

The Parent-Student Handbook has been compiled to provide information necessary for effective communication between the school and the families of children attending St. Katharine of Siena School. Please read it carefully and keep it for reference during the school year.

School rules contained in this handbook express our code of discipline necessary to achieve maximum growth for each student.

Pupil-Parent-Teacher relationships are integral parts of the child's learning experience. It is hoped that the handbook contributes to this end and serves as a single source of valuable information for you, the parents.

March 2010

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PHILOSOPHY

We at Saint Katharine of Siena School believe that each child is a unique person, loved by God and involved in a lifelong process of personal development, learning, and growth in our Catholic faith. Parents are the most influential teachers of their children. The faculty works in partnership with the family, extending and enriching the values and education a child receives at home. Dedicated teachers and staff model and share their faith and knowledge in a profoundly nurturing, spiritual and disciplined environment.

Our school family is a community of Christians who care about others first, and then themselves. With Jesus as model, each child will grow in the realization that a Christian is a person of faith and prayer, as well as a person of service. An atmosphere of intellectual growth, curiosity, and respect for knowledge shall help each child to develop his talents to the fullest, share these talents joyfully, take pride in worthwhile accomplishments, appreciate the distinct gifts of others, and rejoice in their successes.

Saint Katharine of Siena School fosters the moral, spiritual, intellectual, emotional, and physical growth of its members in a spirit of dedication, freedom, and love based on the gospel message. Each student is a child of God. The students are encouraged to become responsible leaders. They are supported as they grow in wisdom, age and grace to assume their roles as informed, responsible citizens of our Church, our country and our world.

“In Catholic school, there is no separation between time for learning and time for formation, between acquiring knowledge and growing in wisdom. The various school subjects present not only knowledge to be attained, but also values to be acquired and truths to be discovered.”

— Sacred Congregation for Catholic Education, 1997 —

Catholic education hopefully directs our children to a lifetime of accomplishment, fulfillment and faith in action. This handbook is designed to assist both the student and the family in understanding the high expectations of the school. It is our genuine hope that the policies expressed in this document will promote a unified student body and an effective educational environment. This book is a guideline and is not intended to address every situation that arises. It is offered, however, as an indispensable tool. Please read and consider it in the spirit which gives it life: a profound caring for our students' well being and trust in their potential.

Sincerely,

The Administration and Faculty of Saint Katharine of Siena School

Handbook revised March 2010

PARENTAL ROLE

The home is the first school. Values essential to a well-ordered society are established first within the family setting. Parents have an obligation to continuously educate their children in an atmosphere of love and respect for God and man. The sacrifices parents make to provide a Catholic education for their children honor both God and the community of man.

Parents are the primary educators of their children and, remaining faithful to the Baptismal promises, must see that their children participate at Mass on Sundays and the Holy Days of Obligation. Parental support of the school's regulations and procedures is vital to ensure that children may develop to their greatest potential as Catholic Christians.

The partnership of family and school is reinforced by committed parents who

- offer good examples by attending Sunday Mass and the Sacrament of Reconciliation;
- send children to school physically fit, sufficiently rested, properly nourished, clean and neatly dressed;
- assist in the child's academic and moral development by reviewing assessments and report cards carefully, supervising home studies, and cooperating with the school in matters of activities, recreation, and discipline;
- identify and encourage the child's special interests and talents;
- provide a written explanation when the child is absent or late;
- assume an active role in the Home and School Association.

ADMISSIONS

St. Katharine of Siena School is operated under the auspices of the Catholic Bishop of Philadelphia, a corporation sole, in the Philadelphia Archdiocese.

All schools in the Archdiocese admit students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students in these schools.

St. Katharine of Siena School will not discriminate on the basis of sex, race, color, national or ethnic origin in the administration of educational policies, loan programs, athletic, or other school-administered programs.

Admission Policy - Grades 1 to 8 - the order of priority

1. Children of families currently enrolled in St. Katharine of Siena School,
2. Children of parishioners in St. Katharine of Siena Parish,
3. Children of non-parishioners where a Catholic School is unavailable,
4. Non-Parishioners/Non-Catholics

Admission Policy of Kindergarten

1. children of school families in St. Katharine of Siena School,
2. children of parishioners in St. Katharine of Siena Parish,
3. Children of non-parishioners where a Catholic School is unavailable,

School Age

Children entering **kindergarten must be five years of age on or before September 30** of the year for which admission is sought. Children entering first grade must have successfully completed kindergarten, and be six years of age on or before September 30 of the year for which admission is requested.

Before acceptance, the following documents are required:

1. state certificate of live birth as evidence of age,
2. certificate of Baptism if the child was not baptized at St. Katharine of Siena,
3. record of compliance with the State of Pennsylvania and local health regulations, with all appropriate immunizations,
4. all pertinent academic information and educational testing from the last school attended, as well as the prior year's report card (for students applying for admission to grades K through 8), and
5. registration fee.

TUITION AND FEES

Tuition

Tuition is charged by the parish in which the family of a child is registered. Please contact the rectory office of your parish for the amount. This fee includes books, library, cafeteria supervision, and testing fees.

Fees

The following is a list of the set annual fees:

- Home and School Association fee,
- activity fee for each homeroom,
- stationery and "specials" fee
- graduation fee.

ATTENDANCE

Arrival time at school begins at 7:50 A.M., when the supervision of students begins. We cannot be responsible for any student entering the building before this time. There will be supervision of the children in the cafeteria between 7:50-8:15 A.M. The start of the school day is 8:10 A.M. **Students arriving after 8:20 A.M. are late. If a student receives 2 unexcused late slips a demerit will be issued.**

Students in kindergarten through fourth grade enter school and go directly to the cafeteria. Teachers will meet their classes in the cafeteria following faculty prayer. Fifth through eighth grade are to report directly to the cafeteria, at 7:50am those students will be permitted to go to their homerooms. No student is permitted on the second floor before 7:50am unless they are accompanied by a teacher.

Lateness

Lateness and irregular attendance interfere with the student's progress. It is vital, therefore, for all students to be present and on time every day. Parents are asked to call the office before 7:30 A.M. if the student will be late. A late arrival (after 8:20 A.M.) must be acknowledged by a note on an index card from the parent, physician, or dentist indicating the reason for the lateness. Bus delays are the sole exception.

Unexcused lateness may include: student overslept, missed the bus, etc. After the second unexcused lateness, the student will receive a demerit. Repeated lateness demonstrates a failure to cooperate with school policy.

Absence

Parents are required to leave a message before 7:30 A.M. to report an absence, and to request assignments. **This is to be done for each day that the student will not be present. Upon a student's return to school, and before readmission to class, a note must be presented to the homeroom teacher. NO STUDENT WILL BE ADMITTED WITHOUT A WRITTEN NOTE.** Children absent for three or more consecutive days are required to present a physician's note. **A student who is absent from school due to illness may not participate in athletic practices, events or games scheduled for that day.**

Dental and Doctor Appointments

Parents are asked to make a sincere effort to schedule doctor and dental visits after school hours or on school holidays. A written request from a parent is required for an early dismissal. No pupil will be permitted to leave school without permission. Please come to the office to pick up your child and complete the sign-out book. This procedure must be followed at all times. **Do not go to the classroom. Your child will be called to the main office.**

Early Dismissal

A student may be dismissed early for a serious reason. A written notification from the parent is necessary. Only an authorized person may call for the student at the office; the sign-out book must also be completed. The lunch period is also recognized as a part of the normal school day. Unaccompanied children may not walk home to keep these appointments.

Vacations

We do not encourage vacations during the school session, repeated absences hinder student progress. Parents planning a vacation, which requires a child's absence from school, must discuss the matter with the principal and the child's teacher well in advance of departure. **A written note is required from the parent to the school principal and teacher(s).** It will be the parent's responsibility to have the child make up the work missed during these absences upon the child's return. Teachers are not required to give advance assignments.

Emergency Closings

Global Connect

This is our emergency and informational contact system. Every family can be contacted within minutes. The Global Connect System is used to communicate school closings, delayed openings and important school information. Please make sure your phone numbers are current, in the event of a change it is imperative that you notify the school of the correct numbers. (i.e. home, cell and/or work).

Please be aware that bus transportation follows your local school district. **All students need to be aware of their family's emergency procedures and familiar with contingency plans. As a back up to Global Connect please tune into KYW 1060am for the following school closing and weather related information.**

Snow Code Numbers:

#520 St. Katharine of Siena, Delaware County	#457 Radnor, Delaware County
#307 Upper Merion, Montgomery County	#854 Tredyffrin/Easttown, Chester County

If #457 (Radnor's Code) is closed, our school is closed.

If #307 **or** #854 is closed and #457 is open, we are open and you must decide whether to supply transportation or have your child miss school (excused absence).

If **both** #307 and #854 are closed, and Radnor is open then St. Katharine's will be closed.

COMMUNICATION

Family Envelope

Beginning September 2008 we will no longer communicate via Tuesday Envelope. As of May 2008 our website: stkatharineofsienaschool.org been in effect. All information, forms, and flyers will be available on the website. For *Tuesday Envelope* communication please refer to the link on our website. *If any family does not have access to the internet please contact the school office.* Lunch forms, both weekly and monthly, will be available on the website! It is the parent's responsibility to print and complete lunch forms and return to school according to the deadline printed at the **TOP** of the form.

Parent-Teacher Conferences

Conferences give parents and teachers an opportunity to discuss each child's particular strengths and weaknesses. During the dialogue parents are able to develop a better understanding of the child in relation to the school program. Parent-teacher conferences are scheduled in the fall, during the first trimester, and on an as needed basis during the school year. Kindergarten conferences are scheduled in January or before hand if needed.

Parents are advised first to bring matters pertaining to discipline, grades, classroom procedures, etc., to the direct attention of the classroom teacher before involving the principal.

Appointments with Teachers

A parent may request a conference by sending a note to the teacher. The courtesy of advance notice is expected, and scheduling an appointment is essential. A parent who has a concern is encouraged to discuss the issue directly with the teacher. If a mutual agreement cannot be achieved, then an interview with the principal may be arranged.

DISCIPLINE

School-Wide Assertive Discipline

St. Katharine of Siena School features a school-wide assertive discipline policy. A student enrolled at St. Katharine of Siena School assumes total responsibility for personal conduct. The student is expected

- to be honest in dealing with fellow students, teachers and school personnel,
- to respect school property and the property of classmates,
- to abide by the dress code of the school, and
- to be courteous and attentive when teachers, fellow students, administrators or visitors address individual classes or the assembled student body.

Catholic School discipline is considered an aspect of development, not a form of punishment. It is, however, intended

- to provide a classroom situation conducive to learning,
- to promote genuine pupil development,
- to respect the rights of others, and
- to promote character training.

Since there are times when a student finds it difficult to achieve appropriate self-discipline, it is necessary for the school to indicate specific unacceptable behavior for which discipline is necessary. A demerit is issued when a student fails to obey school regulations in the classroom, yard, cafeteria, library, hall and bathroom, gym class, Church, or for misconduct anywhere in the school or school premises. Additionally, a demerit may be given for chewing gum, failure to complete homework, school assignments, and failure to provide an absence note, or at the teacher's discretion.

Detention

A detention is issued after three demerits. Automatic detention is issued for disrespect of any kind towards teachers, staff or volunteers, or other students unsafe or inappropriate bus conduct, inappropriate dress code, teasing, or lack of Christian behavior. Serious offenses will require a parent conference with the principal. Parents will be notified of the detention, and receive at least twenty-four hours notice to arrange for transportation.

Demerits are cumulative and totaled throughout the school year.

Disciplinary Actions

For serious offenses or for consistent misbehavior, it may be necessary to use one or more of the following procedures to ensure positive behavior:

1. Conference with parent, student, teacher, and principal.
2. Disciplinary Probation. A student will be placed on disciplinary probation with an accumulation of 10 demerits. The student will be suspended from all school activities, such as CYO dances, athletic contests, field trips, etc. for a period of 10 school days. The student will be removed from disciplinary probation pending the improvement of the student's behavior and a conference with the principal, teacher, parents, and student.
3. Suspension. In school or out of school suspension may be used for serious infractions, such as cheating, stealing, fighting, vandalism or repeated student harassment. Students will be automatically suspended and placed on disciplinary probation for an accumulation of 12 demerits. This requires a parent conference with the principal. At an accumulation of 16 demerits, the student will be subject to a **second suspension**, another parent conference, disciplinary probation and the potential for being expelled.
4. Expulsion. Prior to dismissal from school, the parents will meet with the pastor and principal. This action will be taken when it is necessary to protect the safety and good order of the school environment, or to assist the student in overcoming a serious disciplinary problem.

SCHOOL VIOLENCE AND WEAPON POSSESSION

Saint Katharine of Siena School will comply with Act 26 of 1995. Act 26 creates a mandatory one year expulsion for the possession of weapons on school property, including buses and school sponsored events. It requires the parent to provide a sworn statement upon registering their child in school as to whether the child had previously been suspended or expelled from another school. Act 26 mandates schools to maintain records on acts of violence and weapon possession and to forward student discipline records when a student transfers to another school.

HARASSMENT

It continues to be the policy of St. Katharine of Siena School and Parish that harassment in any form is unacceptable conduct which will not be tolerated. Anyone who feels that he or she is a victim of harassment should report the matter to a teacher or school administrator. Anyone who is uncomfortable for any reason in reporting to the school may report the matter to the appropriate parish advisory board member. Anyone who engages in harassment and violates this policy will be subject to appropriate sanctions, up to and including expulsion. The harassment of any member of St. Katharine of Siena School's administration, faculty, staff or students by anyone will not be tolerated. Compliance with the directives of the Archdiocese of Philadelphia and St. Katharine of Siena School is unequivocal.

UNIFORM CODE

WINTER

Boys- All Grades

- | | |
|---|---|
| White Shirt &
Navy Blue tie
Navy Blue Pants
Belt
Socks
Shoes | - Long or short sleeve oxford dress shirt (8th gr. May wear color ties)

- Dress pants with a belt loops
- Belts must be worn (Kindergarten not necessary)
- Solid navy above the ankle
- See Footnote
Sneakers are for gym day only |
| Sweaters | - Must be worn – Navy blue v-neck pullover or vest with logo St. Katharine's in white |
| Hair Styles | - Boys' hair length must not be longer than the nape of the neck, in a conservative style |
| Jewelry | - A cross or religious medal may be worn, no other jewelry is permitted
*Please note: Plain white T-shirts <u>only</u> under white dress shirts! NO logos or color t-shirts. |

Girls- Required Uniform

Grades K- 4

- | | |
|---------------------------------------|---|
| Plaid Jumper
White Blouse
Socks | - Bermuda collar, long or short sleeves
- Navy blue knee socks
- Navy blue opaque tights in the winter/ cold weather |
| Shoes
Sweater
Hair Accessories | - See Footnote
- Navy cardigan with logo St. Katharine's in white
- Plain, simple barrettes, headbands and bows which compliment the school uniform |

Grades 5-8

- | | |
|-----------------------|---|
| Skirt | - Solid navy blue or plaid skirt - not more than three inches above the knee – NO visible shorts |
| White Blouse
Socks | - Oxford Style, long or short sleeve – plain white undergarments NO logos
- Navy blue knee socks
- Navy blue opaque tights in the winter/ cold weather |
| Sweaters | - Must be worn - Navy blue vest, v-neck pullover with logo St. Katharine's In white |

Jewelry is not permitted. A cross or religious medal may be worn. A pair of small post earrings may be worn. **Make-up and nail polish are not permitted, only ONE bracelet may be worn at a time.**

***SHOES:** For safety and care of school floors a non-skid sole must be worn. Shoes must have a full back heel. **The following shoes must be purchased:** Hushpuppies, Merrell or Buck. Please see attached flyer from Floccos.

SPRING

Boys Grades K- 4

- Pants - Navy blue dress pants or walking shorts **(if looped must wear a belt)**
Kindergarten need not wear a belt
- Shirt - Light blue, white or white banded golf shirts with logo – **St. Katharine's**
- Socks - Navy blue – **must be above the ankle**
- Shoes - **See Footnote**

Boys Grades 5-8

- Pants - Navy blue dress pants or walking shorts **with belt loops and a belt**
- Shirt - Light blue, white or white banded golf shirts with logo – **St. Katharine's**
- Socks - Navy blue
- Shoes - **See Footnote**

Girls Grades K-4

- Short - Navy blue walking shorts **or skort (if looped must wear a belt)**
- Shirt - Light blue, white or white banded golf shirt with logo – **St. Katharine's**
- Socks - Navy blue socks – above the ankle
- Shoes - **See Footnote**

Girls Grades 5-8

- Skirt - Solid navy blue or plaid – not more than three inches above the knee
- Shirt - Light blue, white or white banded golf shirt with logo – **St. Katharine's**
- Socks - Navy blue socks – above the ankle
- Shoes - **See Footnote**

GYM ATTIRE – ALL GRADES

- Shorts - Mesh or cotton shorts with logo
- Shirt - Gym T-Shirt with logo
- Sweatpants - Navy blue with logo
- Sweatshirts - Navy blue with logo
- Socks - White socks
- Shoes - Sneakers are to be worn on gym day

***SWEATSHIRTS, SWEATPANTS AND GYM SHORTS ARE PURCHASED AT WAYNE SPORTING GOODS**

FAMILY INFORMATION

Change of Vital Information

A student emergency form, listing pertinent family and medical information and emergency contacts, is maintained in the principal's office. This data is vital to the safety and well being of each child. Parents must notify the school office of any change in address, telephone numbers, employment, or other vital emergency information.

Emergency Forms

Emergency forms with parents' signatures are on file in the school office. In case of an accident at school, first aid will be administered. When neither parent can be reached, persons listed as emergency contacts will be notified. If the parent, guardian, or emergency contact cannot be reached, the principal shall call the police or paramedics and place the matter of necessary and reasonable medical treatment into their hands.

Lost and Found Articles

All students' personal items and school materials **must be labeled with name, grade, etc.** A Lost and Found bin is located in the cafeteria. Please have children check this location whenever lost materials are sought; this bin's contents will be emptied periodically.

Telephone Use

School telephones are for school business only. Children will be permitted to use the school phone for an extreme emergency only; permission must be granted in the office. We ask that the students check their daily needs each morning - books, lunch, art equipment, Permission will not be given to call home to have forgotten items brought to school homework, musical instruments, etc. It is our obligation to teach the children a sense of responsibility; careful preparation of all work and supplies is a significant responsibility. for grades 5-8. Items brought in during the school day are to be left on the front bench; they will be delivered to the respective classroom. Cell phones may not be on or used during school hours without the authorization from faculty/principal. A cell phone used without permission will be confiscated, a parent will be requested to pick up the cell phone and a minimum of one demerit will be assigned.

Toys and Games

Students should not bring toys or games to school. Electronic systems (i.e. ipods, game systems, etc.) may not be used during school hours. The school is not responsible for any personal property brought to school by students.

Transfers

Parents must provide written notice to the principal in advance of their plans to transfer students. Name, address, and telephone number of the new residence and school are needed to complete transfer papers. It is also necessary to sign a release of records form, and to state the reason for the withdrawal. Medical and academic records will be sent to the new school after an official request from the receiving school arrives.

HEALTH CONCERNS

School Health Program (required by state law)

1. Students must have a complete physical examination before admission to kindergarten, and also before sixth grade. Students new to Pennsylvania schools must have a physical examination, regardless of grade.
2. All students receive annual vision screening by the school nurse. Students may be screened at any time when referred by the parent or teacher.
3. Growth records of height and weight are kept annually.
4. Students in kindergarten through third grade, as well as seventh graders receive hearing screening by the school nurse. Students with a history of hearing difficulties will be tested annually.
5. Students in seventh grade receive scoliosis screening.
6. In the event of serious injury (broken bones, crutches, cast, etc.) upon return to school please advise the faculty, staff and school nurse of any specific medical instructions and physical limitations.

Parents are urged to take their children to their own physician and dentist for examinations to provide continuity of care. The family physician is familiar with the child and is better able to detect any physical changes, may begin immediate treatment as indicated, and will follow through with needed care, immunizations, and boosters.

A Full Time nurse is available at school.

Immunizations

State law requires, as a condition of entry into school, that all new students be immunized against Varicella (or documentation of student having had varicella), Diphtheria, Tetanus, Polio, Measles, Rubella and Mumps and Hepatitis B. Parents are responsible for these inoculations before the child enters Kindergarten. *Students who are not immunized may not attend school. All health and medical records must be in compliance with Pa. mandates. All New students and those entering Kindergarten and Sixth grade must provide proof of current immunizations no later than September 15th. Any student NOT IN COMPLIANCE will not be admitted to school after Sept. 15th.*

Tuberculosis Test

A Pennsylvania State Department of Health regulation requires that all students entering school for the first time receive a tuberculosis test.

When to Keep a Child at Home

A student should remain at home if any of the following symptoms appear:

- rash or skin eruptions anywhere on the body,
- diarrhea,
- severe headaches
- excessive coughing,
- fever,
- vomiting,
- lice.

Communicable Illnesses

A student may return to school after having a common, communicable illness. These circumstances and guidelines will apply.

- Colds: Please keep your child home if he/she has a fever over 99.6 degrees or is experiencing discomfort that would interfere with his/her ability to perform in school and be a distraction to others. (i.e. uncontrollable coughing, severe lack of energy).
- Conjunctivitis (pink eye): Following a diagnosis of bacterial conjunctivitis, the child may return to school after the first 24 hours of prescribed medication. Students with a viral infection may return when eyes are clear.
- Chicken pox: Must remain home until all spots present on the skin are dry and crusted (usually seven days).
- Diarrhea/Vomiting: A child with diarrhea and/or vomiting should stay at home and return to school only after being symptom free for 24 hours.
- Fever: The child should remain at home with a fever greater than 99.6 degrees. The child can return to school after he/she has been fever free for 24 hours (without fever reducing medicine such as Tylenol or Motrin).
- Impetigo: The student may return to school 24 hours after treatment has begun. A doctor's note or proof of prescription is needed.
- Lice (pediculosis): a student may return to class after he/she has had appropriate treatment and been cleared by the school nurse. Once cleared, the child will receive a note for the teacher to be readmitted. The student must be nit free or be expected to return home.
- Rashes: Common infectious diseases with rashes are most contagious in the early stages. A student with a suspicious rash should return to school only after being seen by a health care provider and cleared with a physician's note.
- Ringworm: Student may return if under medical treatment and the area is covered.
- Scarlet fever: a child may return seven days from the onset or 24 hours after appropriate antibiotic therapy under medical supervision.
- Strep Infection and Strep Throat: Student may return seven days from the onset or 24 hours after antibiotic treatment has begun under medical supervision.

These guidelines must be heeded for the well being of the sick child and for the sake of the other students. After an absence of three or more days, the student must present a physician's note.

Please notify the school nurse/school office whenever there is a diagnosis of a contagious disease or lice. There is a better chance of controlling the spread of any disease if alerted to its presence in the school.

Any student in school suffering from fever, vomiting, skin eruption, or unusual swelling will be removed from the classroom until a diagnosis of non-communicable disease is made, or the child is fully recovered.

Medication

All medication should be given at home by the parent whenever possible, such as at breakfast, after school, at dinner or at bedtime. This allows for up to four doses of prescribed medication. No medication is to be sent to school unless prescribed by a

physician for an acute illness, chronic condition, or emergency use. Medication will be given to a student in school only when these items are provided to the school nurse:

1. The physician's order stating student's name, medication, amount and time of dosage and the diagnosis.
2. Medication must have the current prescription label on the container.
3. Any change to the medication regimen requires a physician's note.
4. A parent's note allowing the medication to be given. A week's supply of medication is adequate.

For the safety of all children, parents must ensure the safe delivery of medication to school. Students are not permitted to carry either prescription or over the counter medication on their person.

SAFETY

Fire and Severe Weather Drills

Fire and severe weather drills are held periodically. If, at dismissal time, a severe weather alert is in effect, students will be kept in school until it is safe to leave. Students are required to be silent during drills; it is important that emergency instructions be heard without any confusion.

Snowballs

Students have a responsibility to respect the personal rights, safety and personal property of others. Throwing snowballs on or off school property **is forbidden**. A violation of this directive will warrant immediate suspension.

Skateboards

Students may not ride, nor bring, skateboards to school. Skateboards are prohibited on school and parish grounds.

Saint Katharine Of Siena School
Wellness Policy

Objective:

St. Katharine of Siena School recognizes that student wellness and proper nutrition and physical activity are related to students' physical well being, growth, development, and readiness to learn. We are committed to providing a school environment that focuses on a positive atmosphere, promotes choices and provides opportunities to students that will increase student wellness. To educate the whole child, spirit, mind and body we will strive to have our students well informed to make healthy choices and increase student achievement.

To ensure the health and well-being of all students, the Wellness committee establishes goals and practices that the school shall provide to all students:

1. a comprehensive nutrition program consistent with Archdiocesan guidelines.
2. access to foods and beverages that meet established nutritional guidelines.
3. physical education courses and opportunities for developmentally appropriate physical activity during the school day.
4. curriculum and programs for grades K-8 that are designed to educate students about proper nutrition and lifelong physical activity.

The Wellness Committee shall:

- Serve as an advisory board regarding student health issues.
- Develop a Student Wellness Policy that complies with Archdiocesan guidelines.
- Examine related research, assess student needs, and the current school environment.
- Provide periodic reports regarding the status of its work.
- Review existing policies, and raise awareness about student health issues.
- Make policy recommendations about other health issues necessary to promote student wellness.
- Survey and inform parents and students, and collaborate with community agencies and organizations.
- Promote positive role models.

Nutrition Education

Objective: The goal of nutrition education is to teach, encourage and support healthy eating by students. Promoting student health and nutrition enhances readiness for learning and increases student achievement.

- Nutrition education will be provided within a school-based program in accordance with Archdiocesan guidelines and academic standards for health, safety and physical education.

- Nutrition education shall provide all students with the knowledge and skills needed to lead healthy lives.
- Nutrition education lessons and activities shall be age-appropriate.
- Nutrition curriculum shall be focused on increasing healthy choices.
- Nutrition education shall be integrated into other subjects and school based activities.
- Lifelong lifestyle balance shall be reinforced by linking nutrition education and physical activity.
- Consistent nutrition messages shall be disseminated throughout the classrooms, cafeteria, and community.
- Nutrition education shall extend beyond the school environment by engaging and involving families and community.

Physical Activity

- **Objective:** Saint Katharine's goal is to strive to provide opportunities for physical activity during the school day for all students. SKS shall contribute to the effort to provide students opportunities to accumulate at least 60 minutes of physical activity on most days of the week. That time will include physical activity outside the school environment, such as outdoor play, sports, clubs, etc.
- Students shall participate daily in a variety of age-appropriate physical activities designed to achieve optimal health, wellness, fitness, and performance benefits.
- Age-appropriate physical opportunities, such as recess, before and after school, during lunch, and clubs shall be provided to meet the interests of all students, in addition to planned physical education.
- A physical and social environment that encourages safe and enjoyable activity for all students shall be maintained.
- Extended periods of student inactivity, 2 hours or more, shall be discouraged.
- Physical activity breaks shall be provided for elementary students during classroom hours.

- After-school programs shall provide developmentally appropriate physical activity for participating children.
- SKS shall partner with parents and community members to institute programs that support physical activity.

Physical Education

Objective: Quality physical education instruction that promotes lifelong physical activity and provides instruction in the skills and knowledge for maintaining physical fitness shall be provided.

- Physical education classes shall be the means through which all students learn, practice and are assessed on developmentally appropriate skills and knowledge necessary for lifelong, health-enhancing physical activity.
- The staff responsible for overseeing physical activities shall be properly trained and shall participate in appropriate professional development.
- A varied and comprehensive curriculum that leads to students becoming and remaining physically active for a lifetime shall be provided in the physical education program.
- Students shall be moderately to vigorously active as much as possible during a physical education class. Documented medical conditions and disabilities shall be accommodated during class.
- Safe and adequate equipment, facilities and resources shall be provided for physical education courses.
- Teachers and staff shall not keep students in from recess or out of physical education class as a form of punishment.

Other School Based Activities

Objective: SKS will create a total school environment that provides consistent wellness messages and creates a balance of healthy eating and being physically active.

- SKS shall provide adequate space for eating and serving school meals.

- Students shall be provided a clean and safe meal environment.
- Students shall be provided adequate time to eat: 20 minutes sit down time for lunch.
- Meal periods shall be scheduled at appropriate hours.
- Drinking water shall be available at all meal periods and throughout the school day.
- Students shall have access to hand washing or sanitizing before meals and snacks.
- Access to food service operation shall be limited to authorized staff.
- Nutrition content of school meals shall be available to students and parents.
- Students and parents may be involved in menu selections through various means.
- SKS shall support the efforts of parents to provide a healthy diet and daily physical activity for children by communicating relevant information through various methods.
- Menus should offer a minimal number of foods (maximum of 2 or 3 items) that have “minimal nutritional value”.
- Examples of foods that have “minimal nutritional value” are:
 - foods that list sugar as the first ingredient.
 - foods that list no vitamins, minerals, protein or fiber on the nutrition facts label.
- As often as possible, the following should be provided:
 1. fresh fruit and vegetables
 2. water
 3. 100% fruit juice
 4. low-fat milk
- Schools shall have emergency food for students who forget their lunch.

Classroom Parties, School-Sponsored Events, Holiday Celebrations

- Foods offered at classroom parties, school-sponsored events and holiday celebrations shall support the goals of our School Wellness Policy.
- Fund raising activities shall uphold the wellness policy.
- SKS will provide a list of alternative suggestions for holiday/parties to teachers and parents.

Saint Katharine Of Siena School
Wellness Committee

Ideas for Healthy School Celebrations

At Saint Katharine's we would like to provide healthy alternatives to our students along with traditional birthday treats. Variety is the spice of life and children like adventure and something new. Promoting a school with a healthy environment helps students to learn better, creates excitement about nutrition and protects children with food allergies.

The following suggestions have been provided by www.ndarch.org/DiocesanSchWellnessPolicy.html and was designed by the Archdiocese of Philadelphia for parents and teachers.. This web site contains articles such as, "Healthy Celebrations" and "Classroom Rewards." The following ideas and suggestions were reviewed and chosen by the SKS Wellness committee from those sources:

- Students choose a party game to play on their birthday.
- Students create a poster or use a chalkboard with nice comments about the birthday child.
- Create a special birthday package, possibly consisting of a birthday pin, and/or pencils, stickers, etc.
- SKS could purchase little toys from Oriental Trading Company to create a "Treasure Chest" (similar to one found in Dentists' offices) that would be kept in the main office or Mr. Tosti's office. Birthday students would choose a toy from it.
- Toys that could be put in the Treasure Chest:
 - Stickers, yo-yo's, rubber balls, finger puppets, plastic or rubber figurines, toy cars, plastic games, slinkies, spinning tops, playing cards, or mini Frisbees.
- Students create a "celebrate me" book in which classmates write stories or poems and or pictures to describe what is

special about the birthday child. This can be done ahead of time so it can be checked by the teacher.

- Birthday student could be teacher's assistant for the day / week.

Other suggestions for teachers to use in the classroom in place of birthday parties. Make it a birthday day!

- Homework pass
- Special seat for the day
- Teacher's helper
- Office messenger
- Bring in a CD to listen to at end of the day.
- Show and tell (Baby Pictures)
- Bring in a favorite book to read to class
- Free choice time at the end of the day
- Fun activity break to play Simon Says, Freeze Dance , etc.

Snack suggestions for parents: This can be provided as an option or as a substitution for the traditional treats.

- Fruit
- Pretzels
- Popcorn
- Dixie cups
- Graham crackers
- Animal crackers
- Muffins
- Pudding
- Yogurt
- Chips and salsa

Inexpensive items that can replace food as a birthday treat:

- Pencils
- Pens
- Erasers
- Notepads
- Crayons
- Stickers
- Bookmarks
- Highlighters
- Coloring books
- Rulers
- Gift certificates to school store

Lunch Period

Lunch time should be pleasant and relaxing for everyone. These guidelines are paramount to the good order of the day and safety of the children.

Kindergarten	Lunch 11:30	Playground 11:50-12:15
Grades 1-2	Lunch 11:35	Playground 12:00-12:15
Grades 3-4	Lunch 11:50	Playground 11:35-11:50
Grades 5-6-7-8	Lunch 12:20	Playground 12:40-12:55

The faculty, staff and principal may make schedule adjustments as the needs arise.

Cafeteria Rules

1. Students are to enter the cafeteria quietly without running and pushing.
2. **Students are to remain seated while they eat their lunch.**
3. Conversations in the cafeteria must be carried on in low voices so they can hear announcements.
4. Each student is responsible for leaving the lunch area clean. All trash should be put into the trash or recycle containers.
5. Respect and courtesy will be demonstrated at all times toward the school staff, teachers, fellow students and all parent volunteers.
6. Because of allergies, students eating peanut products should be extra cautious and clean their hands.
7. Students are not permitted to purchase or drink soda during regular school hours. (7:50am – 3:15pm).

Lunch

The lunch program is outlined on the school website.

Playground Rules

1. No objects other than Nerf equipment, basketballs or jump ropes are approved for use on the playground.
2. Fighting is forbidden and warrants punishments beyond ordinary disciplinary action.
3. Assigned play areas are to be used at all times.
4. Under no circumstances may a student leave the playground.

5. When the bell rings, all playing must stop immediately, and students are to go to their assigned lines.
6. Do not stand on the bases of the basketball nets or hang on the rims of the nets.

STUDENT LIFE

Academics

The primary goal of Catholic education is the spiritual development of every student. We want our students to exemplify the virtues of faith, hope, and charity. We want our students to learn the values of respect, responsibility, perseverance, and compassion. Our school also places an emphasis on academic excellence. Our students are expected to:

1. Make academics a priority in their life. God, family and school is the correct order of our students' priorities.
2. Be organized, responsible, and accountable. "Plan the work; work the plan".
3. Give a consistent daily effort and display a positive attitude.
4. Makes good choices; be a good decision maker in and out of the classroom.

Academic Probation

Our students are required to maintain academic, effort, and conduct grades that reflect the high standards of our school. Participation in school related activities such as field trips, CYO dances, and CYO sports requires the student to maintain satisfactory academic standing. Wearing the SKS uniform and representing our school and parish at school related functions is a privilege. Participation is restricted for any student on suspension or disciplinary probation. Likewise, any students who are failing to meet the requirements in effort, conduct, or any subject (major subjects are below a "70" or special subjects are "1"), for a progress report or a report card is ineligible to participate in any CYO sports practices and games, and any school related activity such as, but not limited to, field trips and dances. *There must be a minimum of 3 assessments for a student to be determined as "failing to meet the requirements."* Although progress reports are usually given midway through a marking period, they may be given at anytime during a trimester after 3 student assessments such as test, quizzes, projects, and homework. The academic probationary period is for ten school days. When the student demonstrates improvement, the principal or teacher may initiate permission for reinstatement after ten school days.

Homework Policy

Homework refers to an assignment made by a teacher that will positively reinforce a concept presented in class and includes both written and study assignments. Parents are asked to check and sign the child's work according to the request of the teacher.

Homework

Suggested time allotments are as follows:

Grades 1 and 2	-	30 minutes
Grades 3 and 4	-	60 minutes
Grades 5 and 6	-	90 minutes
Grades 7 and 8	-	120 minutes

Each teacher's policy will be presented at the September orientation meetings. Since each child is a unique individual, the time needed for specific assignments may vary with each student.

Teachers will endeavor to accomplish several of the following objectives through homework assignments:

1. drill and additional practice to strengthen new skills,
2. completion of unfinished classroom assignments,
3. work on projects of a short-term or long-term nature,
4. participation in research activities,
5. extended reading for pleasure and enjoyment,
6. completion of work given during a period of absence.

Homework is given at the discretion of each teacher and may include weekend assignments, studying, long-term projects and research.

Delaware County Intermediate Unit (DCIU) Services

The DCIU through state government funds offers St. Katharine's the following services:

- Remedial Reading Specialist - 2 days per week for primary grades
- Speech Therapist - 1 day per week
- Guidance Counselor - 1 day per week
- Instructional Support Team (IST) - a collaborative approach involving principal, teachers, parents and DCIU staff to identify and support students who are in academic, social or emotional need.

Honors Math Program

This is an archdiocesan sanctioned program for grades 5-8. Students admitted to the Honors Math program must meet the following criteria:

- Consistent scores of 90 or above in the math composite score of standardized testing (National percentiles used).
- Consistent scores of 80 or above in the reading composite score of standardized testing.
- Evidence of above average performances on Mathematics level mastery tests (Diocesan level testing). Students admitted from other schools should be tested using back copies of level tests. "Above average" is interpreted as a score of 85 or above.
- Consistent grades of 90 or above in Mathematics on the report card.
- Cognitive Skills Index (CSI) in the range of 125 or higher on the Terra Nova Test.
- **Students must meet the above criteria in order to be admitted to the HONORS MATH PROGRAM.**

Athletic Ministry

Saint Katharine of Siena Parish participates in the CYO interscholastic athletic program for students. The Athletic Ministry directs this program, for which guidelines are prepared and provided for athletes and their parents on the CYO website. This organization is self-supporting and works in complete cooperation with the administration and faculty of Saint Katharine of Siena School. Please refer to the CYO link on the school website for all pertinent information and forms.

Cigarettes, Alcohol and Drugs

We, the community of Saint Katharine of Siena, believe that the all-too-common use of drugs and alcohol by adolescents is not consistent with the most important responsibility of our humanity--the support and encouragement of human life. We, therefore, define ANY student's use, possession, or distribution of cigarettes, alcohol, or drugs at school or school-sponsored events as an abuse of our freedom and denial of our responsibilities for one another. Parents will be called immediately if any student is found to possess, use, or distribute cigarettes, drugs or alcohol. Students who fail to cooperate fully with this policy will be subject to disciplinary action, which shall include expulsion.

Library

Students may borrow books from the school library during their weekly visit. Library books will be charged out for one week. Additionally, research and reference materials are available. It is the responsibility of the student to return or renew the borrowed items on the date due. Overdue books have a fine attached; this amount is also the sole responsibility of the student. Replacement charges will be made for lost books.

Textbook Policy

All textbooks and workbooks must be covered. Workbooks are to be covered with clear contact paper, and labeled with the student's name on the outside cover under the contact paper. Textbooks are to be covered with brown paper or other appropriate book covers.

Lost or damaged books are the student's responsibility, and reimbursement is to be made to the school for items placed in the care of the student.

SUPPORT GROUPS

Home and School Association

The objective of the Home and School Association, as defined in its by-laws, is the advancement of Catholic education and the welfare of all the school children of Saint Katharine of Siena parish; to promote parent-school activities and increase, on the part of its members, interest in educational and civic affairs, and to increase the knowledge of education and its processes on the part of parents and teachers by increasing mutual understanding of children, and by providing an opportunity for parents and teachers to work together for the good of the child.

Volunteers

Volunteers are asked to assist in the school library, computer room, recess yard and cafeteria, and in a variety of ways. Forms are distributed during the first weeks of school. All visitors and school volunteers must use the main entrance, record the reason for the school visit on the sign in sheet, and receive a visitor pass. The sign in sheet is located at the school secretary's counter. It is important to know the exact number of children and

adults in the facility at any time, but most especially in case of an emergency. For all volunteer opportunities please refer to the Volunteer Opportunity Handbook.

Library Aides

Library aides are needed to read to the students. Assistants prepare new books and materials for circulation, mend books, check in periodicals and newspapers, plan and set up displays, and circulate books and other library resources. Aides also assist students who may require help in using various materials. Their other duties are the preparation of statistical data, proper rearrangement of books, and inventory assistance.

Home Room Parents

Home room parents work with the teacher to organize activities, assist with class trips, welcome new families, and assist at social functions of the Home and School. In the event of an emergency school closing, homeroom parents may be asked to activate the phone chain. Homeroom parents' supplies for activities will be paid from the activity fee. Your willingness to become a part of this program will be of vital importance to many children and of great assistance to the faculty.

C.A.R.E.S.

C.A.R.E.S. stands for Children Are Receiving Extended Services under the direction of Michael Gavin. It is an after school program open to any student of St. Katharine of Siena School; full and part time hours (e.g. by the day, month) are available, but the director must be notified in advance to make the necessary arrangements. The program will be open on all full and half days of school. The hours of operation are:

Full days	3:00 P.M. to 6:00 P.M.
Half Days	12:00 P.M. to 6:00 P.M.

Information regarding the cost of the C.A.R.E.S. program can be obtained in the school office.

TRANSPORTATION

Please note the following regarding all forms of transportation:

A note must accompany any change in a student's means of afternoon transportation. The note should be addressed to the child's teacher.

Bus

Bus transportation is provided as a service to taxpayers by the transportation department of the school district of residence.

No child is permitted to ride on a different bus even with a letter giving parental permission. Neither the bus driver nor the school office can grant permission or assume the responsibility for such change. For any matter regarding transportation, please contact the transportation office of the school district in which you reside.

Students will be expected to cooperate fully with the bus driver and to observe all safety rules.

1. Courtesy, good manners, and promptness are required.
2. Running over lawns, ball playing, or destruction of private property at the bus stop is not permitted.
3. Obscene language, gestures, and actions will not be tolerated. Older students should remember that younger, impressionable students are present. They observe and learn from good and bad example.
4. Roughness or teasing of other students (especially younger students) is not acceptable behavior.

A student whose behavior is inconsiderate or unacceptable may be suspended from riding the bus.

Cars

Cars may drive in the bus loop to drop off students in the morning before school only. Please do not drop off students on Aberdeen or Windermere Avenues.

For afternoon pickup, cars should be parked in a line on Midland Avenue. Cars then enter the bus loop after all buses have left, as directed by a member of the staff. **Parents are asked to have the family name clearly displayed on the windshield. The faculty and staff are available to assist the students into the cars; after your child is in the car kindly move forward to avoid long delays.**

Bicycles

It is the parents' responsibility to determine their child's readiness to ride a bike to school. Students should know and practice bicycle safety rules before being permitted to do so. Riding bikes to school is allowed for those children in grades 4 and up. Bicycles must be crossed at the corner of Aberdeen and Midland Avenues and be "walked" on all sidewalks bordering the school grounds and on the playground.

Bicycles are placed in the racks and should be locked. The school will not assume responsibility for students who may receive injuries while bike riding or for stolen bicycles. Safety helmets are strongly recommended. Bike racks are located beside the cafeteria of the school building.

Walkers

Students walking to and from school should do so along the safest routes, observing proper safety rules for pedestrians. The crossing guard is on duty at Midland and Aberdeen Avenues. Walkers will cross the street with the assistance of the crossing guard. Students may not cross the street in the middle of the block. For safety reasons car riders are not permitted to go in the walker line.

ACCEPTABLE USE POLICY

Purpose:

Technology is a valuable educational tool. One of this school's purposes is to encourage the proper use of computer related technology including the Internet. Students and all users of computer technology have a responsibility to use these tools properly and in accordance with the policy set forth.

Goals:

To provide a variety of electronic tools to help students and teachers develop the ability to evaluate and synthesize information from a variety of sources and enable them to work effectively with various computer/communications technologies.

To encourage critical thinking and problem solving skills which will be needed in this increasing electronic and global society.

Responsibilities of User:

With right of access comes the responsibility to use the source both correctly and wisely. Access to the Internet for instance, may mean that some material found will not meet guidelines set in our Acceptable Use Policy. Monitoring and controlling all such material is impossible. The school will make every effort to discourage the appearance of such material. However, the opportunities and information made available by the Internet make it necessary to provide access in order that our students can take advantage of the many resources on the information superhighway.

General Guidelines for use of the Internet:

- All users are required to take simple Internet training (how to sign on, log off, etc.) from the computer coordinator or his/her designee.
- Only students issued passes or permission and have completed training may use the school's computers to access the Internet.
- Use of the stations is limited to those who have a clear need for research, with a teacher assignment to back it up. Use will be limited if necessary.
- Transferring copyrighted material to or from a diocesan school without express permission of the owner is a violation of Federal Law. The user is deemed responsible to see that this doesn't occur.
- Use of electronic mail and other Internet facilities to harass, offend, or annoy other users is strictly forbidden.
- E-mail accounts through the school's computer may be restricted.
- Any attempt to circumvent system security, guess passwords or in any way gain access to secured resources is forbidden.
- Use of the Internet for commercial gains or profits is not allowed from an educational site.

- Users will not move, repair, reconfigure, modify or attach external devices to the systems.
- The system operator has the right to monitor all activities.
- Additional rules and restrictions may be added at any time.

Discipline:

Violations of these rules will be dealt with by the administration of the school.

Students' rules (to be posted at the Internet Access stations)

1. For reasons of personal safety, students will *NEVER* post personal contact information about themselves or other people. This may include address, telephone number, school address, etc.
2. Students will not access material that is profane or obscene (e.g. pornography) or that advocates illegal acts, violence or discrimination towards other people.
3. Students will not plagiarize work they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were one's own.
4. Students will not use obscene, profane, lewd, vulgar, rude or threatening language. Nor will they, through means of the Internet, harass or annoy any other users.
5. Students will not knowingly or recklessly post false information about a person or organization.
6. Students will not make deliberate attempts to disrupt computer systems, or destroy data by spreading computer viruses or by any other means. These actions are illegal.
7. The illegal downloading of copyrighted software for use on home and school computers is prohibited.
8. The school or the Archdiocese of Philadelphia reserves the right to amend this policy.

Violation of these rules may result in any or all of the following:

- Loss of Internet access,
- Disciplinary or legal action by the school or other involved parties.

Facilities

St. Katharine of Siena School has developed and maintains an Asbestos Inspection and Management Plan as required by the Asbestos Emergency Response Act of 1986 (AHERA). A copy of the plan is available for your inspection at the school office during regular office hours. The Keating Group (610-688-4100) is the school's asbestos program manager and Acer Associates (856-809-1202) is the school's consultant. Inquiries regarding the plan should be directed to these organizations.