to complete the simple login procedure and use this invaluable service as often as possible to stay abreast of their student's academic and behavioral progress throughout the school year.***

Notify is the communications system that allows the school to send text messages or emails to the school community. This program is used for special events and for last minute / emergency notifications. The cell phone numbers and email addresses listed in student records must be kept current for this purpose. Parents are encouraged to check their text messages and email messages daily for important information and reminders.

8.5 Report Cards and Progress Reports

Students receive Report Cards at the end of each 9-week grading period. Progress reports are issued during the 5th week of each grading period to those students who have a grade of 74 or below or who have conduct grades of N, U, or a narrative that reflects negative behavior. Teachers also have the option to send progress reports to students who have shown improvement, strides in hard work or exceptionally good behavior. Students in academic danger may receive progress reports more frequently to keep parents advised of their status. Progress reports must be signed by a parent and returned by the Monday following the date issued. All school fees must be current before a student's end-of-year report card is released.

If a student receives a failing grade in one or more subjects on a Progress Report or Report Card, he or she will be required to attend tutoring until the grade is brought up to at least a 75. At this time, the grade in the failed subject(s) will be reviewed and a determination will be made regarding the necessity for continued tutoring. Tutoring schedules are determined by individual teachers. Students/parents are responsible for scheduling tutoring appointments with teachers.

8.6 Parent / Teacher Conferences

Conferences are an important means of communicating between the parent and the teacher. As a means of ensuring student academic success, parent conferences are scheduled twice each year – one after the first 9-week grading period and one after the third 9-week grading period. Parents and students must attend these conferences in order to receive their report card. Homeroom teachers will schedule conference times on conference day. As this is considered a regular school day, students who do not attend the conference will be counted absent.

Parents are also encouraged to set up conferences with teachers anytime throughout the school year to discuss academic issues or other concerns about the student. Conferences may be scheduled by emailing the teacher directly to arrange a meeting time. If a problem is not resolved after a first meeting with a teacher, then the parents should contact the principal.

Parents may not disturb teachers during school hours. Parents should not expect a teacher's full attention at a spontaneous conference during school hours (including before morning tardy bell or at a school function designed for another purpose. Although teachers are available immediately after school for scheduled appointments, parents are expected to be sensitive to the fact an assigned duty, another appointment, or a previously scheduled meeting would take precedence.

8.7 Academic Honors

To recognize diligent work at the end of each 9-week grading period, names of those students in 4th – 8th grade who earn all A's and have positive conduct will be placed on the High Honor Roll. Students earning A's and B's and have positive conduct will be placed on the Honor Roll. At the end of the school year, the yearly grade averages will be used to determine Honor Roll status.

8.8 Homework

8.8.1 Homework and Studying

Homework reinforces what a student learned during the school day, provides the opportunity for independent study, and gives ownership to his or her daily classwork. Homework should be expected each day but may not always be written work. Essential components of homework are reading,

re-reading, reviewing and studying classwork, as well as completing additional assignments not finished in school.

The time allotment of homework will vary, depending on the topic of study, the grade level, and the individual student's study habits and ability. Teacher and grade level homework expectations will be provided at the beginning of the school year at parent orientation meetings and through teacher handouts to students and parents.

It is strongly recommended that every student have a daily, routine study time that is seldom interrupted or changed. This time should be used for homework or quiet reading. If a student does not have assigned homework on any given day, the student might want to consider what other schoolwork could be done to prepare for upcoming assignments.

We ask parents to join with St. Catherine of Siena School in the commitment to raising their student to be self-reliant. Parents can aid their student in home study by showing interest in their schoolwork and by assisting when needed or requested by the student. In addition, parents should be careful not to over-extend or over-commit their children with extra-curricular activities.

8.8.2 Missing Homework Vouchers

When a student in grades 6-8 fails to have or complete a homework assignment on the day in which it is due, instead of receiving a grade of zero for that assignment students may stay after school in tutorials to complete the assignment or take the assignment home to complete. The assignment must be turned in the next morning before the start of school (i.e., before the homeroom bell). The student will receive partial credit as indicated on the voucher. This allows the student the opportunity of a second chance to succeed.

Students will be allowed only a specific number of "missing homework vouchers" per 9-week grading period, per teacher as follows:

	<u>6th & 7th Graders</u>	<u>8th Graders</u>
1 st Quarter	2	2
2 nd Quarter	2	1
3 rd Quarter	2	1
4 th Quarter	1	0 (preparation for high school)

Once the limit is reached for a particular teacher, the student will no longer be able to turn in late homework. Students will receive a grade of zero for the missing homework. If, during a given grading period, a student receives 2 zeros for missing work, they will be on Level Two of the discipline process. (See Section 10.3.3 Discipline Process for Grades 4 – 8).

At the beginning of the school year, teachers for Kindergarten – 5th grade classes will provide students and parents with any missing homework policy that affects students in those grades. These policies will be age/grade level appropriate and will build upon increasing responsibility to prepare students for middle school.

8.9 Tutoring

Tutoring is designed to help those students who are having difficulty grasping concepts or struggling in a particular content area. It is **not** designed for groups of students to create a homework or study session, nor should it be used as a substitute for the After School Care Program. Teachers determine when tutoring will be offered and will notify students and parents. There is no charge for this service. Students must have no missing assignments and have a grade average of "D" or below to qualify for tutoring.

8.10 Make-up Work

A student is required to make up all work missed due to absence. A student has one school day to make up work for each day he or she is absent. For example, a student who was absent three days would have three school days, including his or her first day back at school, to complete all missed assignments. It is the student's responsibility, not the teacher's, to obtain make-up work. Any parent who wants to pick up work on a day a student is absent may call the school office by 8:30 a.m. and homework will be ready for pick up by 3:15 p.m. in the office.

8.11 Midterm and Final Exams

8th grade students are required to take midterm exams, if applicable, in December, and final exams at the end of the school year. Grades for exams account for 20% of a semester average. Schedules for exams are provided at least one week prior to exam dates. Students who have earned a semester average of 90 or higher are exempt from taking midterms or finals in those classes. Students who have 0 infractions recorded on their conduct record (Demerit Card) may be allowed to exempt 1 exam with permission from the teacher. (Students should check with content area teachers with regard to their policy on exams.)

8.12 Port Arthur Independent School District Title I, Part A, Private Schools

I. Description of the Title 1 Program: St. Catherine of Siena School is a targeted assisted campus at which eligible students are pulled out during the regular school day for approximately thirty minutes for concentrated help in reading objectives and/or math objectives. Parental permission must be given before students can be enrolled in the program. Only eligible students can attend.

II. Eligibility for the Title 1 Program:

- The student must live within the Port Arthur Independent School District
- The St. Catherine of Siena School teacher of record completes the student referral because the student meets at least one of the following criteria:
 - o Scored below 75% in reading or math on report card
 - o Failure to score 70% or above on reading or math assessments (teacher indicates assessment)
 - o NCE score ranging from 0-49% on the reading or math section of the National Achievement Test (IOWA)
 - o Reading below grade level on individual or other formal inventory test (STAR, AR)
 - o Teacher observation

III. Withdrawal from Title 1 Program

- The student who moves out of the PAISD boundaries
- The teacher of record withdraws the student because of significant improvement
- Parents decide to remove their children from the Title 1 program

8.13 Retention

Pre-K and Kindergarten

Students in PK and Kindergarten must demonstrate age-appropriate developmental skills as indicated on the report card and/or the student mastery checklist in order to be recommended for the next grade.

1st and 2nd Grade

Students in grades 1 & 2 must be able to demonstrate mastery of current grade-level subject matter in Reading and Language Arts, and Math as indicated on the report card, benchmark assessments, and observational assessments to be recommended for promotion to the next grade level.

Grades 3 – 8

Students in grades 3 – 8 who fail (as indicated by the final grade average) one of either Language Arts (Reading, Spelling, English, Vocabulary, Literature) or Math are required to successfully complete a summer school program before being promoted to the next grade. Students failing two or more subjects (Excluding Spanish, Computer, and Physical Education) will be retained.

At any time during the school year, when a student is identified as being unsuccessful or at risk of failing in his or her core subjects, a student study team will be formed. This team, comprised of the parent(s)/guardian, principal, administrative team, academic team, classroom teacher(s) and counselor when possible, will develop and monitor an individual support plan to be implemented both at home and school to help the student achieve academic success.

The decision to retain a student at St. Catherine of Siena School rests solely with the principal. It is not a decision that is taken lightly and is based on a culmination of assessments, observations and professional opinions from all those associated with the student. It is not to be looked upon as a disciplinary measure but instead an action taken that will be in the best interest of the student.

8.14 Books

The student is responsible for all books issued to him or her during the school year. All such books are the property of St. Catherine of Siena School, unless specially paid for by the student. All textbooks must be covered at all times. If textbooks are damaged, lost or stolen, the student to whom it was issued will be held financially responsible. Records, including report cards, will be held until financial responsibilities have been cleared.

Some subjects offer access to electronic textbooks and other valuable online resources offered by the publishing companies. The teacher will provide access usernames and passwords. In classes that offer online books and resources, students will be expected, on occasion, to complete assignments online and electronically submit them to the teacher. Online educational activities require Internet access. Therefore, the Internet must be available to students at home. Students who do not have Internet access at their home are still expected to complete online assignments. These students may use the Computer Lab after school or other Internet access locations that will be readily available to them, such as the public library. When students use online textbook resources, they are expected to maintain the same code of ethics as stated in the Acceptable Use Policy (See Section 7.7.2 Acceptable Use Policy).

8.15 Field Trips

Field trips are an additional tool in the learning process. Teachers at St. Catherine of Siena School are encouraged, with principal approval and parental permission, to plan educational experiences beyond the classroom. Field trips are a privilege and, as such, students may be denied participation in a field trip if they fail to meet academic requirements and/or behavioral expectations or if the Universal Field Trip Permission Form (www.stcats.org/forms) is not returned by the deadline. Parents may be asked to volunteer to chaperone school field trips. Parents who would like to chaperone field trips must have completed the volunteer screening process. (See Section 1.7, Volunteer Screening and Safe Environment Program) *Parents must be authorized before attending any field trip. To optimize safety, siblings of students or other pre-school children are prohibited from accompanying volunteer chaperones on field trips.*

Dress code for field trips is the official school uniform unless otherwise specified by the principal or trip leader. (See Section 6.3, Official School Uniform)

SECTION 9 EXTRA-CURRICULAR ACTIVITIES

9.1 School Sponsored Activities

St. Catherine of Siena School sponsors various activities and organizations for students who are eligible. These may include, but are not limited to, National Junior Honor Society, Student Council, Cheerleading, Pep Squad, and Athletics. Information about these activities and organizations is sent home at the beginning of the school year or at the beginning of the athletic season for the particular sport. It is also posted in the athletic section of the school website and is available in the school office. The principal must approve any school-sponsored club, activity or organization.

9.2 Goals and Objectives

All athletic coaches and activity sponsors are to cooperate in achieving the overall goals and objectives of St. Catherine of Siena School and the Roman Catholic Diocese of Beaumont as set forth in this handbook, including adherence to the school's Mission Statement and Philosophy, and they are to conduct their programs within these guidelines. We strive to offer the student opportunities to develop skills and to enjoy rule-governed play in an atmosphere of Christian values. We encourage each participant to deal with emotions positively and as a good sportsman. We strive to promote a positive self-image.

The school suggests that parents and students together should carefully assess their ability to participate in concurrent extracurricular and other outside activities, keeping in mind the academic responsibilities of the student's grade level.

9.3 Athletics

School athletics are expected to come first over other outside athletic team involvement.

9.3.1 Athletic Teams

St. Catherine of Siena School participates in the Diocese of Beaumont Sports League (DBSL) and offers organized athletic team activities throughout the school year as student enrollment numbers allow. The coaches for each team oversee the school's athletic team activities. The team sports offered during the school year are as follows:

<u>Aug. – Oct.</u>	<u>Oct. – Dec.</u>	<u>Dec. – Feb.</u>	<u>Feb. – Apr.</u>
Volleyball	Basketball (Girls)	Basketball (Boys)	Softball
Soccer (Co-ed)			Golf (Co-ed)
			Tennis (Co-ed)
			Track (Co-ed)

All sports are available to 6th – 8th grade students. 5th grade students participate in track and may be invited to try out for other team sports if more students are needed to field a team. In the event that there are not enough students for a particular sports team and a team is not fielded, students may apply to play for a team at one of the other schools within the (DBSL). Football and Cross Country are available outside of the DBSL.

8th grade students must compete at the Varsity level. All other students may compete at either the Junior Varsity or Varsity levels depending on their ability as assessed by the team coach. 7th grade students who qualify for a Varsity level sport may not toggle between Varsity and Junior Varsity levels.

The Catholic Diocese of Beaumont Sports League is the governing body for Diocesan sports and St. Catherine of Siena School complies with all policies and regulations of the DBSL.

9.3.2 Cheerleading

Unlike team sports or other extra-curricular activities, Cheerleading requires a deeper commitment with regard to time and financial investment. Cheerleading is a year-round activity and those who try out need to be aware that they will be expected to attend practice and perform at games, parades, etc. after school, some evenings and possibly on weekends. In addition to standard eligibility, (See Section 9.4 Eligibility) cheerleaders must be prepared to make

participation a priority over other outside activities that may conflict. A cheerleading squad performs many stunts and maneuvers that demand the combined efforts of all and the absence of one or more persons during such performance can cause the entire squad to be unable to perform. Practice schedules and other event dates are planned and scheduled well in advance and cheerleaders must bring advance written notification to the sponsor if they are unable to attend practice or any other event.

The costs for cheer uniforms, warm-ups and other accessories are the responsibility of the student and must be paid in advance before they are ordered by the sponsor. In addition, cheerleaders attend a cheer camp during the summer, which must also be paid in advance.

Before trying out for cheerleader, students and parents should take thoughtful consideration of the time and financial investment, as well as the student's ability and willingness to maintain academic eligibility.

Students must be pre-registered for the next school year in order to try out for cheerleader. (See Section 2.2, Annual Registration).

Students who become ineligible or are dismissed from the cheerleading squad due to academic or disciplinary reasons will not be refunded any of the costs involved in cheerleading.

9.3.3 Physical Examinations

All 5th – 8th grade students participating in athletic activities or cheerleading must have a physical examination by a licensed physician, physician's assistant or a nurse practitioner prior to the start of the particular athletic season. Students need only have one (1) physical exam each school year, unless otherwise requested by the coach. The Physical Examination Form is available on the school website or from the school office. The completed and signed form is required to be turned in to the coach or the school office prior to the student's participating in athletic practices, games, events or meets.

9.3.3 Practice Uniform

Students participating in St. Catherine of Siena School athletic activities are required to adhere to the school's personal appearance rules. (See Section 6.2, Personal Appearance). The principal and coach are the final authority in all practice uniform attire matters. A student found to be in violation of the practice uniform rules is subject to the disciplinary actions set forth in Section 6.7, School Uniform and Personal Appearance Violations. Practice uniforms for all athletic activities shall consist of the student's PE uniform (See Section 6.4, Physical Education Uniform). If, during outdoor practices, the weather dictates heavier outerwear, sweat pants and jackets may be worn. Outer wear must be in good repair and without holes. Additionally, it should not contain offensive graphics or inappropriate advertisements.

9.3.5 Athletic Awards

Annually during the 4th grading period, athletic team members are recognized at a Sports Awards Program. As team players, all participants in athletics and cheer-leading are expected to attend this program. Coaches for each sport will give awards for specific accomplishment and achievements. Because of the importance of this event and because yearbook pictures will be taken, students should dress in nice dress clothes or official school uniform. (See Section 6.2, Personal Appearance).

A student must complete the season and must participate in at least half of the competitions or games to qualify for certain awards. A student who has excessive absences or who quits the team will not be recognized as a team member. The coach and principal will have the final decision on such matters.

9.4 Eligibility

To participate in St. Catherine of Siena School extra-curricular activities, a student must:

1. Maintain a grade of 75 or higher in all subjects. (As per the rules set forth by the DBSL). The principal or coach will check all grades of participating students at progress report and report card intervals. Any student who receives a grade below 75 on a progress report or report card is ineligible to practice or compete for a two-week period.
2. Not have any missing assignments for any classes. Students with missing assignments will be declared ineligible until the assignment is turned in as reported by the teacher. The coach will check with teachers on a regular basis about missing assignments.
3. Demonstrate leadership in Christian conduct and in following school rules. Any student with a negative conduct grade, a student behavior referral or detention for disciplinary infraction will be ineligible to participate, practice or compete, for a one-week period (7 consecutive days) starting from and including the date of the infraction. Any student who receives an out-of-school suspension for a disciplinary infraction will be ineligible to participate, practice or compete for a two-week period (14 consecutive days) starting from and including the date the suspension was assigned. **Students with repeated disciplinary infractions may be permanently removed from the team, group or activity.** The coach, activity sponsor or principal will be the final authority in such matters.
4. Must be in attendance at least half of the school day (3.5 hours) on which the activity takes place. Students who leave school because of illness may not participate.
5. Make a commitment to the team or activity. A team depends on all members. A student must notify his or her coach or activity sponsor of any conflict or reason for missing a practice, meeting or game. An unexplained absence may prevent participation in the next activity of the team or group.
6. Pay required athletic team or membership fees or dues.
7. Be responsible for any uniform or equipment used for the activity during the season.
8. Follow the rules and guidelines contained within the by-laws of national or state-sanctioned organizations.

Any student participating in an extra-curricular activity during a period of academic or disciplinary suspension will be permanently removed from the team, group or activity.

SECTION 10 STANDARDS OF CONDUCT AND DISCIPLINE POLICY

10.1 Conduct Goals

St. Catherine of Siena School expects every student, as a member of a Catholic Christian community, to observe a code of conduct compatible with Gospel values. An orderly environment permits the teachers and students to work together to promote a positive academic and spiritual atmosphere. The terms “conduct” and “behavior” may be used synonymously throughout this Handbook.

The principal, faculty, and staff adhere to the premise that students at St. Catherine of Siena School should show acceptable and often commendable behavior. St. Catherine School is committed to the development of competent and responsible young men and women. To assist students in that regard, the school’s goals are to:

- Provide the best possible teaching and learning atmosphere
- Help each student achieve self-discipline
- Help students develop a sense of responsibility and ownership for their own behavior
- Ensure respect for each member of the school community.

10.2 Code of Conduct

St. Catherine of Siena School’s code of conduct for students incorporates eight behavior standards that, when observed and followed, will facilitate a successful school experience and enhance the process of

self-discipline. Because work habits are behaviors that will influence the student's total development, and because personal appearance standards will enhance the total profile of the St. Catherine of Siena School student, these have been included in the code of conduct expected of each student who attends this school.

1. Students will show respect for others in speech, action and manner.
2. Students will show respect and display prayerful participation in church.
3. Students will show respect for school and church property and the property of others. Students will properly maintain the school and church areas they use.
4. Students will exhibit orderly and polite behavior while utilizing classrooms, hallways, restrooms, cafeteria, gymnasium, play areas, arrival and dismissal areas, and other areas on school and church premises.
5. Students will comply with all school academic and behavioral rules, policies, procedures and guidelines.
6. Students will be prepared for class each day. Students will have all appropriate learning materials and will have these materials ready when class begins. Students are expected not to write graffiti or excessively doodle on binders, folders, pencil bags, textbook covers, etc.
7. Students will be academically prepared for class each day. Students will be required to complete assignments on time and actively participate in class lessons.
8. Students will be in complete Official School Uniform each day, except on designated Free or Spirit Dress days, following the specific uniform rules as set forth in this Handbook. Students will also be expected to adhere to the personal appearance rules each day as described in this Handbook. (See Section 6, School Uniform and Personal Appearance)

10.3 Discipline Policy

The school discipline policy has been constructed to support the belief that one of the greatest gifts given to a student is a loving discipline that will eventually develop into self-discipline. Setting consistent guidelines and age-appropriate expectations provides a foundation of security and encourages the necessary steps toward sensible, ethical, and moral decision-making. Discipline is part of a student's growth process.

All students are expected to obey school rules and to develop the skills of personal responsibility and polite interaction with others. As the primary educators of their children, it is the parents' responsibility to ensure the positive behavior of their student. Parents are expected to actively monitor their student's progress in all areas of the school, including conduct and compliance with school rules. Parental support is the cornerstone of a sound discipline program, with the school and home working together to achieve the best behavior for each student. Parents are asked to support the efforts of the teachers to ensure effective discipline at the school and, in the event of a disciplinary concern, to dialogue with their student in ways that will help them gain a greater understanding of what happened, why it happened, and what they can do next time to ensure a better outcome. (See Section 11.1, Parent Cooperation, and Section 11.2, Parent Grievance Process.)

Any form of physical aggression toward others will not be tolerated at St. Catherine of Siena School.

Parents will be notified if their student has participated in a physical altercation of any manner and the parent may be required to pick up their student from school. Parents will be informed of when or if a student may return to St. Catherine of Siena School. (See Section 10.4, Discipline Actions, and Section 10.5, Bullying Policy and Life Skills.)

10.3.1 Classroom Management Plans

Each teacher will design and implement a classroom management plan that is fair and consistent. The plan contains classroom rules and guidelines regarding student behavior, positive reinforcements, and disciplinary consequences. Classroom management plans will be approved by the principal and posted in the classroom, and each teacher will provide a copy of his or her classroom management plan to their students' parents.

10.3.2 Discipline Process and Actions for Grades PK – 3

Assertive Discipline Process

The younger students at St. Catherine of Siena School have a separate discipline process called “Assertive Discipline” that is age appropriate with immediate consequences. The goal of this process is to work in partnership with parents to solve behavioral situations without compromising the other students in the classroom.

Assertive Discipline Actions

If a student in grades PK – 3 chooses to continually defy the multi-step classroom rules and guidelines set forth in the classroom management plan, the following discipline actions will be taken:

1. The student will receive an Assertive Discipline note from the teacher. This note will require a parent signature, as well as a statement from the parent of the consequences the student will have at home to help the student fully understand the seriousness of the behavior problem(s). The completed and signed Assertive Discipline note must be returned to the teacher the following school day.
2. In the event that a student receives three Assertive Discipline notes, the parent will be notified at the time of the third infraction. The parent will also be asked to immediately pick up their student from school and schedule a conference with the teacher.
3. The student will be allowed back into the classroom after a parent/teacher conference has taken place and parent and teacher have discussed an Individual Behavior Modification Plan. In some cases, the Administrative Team, principal and/or the Diocesan councilor, may facilitate the process.
4. Any student in grades PK – 3 whose actions are severe, persistent, or present endangerment to the school or church community may, at the discretion of the principal, be suspended or expelled according to the Discipline Actions policies set forth in Section 10.4 of this Handbook.

10.3.3 Discipline Process for Grades 4 – 8

The following is an overview of the levels of intervention problem solving, and decision-making that are part of the school’s discipline process for students in grades 4 – 8. The severity of a student’s actions may necessitate beginning the process at an advanced level.

Level One

(Corresponds to Sections 10.4.1 and 10.4.2, Discipline Actions, Tier 0 and Tier1)

Education, including discipline, is a partnership between school and home. Each teacher incorporates a classroom management plan with consequences for inappropriate behavior. Assigning appointments at recess or after school is one approach for the teacher to meet with and try to work with the student on an individual basis. If a student continues to choose inappropriate behavior after the teacher has consistently made positive efforts to help the student choose the appropriate behavior, then the teacher may assign a detention and the parents’ help will be enlisted.

At times, students may need to be removed from the situation in order to evaluate their actions and to gain self-control. This can be initiated by a teacher other school personnel or the individual student, and is done with supervision that is non-threatening and least embarrassing for the student.

Level Two

(Corresponds to Section 10.4.2, Discipline Actions, Tier 1)

When a student continues to show difficulty abiding by any item in the code of conduct, a further detention will be assigned and a mandatory conference will be scheduled to include the parents, the principal or administrative team, and the faculty or staff member involved. At the discretion of the principal, the student may or may not be included in this conference. Areas of concern will be identified and discussed. A specific plan of action and/or formal recommendations will be instituted, possibly in the form of a Responsibility Contract, to include a specific time frame for improvement of behavior by the student.

Level Three

(Corresponds to Section 10.4.3 and 10.4.4, Discipline Actions Tier 2 and Tier 3)

Cases of persistent or severe conduct infractions, as well as cases where earlier steps of the disciplinary process are ineffective, will constitute a conference with parents, the principal or administrative team and possibly other faculty. A decision, based on evidence or prediction of success or lack of success for the student at this school, will be made. Probation, suspension, recommendation for another education program, or expulsion are the considerations that will be reviewed and considered.

Discipline Due Process

1. The problem is brought to the attention of the student. The identities of any witnesses need not be disclosed.
2. The student is given reasonable opportunity to explain and defend him or herself in an interview with the teacher or other school personnel.
3. A determination will be made whether more information is needed and the situation may either be investigated further or assigned an appropriate discipline action.

10.4 Discipline Action

Depending on the circumstances of a student's inappropriate behavior, certain disciplinary actions may be necessary. Each case will be assessed on the level of severity, and consequences can range from appointments with teachers to expulsion. St. Catherine of Siena School reserves the right to accelerate inappropriate behaviors to a higher action level. The principal is the final authority in all disciplinary situations and may waive any and all policies or procedures for just cause at his or her discretion.

10.4.1 Tier 0 (Grades 4 – 8)

Handled by the classroom teacher according to the classroom management plan and recorded on the student Demerit Card. When students are in transition or not in a specific classroom they are expected to maintain acceptable behavior and are subject to be given a demerit by any faculty or staff member that observes inappropriate behavior.

Demerit Cards are issued to students in grades 4-8 at the beginning of the school year and are a way of maintaining records of behavior incidents. Students are expected to keep their demerit cards in the pocket of their agenda books at all times.

Demerit Card Rules:

Failure to present a demerit card when requested to do so by a staff member will result in the automatic assigning of an additional demerit.

Demerits will be given for disciplinary actions. (Level 1 discipline)

1st 3 demerits - the student will receive a detention. A parent will be notified. Student will be issued a 2nd demerit card. Student will move to Level 2 in the disciplinary process

2nd 3 demerits - (6 total) Discipline actions will be determined by the Administrative Team. A parent conference will be required. A 3rd card will be issued. Student will move to Level 3 of the disciplinary process.

3rd 3demerits - (9 total) Discipline actions will be determined by the principal. The parent will be notified as to the subsequent status of the student.

Demerit Cards also allow teachers to track a student's permission to carry an electronic device at school. Students are required to have a signed Electronic Device Form on file. Once the form is returned to the teacher, it is recorded on the demerit card so that all teachers have access to that information. Electronic device abuse will result in the following consequences.

1st offense – 1 demerit + device turned in to office to be returned only to parent.

2nd offense – 1 demerit + \$10 fine + phone turned in to office to be returned only to parent.

3rd offense – 1 demerit + \$10 fine + phone turned in to office to be returned only to parent + loss of cell phone privileges for remainder of school year.

Infractions at the TIER 0 level may include, but are not limited to, the following:

- Uniform violations
- Talking without permission
- Inattentiveness
- Difficulty staying seated when required
- Inappropriate or disrespectful behavior during school or at school activities
- Passing or writing notes
- Unprepared for class
- Lack of self-control
- Chewing gum
- Eating candy or food without permission
- Loitering in hallways or restrooms

NOTE:

Appointments with Teachers

When a teacher does not have sufficient time to deal with a behavioral issue during the course of the school day, that teacher may require a student to stay for an after-school appointment. Appointments will begin at 3:20 PM after the afternoon dismissal and may last up to 15 minutes. During that time, the teacher will discuss the problem with the student and may assign a consequence.

Appointments are not to be viewed as punishment. Rather, the purposes for conducting appointments are:

- To give the student and teacher an opportunity to further discuss the situation
- To positively enable teachers to help students take responsibility for their behavior
- To establish and build rapport between the student and teacher
- To show that the teacher is not "picking on" but rather helping the student to correct his or her own inappropriate behavior

A parent will be notified during the afternoon dismissal, if not before by email or text message, when a student has been asked to meet a teacher for an appointment. At this point, parents need not be involved unless specifically requested by the teacher. Parents are asked to park in the parking lot and wait until their student has completed the appointment. In emergencies where an important outside obligation has previously been scheduled, the student may stay for the

appointment on the following afternoon. It is important for parents to respect this time between the teacher and student. (See Section 1.5.3, Communication with Teachers and Classroom Visits.)

10.4.2 Tier 1 – Detention (Grades 4 – 8)

Handled by the classroom teacher. Detentions will result after a student accumulates 3 demerits on the 1st demerit card or if a single behavior is severe enough to be escalated to an immediate detention.

Detention is a period of time served by a student as a consequence for infractions of school policies. Detentions will be held 2 days each week (on Mondays and Wednesdays) from 3:20 – 4:00 PM. Students will be notified ahead of time and must make all necessary transportation arrangements for the day on which they will serve the detention. Detention will be held in a designated teacher's classroom. Parents are to pick up students afterward from the After Care Program. (See Section 3.2.3, After School Activities and Appointments, and Section 3.3, Extended Day Program)

During the detention, the student will complete a writing assignment about the incident describing in one's own words what took place, and a behavioral plan. The behavioral plan will be signed by the student, detention teacher, and parent and returned to the homeroom teacher the next school day. The teacher who issued the detention will then discuss the incident writing with the student.

Failure to serve a detention or return the signed behavioral plan will result in one additional detention (i.e., the student will be required to serve a total of two detentions).

Any student who serves repeated detentions may receive one day of out of school suspension. (See Section 10.4.3, Suspension and Discipline Probation.)

Any student who must serve a detention will be ineligible to participate, practice or compete for a one-week period (7 consecutive days) in all extra-curricular or school sponsored activities starting from and including the date of the detention for the discipline infraction. The student will also forfeit the next Spirit dress day. (See Section 9.4, Eligibility)

Infractions at this level that will result in the assignment of a detention include, but are not limited to, the following:

- Physical aggression
- Repeated misbehavior while on school or church property or during a school activity
- An unexcused tardy to class, between classes
- Violating cafeteria and lunchroom regulations
- Disrespectful behavior
- Dishonesty in any form
- Academic dishonesty (e.g., copying homework, plagiarism, etc.) A grade of zero will be recorded.
- Being in the school hallways or restrooms during the school day without the permission of a teacher and/or without a pass
- Repeated violations of the School Uniform and Personal Appearance Policy
- Repeated gum chewing
- Inappropriate or offensive language
- Public show of affection
- Use or possession of electronic devices including cell phones, music players, recording devices, laser pens, handheld games, etc. without permission
- Any other infraction that is considered unacceptable at this level by the principal, faculty or staff.

10.4.3 Tier 2 or 3 – Suspension and Discipline (Grades PK – 8)

Handled by the principal.

Out-of-school suspension occurs when there is a need to remove a student from class. The length of the suspension is based on the severity of the infraction. Although teachers or the administrative team may make recommendations, only the principal has authority to impose suspension.

Infractions at this level that will result in out-of-school suspension include, but are not limited to, the following:

- Physical aggression
- Showing a pattern of disorderly conduct
- Continual insubordination or disrespect to any staff member
- Continual or excessive use of abusive or offensive language
- Immorality in speech or action, inside or outside the framework of the school day
- Sexual harassment toward other students or school personnel
- Bullying or harassing students or school personnel
- Spitting
- Exhibiting blatant disrespect or denigration of St. Catherine of Siena School, students, teachers, or staff, via social media such as Facebook, Twitter, Instagram, Snap Chat, etc.
- Repeated dishonesty in any form
- Repeated academic dishonesty (e.g., copying homework, plagiarism, etc.) A zero grade will also be recorded.
- Skipping a class
- Truancy
- Violation of the school's Acceptable Use Policy for Internet and school computers.
- Repeated violation of the Cell Phone or Electronic Device policy
- Physically or emotionally injuring another student. The parents of any student who engages in any physical aggressive behavior such as hitting, punching kicking, biting, etc. will be called immediately to pick up their student.
- Damage to or destruction of school or church property, or the property of others.
- Relieving yourself in areas other than designated

In cases where it would be in the best interest of the student, the school, and/or others, the student may be dismissed from school immediately. A parent will be contacted and must pick up their student from school. The parents and student will be notified of the date and time of the follow-up discipline conference.

Out-of-school suspension imposes these additional obligations on the student and parent:

- The student is responsible for all work missed during the time of suspension. Suspensions are treated like absences with regard to make-up work. (See Section 8.10, Make-up Work.)
- Upon the first occurrence of a student's first out of school suspension, he or she is considered on discipline probation and will remain on probation for 30 days from the date of suspension. A student who commits another major behavior infraction during a probation period may, at the discretion of the principal, be permanently expelled.
- While suspended, and for a period of two weeks, (14 consecutive days) a student is ineligible to participate in any school sponsored or extra-curricular activities, including practices or meetings, and will also forfeit the next Free or Spirit dress day. (See Section 9.4, Eligibility.)

10.4.4 Tier 4 – Expulsion (Grades PK – 8)

Handled by the principal.

Expulsion is a very serious consequence that is utilized when a student has been unable to show that he or she is able to meet the behavioral expectations of the school or who has exhibited serious legal or moral violations of the school. Expulsion of a student from St. Catherine of Siena School is such a serious penalty that it is employed by the principal only as a last resort, after using

every means available to correct a student's inappropriate behavior. Expulsions may be used in the event of any single serious offense or a series of repeated offenses, which, in the judgment of the principal, constitutes chronic and/or incorrigible conduct or habits, or that put the safety of students, the school, or school personnel at risk.

There will be a three-day suspension before the principal reaches the final expulsion decision. During that time, both the pastor and the Superintendent of the Diocese of Beaumont will be informed of the impending expulsion. A written notification will be sent to the Superintendent after the principal makes the final decision.

If a decision to expel a student is made by the principal, the student is dismissed from St. Catherine of Siena School and is no longer allowed to attend or be admitted to the school. Parents will be informed of their rights to due process in the event of expulsion of their student.

Tobacco, Alcohol and Drug Abuse Policy

The Tobacco, Alcohol and Drug Abuse Policy of the Diocese of Beaumont and St. Catherine of Siena School is that no student shall possess, use, transmit, or be under the influence of tobacco, alcohol, or any controlled substance while on school or church premises or at any school or church-sponsored activity. A controlled substance is defined as: (1) any drug listed in the current Federal Controlled Substance Act; (2) alcohol or any alcoholic beverage; (3) unauthorized abusable glue, aerosol paint, or other chemical inhalant; (4) any other intoxicant or mood-altering or behavior drug; and (5) drug paraphernalia.

The following behaviors will result in immediate and automatic recommendation for expulsion, and the police may be called for any of these offenses:

- Violation of the Tobacco, Alcohol and Drug Abuse Policy
- Possession or use of weapons on school or church premises
- Vandalism
- Repeated stealing
- Intentional injury or threat of intentional injury to self or others
- Sexual harassment toward other students or school personnel
- Any other serious infraction considered unacceptable by the principal

10.5 Bullying Policy and Life Skills

As a matter of both school policy and religious obligation, it is recognized that bullying behavior is not tolerated at St. Catherine of Siena School. Instead, we seek to create a safe and compassionate learning environment by educating parents, teachers, staff, and students concerning respect.

Bullying is defined as deliberate, ongoing and systematic harassment and attacks on others. A student is being bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other students. Bullying can be both emotional and physical. Examples of emotional bullying behaviors include a pattern of intimidation, derogatory comments, jokes, threats, menacing taunts, excessive cruel teasing, the malicious spreading of rumors, and other psychological abuse. Bullying can also be unwanted physical contact, assault, deliberate impeding or blocking movements, and any intimidating interference with normal activity or movement. Bullying can also include a pattern of deliberated isolation or exclusion of another with the intent to be hurtful.

Bullying by a student at St. Catherine of Siena School is an immediate cause for intervention consistent with the discipline policy outlined in this Handbook.

Suggestions for addressing bullying at home are as follows:

- Discuss what bullying is and what kinds of behaviors demonstrate bullying.

- As you watch television with your family, help identify language, dialogues, or actions that demonstrate bullying behavior, such as “put downs” in comedy shows.
- As your student deals with bullying situations at home or school, be open to discussing ways in which he or she can safely handle those situations. Discuss how to avoid bullying situations.
- Help your student become sensitive to his or her own behaviors or language that may be of bullying nature, and to be more aware of his or her actions with siblings and friends.

We believe that addressing this issue involves attention to the behavior ***both at home and at school.*** During religion and guidance classes, students will be taught skills intended to help them interact well with their peers. These skills include how to identify ordinary conflict, solve conflicts peacefully, avoid violent situations and appropriately stand up for oneself, and the importance of reaching out for help when needed.

10.7 Corporal Punishment

The Diocese of Beaumont policy dictates that corporal punishment is not permitted under **any** circumstances.

SECTION 11 PARENT COOPERATION AND GRIEVANCE PROCESS

11.1 Parent Cooperation

A St. Catherine of Siena School education is a partnership between school and home. It is important that a relationship based on cooperation and mutual respect be established for that partnership to be truly effective. As educators, we strive to act in good faith and to make fair and honorable decisions. By working together positively toward a common goal, we can provide the best Catholic education and the most effective learning experience possible for our students.

To further that environment, parents are expected to speak and act in a Christian, positive manner. Anyone who acts inappropriately, such as using disrespectful or vulgar language, being verbally or physically abusive, or any other inappropriate behavior, may be asked to leave the school and/or church premises, or school-related activity. Exhibiting blatant disrespect or denigration of St. Catherine of Siena School, students, teachers, or staff, via social media such as Facebook, Twitter, Instagram, Snap Chat, etc. will not be tolerated and will result in further actions if considered necessary.

Virtual Reality sites pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer. Students or parents whose avatars depict other students, teachers, administrators, or parish staff in a defamatory light face detention, suspension, or expulsion. Your child represents St. Catherine of Siena Catholic School 24 hours a day 7 days a week and is expected to behave in a manner compliant with all school rules, policies, and procedures.

As a parent, you have a choice as to where to educate your child. Parents and students of St. Catherine of Siena School will follow the policies and procedures of the school, will follow the directions from the teachers, and will adhere to all rules. Parents choosing to deliberately disobey school rules will be asked to choose another environment which to educate their child/ren.

The principal is the final authority in all matters concerning parent cooperation with St. Catherine of Siena School.

All criticisms and problems regarding St. Catherine of Siena School and/or its students should be addressed with the school administration, rather than the pastor or advisory board, and prior to discussing said criticisms or problems with others, as set forth in this Handbook. This does not preclude seeking spiritual guidance in such matters. We believe this is in accordance with gospel teachings (See Section 11.2, Parent Grievance Process)

11.2 Parent Grievance Process

While our goal at St. Catherine of Siena School is to make every effort to insure effective communication between families and school employees, from time to time a misunderstanding may occur. In keeping with the Catholic Church's teachings, problems should be solved at the lowest level whenever possible. Thus, it would seem advisable that any person having a problem with another individual should go directly to that person before going to that person's superior. The Diocese of Beaumont policy states that if a parent has a grievance against a teacher or another employee of the school, the following is the method of making that grievance known:

1. The parent will first go to the one with whom the difficulty exists and make an effort to resolve the difference.
2. If the concern persists, or if a parent is reluctant to confront a teacher alone, the parent will then go to the principal and make the grievance known. A conference will be scheduled, possibly including all parties. Every attempt will be made at mediation, understanding and resolution.
3. If resolution is unsuccessful, the grievant will have the principal set up an appointment for the grievant with the superintendent of the Diocese of Beaumont. The meeting will be set within 5 working days of contact with the superintendent. The decision of the superintendent is final.

We hope that we can resolve any concern informally in a cooperative, Christian atmosphere. In this spirit, we model peacemaking for each other and our students. All decisions are based on the best interest of the child/ren and keeping a healthy school environment.

BE IT KNOWN TO ALL WHO ENTER HERE, THAT CHRIST IS THE REASON FOR OUR SCHOOL. HE IS THE UNSEEN BUT EVER-PRESENT TEACHER IN OUR CLASSES. HE IS THE MODEL OF OUR FACULTY AND THE INSPIRATION OF OUR STUDENTS.

St. Catherine of Siena Catholic School
Parent / Student Handbook
Acknowledgement Form 2015-2016

Please complete this form and return to the office.

Student Name (Please Print) _____

Grade _____

*Our signatures indicate that I / we have, read and
understand the 2015-2016 Parent / Student Handbook.*

Student Signature _____

(Only 5th - 8th grade students must sign this form)

Date _____

Parent / Guardian Signature _____

(All students of St. Catherine of Siena School must have a parent signature)

Date _____