



Saint Catherine of Siena School
2018-2019 Student and Parent Handbook

*“Be strong and courageous; do not be afraid; do not be discouraged;
for the Lord your God will be with you wherever you go.”*

Joshua 1:9

Father Joseph Marcello, Pastor

Miss Giaquinto, Principal

Mrs. Lane Whitmoyer, Assistant Principal

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This *Student and Parent Handbook* articulates some of our beliefs about creating the most conducive environment for children to learn and develop into young adults with strong virtues. Parents and children, please review this handbook carefully. Each summer the handbook is reviewed and revised so that it accurately reflects the policies, procedures, and culture of Saint Catherine of Siena School. During the early weeks of the school year, teachers will be talking about these beliefs and policies with the students, as well. Once you have reviewed this material, please sign the last page of this handbook and return it to the school office. Your signature indicates your understanding of, and agreement with, the policies and procedures of Saint Catherine of Siena School.

Faithfully Yours,

Miss Eunice Giaquinto
Principal

MISSION STATEMENT

Saint Catherine of Siena School exists to provide a strong moral, religious, and academic education in the tradition of the Catholic Church. The school environment promotes belief and trust in God, respect of self and others, academic excellence, and a lifelong appreciation of learning as well as ongoing spiritual formation.

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

~Saint Catherine of Siena

STUDENT MISSION STATEMENT

As a student of Saint Catherine of Siena School, I will do my best to learn about God and live my faith, to work to the best of my ability, and to treat others the way I want to be treated.

PHILOSOPHY

As a Roman Catholic educational community, we believe that each child, regardless of race, color and/or creed has the right to an education, and we accept this responsibility of educating the whole child with an emphasis on Catholic Christian ethics and mores. Our philosophy is guided by the view of a ‘total Christian formation’ that is: spiritual, academic, social, moral, and physical.

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

Saint Catherine of Siena School Faculty 2017-2018

Principal	Eunice Giaquinto
Assistant Principal	Lane Whitmoyer
Administrative Assistant	Pam Wolfe
Technology Integrator/Librarian	Nirmada Mandalika
Director of Advancement/Virtus Coordinator	Laura Hurley
School Nurse	Nancy Hogan
Pre-K 3 Teacher	Stacey Brennan
Pre-K3 Assistant	Anne Marie Mastroni
Pre-K 4 Director/Teacher	Lane Whitmoyer
Pre-K 4 Assistant	Kelly Paris
Pre-K 4 Teacher	Susan McCloat
Pre-K 4 Assistant	Stacey Platt
Kindergarten Teacher	Wendy Held
Kindergarten Assistant	Pamela LaFleur
Grade 1 Teacher	Susan Gordon
Grade 1 & 2 Instructional Aide	Karen Turner
Grade 2 Teacher	Vicki Downs
Grade 3 Teacher	Chris Oleski
Grade 4 Teacher	Katie Haas
Grade 5 Teacher	Patrick Yerina
Grade 6 Teacher, ELA 6-8	Carole Kamienski
Grade 7 Teacher, S.S 6-8	Gabe Shvartsman
Grade 8 Teacher, Math 6-8	Steven Meyer
Spanish Teacher	Nicole McNees
Science 6-8 Lab/Stem Teacher	Sara Campolettano
Reading Specialist	Jeanette Basso
Music Teacher	Bob Sirois
Art Teacher	Brenda Giandurco
Physical Education Teacher	Therese Liptak

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1. ACADEMIC MATTERS

A. Curriculum

Saint Catherine of Siena offers students a comprehensive curriculum which includes daily instruction in Religion, Language Arts, Math, Science, and Social Studies. The curriculum goes beyond National and State standards to provide students experiences which develop their skills sequentially and encourages them to apply that which they have learned to new situations. Instruction is conducted in both whole class sessions as well as small groups. Students are encouraged to articulate their thinking and be purposeful in planning for their class work. In addition to the core curriculum, a variety of co-curricular classes enriches the school week and adds depth to the curriculum: Music, Art, PE, and Computer Science. Spanish instruction is also provided to students in grades Pre-K through Eight on a daily basis. Students in Pre-K through the Fifth grade have weekly classes in Library/Research Skills.

B. Homework

Homework is an important component of school life and the attention given to homework builds responsibility. It is also a means to bring parents into the learning loop on a daily basis. Since homework is most often given to reinforce and review the skills and concepts taught during the school day, the homework assigned provides parents' insight into the material covered in class. Homework assignments also provide an opportunity for teachers to assess students' understanding of a skill/concept and its application. **Students in grades two through six will use a SCSS Planner and are expected to record their homework in their planners daily. Grades six through eight are expected to record their homework assignments daily in the SCSS assignment pad that will be provided to them. Homework assignments are posted daily in each classroom as well as on the teacher webpages.**

As a general rule for homework, teachers use the guideline of 10 minutes for each grade level:

Grades K and 1	10 minutes
Grade 2	20 minutes
Grade 3	30 minutes
Grade 4	40 minutes
Grade 5	50 minutes
Grade 6	60 minutes
Grade 7	70 minutes
Grade 8	80 minutes

At the primary grades, teachers may also expect that the students are reading or being read to nightly. Studying is also part of weekly homework.

In addition to daily homework assignments, long-term projects are assigned beginning in the fourth grade. It is important that students learn to break long-term projects into manageable pieces and spread the work out over a period of time. This planning process is an essential lesson to learn, and is sometimes learned alongside a lesson about procrastination. At times, group projects are assigned which involve students collaborating, and often compromising, to bring a project to a successful conclusion. This, too, is an important life lesson.

Reading is critical to overall success in school and practice is needed nightly, particularly in the primary grades. To that end, students in grades, K-5, are expected to read independently every night. This is a key component of homework and students are responsible for carrying their reading materials between home and school. In some classes, students keep a log of their independent reading or may have book reports assigned on a regular schedule.

The library at Saint Catherine of Siena School exists to provide reading and research materials to students. Students are encouraged to seek out materials at the library that can help them with their homework. Where additional material is needed, the librarian can help students find information online. Students can check out materials any time throughout the school day (at the convenience of classroom teachers), and immediately before and after school.

Generally, teachers do not assign homework on the weekends for students in the elementary grades, K-5. Middle school students will be expected to work on their long-term projects, read independently, and study for upcoming tests and quizzes. The faculty has agreed not to assign significant weekend homework, recognizing that students need time for family activities and extracurricular pursuits.

Students in grades 6-8 can expect to have homework assigned in most of their co-curricular classes, as well.

C. School Materials / Textbooks

Textbooks used in classrooms are school property and as such should be respected and cared for appropriately. Students are required to cover their texts according to the guidelines set by their teachers. If a text is lost or damaged, the student will be held financially responsible.

D. Exams

Students in grades six through eight are given mid-term and final exams in all of their core subject areas: Religion, Math, Science, Social Studies, Spanish, and Language Arts. These are comprehensive exams meant to cover a semester's work. Exam grades are reported separately on the report cards. The semester exams are weighted according to the following weight table:

Grade 6 Exams count as 4% of the semester grade.

Grade 7 Exams count as 6% of the semester grade.

Grade 8 Exams count as 10% of the semester grade.

E. Report Cards

Report cards are issued four times during the school year, at the end of each quarter. The report cards will be sent home with the students. Parents are asked to sign and return the report card envelope as promptly as possible. Kindergarten through Grade 3 will send home a DRA report three times a year. Progress reports are sent home for grades four through eight at the halfway point of each quarter. Again, parents sign and return the envelope to school as soon as possible.

F. Honor Roll

Students in grades six, seven, and eight are eligible for the Honor Roll. Every class, even those only meeting once per week, is considered when determining Honor Roll eligibility.

High Honors: No grade lower than an A- in **ALL** subjects, including mid-terms and final exams, and only 1's and 2's for effort and conduct.

Honors: No grade shall be lower than a B- in **ALL** subjects, including mid-terms and final exams, and only 1's and 2's for effort and conduct.

G. Parent – Teacher Conferences

Teachers are available for conferences at scheduled times during the school year, usually November and April. In addition, parents or faculty can request a conference at any time. These can be arranged at a mutually agreed upon time.

H. Retention

At the end of each school year, most students are promoted as a result of their academic achievement and developmental readiness for the next grade level. In some cases, retention is a consideration. Although the classroom teacher is generally the first person to raise the issue of retention, once raised there is a Child Study Team which discusses the possibility and monitors the student's progress. This Child Study Team includes the homeroom teacher, the school principal, the receiving teacher, and the Trumbull Guidance Counselor. If a teacher has concerns regarding a student's placement for the following year, that concern should be raised to the Child Study Team and the child's parents by February 1st. The following factors are taken into consideration when discussing the issue of retention: academic achievement as measured by a variety of tools, physical, social and emotional development, chronological age, learning differences, and attendance record. Retention decisions are never made based on a single indicator. A decision regarding retention will be made by the Child Study Team, in consultation with the student's parents, and finalized by June 1st.

In some cases, a teacher has significant concerns regarding a child's academic readiness for the next grade but other factors suggest the student move on with his/her peers. In this case, the student may be advanced to the next grade rather than promoted.

I. Field Trips

Field trips are scheduled for educational and cultural purposes. These off-campus trips are considered an extension of the school day and, therefore, all school rules apply. Students may be denied participation if they fail to meet the behavioral expectations set by the faculty. Each field trip will require a specific permission form signed by the student's parent or guardian. Entrance and transportation fees are the responsibility of the student, although the school will make every effort to keep these costs to a minimum. We appreciate the willingness of parents to act as chaperones for many of these off-campus activities. All field trip chaperones must be Virtus trained.

J. Standardized Testing/Assessments

Standardized testing is one of the means by which our students' progress is assessed. The Iowa Test of Basic Skills will be administered in the spring to Grades 2, 4, 6, and 7. A Cognitive Ability Test will be administered to Grades 1, 3, and 5. Along with the DRA's for grades K-3, Interim Benchmark testing (NWEA MAP) which shows overall student growth will be done twice a year. The ACRE Test (Assessment of Catechesis Religious Education) is given to students in Grades 5 and 8 in the spring to assess the religious education program.

2. CATHOLIC FAITH FORMATION

A. Spiritual Life

As a Catholic school, the formation of our students in the tenets of our Catholic faith is the very reason for our existence. Prayer is a regular part of the school day. In addition, students participate in the First Friday Masses, Holy Day Masses, the Rosary, Stations of the Cross, Adoration, and other prayer services throughout the year. Students help to plan these liturgies with their teachers and are also given the opportunity to participate as lectors, servers, gift-bearers, and choir members. The monthly attendance at Mass strengthens our community, our faith, and is an integral part of the spiritual life of the school.

B. Religion

All students are required to participate in religion classes. Knowledge of the Catholic faith is fundamental for sacramental preparation and for participation in the life of the church.

C. Sacraments

The Rite of Reconciliation and Holy Communion are Sacraments received for the first time by the third grade students. The Rite of Reconciliation is made available to all students periodically throughout the school year. The teachers stress the importance of this Sacrament and the grace received through this encounter with our Lord. The Sacrament of Confirmation is received by the eighth grade students in the spring. Students spend the eighth grade year preparing for this Sacrament and are required to complete a certain number of community service hours. In order for a child to receive any of these Sacraments, he/she must be baptized and ready emotionally, spiritually, and intellectually. If the teachers, in consultation with the Principal and the Pastor, deem that a child is not ready, the child will receive another year of preparation before receiving the sacrament.

D. Non-Catholic students

All children, regardless of their faith, are welcome members of Saint Catherine of Siena School. Non-Catholic students are, however, required to take religion classes. They are also expected to attend liturgies and other para-liturgical prayer services.

3. ATTENDANCE AND TRANSPORTATION

A. Attendance

Regular attendance at school is essential for consistent academic and social development. The flow of the classroom and social experiences builds from day to day and cannot be replaced. We ask families to make every effort to have their children at school promptly each school day. For students in the elementary school, grades K-8, the academic day begins at 7:45 am with Morning Prayer and concludes with Afternoon Prayer at 2:20 pm. Students who arrive after 7:45 am will be marked tardy and must sign-in with the school nurse. Students who arrive late due to a delay with busing will receive an excused tardy. If students will be arriving at school late due to an appointment or family obligation, a parent should accompany the student to the nurse's office to receive an excused tardy.

The Pre-K program begins at 7:45 am and ends at 1:00 pm. Pre-K 3 meets on Tuesdays and Thursdays and Mondays, Wednesdays, and Friday's depending on the option you have chosen for your child. The Pre-K 4 class meets on Mondays, Wednesdays, and Fridays, or every day depending on the option you have chosen for your child. If late, students should go directly to the preschool classroom. The preschool teachers track attendance for their students.

When a child is going to be absent, a call or an email should be made to the school nurse, 377-7041, and prior to 9:00am. When the child returns to school, he/she should bring a note or email the nurse stating the date(s) of absence and the reason for the absence. A note from the attending physician is required if the absence is due to a communicable disease. Students are expected to make up the school work missed during an absence from school. Students may **not participate** in any school-sponsored activity if they are not in school on the day of the event.

Parents are asked to notify the school in writing at least one week in advance of an extended absence. The faculty will make every effort to provide work to complete during the absence, although it is often hard to predict exactly how far the curriculum will advance since the teachers modify their plans to accommodate student mastery of the material presented. If possible, students should check the school website during the absence for the most current work assignments. It is the student's responsibility to complete missed assignments within one week of returning to class or a mutually agreed upon time between the teacher and the student. Following an extended absence, some after school work is to be expected in order to 'catch-up'.

B. Bus Transportation

Residents of the town of Trumbull are eligible for bus transportation to and from school. Students are expected to behave in an orderly and respectful manner on the bus. Failure to comply with bus regulations may cause a student to lose the right to ride on a Trumbull bus. Students are expected to ride only on the bus to which they are regularly assigned, and to get on and off at their regular stop. If it becomes necessary to deviate from this routine, two notes are required: one to notify the teacher and one for the bus driver.

C. Morning Drop-Off and Afternoon Pick-Up for Car Riders

School buses use the circle in front of the school for morning drop-off. The Principal and a teacher will be outside supervising students beginning at 7:30 am. Parents should pull along the side entrance to the school for K-8 student drop-off. Students may then safely follow the sidewalk to the side entrance. Parents are asked NOT to drive into the circle for morning drop-off until 8:00 am when most of our students are safely inside the building. Preschool will enter the building from the outside preschool door. Parents need to park in the designated parking spaces and walk their child to the preschool door.

Student dismissal, K-8, occurs in the front circle area after the buses depart. Preschool students will dismiss from the preschool outside door. **Parents picking up students after school are asked to park their cars in designated parking places NOT ALONG THE SIDEWALKS OR PARKING LOT ISLANDS.** There are many young children walking to cars, and it is imperative that all cars be parked safely and extreme caution be used when exiting the parking lot. **For the safety of Saint Catherine of Siena students, all drivers are asked to be mindful of parking lot etiquette, order, and safety; it is not worth putting anyone's life at risk because of hasty and inattentive driving.**

Regardless of the means of transportation used to get to and from school, any change in transportation happening on a given day merits a note sent to the classroom teacher.

D. Early Release from School

Parents are asked to submit in writing any requests for a child to leave the school building during school hours. No child will be permitted to leave the school building early unless he or she is accompanied by an adult. At such times, the authorized adult must sign the student out in the nurse's office. Parents are asked to make every effort to schedule medical and dental appointments after school hours.

4. HEALTH AND SAFETY

A. Health Office and School Nurse

A full-time nurse is provided to SCSS by the Town of Trumbull. Students are given hearing, vision, and scoliosis testing by the school nurse. All health related questions should be directed to the Health Office: 203 377 7041.

It is in the best interest of our community if sick children stay home from school. If your child has a temperature of 100F or above, he/she should not attend school. **Students should be without a fever for 24 hours before returning to school.** Children should also be kept home if they have nausea, vomiting, diarrhea, inflamed or discharging eyes, or an undiagnosed skin rash. **Students who have had strep throat should remain home for 24 hours after beginning a course of antibiotics. Students who have been diagnosed with conjunctivitis may only return to school after taking medication for two days.**

The Diocese of Bridgeport is in close communication with the State Health Department and the Fairfield County Health Department to monitor flu conditions and make decisions about the best steps to take concerning the health of our students during flu season. Parents will receive updated information as it becomes available.

B. Absences

Students' attendance in Catholic schools in the Diocese of Bridgeport shall be in accordance with the general statutes of the state of Connecticut. Therefore, parents are asked to contact the school nurse, 203 377 7041, and prior to 9:00am on the day of a child's absence. In lieu of a phone call, parents may send the nurse an email explaining the reason for the absence. Upon the child's return to school, a note is requested stating the date the child was absent and the reason for the absence. Parents may also contact the nurse by phone or email with this information. The school nurse monitors the health of our community and will notify parents if there are any patterns of illness which merit their attention.

C. Medication

State law requires that all medication must be brought to school in its original container and kept with the school nurse. The medication must be accompanied by an authorization to administer form signed by the doctor. Please note that according to Connecticut State law, cough drops are a medication and cannot be taken without the proper authorization. Parents are asked to deliver any medication directly to the Health Office. Students are not permitted to have medication in their possession at school.

D. Health Exams

Students entering preschool and kindergarten must have a health examination and proof of required immunizations prior to the first day of school. Subsequent health examinations in grades three and six must be performed as required by law and all immunizations must be kept up to date.

E. Allergies

The school nurse should be made aware of all food and environmental allergies. Emergency plans will be made for each student on an individual basis. Saint Catherine of Siena School is sensitive to nut/peanut allergies. Some classrooms may be designated "nut/peanut free" according to the needs of the students in the classroom. All EpiPens are kept in the health office with the proper medical authorization forms. In order to keep all our students with food allergies safe, we ask that no food be brought into the classrooms for celebrations without speaking to the school nurse.

F. Head Lice

Head lice are not a serious medical condition, although an annoying one. Lice flourish with no regard to age, race, or socioeconomic status. They are tiny insects that live on the human head and feed on human blood. They do not survive longer than 24 hours away from their human host. Unlike dandruff, lice cannot be washed or blown away. Students suspected of having head lice will be referred to the Health Office for an inspection by the nurse. Parents will be notified and will be given instructions on the appropriate lice treatment. Students will be reevaluated the next school day and again 10 days after the original treatment.

G. Gym Exemptions

A written note is necessary for a child to be excused from participating in gym class. A note from a parent will only be accepted for a child to miss one class period. If an injury prevents a student from participating in gym for more than one period, he/she must provide a note from a physician. After an extended excused absence from gym classes, a physician's note will be required to return to class.

H. Animals and Pets

Due to allergies within our community, pets are prohibited in all interior areas of the school. Exceptions to this rule are possible with permission from the school nurse if the pet's presence serves an educational purpose. In such cases, the pet must be kept in a secure enclosure (cage, kennel, or pen) when indoors.

Pets are permitted on the school grounds provided they are under strict supervision and control. Dogs must be on a leash and may not be tied up or left outside unattended. It is expected that pet owners will clean up after their pets. These guidelines do not apply to guide dogs brought to campus by visually impaired of the community.

I. Emergency Evacuations, Fire Drills, and Lockdowns

There are three levels of evacuation: building evacuation, school evacuation, and campus evacuation. A building evacuation is the primary level of evacuation and the default. Building level evacuations are rehearsed as fire drills on a monthly basis. A school evacuation is necessary when remaining near or in the building is not deemed safe. The school principal or emergency personnel will make this judgment and communicate it to those affected. Groups will then proceed, as directed, either to the Church Hall or the Family Center. A campus evacuation involves removing the students from the Saint Catherine of Siena Church and School grounds. The decision to evacuate the campus will be made by the Principal or emergency personnel and communicated by them to all. Students will walk to the Nichols United Methodist Church at 35 Shelton Road. Parents will be asked to pick up their children at the church. School lockdowns are rehearsed 3 times a year. A lockdown is necessary when there is an active threat within the walls of the school. Anyone feeling that there is an eminent threat to the safety and security of the students and staff will alert the building to go into lockdown. A lock OUT is necessary when there is a potential threat or incident outside the building. All students will be brought into the building from outside (gym, recess, etc.). No one will be allowed in/out of the building until all is clear and safe to do so.

J. Snack, Lunch, and Milk

Many students bring their own lunch to school and most enjoy a mid-morning snack. Students are encouraged to make nutritious choices; gum, soda, and candy are not allowed during the school day. For safety reasons, no glass containers should be brought to school. Milk, white or chocolate, is available for purchase. Students eat lunch in their classrooms and behavior expectations are set by the individual classroom teachers. Parent volunteers organize a hot lunch option every day. The school nurse is the faculty liaison and should be contacted with any questions about the lunch program.

On occasion, students may forget to bring their lunch and require alternate plans. If a student is without a lunch they will be sent to the school nurse to make a phone call home. If a parent cannot be reached the school nurse may see if there is an extra hot lunch and offer this to the student.

Parents are asked NOT to deliver fast food lunch to a student as an alternative to a bag lunch or the hot lunch meal offered for the day. The arrival of pizza, subway, or McDonald's type meals into a classroom is disruptive.

5. STUDENT BEHAVIOR

A. Code of Conduct

Students are expected to conduct themselves with courtesy and appropriate behavior at all times. The emphasis is on teaching students how to become contributing members of the community by wisely using their own special talents and gifts for the mutual benefit of society. The spirit of our school is created by those in the school – by the mutual respect between children and adults. Courtesy, caring, thoughtfulness, friendliness, and acceptance of one another, these are a few of the values that every person within our community should give and receive. Most importantly, everyone within our school should be aware of the living presence of Jesus, who today, as always, is with us in our journey as the one genuine “Teacher.” Consequences for behavior which is not in keeping with school expectations are outlined in the Code of Conduct in the Appendix.

B. Discipline

School discipline should, in all cases, encourage the development and growth of each child toward self-discipline. Behavior deemed inappropriate or unbecoming in a Christian student is not acceptable and will result in a loss of privileges and/or disciplinary action. Discipline is initially handled by the classroom teacher. Significant offenses or a pattern of negative behavior will be referred to the school principal. Any offense or repeated failure to comply with school regulation that disrupts the learning environment of others or damages the positive climate of the school, or any action that violates Catholic Christian teaching is considered a serious offense. The Code of Conduct in the Appendix details the consequences for various behavioral issues and infractions.

C. Sexual Harassment

In keeping with the Diocesan policy, Saint Catherine of Siena School strives to maintain an educational environment that is free from all forms of sexual harassment. Sexual harassment will not be tolerated. Complaints of harassment will be investigated promptly and in a confidential manner.

D. Technology and Electronic Devices

School computer equipment and Internet access are for educational purposes only. At the beginning of the school year, each student will be asked to sign an Acceptable Use Policy, agreeing to abide by the school rules regarding technology and internet usage. Failure to do so will result in the suspension of Internet privileges and disciplinary action. This includes usage during class time. No other internet tabs may be open during class. If this occurs the use of the technology privilege will be immediately lost for that class period.

In order to ensure that instruction time is not disrupted, cell phones, pagers, and other electronic devices may not be used before dismissal and exiting of the school building. If students in grades K-5 bring these items to school, they must remain turned off in a backpack until after dismissal and departure of the school. If students in grades 6-8 bring these items to school they will be collected by the homeroom teacher at the beginning of the day, placed in a container, and all devices will be returned at the end of the day. Any violation of this policy will result in temporary confiscation of the device in question, which will be held by the principal until a parent or guardian can come to school to retrieve the item.

Personal items that can take and/or transmit electronic images cannot be used to take or transmit images while on school grounds or of students participating in school day activities. The transmission and displaying/ sharing of inappropriate images are subject to disciplinary and legal action.

E. Dress Code

Students are asked to adopt the school dress code out of respect for the community and our common educational goals. A uniform style of dress diminishes issues of socio-economic differences, which sometimes arise as a result of fashion. Wearing our school colors and school logo are also visible indicators of our significant school pride. Students are expected to dress modestly and in a manner consistent with our Christian values that allow the focus of the day to be on academics and spiritual growth. In all cases, a student's clothing should be clean, without rips or holes, and free of commercial logos or slogans. Only SCSS sweatshirts are allowed to be worn on gym days.

The standard dress code applies the majority of the time, and can be worn throughout the school year. If students wish, walking shorts and polo shirts can be worn during the warm weather months. There will be occasions when students are asked to “*dress up*” and occasions when students are allowed to “*dress casual*”. On these occasions, the spirit of the dress code should be adhered to: **modest and appropriate**.

In celebration of their birthdays, students may “*dress casual*.” If a birthday falls on a weekend or holiday, students may “*dress casual*” on Monday or the first day back to school. Students with summer birthdays will be given a “*dress casual*” coupon to use on a day of their choosing. **Students may not use a “dress casual” coupon on the day of First Friday Masses. Please note in the Appendix both the standard dress code and the guidelines for dress up and dress casual days.**

F. Vandalism

Our school and school equipment are private property. Willfully damaging or destroying this property is cause for immediate suspension and possible expulsion. The school requires that the damages be paid for before a student is allowed to return to class. If a student accidentally causes damage, she/he should report it to a teacher immediately.

G. Drugs, Alcohol, Tobacco, and Weapons

The use or sale of alcohol, drugs, or any other controlled substance on the school campus or buses is strictly forbidden. The possession of weapons or the inappropriate use of an item as a weapon is also strictly forbidden. Violation of this rule will cause expulsion and will be reported to the appropriate law enforcement agencies.

H. Diocese of Bridgeport Policy on Bullying / Harassment

Bullying is prohibited in all Catholic schools in the Diocese of Bridgeport. It must not be tolerated during the school day nor during any school sponsored activities on or off the school grounds. Bullying or intimidations are actions that are contrary to the teaching of Jesus Christ. This behavior is against the fundamental tenet of “love your neighbor as yourself,” and destroys respect for the dignity of the student, undermines the Catholic Christian atmosphere of the school and deprives the student of a safe and caring learning environment.

Bullying is defined as any unwanted, aggressive behavior among school aged children that involve a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. In addition, bullying behavior includes any overt acts by a student or groups of students directed against another student with the intent to ridicule, humiliate, or intimidate the other students while on school grounds or at a school sponsored activity where acts are repeated against the same student over time.

Students may report acts of bullying anonymously. Every anonymous report received will be investigated. Any student who retaliates against another for reporting bullying may be subject to the consequences listed below and outlined in the Code of Conduct.

Harassment is defined as any unwanted and unwelcome behavior that interferes with a student's performance or creates an intimidating, hostile, or offensive learning environment. Harassment includes physical, visual, verbal, and sexual forms of behavior. Students engaging in harassment or bullying may be subject to the following:

- A meeting of the parents, student, teachers and Principal
- An in-school suspension
- Expulsion (at the discretion of the Superintendent of Schools for Diocese of Bridgeport)

Upon learning about a bullying or harassment incident, the administrator or his/her designee shall thoroughly investigate the circumstances. This investigation may include interviews with students, parents, and school staff, review of school records, and identification of parent and family issues.

Bullying incidents that demand in school/out of school suspension shall be reported to the respective Associate Superintendent (elementary schools) or Superintendent (high schools).

If it is concluded that an act of bullying or harassment has occurred, the parents/guardians of the student who committed such acts, and the parents/guardians of students against whom such acts were directed shall be notified. Consequences for students who bully others shall depend on the result of the investigation and may include a parent conference, professional counseling, detention, suspension, and expulsion. Depending on the severity of the incident, or the series of incidents, the administrator may also take appropriate steps to ensure student safety. These may include implementing a safety plan, separating and supervising the students involved, providing staff support for students when necessary, reporting incidents to law enforcement if appropriate, and developing a supervision plan with the parents.

6. PARENTS AS PARTNERS

A. Off-Campus Conduct

The administration of Saint Catherine of Siena School reserves the right to discipline its students for off-campus behavior that is not in line with behavioral expectations of its students during the course of the school day. This off-campus behavior includes, but is not limited to cyber-bullying.

B. Parents as Partners

As partners in the educational process at Saint Catherine of Siena School, we ask parents to set rules, times, and limits so that your child:

- Gets to bed early on school nights
- Arrives at school on time and is picked up on time at the end of the day
- Is dressed according to the school dress code
- Completes all assignments on time
- Has lunch every day

C. In addition SCSS asks parents to:

- Actively participate in school activities such as Parent-Teacher Conferences
- See to it that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student
- Notify the school office of any changes of address or important phone numbers
- Meet all financial obligations to the school
- Inform the school of any special situation regarding the student's well-being, safety and health
- Complete and return to school any requested information promptly
- Read school notes and the Thursday Newsletters and to show interest in the student's total education and formation
- Support the religious and educational goals of the school
- Attend Mass and teach the Catholic Faith by thoughts, words, and deeds
- Support and cooperate with the discipline policy of the school
- Regard teachers with respect and Christian charity, in discussing student problems
- Per diocesan-wide policy, please note that no students and/or parents may have Twitter, FB, Instagram or a website with the SCSS logo or name appearing on it. If you have one of these accounts, please adhere to this policy and delete the account or change the appearance so that it does not include the logo or name of St. Catherine of Siena School.

D. Parent's Role in Education

We at Saint Catherine of Siena School, consider it a privilege to work with parents in the education of children because parents are the primary educators of their children. Therefore, it is your responsibility and duty to become the primary role models for the development of your child's life -- spiritually, intellectually, physically, emotionally and psychologically. Your choice of Saint Catherine of Siena School involves a commitment and exhibits a priority in helping your child recognize God as the greatest good in his/her life.

Deeds not words are the strongest teacher. Your personal relationship with Christ, with each other, and with the Church community will affect the way your child relates to Him and others. Ideals taught in school will not be well rooted in the child unless they are nurtured by a culture of good Catholic/Christian morality.

Once you have chosen to enter into a partnership with us at Saint Catherine of Siena School, we trust you will be loyal to this commitment. During these formative years (pre-K - 8), your child needs constant support from both parents and faculty in order to develop his/her highest potential. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partners in challenging, yet nourishing, the student to reach his/her potential.

It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and proper respect for authority. Talking negatively about a child's teacher and/or the school will not have a positive outcome.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major assessments, projects, and all other assignments. Parents are encouraged to let their child experience a logical consequence for an inappropriate action or behavior. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

7. SCHOOL COMMUNITY

A. The Home School Association

The Saint Catherine of Siena Home School Association will serve to build community among families grounded in a common faith. It shall consist of volunteers who set annual goals and projects in alignment with the following tenets under the direction of the principal and the Advisory Board:

- Strengthen our community
- Increase communication to parents and alumni
- Optimize fundraising efforts
- Contribute to long-term planning

HSA meetings are open to all parents, clergy, faculty, and staff. In keeping with diocesan policy, any adults volunteering with school activities are required to submit to a background check and attend the VIRTUS Safe Environment training.

B. Building Security and Visitors to Campus

The school building is kept locked during the school day. There are surveillance cameras installed at each entrance to the building for security purposes. Parents, alumni, and guests are welcome to visit our school. However, for the safety of our community, all visitors must sign in upon entering the building and wear a visitors/volunteer badge. Students may not bring visitors to school without permission from the school principal.

C. Volunteer Opportunities

Parents and other friends and relatives of our students are invited to participate in the life of our school. There are many opportunities where parents and other family members can volunteer in support of our mission to educate children in a faith filled learning environment. However, every adult over the age of 18 must meet certain criteria designated by the Diocese of Bridgeport before he/she may do so. These requirements were put into place in order to help protect students from potential abuse. The Diocese requires that all volunteers attend a Protecting God's Children seminar, read and acknowledge both the Diocesan Policy against Abuse and the Code of Conduct, and authorize a background check. To register for the seminar, go to www.virtusonline.org.

All three requirements must be met in order to volunteer in school classrooms, assist with the school lunch distribution, work in the library, or participate in any school-sponsored activity with Saint Catherine of Siena students.

D. Admissions

Families interested in joining our school community should contact the school's Administrative Assistant to make an appointment for a school tour. Prospective students will be invited to spend a day in our classrooms. Please note that given space constraints, priority will be given in the following order: siblings of currently enrolled students, children of active parishioners of Saint Catherine of Siena parish, students transferring from a Catholic school outside the local area, and Catholic children from outside the local parish area.

E. Communications

The school does its utmost to keep parents informed of all activities. There is a weekly communication sent home electronically to all families on Thursdays. A school-home folder is also sent home on Thursdays with any important communication documents. An additional source of school information is the school's website, www.stcatherinesienatrumbull.org. The administration and faculty are mindful of the environment and therefore use email as a regular means of conveying information to parents. If this method of communication is not convenient, the school office will provide paper copies.

F. Extra-Curricular Activities

Saint Catherine of Siena School offers its students an array of after-school activities, the specifics of which are dependent on the availability of volunteer leaders.

G. Athletics and Diocesan League Policy

The Saint Catherine of Siena Athletic Program is a school-based program that exists to ensure that the students in our school have access to Catholic Christian- based competitive athletics. Boys and girls are invited to participate in basketball and track and field. The leadership of the athletic program is comprised of dedicated parent volunteers. Their leadership guides the students not only in athletic skill development but in the development of good sportsmanship, leadership, and team play. Student athletes are taught respect for their coaches and fellow athletes, the importance of cooperation, and to win and lose with grace. Student athletes are held to academic and conduct requirements in keeping with the SCSS mission and the teaching of the Catholic Church. Additional information about the sports program can be found in the SCSS Athletic Manual. All athletic related questions should be directed to the Athletic Director.

H. Lost and Found

It is not unusual for students to periodically misplace their belongings. A proactive approach is to have students write their names in all their school materials and label outerwear. *Lost* items can be *found* in a special bin in the lower level of the school.

I. Financial Obligations

In addition to tuition, there is an ‘assessment’ fee which, like tuition, contributes to our operating budget. Each school family with students in kindergarten through grade eight is assessed \$450.00 for the school year. Preschool families are assessed a \$225.00 obligation that can be met through direct contribution or participation in the fund raising events of the school. 100 % of the assessment fee goes to the operating budget of St. Catherine of Siena School. All financial obligations, tuition and the assessment fee, must be met by June 1st. Graduation diplomas will not be awarded to students with outstanding fees. There is a limited pool of financial aid; families that need assistance should request the necessary forms from the school office.

J. Inclement Weather Closings

Saint Catherine of Siena School follows the Trumbull Public Schools for weather related closings, delays, and early dismissals. The decision is made by the Superintendent of the Trumbull Public Schools. If you see that Trumbull Public Schools are closed or delayed, we will follow suit. For delays or closings, the town will make a decision by 5:45 am.

Please listen to WEBE 108 FM, WICC 600 AM radio stations or watch WTNH Channel 8, News 12, NBC 30, or call 203 255 TALK (8255) to hear the decision on closings, delays, and early dismissals. **If school is delayed because of weather conditions, the delay is calculated from our official opening of 7:45 am.** Example: A 90 minute delay would cause school to begin at 9:15 am with school doors opening at 9:00 am. A 2 hour delay would cause school to begin at 9:45 am with school doors opening at 9:30 am. A 2 and ½ hour delay would cause school to begin at 10:15 with school doors opening at 10:00 am. When there is a delayed opening on a scheduled half day of school, we will cancel for the day rather than open for a much shortened day.

We will only use our emergency alert text/voice system to notify you if there is an unexpected early dismissal (e.g. if bad weather occurs during the day while school is in session). Please also tune in to the local media stations above so that you will be aware if schools close early.

The decision for early dismissals is usually made before 11:00 am. **Pre-K will dismiss at 11:30 am on an early dismissal day.**

The emergency alert system will also be used for unusual or extraordinary changes to the schedule or alerts on other urgent school related topics. It is tied to the phone numbers and emails you provided at registration.

The emergency alert system will not be used for normal snow delays or closings.

K. McClinch Family Center

The McClinch Family Center is a facility located on the grounds of the Parish of Saint Catherine of Siena. This building containing a large multi-purpose room, a large classroom, and two smaller meeting rooms is a resource available to both the parish and school communities. Science classes, physical education classes as well as basketball practices take place in the McClinch Center. The organizations building is used for religious education, parish, school functions, and parish ministries. The building is also rented as a banquet facility to help defray the cost of the operation of the building. The McClinch Family Center must be reserved through the parish's business and property manager. The school Administrative Assistant is the liaison between the school and the parish regarding use of the McClinch Family Center.

L. Birthday Parties and Other Social Gatherings

Please help your child to be sensitive to his or her peers' feelings about attending birthday parties and other social gatherings. All efforts should be made to be as inclusive as possible when invitations are sent to classmates. Invitations should not be brought to school unless the whole class is invited, nor is it appropriate to bring birthday gifts to school.

Student birthdays can be acknowledged in their classrooms at the discretion of the teacher. Due to allergies, food may not be brought in to school for birthday celebrations. In the younger grades, to help celebrate, parents may provide a special craft activity, read a special book which is then donated to the classroom, or speak to the teacher for other ideas.

M. After School Program

After School Program is available Monday through Friday from 2:20 pm until 5:30 pm. Students are provided a safe, structured, and fun option for their after school hours. The program aims to reinforce the values of the school and enrich the lives of its students. Time is set aside for outdoor play, free play, arts and crafts, and supervised homework. Students may attend the After School Program on a regular basis or occasionally. The fee is \$14/day, billed monthly. There is a \$10.00 late fee charged for pick up after 5:30 pm - 5:40 pm. After 5:40 pm the charge will be \$1.00 a minute per child.

Saint Catherine of Siena School Dress Code

Students are asked to adopt the school dress code out of respect for the community and our common educational goals. A uniform style of dress diminishes issues of socio-economic differences, which sometimes arise as a result of fashion. Wearing the school colors and school logo are also visible indicators of school pride. Students are expected to dress modestly and in a manner which allows the

focus of the day to be on academics and spiritual growth. In all cases, a student's clothing should be clean, without rips or holes, and free of commercial logos, slogans, or offensive graphics/language. A classmate's clothing should not cause a distraction in the classroom for peers.

The standard dress code applies the majority of the time, and can be worn throughout the school year. There are occasions when students are asked to "*dress up*" and occasions when students are allowed to '*dress casual*'. On these occasions, the spirit of the dress code should be adhered to; **modest and appropriate**. Tight, form fitting clothing is never acceptable, nor appropriate for a Catholic school. A student's midriff, cleavage, and lower back must be covered whether sitting, standing, or bending over. Undergarments should not be visible at any time. A tunic length top that reaches to just before the knee must be worn if wearing leggings. Note that the winter uniform is an acceptable alternative on *dress-up* days and the gym uniform is an alternative for *dress casual* days.

Sneakers are considered part of the gym uniform and may only be worn on gym days. At other times, students should wear black, brown, navy, or tan shoes. High-heeled shoes, backless shoes, moccasins, work boots, boots, sandals, slippers, clogs, crocs, and sneakers are not part of the school uniforms. Any pants or shorts with belt loops must be worn at the waist with a belt. **Shirts must be tucked in at all times**. When ties are worn, they should be tied properly. **Make-up is not allowed and nail polish must be a neutral or pastel color. No black or dark colored nail polish is allowed.**

Students are asked to refrain from **trendy** hairstyles such as hair color, shaved designs and mohawks, and large hair accessories; hair color should be natural. Bangs for both boys and girls should be kept at eyebrow level and boys' length should be no longer than top of shirt collar. Jewelry should be kept to a minimum and not interfere with a student's ability to complete schoolwork. No earrings for boys are allowed.

Any student who is not adhering to the dress code may be sent to the office at the classroom teacher's discretion. The principal will then decide if the student will have to call home to remedy the situation and have the proper dress code clothing brought to school.

Dress Code

A school uniform can improve learning by reducing distraction, sharpening focus on schoolwork, making the classroom a more serious environment, increase security while showing respect and allowing students to perform better academically and spiritually. It is designed to reduce socioeconomic differences so all students feel equal.

STANDARD UNIFORM

Allowed to be worn all year

Girls - Grades K-5

- Navy/Evergreen plaid jumper
- White oxford - navy logo on the collar (Lands End will have SCSS only)
- Socks and tights - white or navy only (No name brand logos)
- Navy full length leggings with navy ankle socks can be **ONLY** worn during very cold weather days - No leg warmers or capris are allowed
- Optional navy cardigan sweater or half zip fleece with white logo is allowed

Girls - Grades 6-8

- Navy/Evergreen plaid skort
- White, yellow or light blue oxford - navy logo on the collar (Lands End will have SCSS only)
- Navy V-neck sweater or vest must be worn every day
- Socks and tights - white or navy only (No name brand logos)
- Optional half zip fleece with logo can be worn in place of sweater or vest

Boys - Grades K-5

- Traditional plain khaki pants, plain or pleated front, no extra: buckles, buttons, or pockets
- Brown or black belt should be worn every day
- White oxford with a navy logo on the pocket
- Navy/Evergreen Plaid clip on tie
- Navy, black or white socks only (No name brand logos e.g. Nike or Adidas)
- Optional navy V-neck pullover sweater, vest or half-zip fleece with logo can be worn

Boys - Grades 6-8

- Traditional plain khaki pants, plain or pleated front, no extra buckles, buttons, or pockets
- Brown or black belt must be worn every day
- White, yellow or light blue oxford with a navy logo on the pocket
- Solid green tie - Not available from Land's End
- Navy, black or white socks (No name brand logos e.g. Nike or Adidas)
- Optional navy V-neck pullover sweater, vest or half zip fleece with logo can be worn

Shoes – Girls and Boys

- All shoes should be, plain black, brown, tan or navy - must have non-slip soles
- The following shoes are NOT allowed: high-heels, backless, clogs, moccasins, work boots, shoes with wheels, boots, sandals, flip flops, and slippers

WARM WEATHER UNIFORM

Can be worn from the first day of school until the Friday before Columbus Day Weekend and
.from the Monday after April break until the end of the year

Girls - Grades K-8

- Navy short sleeved unisex polo shirt with logo. Optional long sleeve navy polo from Land's End only.
- School approved khaki skort or school approved khaki plain or pleated walking shorts with brown or black belt.
- White or navy over the ankle plain socks.
- Approved school sweater, vest or fleece can be worn.

Boys – Grades K-8

- Navy short sleeved unisex polo shirt with logo. Optional long sleeve navy polo from Land's End only.
- Traditional khaki walking shorts, plain or pleated front. No cargo shorts, extra buttons or buckles with brown or black belt.
- White or navy over the ankle plain crew socks.
- Approved school sweater, vest or fleece can be worn.

PHYSICAL EDUCATION DRESS CODE

To be worn on the day of P.E. class only

Boys and Girls – Pre-K 4 – Grade 8

- Grey heather unisex t-shirt with navy logo.
- Navy elastic waist and ankle unisex sweatpants with white logo.
- Long navy mesh unisex shorts with logo can be worn during the Warm Weather Uniform time period only.
- All socks must be white, black or navy; and free of all logos
- Sneakers must be worn and tied (Velcro is a great option for the younger grades.)
- Gym shirts and sweatshirts should not be tied-up or cut in any way. Pants should never be rolled up or down.
- Optional crew neck sweatshirt with white logo is allowed.

If a class has P.E. on Fridays, they must wear their full winter or summer uniforms to Mass on the First Friday each month. They should wear their sneakers with this uniform.

Uniforms may be purchased at:

- **Blake's School Uniform Company** 60 Access Rd, Stratford, Connecticut 06615 - (203) 375-5901
- **Lands End** at landsend.com - 1(800) 963-4816 - **School Code – 900106667**

Accessories

- Make-up is not allowed in any grade
- Nail polish must neutral or pastel color (No black or dark colors)
- No “trendy” hairstyles, i.e. Dyed hair colors, colored tips, shaved designs, wraps, mohawks; hair should be natural color; boy's hair length should not be below their collar. Excessive hair beads and feathers are not allowed.**
- Large, colorful or unnecessary hair accessories are not allowed. Headbands should be navy, brown, black, white or school plaid.
- Jewelry should be kept to a minimum and not interfere with a student's ability to complete schoolwork. Girls are not allowed to wear multiple or large dangle earrings. Boys are not allowed to wear earrings
- No tattoos or piercing are allowed, (single ear piercings for girls only)
- Hoods and hats are not allowed to be worn in school.

Dress Casual Rules

(Dress casual days and birthdays)

Modest and appropriate always applies!

Students are expected to dress modestly and in a manner which allows the focus of the day to be on academic and spiritual growth. In all cases, a student's clothing should be clean, without rips or holes, and free of offensive pictures or slogans. Tight, form fitting or see-through, clothing is never acceptable, nor appropriate for a Catholic school.

Girls – K-8

- Casual pants, jeans, dresses, skirts or walking shorts (shorts should be just above the knee)
- NO sweatpants or pajama pants, short shorts or skirts are allowed
- Tight, form fitting clothing is never acceptable.
- Leggings may only be worn with a long top that covers their bottom
- Shoes, boots, sandals, or sneakers, NO flip-flops or high heels
- Shirts or tops which must meet the coverage guidelines A student's midriff, cleavage, shoulders and lower back must be covered whether sitting, standing, or bending over.
- All shirts, dress or shorts but be "fingertip" length that reach to just above the knee. Tights should be worn under all skirts and dresses above the knee**

Boys –K-8

- Casual pants or jeans, NO sweatpants
- Shoes, sandals, or sneakers, NO flip-flops

Birthdays K-8

Students will be allowed **ONE "dress casual"** for their birthday each school year. School dress casual rules will apply. If the day falls on a weekend they may choose Friday or Monday, as long as the Friday is not a Mass day. If it falls during the summer they may pick any day during the year with prior teacher approval.

If we are attending Mass on that day, the student MUST choose another day!

Middle School Privileges

Every Wednesday the 8th grade girls can wear ANY socks. The boys can wear ANY ties. These items should not be offensive in any way

On the first Wednesday, of every month, grades 6 & 7 can follow the same rules. The girls can wear ANY socks and the boys ANY ties of their choosing. These items should not be offensive in any way.

*If Mass falls on a Wednesday students must wear standard uniform socks.

Miscellaneous

- All pants and shorts with belt loops must be worn with a brown or black belt, at the waist.
- Shirts must be tucked in at all times, the only exception is the gym shirt
- Gym shirts and sweatshirts should not be tied or cut in any way, Pants and skirts should never be rolled up or down.
- Skirts and shorts should be a modest “fingertip” length. (Typically 2" above the knee)
- Undergarments should not be visible at any time.
- Shirts must be buttoned to the top button on oxfords for boys and top button can be undone for girls. Only the top button on polo shirts can be undone.
- Large, colorful, or unnecessary hair accessories are not allowed. Headbands should be navy, brown, black, white, or school plaid.
- Weather conditions may change some of the rules when necessary, with advanced notice.
- Individual exceptions to this code will be made with a doctor’s note at any time. Please send the note to the school nurse.

Failure to follow ANY of these rules will result in a call home for another outfit.

Code of Conduct

The Saint Catherine of Siena student mission statement sets the tone for student interactions with peers and adults alike. The school day begins with morning prayers and the recitation of the Student Mission Statement. ***“As a student of St. Catherine of Siena School, I will do my best to learn about God and live my faith, to work to the best of my ability, and to treat others the way I want to be treated.”*** Students are taught to respect others and are held accountable for behavior in keeping with Catholic values. The teachers and staff recognize that the majority of students take pride in themselves and their school. The intention of this discipline policy is to provide a safe learning environment for all students of Saint Catherine of Siena School and foster the development of academic and personal responsibility.

Primary Grades K-3

Students in the primary grades are developing their sense of right and wrong and the behavior expectations for different social settings. Moving away from an age-appropriate egocentricity, students are developing compassion and an understanding of how their words and actions impact others. When students need reminders about appropriate behavior or consequences for inappropriate behavior, this is addressed by the classroom teacher. Students are taught to take responsibility for their behavior, acknowledge wrongdoing, and learn from their mistakes.

Intermediate Grades 4-5

There are clear expectations for student behavior and emphasis is placed on meeting academic requirements. There are clearly defined consequences for not meeting the academic expectations set forth by teachers and for behavior which runs contrary to school values and negatively impacts the learning environment for others. Students may receive an infraction in one of two areas: academic or behavioral.

Middle School Grades 6-8

Middle school is a time of growing responsibilities. Among these are making good choices about classroom behavior and meeting academic expectations; knowing that one's behavior has consequences. Adolescents need guidance to make good choices, clear parameters, and consistent consequences. Each student must recognize that his/her behavior impacts the learning environment created for the whole class and respect for this learning environment is expected. Middle school parents and teacher must have open communication. Parents will be notified of academic and behavioral concerns.

Academics: Students are expected to complete assigned work, bring it to school with them, and hand it in to the teacher on the due date. They are also expected to have the proper supplies for each class. Parents are asked to sign any tests that have a grade less than 70. All homework is to be placed in the appropriate assigned location in each classroom by 8:00 am. Late homework assignments will be given a zero and not accepted. All other assignments (projects, essays, reports...) will be given a late penalty of 10 points off per day.

If extraordinary circumstances arise e.g. sickness, family emergency, etc., points will not be deducted as long as the assignment is turned in at a mutually agreed upon time and day between the teacher and student.

Please note the following:

- Students will not be permitted to call home to ask a parent to bring an assignment or supplies they have forgotten.**
- As a general rule, if a student is absent on the day the assignment is due, then the assignment is to be turned in on the first day s/he returns to school.**
- Detentions will be held at the discretion of the teacher from 2:20 pm. – 3:20 pm. Parents will be given a minimum of one week notice for detentions.**
- If a student is absent the day the assignment is given, (s) he is given one day to complete the assignment and turn it in. If absent two days, then (s) he is permitted two days to complete the work and turn it in.**

Behavioral: Students are expected to abide by and cooperate with school rules and regulations. **Failure to do so will result in detention, possible suspension or expulsion.**

Examples of unacceptable behavior include, but are not limited to:

- Classroom disruptions
- Inappropriate hallway, bathroom, recess, or lunch time behavior
- Gum chewing during the school day
- Dress code violations including jewelry, inappropriate hair length on boys, makeup

- Violations of any items listed in the school handbook set forth as rules
- Fighting or any form of physical aggression
- Lying
- Cheating
- Plagiarism
- Stealing
- Disrespect of authority
- Inappropriate language, gestures, written language, or materials
- Abuse of school property or the property of others
- Misuse of technology
- Cell phone/electronic device use during school hours

IN-SCHOOL AND OUT OF SCHOOL SUSPENSION AT ALL LEVELS

In addition to the possibility of receiving an in-school suspension, a student may receive an out of school suspension as a result of serious offenses at the discretion of the administration. The Principal will determine the length of the in-school or out of school suspension.

When a student is given an **In-School Suspension**:

- The student is removed from all classes to a designated area of the school for a duration of time determined by the principal.
- The student is held responsible for obtaining and completing all school work assigned during the suspension, as well as all classroom/homework assignments given during the period of suspension. The student is responsible for taking all tests that were missed the day s/he returns to class.

When a student is given an **Out of School Suspension**:

- The student is removed from school and remains at home for a duration of time determined by the principal.
- The student is held responsible for obtaining and completing all school work assigned during the suspension, as well as all classroom/homework assignments given during the period of suspension. The student is responsible for taking all tests that were missed the day s/he returns to class.
- The principal may require a student to receive professional counseling prior to returning to the school environment.

Examples of behavior that may result in **immediate Out of School Suspension or Expulsion** include but are not limited to:

- Violent behavior
- Harassment, bullying
- The possession, sale, or use of illegal drugs, alcohol, weapons, ammunition, or tobacco products

PROBATION AND EXPULSION

Probation is a final consideration if all other means have failed to resolve a behavioral issue. The purpose is to afford the student an opportunity to improve the behavior in question. The principal will determine the length and conditions of the probationary period and will communicate this information to the parents, student, and teachers in a meeting. The student's behavior during the probationary period will have a direct bearing on continued enrollment at Saint Catherine of Siena School.

Expulsion is the most serious means of addressing a discipline problem. If a student's behavior presents a serious threat to the physical, spiritual, or moral well-being of any member of the school community, the child may be expelled from school under the direction and authority of the Superintendent of Schools for the Diocese of Bridgeport. In addition, if a student's behavioral choices do not change as a result of infraction notices, detentions, suspension, and/or probation, the student may be expelled under the direction of the Superintendent of Schools for the Diocese of Bridgeport.

Library Policy: Grades K- 2nd

Each student has a St. Catherine of Siena library card. Library cards must remain in the library.

Each student is allowed to check out 1 book at a time. The checkout period is 1 week.

If a student does not return his or her book on or before the day of the next library class, it is considered overdue, and he or she cannot check out a new book.

There are no overdue fines; however, because failure to return a book means the student cannot access new books, it is very important to respect the due date.

Once a book is overdue, the Librarian will send home a reminder in the Thursday folder.

Once a book is two weeks overdue, the Librarian will contact the student's parent(s) or guardian. Please help your child remember to return his or her book.

Once a book is one month overdue, it is considered missing or lost, and the parent or guardian of the child to whom the book is checked out to will be charged the list price of the book. Parents will also be responsible for paying for damaged books, in the case that a book cannot be repaired.

Library Policy: Grades 3rd-5th

Each student has a St. Catherine of Siena library card. Library cards must remain in the library. Each student is allowed to check out 2 books at a time. The checkout period is 2 weeks.

If a student does not return his or her book on or before the due date, it is considered overdue. A maximum of 2 books is allowed at a time, so if 2 books are checked out or overdue, no new books may be checked out. If only one book is checked out or overdue, only 1 more book may be checked out.

There are no overdue fines; however, because failure to return a book limits the student's access to get new books, it is very important to respect the due date.

Students have the option of renewing books one time; if this occurs, the student still must adhere to the 2 books at a time rule, but the book(s) will no longer be considered overdue.

Once a book is overdue, the Librarian will send a reminder home in the Thursday folder.

Once a book is two weeks overdue, the Librarian will contact the student's parent(s) or guardian. Please help your child remember to return his or her books.

Once a book is one month overdue, it is considered missing or lost, and the parent or guardian of the child to whom the book is checked out to will be charged the list price of the book. Parents are also responsible for paying for damaged books, in the case that a book cannot be repaired.

The purpose of the Parent –Student Handbook is to outline the general policies and operating procedures of Saint Catherine of Siena School. These policies are intended to enrich the environment of the school by providing an atmosphere conducive to learning while ensuring the health and safety of all students.

Canon (Church) Law governs Catholic schools. Therefore, Catholic schools have much wider latitude in the development of policies and rules than do their public counter parts.

National Catholic Education Association

In addition, to the general policies in the handbook, there are policies specific to individual grades and academic areas as well as other areas of the school's overall program. Students and parents are responsible for reviewing and abiding by the policies set forth.

While it is recognized that no handbook can cover every eventuality, we have provided an overview of the policies of Saint Catherine of Siena School. The administration reserves the right to determine additional policies should the need arise.

POLICY AGREEMENT FORM

I have read the Student-Parent Handbook of Saint Catherine of Siena School and discussed its content with my child (ren). I understand the contents of the handbook and agree to abide by the policies stated within.

Parent Signature:

1. Student Signature:

2. Student Signature:

3. Student Signature:

4. Student Signature:

Date:

Note – Even if a family does not sign this agreement form, the family and each child enrolled in Saint Catherine of Siena School is bound by each of the policies contained in this Handbook.