

St. Catherine of Siena Catholic School
Parent / Student Handbook
Acknowledgement Form 2011-2012

Please complete this form and return to the office.

Student Name (Please Print

Grade

*Our signatures indicate that we have received, read,
understand and agree to comply with
the 2011-2012 Student Handbook.*

Student Signature

Date

Parent / Guardian Signature

Date



St. Catherine of Siena Catholic School
Parent / Student Handbook
2011-2012

3840 Woodrow Drive
Port Arthur, Texas 77642

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This agenda book is the property of St. Catherine of Siena School. It is provided as a convenience and as an organizational tool. Parents should consult the student's agenda book daily.

Student's Name _____

Address _____

City _____ State _____ Zip Code _____

Phone _____

Student's No. _____

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

MISSION

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

St. Catherine of Siena School takes pride in:

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

PHILOSOPHY

St. Catherine of Siena Catholic School is a diverse educational community engaged in the intellectual, social, physical and spiritual formation and development of our PreK3 – 8 children. We educate and nurture the whole child, inspire the love of God and teach respect for others. St. Catherine of Siena Catholic School is an accredited institution which prepares students for the best high schools in Southeast Texas by providing a superior religious and academic program integrating state of the art technology with a personal and caring teacher-student relationship. Our staff of certified teachers prepares graduates to become leaders in this global society dedicated to the service of others. Here, the Way, the Truth and the Life are united in theory and practice where they form a unity that is exemplified only in the person of Jesus Christ, who is the center of Christian Life and Catholic education.

GOALS

- To challenge students to live their lives in accordance with the message of the Gospels.
- To offer students an innovative, challenging education and sound preparation for a higher education.
- To provide a feeling of family created by the staff, faculty and dedicated parents who put the child first.
- To strengthen the religious values of each student while enforcing discipline and positive attitudes.
- To offer an exceptional education opportunity, providing love, trust and compassion with Christian morality.

GRADUATE PROFILE

Graduates of St. Catherine of Siena School are:

Disciples of Christ who...

- Are centered on gospel values.
- Recognize the gifts they have been given by God.
- Are willing to serve others in their community and beyond

- Understand and live their faith according to God's will

Life long learners who...

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

Well rounded individuals who...

- Are prepared to make wise ethical and moral decisions
- Are self-confident, self-disciplined people of integrity
- Are creative and open minded
- Are respectful and productive citizens

ACCREDITATION

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

This act gives parents, custodial and non-custodial, and students the right to access the student's records. Records will not be released to third parties without parental knowledge or consent.

THE ROLE OF THE BISHOP

The Second Vatican Council redefined the role of the bishops in the "Dogmatic Constitution on the Church" and the "Decree on the Bishop's Pastoral Office in the Church." Both documents clarify the bishop's role as a true and authentic teacher of the faith. In this function as teacher, the bishop is the director of the Catholic schools in the diocese.

SUPERINTENDENT OF SCHOOLS

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

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

ST. CATHERINE OF SEINA CATHOLIC SCHOOL CODE OF ETHICS

The St. Catherine of Siena student:

- **is trustworthy and seeks justice.**
- **respects all of God's creations.**
- **acts responsibly, having the courage to choose to make the right choices even when those choices are not popular.**
- **accepts the challenge to reach his or her potential - physically, spiritually, emotionally, and intellectually.**
- **is generous with his or her time, talent, and resources, understanding that our call is to serve others.**

In a word, the St. Catherine of Siena student is a true follower of Christ. Our mission is to serve others, using generously our time, talents, and resources for building God's kingdom.

DUTIES OF THE PARENTS AND THE STUDENTS

THE PARENTS

Parents have both the right and the responsibility for educating their children. We at St. Catherine of Siena School believe that we can best help the parents fulfill this duty, but it must be a shared responsibility, if the children are to receive the maximum benefit of the educational opportunities we offer. The following are expectations of parents or guardians.

- Provide a Christian home and establish the religious and moral training of their children.
- Ensure regular attendance without being tardy.
- Instill politeness and respect for school employees.
- Ensure that their child has the necessary school materials.
- Uphold the policies and procedures of the school.
- Make certain the uniform code is followed.
- Instill the priority that must be placed on home study.
- Participate in St. Catherine of Siena Home and School Organization activities.
- Regularly confer with the teachers on their child's progress.
- Activate their EDLINE account and access it regularly in order to remain informed about the progress of their St. Catherine of Siena student.

- Fulfill financial responsibilities to the school monthly.

THE STUDENT

A good, Christian education is the most valuable experience students can have, as it will set their course for a lifetime of achievement. In order to receive the greatest benefit of this educational experience, the following are expectations of the students.

- Attend each class on time with the necessary materials.
- Come to school well groomed and properly dressed.
- Complete all homework assignments and develop good study habits.
- Respect the rights and property of others.
- Promptly deliver report cards and messages to parents.
- Exercise disciplined behavior both in and out of classes.
- Cooperate with all school authorities and obey school regulations.
- Participate in school functions.

RESPECT AND RECONCILIATION

All parties involved in the community of St. Catherine of Siena Catholic School should make every effort to solve problems with open minds and hearts. We must remember that our students are always looking to us as role models. Our parents should be powerful supporters of the school community in every situation. With this in mind, it is of the highest importance that all parties work cooperatively to fulfill the mission of St. Catherine of Siena Catholic School.

Research indicates that a strong link between school and home is considered to be the greatest single predictor of student success. Excellent schools are characterized by a positive climate and respectful relationships and strong home-school links.

ST. CATHERINE OF SIENA CATHOLIC COMMUNITY

RECONCILIATION BOARD

In the ongoing effort to respond to the needs of the St. Catherine of Siena Catholic School community, a reconciliation process has been created to hear the concerns of its members. The process being implemented is modeled after the teachings of Jesus (Matthew, Chapter 18, v. 15 – 17), wherein He speaks as follows.

If your brother sins [against you], go and tell him his fault between you and him alone. If he listens to you, you have won over your brother. If he does not listen, take one or two others along with you, so that every fact may be established on the testimony of two or three witnesses. If he refuses to listen to them, tell the church. If he refuses to listen even to the church, then treat him as you would a Gentile or a tax collector.

Based on this teaching, the steps for reconciliation will be as follows.

INITIALLY

The individual(s) presenting the issue shall meet with the person who is the subject of the complaint and discuss the issue(s). If the complainant is not satisfied with outcome of the conference, the process will proceed to *Level One*. The principal, after reviewing the written statements, will meet together with the parties involved within three days after receiving the grievance to seek a solution.

LEVEL ONE

If the individual(s) presenting the issue is not satisfied with the outcome of the conference initially, the person bringing the complaint, as well as the one to whom the complaint is addressed, shall present his understanding of the situation in writing to the principal within five working days from the initial meeting.

LEVEL TWO

The principal, after reviewing the written statements, will meet with the parties involved within three days after receiving the grievance to seek a solution.

LEVEL THREE

When the outcome of the conference at level two does not accomplish a resolution, either party may request a conference with the Reconciliation Board within five days of the meeting with the principal. The written request to meet with the reconciliation board should be sent the pastor of St. Catherine of Siena Church at 3840 Woodrow Dr., Port Arthur, Texas 77642. A written grievance should accompany the request.

LEVEL FOUR

If an equitable solution is not achieved with the Reconciliation Board, the individual (s) may request a conference with the pastor of St. Catherine of Siena Church in an effort to achieve a resolution. This request should be made in writing within five days of the meeting with the Reconciliation Board.

ADMISSION POLICIES

Schools in the Diocese of Beaumont do not discriminate on the basis of race, sex, or national origin in accepting applications of school personnel and students. Annually, at registration time, the Office of Catholic Schools will publish in the East Texas Catholic a non-discrimination statement for the admission of students. [Diocesan Policy #1010]

Children may be registered for pre-kindergarten if they will be four years of age by September 1st; kindergarten if they will be five years of age by September 1st; and for first grade if they will be six years of age by September 1st.

All students are put on a waiting list or placed on probation until all academic records have been requested and received from the previous school by the principal. Academic records brought by the registering students are not acceptable. Original birth and baptismal certificates, and immunizations records must be seen. Notation is made on the school registration form and original certificates are given back to the parents or guardian.

Upon receipt of the cumulative records and results of a recent standardized test, the principal makes a decision regarding the acceptance and grade placement of the new student for a trial period of four to six weeks. Parents/guardians are informed of this arrangement. No later than the fourth week that the new

student is in school, the principal and the teacher discuss the progress of the student. If performance indicates that a change of grade would be beneficial for the student, the parents or guardians must be called for a conference to explain the reasons for a grade change. A change of grade after six weeks is extraordinary.

The principal is the one responsible to see that only students with proper credentials are admitted.

Students will be admitted to St. Catherine of Siena Catholic School in the following order of preference.

1. Returning students from the prior school year
2. Siblings of current and / or returning students
3. Children of teachers of St. Catherine of Siena School
4. Children of St. Catherine of Siena Parish
5. Children of Southern Vicariate parishes
6. New non-Catholic students

REGISTRATION PROCEDURES (GRADES K – 8)

- Registration fee for families in grades K – 8 is \$250, expected by April 1st.

REGISTRATION PROCEDURES (PRE-KINDERGARTEN)

- Registration fee for Pre-Kindergarten is \$300, expected by April 1st.

FINANCIAL POLICIES

One of the primary responsibilities of St. Catherine of Siena School Board, in consultation with the pastor and principal, is to establish policy, manage the financial affairs of the school, and approve the school budget for the year. Therefore, the following is a school policy that was established and agreed on by our school board.

Our school has entered into an agreement with FACTS Tuition Management Service to handle tuition collection for the school. All families are required to participate in the program. FACTS forms will be distributed to families so that they are informed of how the program works and as to what dates the tuition will be due. Tuition will be considered late if not received by the due date and a late charge will be added. Students will not receive any report cards or grades if tuition is overdue.

Extenuating circumstances may be considered by the principal in consultation with the family. Any checks returned for Non Sufficient Funds (NSF) will be charged **according to the bank's charges to the school.**

ACADEMIC POLICIES

TEXTBOOKS

All textbooks **MUST BE CARED FOR** and **COVERED AT ALL TIMES**. The student's name must be written in each book. The teacher issues textbooks and students will return their books to the teacher if

they withdraw from school during the term or at the conclusion of the school year. An inspection of textbooks will be conducted periodically to determine the condition. The original textbook must be paid for before a replacement will be issued. Textbook records for the year must be cleared before the end of the year report card is handed out.

HOMEWORK

Even though class learning procedures constitute a large part of the school's educational process, it is still generally true that student's classroom performance is only as good as his home study and homework. Written homework is only a part of the home learning process. More important for success is reading of assigned and related materials and consistent review of previous materials. Most students in grades 4 – 8 need a minimum of one hour of undistracted and undisturbed home study each school night to maintain a scholastic average that reflects their true ability. Some students need more time. Students on the primary level (grades 1-3) should read aloud to parents at least fifteen minutes each evening in addition to completing any practice work in math and spelling.

The completion of homework is important. The time spent in order to complete homework assignments is to be age-appropriate. Unfinished class work may be assigned as homework for completion at the teacher's discretion. Homework is to be checked by the teacher or the student will check his/her own work.

LATE WORK

If work is taken for numerical grades, late work will be accepted according to the following penalties

- 1 day late – 70% credit will be given.
- 2 days late – 50% credit will be given.
- 3 days late – unacceptable, credit will be given at the teacher's digression.

NUMBER OF GRADES

For each 9 weeks grading period, a minimum of 15 grades will be taken, to include 3 from major tests/projects, in the core subjects of religion, reading/language arts, math, science and social studies.

EXAMS

For middle school grades six and seven, students will be administered a cumulative test before the end of each nine weeks period to assess academic progress. Cumulative tests will be weighted the same as regular chapter tests.

Eighth grade students will be administered exams at the end of each semester. End of semester exams will be weighted at 20% of the semester grade. Students with a semester average of 90 or higher in any individual class shall be exempt from end of semester exam. Students may also choose to exempt one end of semester exam with their demerit card as follows.

- Students must not have more than 3 absences or 3 tardies during a semester and must not have any unexcused absences.
- Students must have a 70 average or above in the subject of the end of semester exam they choose to exempt plus teacher approval before the date of the exam.
- Students must have fewer than 2 demerits for the semester.
- Students must not have been assigned to out of school suspension during the semester.

WEIGHTING OF GRADES

Tests/major projects will be weighted no more than 50% of the final average during each 9 weeks grading period.

In all grades except eighth, each nine weeks grade shall account for 50% of the semester grade.

PHYSICAL EDUCATION

Physical Education classes are part of the curriculum for all students. Because it is a graded subject, participation is required. Students who refuse to “dress out” for PE will receive points off their grade. Repeated refusal to conform to the PE dress code may result in detention. A note from parents is necessary when sickness or other conditions prevent student participation. Full dress P. E. uniform will be needed for our first full week of school.

STUDENT RECORDKEEPING

Teachers are responsible for the proper grading and recording of all academic work. The administration of grades (or any academic evaluation) is a matter of strict confidentiality between the teacher and the student. No student may grade the work of another student. Practices such as the trading of papers in class for the purposes of grading and the calling out of grades by students during class time are prohibited.

CURRICULUM GUIDES

Curriculum guides, pre-kindergarten through grade eight, developed according to the Texas Education Agency framework, provide the basic course of study for each subject area. Curriculum guides for grade level or content area are available at <http://www.tea.state.tx.us/index2.aspx?id=6148>

REPORT CARDS

Report Cards are given to students every nine weeks. The second report card is given to the parent at the parent / teacher / student conference at the end of the second grading period. Reports of student progress are perpetually online at www.edline.net. Parents and students are expected to use EDLINE to remain abreast consistently of academic progress. At the midpoint of each 9 weeks grading period, paper progress reports will be mailed only to those students who have grades below 75. Parent / Teacher / Student conferences are required for all students with failing grades at the end of each 9-week grading period.

A – 90 - 100	OUTSTANDING
B – 80 - 89	ABOVE AVERAGE
C – 75 - 79	AVERAGE
D – 70 - 74	BELOW AVERAGE
F - 69 >	FAILURE

Grades K-8 will receive conduct and work habits grades every nine weeks.

E - EXCELLENT	N - NEEDS IMPROVEMENT
S - SATISFACTORY	U - UNSATISFACTORY

Report cards will be withheld and EDLINE will be blocked, if there are any outstanding debts (tuition, library fees, etc.)

HONOR ROLL

An honor roll will be published four times yearly in the principal's newsletter to parents.

To qualify for HIGH HONORS, a student must have no grade less than an "A" in all subjects and an "E" or "S" in conduct. To qualify for HONOR ROLL, a student must have no grade less than a "B" in all academic subjects and an "E" or "S" in conduct. Students in fourth through eighth grade participate in the school HONOR ROLL.

STANDARDS FOR SPORTS AND CHEERLEADING PARTICIPATION

Students will be eligible to participate in sports and cheerleading activities if they meet the following standards.

1. Student must have no missing or incomplete assignments.
2. Students must have fewer than 2 demerits
3. Students must exhibit good sportsmanship.
4. Students must attend regularly scheduled practices.

Eligibility for sports may be reassessed by the Principal in extenuating circumstances.

CODE OF PARTICIPATION

As members of the *Diocese of Beaumont Sports League*, we believe that every league activity must teach our players and spectators:

- to become a responsible and contributing member of our school in the attainment of a common goal
- to overcome all barriers in achieving full potential and excellence in performance.
- to earn the respect and appreciation of others be they teammates, opponents, officials, coaches, or spectators by the manner in which we participate.
- to keep these competitive activities in proper perspective.

Athletics are an integral part of our educational program. The purpose of competition is directly related to developing our own talents rather than degrading the talents of others. We expect our students to respect the campus of the opposing schools. Students guilty of vandalism either during or after the athletic contest, are liable to expulsion

Signs and posters used for athletic events must reflect good sportsmanship and must be approved by the cheerleader sponsor. Students and spectators are to refrain from booing a penalty or directing abusive remarks to individual players, teams, or officials. They are to remain quiet during free throws and are to respect the name, colors, and insignia of the other team. Coaches are responsible for maintaining the sportsmanship and control of their fans.

Noisemakers such as whistles, horns, etc. are not permitted at athletic events.

Students are to use the following guidelines:

- Remember at all times that they represent St. Catherine of Siena School as much as the team; the name of the school depends on each student's behavior as well as on the behavior of the team and coaches.
- Respond with enthusiasm to the efforts of the cheerleaders. Student support is always a major factor in a team's desire to win.
- Be considerate of the injured on both sides. Express appreciation for exhibitions of fine play or sportsmanship by players from either team.

- Join in singing the school song.

AWARDS ASSEMBLY

An awards assembly is held at the end of each school year. Students are recognized for academic excellence and other notable areas of achievement.

PRE-ALGEBRA AND ALGEBRA

Pre-algebra and algebra are offered to students in the 7th and 8th grade based on achievement test scores in the previous grade, an average of A in regular math class, and the recommendation of the math teacher. The student must have two of the three requirements to take pre-algebra or algebra. Pre-algebra students do not automatically enter algebra in the 8th grade.

7th grade pre-algebra is an honors math course. The objective of 7th grade pre-algebra is to prepare the student for algebra. Students are expected to maintain a homework average of 90 or above and a test average of 85 or better. Students who begin 7th grade pre-algebra in the fall must continue in the course until the end of the fall term, regardless of their grade. Students who do not maintain the required averages will be removed from the honors pre-algebra class and placed in regular math for the spring semester.

8th grade algebra is an honors math course. The objective of 8th grade algebra is to prepare the student for high school geometry. Students are expected to maintain a homework average of 90 or above and a test average of 85 or better. Students who begin the 8th grade algebra in the fall must continue in the course until the end of the fall term, regardless of their grade. Students who do not maintain the required averages will be removed from the honors algebra and placed in regular math for the spring term.

PROMOTION AND RETENTION

The principal shall be responsible for the establishment, implementation and publication annually in the parent-student handbook and in the employee handbook of any regulations governing promotion and retention of students of the local school. These regulations shall be made within the parameters established by the Texas Catholic Conference Education Department and the Office of Catholic Schools. As applicable, the following shall be included in the regulations of the local school.

Elementary Grades In the elementary grades, to be promoted from one grade level to the next, a student shall perform as follows. The principal of each elementary school may modify the following.

- In grades one, two and three, the student shall attain an overall average of seventy (70) or above for the year which is derived by averaging the final numerical grade for religion, language arts, and mathematics.
- In grades four and five, the student shall attain an overall average of seventy (70) or above for the year which is derived by averaging the final numerical grade for religion, language arts, mathematics, social studies, and science.
- Grades in all other subject areas, as they bear upon promotion and retention, shall be determined by local school regulation.
- The grading scale upon which promotion and retention are determined shall be published in the parent-student handbook.

Middle School Grades In the middle school grades (6-8), to be promoted from one grade level to the next, a student shall perform as follows. The principal of each elementary school may modify the following.

- A student shall attain an individual average of seventy (70) or above in five of the following subjects: religion, literature, English, mathematics, social studies, and science.

- The grading scale upon which promotion and retention are determined shall be published in the parent-student handbook.
- Graduation shall be contingent upon academic success as defined above.

CONFERENCES/VISITS

Teachers are most happy to consult with parents concerning their children. It is prohibited for parents to conference with a teacher during class time. During the school days, the teachers are charged with the responsibility of supervising the entire class of students; stopping them to consult distracts them from this important duty.

Appointments should be made through the office or with the teacher and will normally be scheduled during a teacher's planning period or before or after school. Two formal conferences are scheduled, and these dates, on the school calendar, will usually follow the end of the first and third 9-week grading periods. Teachers' home phone numbers will not be given out for any reason.

Parents are requested not to call teachers or the principal at home unless a true emergency exists. The principal may be reached by appointment. Emergency phone messages to students during the school day will be sent to the students before dismissal.

Parents and visitors should refrain from standing in the hallways outside classroom doors. You may wait in the front school hall if you need to wait for dismissal of students.

SPECIAL EDUCATION SERVICES / PROGRAMS

Schools in the Diocese of Beaumont do not have Special Education classes. They do, however, try to provide individualized instruction for the children with special educational needs. Students who are suspected of having specific learning disabilities are referred to the public school in which the child resides for testing. After a referral packet is completed and the student is tested, recommendations are made to the school principal, child's teacher (s) and parents. A decision is then reached as to what educational program would best meet the student's needs. Every effort would be made by the Catholic school staff to meet those needs.

DIOCESE OF BEAUMONT INTERVENTION PROTOCOL

The Diocese of Beaumont promotes a model of inclusion for children with mild disabilities in our schools. We believe that the children with mild disabilities can be successful within the regular classroom setting when strategic teaching methods are utilized and appropriate accommodations are implemented. Unlike the public school system, private schools do not receive state and federal monies to fund special education programs. Therefore, we do not write or accept I.E.P.s (Individualized Education Plans) as public schools are mandated to do. However, our schools are guided by the Diocesan Intervention Protocol.

Prior to admitting a student with a diagnosed disability, our schools must consider:

1. The severity and degree of the disability.
2. The level of support needed from special services or any special equipment the student may require.
3. An individual school's resources such as available support personnel, class size, accessibility of school facilities, etc.

For those students enrolled in our schools who are experiencing learning or behavioral difficulties, a School Strategy Team meets to write a *School Strategy Plan* which identifies specific goals and strategies which are directly related to the student's strengths and needs. The *School Strategy Plan* is shared. Teachers keep ongoing documentation of the teaching strategies they are utilizing as well as the results of those strategies. The *School Strategy Team* decides which formalized testing information is needed and may request a

psycho-educational assessment be made. Testing can be arranged with the local ISD or private testing is also acceptable. Ask your school for resources.

For those students enrolled in our schools with a diagnosed disability, a *School Strategy Plan* will be written. The school will convene a meeting of a *School Strategy Team* whose members consist of school personnel, parents and the student when appropriate. This team collaborates to identify the accommodations which can be provided to enable the student to become a more successful participant in a particular class setting. Documentation is kept on student progress and reconvening dates are established to evaluate the School Strategy Plan.

Parents are required to provide the child's school with all pertinent educational and medical records and all previous assessment information. Parents have the right to access their child's records at any time. All information concerning students is held in confidence at the school level. Parents are afforded the grievance procedure as articulated in the child's school handbook. Parents have the right to be kept informed of all educational decisions concerning their children and have the right to be a full participant in the intervention process.

PORT ARTHUR INDEPENDENT SCHOOL DISTRICT TITLE 1, PART A, PRIVATE SCHOOLS

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

II. Eligibility for the Title 1 Program

- The student must live within the Port Arthur Independent School District.
- The St. Catherine of Siena School teacher of record completes the student referral because the student meets at least one of the following criteria:
 - Scored below 75% in reading on report cards
 - Scored below 75% in mathematics on report cards
 - Failure to score 70% or above on reading assessments (teacher indicates the assessment)
 - Failure to score 70% or above on mathematics assessments (teacher indicates the assessment)
 - NCE score ranging from 0 – 49% on the reading section of the National Achievement Test
 - NCE score ranging from 0 – 49% on the mathematics section of the National Achievement Test
 - Reading below grade level on individual or other formal inventory test (such as STAR, Accelerated Reader Program, Basic Reading Inventory) and
 - Teacher Observation

III. Withdrawal from Title 1 Program

- The student who moves out of the PAISD boundaries is automatically withdrawn after Title 1 staff is notified.
- The teacher of record withdraws the student because of significant improvement in that subject area.
- Parents can decide at any time during the school year to pull their children out of the Title 1 program
- IV. Summer School
- Title 1 students can attend PAISD summer school if their teacher requests. Students must have passed the current school year and the teacher recommends the student will benefit from extra help during the summer.

ATTENDANCE

Regular attendance has a direct bearing upon the student's success in school. Regular attendance will be expected except in instances of personal illness, illness in the family, or death in the family. A student who is not present at the time appointed by the school for the commencement of the day shall be considered absent. Communication between the school and the parent(s) or guardian(s) is sufficiently frequent and comprehensive to ensure the success of the student.

All teachers shall keep daily records of attendance. Attendance is recorded on the attendance record, the permanent record and the report card for each student.

St. Catherine of Siena School is not in favor of requests to excuse students for any but the most important reasons. The school does not concede the right to parents to alter the school calendar. We are especially not in favor of requests to excuse a student for extended periods of time, **particularly** for vacations, while school is in session. A student will be considered in attendance if his or her absence is due to participation at an outside event as a representative of St. Catherine of Siena School.

Children are not allowed on campus unsupervised before 7:15 a.m. Supervision of students begins at 7:15 a.m. in the cafeteria. Students in Pre-K will remain in the cafeteria with their teachers until 7:45. Students in grades 5 - 8 will gather in the gym. The school bell rings at 7:45 a.m. Students arriving after 7:50 are considered tardy and must be accompanied by a parent to obtain a tardy pass from the office before reporting to class.

GUIDELINES FOR ABSENCES

Absences are defined as missing a major portion of any single subject area. There are three kinds of absences.

1. **EXCUSED ABSENCES** - has the permission of both the parents and the school. Excused absences are considered absences and students are no longer eligible for perfect attendance. Excused absences include personal illness, serious illness in the family, death in the family, and emergencies (decision on what constitutes an emergency rests with the school and the persons involved in each case).

Short Term (1-3 days) - Upon return to school, the student is expected to make up missed work. The teacher will set the time for missed work to be completed.

Long Term (4 or more days) - Upon return to school, the student is expected to make up missed work within a reasonable amount of time. The time given to make up the work is at the discretion of the teacher and governed by the circumstances of the absence. Communication between the school and the parent(s) or guardian(s) should be sufficiently frequent and comprehensive during periods of prolonged absences to ensure the success of the student.

Grading - Student work made up after an excused absence is eligible for full credit depending on the quality, completeness, correctness, and neatness of the work. If the work does not meet the standards and criteria expected or, if the student fails to do the work at all, the grade for the assignment is given at the discretion of the teacher.

2. **UNEXCUSED ABSENCE** - has the permission of the parents but not necessarily the school. Unexcused absences include, but are not limited to vacations, business trips, hunting/fishing trips, etc.

Parents must give written notice, *three days in advance*, of any UNEXCUSED absence for their child. The written notice will be delivered to the school office for processing. If this procedure is not followed, work/tests will not be allowed to be made up.

If the above procedure is properly followed, upon return to school, the student is expected to make up missed work within a reasonable amount of time. The amount of time given to make up the work is

at the discretion of the teacher and governed by the circumstances of the absence.

Student work made up after an UNEXCUSED absence is evaluated on the quality, completeness, correctness, and neatness of the work. If the work does not meet the standards and criteria expected, or if the student fails to do the work at all, the grade for the assignment is given at the discretion of the teacher.

After three UNEXCUSED absences, the student may be assigned to OUT OF SCHOOL SUSPENSION.

3. **TRUANCY** - has neither permission of the school nor the parents to be away from the school during the school day. Leaving the school grounds without permission at any time during the school day is considered truancy, even if the student returns to school that day. *The student shall not receive credit for work/test missed while truant.* Truancy will result in a student being put on disciplinary probation. Dismissal from St. Catherine of Siena at this time is a possibility.

Please note that it is the students' responsibility to request their assignments when they return from absences.

ABSENCE PROCEDURES

1. When a student has been absent, a written excuse from the parent or guardian stating the reason for the absence and the date of the absence must be presented to the homeroom teacher upon the student's return to school.
2. Failure to present a signed, written excuse to the homeroom teacher within three days will result in an UNEXCUSED ABSENCE.
3. Parents are to phone the school office (962-3011) beginning at 7:30 a.m. to report an absence. Please give the name, grade, and reason for the absence. Also, state if the illness will be prolonged beyond one day. This will alert the school as to communicable illnesses.
4. Please note that, even though a phone call is made, a signed excuse is still required for school records.
5. A student must be present three hours, excluding lunch, to be counted present 1/2 day. A student must be present six hours, excluding lunch, to be counted present a whole day.
6. For purposes of perfect attendance awards, a student must not be tardy throughout the entirety of the school year.

TARDY PROCEDURES

The first bell rings at **7:45** a.m. The tardy bell rings at **7:50** a.m. Students arriving after the tardy bell are counted tardy and must report to the office for a tardy pass to their homeroom class.

1. The parent or responsible adult who will give a written explanation for tardiness must sign in any student who is tardy. The student will then receive an admission slip from office personnel, which will allow entry to homeroom. No student will be permitted to class without this slip.
2. Chronic tardiness - five or more - will require a parent contact and possibly result in disciplinary action. Ten or more tardies may result in OUT OF SCHOOL SUSPENSION

LEAVING SCHOOL PROCEDURES

No student may leave the school premises during the school day without approval from the principal's office. Such approval is usually granted upon **written** request by the student's parent or guardian.

Students must present a **written** request, dated and signed by the parent or guardian, if early dismissal is necessary. The request must indicate who will pick up the student and relationship of the person to the student. The student must be signed out in the school office.

If for illness or any other reason a student is sent home, the parent or guardian will be informed before a student is permitted to leave the school. Students must be “signed-out” in the office before he/she is permitted to leave the campus for dental, doctor appointments, illness, etc., and they must be “signed-in” when they return to school if the student returns to school that day.

Attending a School Event on a Day a Student Has Been Absent

A student who has been absent for a portion of the school day because of illness will NOT be allowed to attend or participate in a school event on that day without written permission from a doctor. This includes extra-curricular and athletic events.

RECORDS AND STUDENT WITHDRAWAL

St. Catherine of Siena School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) regarding access to student records.

If a parent wishes to view or receive a copy of his / her student’s record, the principal should be notified twenty-four hours in advance. The official record file consists of academic transcripts, academic testing, health records, and emergency card.

Please notify the school at least 48 hours in advance of your withdrawal date to facilitate record processing. Report cards will be issued after all records have been cleared.

COMMUNICATIONS

MONTHLY NEWSLETTER

Parents, guardians and students should read the monthly newsletter so that they will be acquainted with school activities and important information concerning the school.

EMAIL COMMUNICATIONS

All families with enrolled students at St. Catherine of Siena School are required to have a working and updated email address on file. This email address will be used for school communications and will not be sold or given out for any other purposes. It is the responsibility of the families to check this email address on a regular basis.

PERMISSION TO PUBLISH

St. Catherine of Siena School reserves the right to publish student photos on the school website, in the newsletter, in advertising brochures or on event posters unless parents notify the Principal in writing before September 1st of the current school year.

POSTERS AND PUBLICATIONS

The principal must first approve signs and posters that students wish to display. Posters displayed without authorization will be removed. All student publications and other written material intended for distribution to students shall be submitted to the principal for review and approval.

NON-CUSTODIAL PARENTS

St. Catherine of Siena School abides by the provision of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding their child. It is the responsibility of the custodial parent to provide the school with an official copy of the court order.

CELL PHONE POLICY

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

- Parents must agree to support guidelines and sign a permission form to be kept on file with the school.
- Students must keep cell phones turned off and they should not be seen or heard during the school day. The school day is defined as “the time of morning arrival on campus until the time of leaving campus after school.” This includes athletic practices and extended day.
- Cell phones may only be used during the day with permission and in the presence of a faculty or staff member. Appropriate reasons to use cell phones are at the discretion of the faculty or staff member.
- In the case of extra-curricular activities, student use of cell phones will be left to the discretion of the teacher, coach or chaperone in charge.
- Students are to keep cell phones in their backpack and not in pockets or on their person.
- Additional features such as cameras, text messaging, MP3 players, internet, etc. on phones so equipped are strictly forbidden at school.

Consequences for failing to follow above guidelines:

- First offense – A demerit will be given. Phone will be confiscated and turned in to the Principal’s office. It may be picked up only by a parent.
- **Second offense – Same as first plus a \$20.00 fine.**
- Third offense – Same as second plus loss of cell phone privilege for the remainder of the school year.
- Fourth offense – Will be determined by Principal

St. Catherine of Siena School assumes no responsibility for lost or damaged phones.

St. Catherine of Siena School reserves the right to check call history on a confiscated phone if there is reason to suspect cheating or any other activities inappropriate or unbecoming to the mission of the school.

DISCIPLINE

PROCESS

The teachers are responsible for the instruction in their classrooms. Conduct rules are posted by teachers. Each student is responsible daily for the cooperative, well-disposed, and undistracted effort which will enhance successful learning. Parents are an essential element in maintaining the school's climate. Parents will be alerted to an ongoing problem by the teacher so that parents can encourage their student to use self-discipline. Teachers should document all student conflicts and parent contacts. If the problem does not get resolved after parents are contacted, the child will be referred to the principal. Students will not be penalized academically for disciplinary problems.

Every effort will be made to deal with disruptive student behavior in a manner that is consistent with Christian dignity and with respect for all persons involved. Additionally, every effort should be made to solve problems immediately and at the appropriate level. There is no substitute for open and honest communication whenever a question or problem arises. A teacher might include other teachers or administrators in conferencing or counseling with students, if a situation so warrants.

The normal process for consultation would be as follows:

1. Teacher - student
2. Teacher - parent contact (may include a telephone conference or a written note)
3. Administrative team - teacher - parent conference

ITEMS THAT ARE UNACCEPTABLE AT SCHOOL

Items not used directly in the educational process are not to be brought to school. These items include, but are not limited to, radios, ipods, mp3 players, computer games, etc., unless prior permission has been obtained from the teacher. Cell phones must be turned off and may not be used at school during regular school hours. Cell phones or other electronic devices that are seen or heard during regular school hours will be confiscated and must be retrieved from the principal.

Toys and trading cards also should not be brought to school, unless requested by the teacher. Items from travel, scientific or historical items, and other important items that might be brought from home for a specific class or subject should be taken promptly to the teacher. No outside sales of candy, or other items, is permitted at St. Catherine of Siena School.

SEARCH OF PERSONAL PROPERTY

St. Catherine of Siena School reserves the right to search any and all personal property brought onto school grounds or in possession of a student attending a school event or function. If the student is found in possession of items detrimental to the mission of the school, those items will be confiscated and parents and/or appropriate authorities will be notified.

HARASSMENT

All demeaning behavior, including harassment, bullying, hazing, name-calling and threatening behavior, whether face-to-face or via the Internet, is wrong and will not be tolerated.

SEXUAL HARASSMENT POLICY--STUDENTS

Students shall NOT engage in conduct constituting sexual harassment towards their peers, faculty, employees, or other members of the school community. Sexual harassment can result in disciplinary action or dismissal.

Sexual harassment is defined as unwelcome sexual advances, request for sexual favors, or other sexual conduct, either verbal or physical, or any conduct or other offensive unequal treatment that would not occur but for the sex of the person when the conduct, advances or requests have the effect of creating an intimidating, hostile, or otherwise offensive environment or of interfering with the performance or promotion of the individual.

A student who believes that he or she has been subjected to sexual harassment as defined above shall bring the matter to the attention of the principal. The principal shall thoroughly investigate all complaints of sexual harassment.

PUBLIC DISPLAY OF AFFECTION

Any behavior that may be construed by others to be offensive will not be tolerated. This includes affectionate hand-holding, hugging, kissing, etc.

STUDENT BEHAVIOR

The following types of behavior will result in disciplinary action which may include demerits, detention, in-school suspension, out-of-school suspension, or expulsion.

1. Chewing gum, eating or drinking in halls or classrooms.
2. Violation of the dress code.
3. Any fighting, disruption, or interference with curricular or extra-curricular activities.
4. Damage or destruction, or attempted damage or destruction, to school property. The student and his/her parents/guardians must pay for any school property that is damaged, broken, or lost, intentionally or otherwise.
5. Damage or destruction, or attempted damage or destruction, of private property.
6. Physical or verbal assault on a school employee, student, school volunteer, or cafeteria worker.
7. Possession of dangerous weapons (knives, guns, clubs, etc.)
8. Stealing of school or private property.
9. Violation of attendance rules and regulations or truancy.
10. Cheating or copying schoolwork, tests, or other assignments.
11. Showing disrespect, disobedience or disregarding directives, corrections or commands by any school personnel.
12. A student shall not use any form of profanity, written, verbal or implied.
13. Intimidating, threatening, degrading, disgracing, bullying, harassing or hazing a fellow student, visitor, administrator or member of the school staff by written, verbal or other means.
14. Leaving school grounds during school hours without proper permission.
15. Repeated violations- any series of behavior violations that creates a pattern of misconduct may result in suspension and / or expulsion.
16. Use, possession, or sale of tobacco, alcohol, or illegal drugs on campus or at any school function, including field trips or athletic competitions, which may take place away from the physical grounds of St. Catherine of Siena School.
17. Any off-campus misconduct that may endanger the health or safety of a St. Catherine of Siena student or family member or off-campus behavior which adversely affects the educational process.

We are partners with parents in their children's education. We notify parents of concerns about student life or behavior, even when off campus.

DISCIPLINE CONSEQUENCES

All infractions of the student handbook policies will be handled as follows:

GRADES K-8

- Daily infractions will be recorded by the teacher in the agenda book.
- Phone call or note to parent from teacher
- Parent / Teacher Conference
- Parent / Teacher / Principal Conference

DEMERIT CARDS (GRADES 6 – 8)

- Students will be issued a demerit card which is to be carried in the agenda book at all times.
- Failure to present a demerit card when requested to do so by a staff member will result in the automatic assigning of 2 demerits.
- Demerits will be given for disciplinary infractions.
- After 5 demerits, the student will receive a one day out-of-school suspension. A parent contact will be required.
- After an additional 5 demerits (10 total), a student will receive a two-day of out of-school suspension. A parent conference will be required.
- After an additional 5 demerits (15 total), the student will receive a three-day out-of-school suspension. At the point of the student's receiving a three-day out-of-school suspension, the principal will convene the Faculty Advisory Committee. A determination as to the subsequent status of this student will be made by the principal with the advice and consent of the Faculty Advisory Committee. The parent will be notified as to the subsequent status of the student.

Teachers **may** use the following consequences:

- Loss of recess time.
- Assigned silent lunch
- Reduction in conduct grade
- Verbal apology to faculty or students involved.
- Notes of apology or letter home from student to be signed and returned the following day.
- Assigned detention.
- If behavior does not improve after three detentions, In-School Suspension may be assigned.
- Students in In-School Suspension are required to report to school each day to do their work.
- They will receive credit for their work.

DETENTION

After sufficient warning and at the discretion of teacher, a detention slip will be issued to the student, giving the reason for detention. These slips must be signed by a parent or guardian and returned the next day. Twenty-four hours notice will be given. Detention shall be held for a time determined by the teacher based on the infraction.

A child who is late to detention will not be able to serve detention. Failure to attend detention will double the detention time. Detention can be from 3:15 – 4:30 p.m. Detention takes precedence over appointments, practices, games, lessons, etc.

OUT-OF-SCHOOL SUSPENSION

Out-of-school suspension is defined as a temporary dismissal of a student from school. The principal is the only school official that may exercise out-of-school suspension. Students who have been disciplined

through out-of-school suspension will be expected to complete all academic work assigned during the period of suspension. A student's return to school shall be contingent upon the presentation to the principal of work assigned during the term of the OUT-OF-SCHOOL SUSPENSION. The procedure for out-of-school suspension is as follows.

1. Student receives notice of infraction
2. Student is given the opportunity to address the infraction.
3. The principal confers with parents regarding the infraction.

EXPULSION

Expulsion is the permanent dismissal of a student from school. The principal is the only school official that may exercise expulsion. The procedure for in-school suspension is as follows.

1. Student receives notice of infraction
2. Student is given the opportunity to address the infraction.
3. The principal will convene the Faculty Advisory Committee.
4. The principal informs the parents regarding the subsequent status of the student.

SCHOOL POLICIES

CONSENT TO PARTICIPATE IN ATHLETICS

Each student who wishes to participate in any interscholastic sport must provide:

- A completed **"Universal Athletic Release Form"** signed by the parent/guardian. (for each sport)
- A completed **"Athletic Physical Examination Form"** signed by a physician.
- A completed **"Parental Permission Form"** signed by the parent / guardian. (for each sport)
- Applicable fees (for each sport)

CAFETERIA PROCEDURES

Students may purchase lunch tickets on Monday during homeroom only. The cafeteria serves hot lunches Monday through Friday. Checks should be made out to Saint Catherine of Siena School. Prayer is said before the students leave the classroom to go to the cafeteria. It is essential that your child displays good table manners and proper etiquette when eating in the cafeteria. It will make lunch time much more enjoyable for everyone.

FIELD TRIPS

- Field trips should provide a valuable educational or cultural experience for students.
- Field trips are privileges rather than rights. Students whose academic performance is poor through lack of effort or who are disruptive in their conduct may be denied this privilege.
- Written parental permission and provision for student safety are required as part of the planning for field trips. Verbal permission will not be accepted.
- Parent drivers are encouraged to carry \$ 100,000.00 in liability insurance.
- Transportation to and from school sponsored events shall follow diocesan transportation policy.

- Dress for field trips will be according to the nature of the trip and be determined by the sponsor in consultation with the principal.

DIOCESE OF BEAUMONT

OFFICE OF CATHOLIC SCHOOLS

TRANSPORTATION FOR FIELD TRIPS / ATHLETIC AND ACADEMIC EVENTS

Transportation Policy Notes

Rational:

Research indicates that the safest mode of transportation is the school bus. For trips over 100 miles, comfort becomes a factor. Stewardship and availability of resources may necessitate the use of private or rented vehicles for sporting events or small groups of students traveling to both academic and athletic competitions.

- For trips with groups of 15 or more traveling over 100 miles, a charter bus may be used.
- For large groups of 15 or more, school busses will be used.
- For small groups traveling out of town, the school will rent a vehicle. The vehicle may be driven by a teacher, coach, or qualified volunteer driver who has been pre-approved with the Diocese of Beaumont.
- Only drivers pre-approved by the Diocese of Beaumont may drive students to sponsored events within the diocese.
- Use of 10-15 passenger vans is prohibited per diocesan policy.
- Students who require booster seats (less than 5 years old or less than 36 inches in height) are to be driven by their parents or guardians only.

Additional Notes:

- All drivers of private or rented cars must be on the diocesan approved driver list.
- In order to reduce liability, principals should consider using buses if more than 5 cars are needed to transport students regardless of the event being in town or within the diocese.
- All vendor contracts for transportation services must be approved through the diocese and insurance certificates must be on file.
- Refer to the diocesan **Temporalities Manuel**, exhibit J-q, p. J 53, for the **Driver Information Sheet**.
- Refer to **Section III, Automobile, pp. J-19 through J-23** in the **Temporalities Manual** for more information from the diocese on this topic.

SACRAMENTAL POLICIES

Our Sacramental Policies require that students preparing for First Penance and First Eucharist must attend class instructions. The students are likewise expected to attend the weekly Eucharist Liturgy. The student must have been in our program TWO consecutive years before being eligible to join our sacramental preparation classes.

As parents, you are responsible for seeing that your child attends Mass on Saturday evening or Sunday morning and you are encouraged to attend as a family. It is important for the children to see that you value participation in the Mass.

BEHAVIOR DURING MASS

Students are expected to participate during the Mass by responding, kneeling and singing. The same discipline policies that apply at school apply at Mass. Students must wear dress uniforms to Mass.

FIRST RECONCILIATION

Children are introduced to the Sacrament of Reconciliation (Penance) with the beginning of their religious instruction. As with all the sacraments, the celebration of Penance for the first time must respect the right of the child, parents and the Church. The parents must attend the Reconciliation meeting in order to help prepare their child. This preparation is the cooperative effort of catechists and parents. The child will receive the Sacrament of Reconciliation in the second grade when the concepts of redemption, sin, healing, love, and the Rite of Reconciliation are taught. Please follow the calendar for the Reconciliation meetings.

FIRST EUCHARIST

Children in the second grade are prepared for receiving the Eucharist for the first time through the cooperative efforts of the catechist and parent. Parents should follow the calendar for meeting dates that parents are required to attend. Two years of religious education (excluding pre-school) are minimum requirements for the sacrament. Older children who have not received their First Communion will prepare for this sacrament and will also be studying the material pertinent for that grade level. Parents are also required to attend the First Communion parents' meeting.

STANDARDIZED TESTING PROGRAM

Each year the school will administer the necessary intelligence, achievement, and reading tests. The schedule for these will be included in the annual school calendar.

SAFETY

The burning of candles is prohibited in classrooms.

THE CLINIC

TEXAS CATHOLIC CONFERENCE IMMUNIZATION POLICY

Every student enrolled in a Catholic school in the State of Texas shall be immunized against vaccine preventable diseases caused by infectious 22 agents in accordance with the immunization schedule adopted by the Texas Department of State Health Services. A student who fails to present the required evidence shall not be accepted for enrollment. The only exception to the foregoing requirement is a medical exemption signed by a licensed physician (M.D. or D.O.) authorized to practice in the State of Texas.*

*See Dignitas Personae from the Congregation for the Doctrine of the Faith

All students are required to be current on immunizations according to the requirements of the Texas Department of State Health Services -Immunization Branch and the Diocese of Beaumont.

The Catholic Schools of the Diocese of Beaumont are not required to accept for enrollment a child who has received an exemption from the immunizations required by the Texas Health and Safety Code.

Students may be allowed to enroll provisionally for 30 days during which time immunizations records can be sent to the school. An additional provisions enrollment may be granted to students "in progress." This

refers to those students who have had at least one dose of the age appropriate vaccine require by the TDH rules.

DISPENSING MEDICATION IN SCHOOL

Students will not be permitted to carry medication of any kind during the school day. All medication is to be stored in the school's main office or clinic.

Only medication which is necessary for a child to remain in school will be made available during school hours. Authorized school personnel will make available only medication prescribed by a licensed physician or dentist and labeled by a licensed pharmacist with proper directions. Over-the-counter medication will not be made available unless the medication is presented to the school in its original container. Properly labeled medication will be made available only when it is accompanied by signed permission from the parent or legal guardian.

Each student's medication must be in a properly labeled container with the following information.

- Student's Name
- Physician/Dentist's Name
- Date of prescription
- Name of medication
- Dosage
- Directions for administration
- Duration medication is to be given

When the course of a medication is completed, the parent or legal guardian should pick up any unused portion of the medication and its container within five school days. Unused medication or labeled prescription bottles that are left unclaimed after 5 days will be disposed.

If your child is sent to the school office because of serious illness or injury, you or the person you name on the emergency card will be notified. It will be your responsibility to get medical attention, unless the emergency is so great that your child must be taken immediately from school the place designated on your child's emergency card.

To insure a safe and healthy atmosphere for your child in school, children with any of the following symptoms will be sent home.

1. Temperature of 100 or above.
2. Vomiting, nausea or severe abdominal pain.
3. Marked drowsiness or malaise.
4. Sore throat, acute cold or persistent cough.
5. Red, inflamed, or discharging eyes.
6. Acute skin rashes or eruptions.
7. Swollen glands around jaws, ears or neck.
8. Suspected scabies or impetigo.
9. Any skin lesion in the weeping stage unless protected and diagnosed as noninfectious.
10. Earache.
11. Pediculosis (head lice)
12. Diarrhea

13. Serious cuts, abrasions or injuries that might require doctors care.

If your child has any of the above symptoms in the morning before coming to school, please keep him/her at home. A student may not return to school until free from fever, vomiting, or diarrhea for 24 hours.

HEALTH DEPARTMENT REGULATIONS

The health department requires that a pupil with childhood diseases remain out of school for a specific number of days. Listed below are exclusion days for contagious diseases.

Chicken Pox	7 days	May return in 7 days if all lesions have hard scales.
Mumps	10 days	May return in 10 days if no swelling or fever.
German Measles	7 days	Also known as 3-day measles. May return earlier upon physician's written permission
Measles	14 days	
Whooping Cough	3-5 wks	Exclude until free of cough or until released by physician.
Scarletina	7 days	Or until released by physician.
Strep (Sore) Throat		Until released by the physician.
Pink Eye (Conjunctivitis)		Until released by the physician.
Head Lice		May return when on treatment has been given and free of "nits"
Scabies		May return when treatment has begun.
Ringworm		Must be under treatment and covered while in school.
Ringworm of Scalp		Must have written release by physician.

HEALTH SCREENING

Hearing and vision test are given each year. If a child's response is unsatisfactory, further testing by a doctor will be recommended. This testing is usually done during the first semester of the school year. Additional health programs for the school year will be determining each student's height and weight, dental inspection (Primary Grades) and Scoliosis test for Grades 5-8 and head lice screening.

CHILD ABUSE PREVENTION, ADOPTION, AND FAMILY SERVICES ACT

St. Catherine of Siena School abides by the Child Abuse Prevention, Adoption, and Family Services Act. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services.

UNIFORM REQUIREMENTS

PURPOSE & INTENT

Uniforms are worn in order to present a pleasing appearance, to cultivate community and Christian modesty, and to eliminate competitiveness and distractions. Students are expected to be in full uniform daily. Teachers are expected to be vigilant in checking the complete observation of this regulation.

School uniforms are obtained from PARKER UNIFORM COMPANY OF HOUSTON. These must be ordered by mail. Ordering information is available in the school office any time during the year. Uniforms may also be purchased from PARKER during the summer on specified dates.

UNIFORM DRESS CODE

Mass Uniform for Girls: (Kindergarten-Grade Four) Plaid Jumper, white oxford button down collar blouse, white, black, or navy socks (ankle length and visible), white, brown, blue or black tennis shoes.

Daily Uniform for Girls: (Kindergarten-Grade Four) Short sleeve cotton knit shirt with school monogram, navy walking shorts, belt (blue, brown, black) white, black, or navy socks, (ankle length and visible), white, brown, blue, or black tennis shoes.

Mass Uniform for Boys: (Kindergarten-Grade Four) Khaki pants, blue button down collar oxford shirt with school monogram, belt (blue, brown, black), white, black, or navy socks, (ankle length and visible), white, brown, blue, or black tennis shoes.

Daily Uniform for Boys: (Kindergarten-Grade Four) Short sleeve navy knit shirt with school monogram, khaki walking shorts, belt (blue, black, brown - if belt loops are present), white, black, or navy socks, (ankle length and visible), white, brown, blue, or black tennis shoes.

Mass Uniform for Girls: (Grades Fifth-Eighth) Plaid skort, (length of skort must be in middle of knee) white button down collar oxford blouse, white, black, or navy socks (ankle length and visible), white, brown, blue or black tennis shoe.

Daily Uniform for Girls: (Grades Fifth-Eighth) Short sleeve cotton white knit shirt with school monogram, blue walking shorts or pants, belt (blue, brown, black), white, black, or navy socks, (ankle length and visible), white, blue, brown, or blue tennis shoe.

Mass Uniform for Boys: (Grades Fifth-Eighth) Khaki pants, blue monogrammed oxford shirt, belt, (black, blue, brown), white, black, or navy socks, blue, black, brown, or white tennis shoe.

Daily Uniform for Boys: (Grade Fifth-Eighth) Short sleeve navy knit shirt with school monogram, khaki walking shorts, belt (blue, brown, black), white, black, or navy socks, (ankle length and visible), white, brown, blue, or black tennis shoe.

Mass uniforms are to be worn on days that students attend Mass. If you choose, you may wear this uniform everyday. The complete uniform must be worn all day.

K-4 Girls PE: Navy mesh or polyester short required.

K-4 Boys PE: Shorts are not required.

5-8 Girls PE: Navy mesh or polyester shorts required. White St. Catherine PE Shirt required.

5-8 Boys PE: Navy mesh or polyester shorts required. White St. Catherine PE Shirt required.

Tennis shoes, designed for athletic participation, are required as part of the uniform for safety reasons. Slip-ons and other styles that do not offer appropriate support for athletic participation will not be allowed. There will be no exceptions to this rule.

Navy shorts and white PE shirts will be sold through the school.

MAINTENANCE

Parents are expected to maintain all uniforms properly. No torn clothes are allowed in school. All buttons should be in place and skirts properly hemmed to reach mid-knee. All shirts and blouses should have tails neatly tucked in. Pants designed with belt loops should be worn with a belt.

ACCESSORIES

- Some conservative accessories are permitted with the uniform dress. Please remember when purchasing these that they should not detract from the simplicity and conservative look of the uniform.
- Company names and brands should not show on any clothing.
- St. Catherine outerwear apparel must be one of the following: SCS letter jackets, navy SCS sweatshirts, SCS zipper jacket or SCS monogrammed fleece zipper jacket which may be purchased through Home and School Organization or Parker Uniform Company.
- Simple and conservative hair ornaments and jewelry (no chokers), religious medals and chains are acceptable.
- Simple stud earrings for girls are acceptable.
- Apparel, including shoes and belts, decorated with glitter, lights or otherwise distracting decoration is not allowed.
- Designer apparel, including shoes, is not allowed. (Ex. Coach, Polo, Louis Vuitton, etc.)
- All apparel, including shoes and belts, must be properly fastened.

HAIR STYLES

- Faddish hairstyles are not permitted for girls or boys, regardless of age or grade.
- Faddish styles for boys include hair that is inappropriately long.
- Hair should be trimmed off the collar, above the ears, and above the eyebrows.
- Hairstyles with “tails” or “shave-line” are unacceptable.
- Faddish styles for girls include hair that is combed into distracting heights or that is not kept neat and manageable.
- No student will be allowed to have colored or bleached streaks or highlights in their hair.

MAKE-UP

- Girls in Kindergarten through grade five should not wear make-up. Clear nail polish is allowed for these students.
- Girls in grades six through eight may wear soft tones on the face and eyes, and clear nail polish. No artificial nails are allowed.
- Make-up should not be applied while in a class, gym or cafeteria.

GROOMING

St. Catherine students are expected to exhibit a well-groomed appearance while on campus.

- Hair should be neatly combed or brushed.
- Facial hair is not permitted.
- Permanent and temporary body tattoos are not permitted.

NON UNIFORM DAYS

- Students in organizations may wear the shirt for that organization on the days that the organization meets, except on Mass days. The shirt must be worn with the daily uniform pants. Scouting uniforms may be worn on Scout meeting days, so long as the school is not attending Mass on that day.
- Spirit dress for 8th grade students is an earned privilege. 8th grade students must demonstrate leadership toward and respect for the uniform dress code. The administration and faculty will assess whether to award the privilege of spirit dress. The continuation of spirit dress for 8th grade is contingent upon the demonstration of leadership and respect for the uniform dress code. Jeans and shirts or blouses which present a pleasing appearance, cultivate community and Christian modesty and eliminate distractions are permissible.

SCHOOL ORGANIZATIONS AND ACTIVITIES

STUDENT COUNCIL

The student council is an organized group of St. Catherine of Siena students elected by their classmates and teachers to represent the student body. They meet regularly sharing in the life of the school, discussing real problems and speaking honest concerns. It is a learning experience about life, democracy, responsibility and ourselves. Membership must follow student council constitutional bylaws.

NATIONAL JUNIOR HONOR SOCIETY

The St. Catherine of Siena Chapter of the National Junior Honor Society shall elect new members from the seventh grade following the first quarter grading period. **Students must have a cumulative average of 80 or better to be considered.** This average shall be derived from the sixth grade general average from the permanent record card as 4/5 of the average and the cumulative average of the first nine weeks of seventh grade as the other 1/5. Names of students who meet the scholarship requirements will be submitted to the faculty council. Nominated students will submit a "Student Activity Information Form" for review by the faculty council. Each faculty council member will rate the nominees on a scale of 1 (low) to 5 (high) in the areas of character, leadership, service and citizenship. Rating sheets of the faculty council members will be confidential. All students who receive an average score of 16 or higher will be invited to become members of the St. Catherine of Siena Chapter of the National Junior Honor Society.

SCHOOL PARTIES

Primary (Pre-Kindergarten--Grade 5)

Halloween Party--20 Minutes

Christmas Party--45 Minutes

Valentine Party-- 20 Minutes

Easter Egg Hunt--Optional

Other Grade Levels (Grades Six-Eight)

Halloween Party--Treat at Lunch

Christmas Party--45 Minutes

Easter Party---Treat at Lunch.

Treats at lunchtime should not be elaborate: one cupcake, cookie, and drink.

EIGHTH GRADE GRADUATION

The principal schedules the date of the eighth grade graduation. The eighth grade religion teacher and the principal plan a special Mass. Awards are distributed after the Mass in church. A reception after the Mass is held in the school cafeteria.

The minimum dress code for graduation will be as follows.

- Boys – dress pants, dress shirt, tie and dress shoes
- Girls - Sunday dresses in white or pastel colors (Dresses must cover the knee. Low cut tops, back and front, and drop shoulders are not permitted. **During Mass, shoulders must be covered.** When applicable, slips and hose should be worn.

SPECIAL PROGRAM AND ASSEMBLY RULES

1. Enter and leave in a quiet, orderly manner.
2. Be respectful and courteous to faculty, students and guests.
3. Express approval by applauding.
4. Talking should cease as soon as the person in charge of the program steps forward.

FIRE DRILLS

St. Catherine of Siena School is required to conduct at least one fire drill each month.

Fire drill signals: 3 bells - leave the building

1 bell - halt

2 bells - return to building

Teachers will familiarize students with fire drill routes from each classroom.

SCHOOL ORGANIZATIONS FOR PARENTS

SCHOOL BOARD

School board members serve for a term of three years. No elected member shall serve more than three consecutive terms. Meetings are held monthly during the school year.

The school board's mission is to provide quality Catholic education for our children and the building of community spirit. The board is responsible for school policies, annual budget, financial reporting, development, building maintenance, and promoting the school's image in the community.

HOME AND SCHOOL ORGANIZATION

Meetings – A minimum of four times during the school year.

Purpose - To assist the school and work closely with the school principal, the school board, and the pastor.

Dues - At registration time, each family and all faculty are requested to pay \$10.00 dues toward membership in this school organization.

Membership - All parents, grandparents, guardians and teachers of children attending St. Catherine of Siena School are welcome to attend the meetings of the Home and School Organization.

PARENTAL VOLUNTEER WORK

Parents' financial commitment to the school in the form of tuition is not just your children's admission to an opportunity, but yours as well. Fund-raisers and social activities are designed to help the school meet its financial responsibilities and parental participation in these are an expectation.

The school office and library need your help with mail-outs, typing, filing, library book record keeping, checking-in and checking-out of library books, magazines, reference materials, etc. Call the school office at 962-3011 to volunteer.

EXTENDED DAY PROGRAM

The purpose of our program is designed to provide organized supervision and instruction for children of working parents. Students will be assisted with homework assignments, deficiencies in basic skills and/or reading for pleasure. Time will be given for play and exercise also.

Hours are from dismissal time (early dismissal days included) until 5:30 p.m. Extended day care is not available on school holidays or on early dismissal days that fall before a holiday.

Children remaining at school after 3:20 p.m. will automatically be placed in extended day and will be charged. No exceptions.

Emergencies will be handled the same as during the regular school day. Parents will be contacted immediately in the event of an emergency.

Students must bring all books and assignments to the extended day program classroom each day. Each student may bring a snack and a drink. Snacks are not provided. Studies will begin at 3:45 p.m. The discipline policy for our extended day program is the same as the regular day policy. Please consult your Parent/Student Handbook.

No child is to be picked up from the extended day program without the teacher's knowledge.

All students are to wait inside the building until parents arrive. Cost of the extended day program is as follows.

1 student	\$7.00 per day / \$35.00 per week
2 students	\$9.00 per day / \$45.00 per week
3 students	\$10.00 per day / \$50.00 per week
Drop-ins	\$7.00 per family

Fees are due in advance either by the week or by the month. If fees are not current, children are subject to dismissal from the extended day program.

St. Catherine of Siena School will begin its extended day program on the first Monday in August after the first day of school.

MIDDLE SCHOOL REGULATIONS

DISMISSAL

Students will be dismissed no earlier than 3:05 p.m. on regular school days and at 12:00 on early dismissal days. Students (grades 5 through 8) are to be picked up at the side porch near the parking lot. To pick up multiple siblings, arrangements may be made for a common pick up location. Students are not allowed to wait for rides anywhere else. For safety reasons, students must remain on the porch until their ride reaches the porch. Students should be picked up no later than 3:20 p.m. If the student is not picked up by this time he/she will be put into the extended day program and will be charged for this service. Students leaving school with anyone other than a parent or guardian must present written consent in advance.

HANDWRITING

The proper heading on all assignments for grades 5 through 8 is as follows.

Name (first and last)

Teacher's name

Subject / Period

Date

1. Students are to observe the left and right margins on notebook paper.
2. Writing should not appear on the last blue line.
3. Students may write on the back of the paper when using pencil.
4. The use of liquid paper is not allowed
5. Only one line should be drawn through an error.
6. Students must use single colored (dark blue or black) ink.
7. Students must use loose-leaf notebook paper for all assignments turned in. The use of spiral notebooks is permitted, but paper from spirals should never be torn out to hand in.

AFTER SCHOOL ACTIVITIES

- Follow school policy.
- No caps are to be worn in the buildings.
- No gum is allowed on campus.
- Cell phone policy is in effect at school events. No other electronic devices or toys are allowed.
- Spectators of sporting events should remain in the bleacher areas only.

- All students and spectators are expected to pay applicable admission fees to sporting events.
- Students who are inappropriately dressed as deemed by the faculty or staff will be asked to leave.

DANCES

Students must make prior arrangements for leaving dances.

Only sixth, seventh, and eighth grade students from SCS are invited to the dances. Special invitations to alumni may be extended at the discretion of the moderator.

Dress for dances will be determined when a theme for the dance is chosen. The moderator will obtain approval of the dress code from the principal.

The Mardi Gras and Graduation dance are dances sponsored by the 8th grade parents. Mardi Gras Dance dress will be as follows.

- Boys are required to wear dress pants, dress shirt, tie and dress shoes. Jackets may be worn.
- Girls are to wear very nice dresses. They should be modestly cut at the neck and should not be strapless, backless or see-through. Hemlines should be below the knee.

The dress for the graduation dance will be decided upon by the eighth grade parent committee and be approved by the principal.

SERVICE HOURS

All students at St. Catherine of Siena School are required to perform service hours.

As part of the Eighth Grade Religion Course, each student will be required to earn ten service hours. This service time constitutes five percent of the student's religion grade for the year and is computed into the second semester grade. Service hours may be earned between June and May 1st, of each year, and must be turned into the religion teacher no later than May 1st. Service is defined as any activity undertaken on behalf of a non-profit church, school, and charitable or civic organization. Chores or activities undertaken for family or friends are not considered. Some personal service activities may be acceptable, such as lawn care or baby-sitting for a needy neighbor, so long as the student receives no compensation and verification is provided on the proper forms.

Verification of services must be on the organization letterhead and signed by an adult sponsor or director. If this is not possible, the student should obtain a form from his/her teacher and have it signed by the appropriate adult. No service time verified by fellow students or submitted on notebook paper or other scraps of paper will be accepted. Students may perform tasks for faculty and staff. All such service completed must be verified by the faculty sponsor.

LITURGY and WORSHIP

Students in grades Pre-Kindergarten through grade eight attend Mass weekly. Mass begins at 8:30 a.m. at St. Catherine of Siena Church. Morning prayers are recited over the public address system each morning at 7:50 a.m. In addition, students will be given opportunities during the school year to participate in other types of worship in keeping with our Catholic faith and traditions. All parents and friends are invited to worship with us.

CLASS SCHEDULES

REGULAR CLASS SCHEDULE	7:45-8:00	Homeroom
	8:00-8:48	1 st Period
	8:48-9:36	2 nd Period
	9:36-10:24	3 rd Period
	10:24-11:12	4 th Period
	11:12-12:00	5 th Period
	12:00-12:30	Lunch
	12:30-1:20	6 th Period
	1:20-2:10	7 th Period
	2:10-2:55	8 th Period
	2:55-3:05	Homeroom

HALF DAY ALTERNATING SCHEDULE

	7:45-8:00	Homeroom
Morning Schedule	8:00-9:00	1st Period
	9:00-10:00	2nd Period
	10:00-11:00	3rd Period
	11:00-11:55	4th Period
	11:55-Noon	Homeroom
Afternoon Schedule	7:45-8:00	Homeroom
	8:00-9:00	5th Period
	9:00-10:00	6th Period
	10:00-11:00	7th Period
	11:00-11:55	8th Period
	11:55-Noon	Homeroom

LUNCH SCHEDULE

Time	ALL WEEK
10:30-11:00	Pre-K 3, Pre-K 4
11:00-11:30	Kindergarten, 1st & 2nd
11:15-11:45	3 rd & 4 th
12:00-12:30	5 th , 6 th , 7 th & 8 th

ASSEMBLY SCHEDULE-GRADES 6-7-8 – Afternoon classes will be rotated as needed to accommodate assemblies.

SCHOOL’S RIGHT TO AMEND HANDBOOK

St. Catherine of Siena School retains the right to amend this handbook. Parents will be notified of any changes.

All new additions or changes to the current handbook have been highlighted in gray.