

# STUDENT - PARENT HANDBOOK 2021-2022



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## ST. CATHARINE OF SIENA SCHOOL

3324 Wunder Avenue Cincinnati, OH 45211

Phone 513.481.7683 Fax 513.481.9438

*[www.stcathos.org](http://www.stcathos.org)*

# *Saint Catharine of Siena School*

## **Student - Parent Handbook/2021-2022**

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### **STUDENT - PARENT SIGN-OFF SHEET**

# 1. Catholic Education at St. Catharine of Siena

## Introduction

The Catholic School of St. Catharine of Siena Parish exists to assist parents in their obligation to educate their own children. The universal law of the church states:

*Parents...are obliged and enjoy the right to educate their offspring...(Canon 793).*

The educational program of the school follows the directives of the Church. Describing education, Canon Law states:

*Since a true education must strive for the integral formation of the human person, a formation which looks toward the person's final end, and at the same time toward the common good of societies, children and young people are to be reared that they can develop harmoniously their physical, moral and intellectual talents, that they acquire a more perfect sense of responsibility and a correct use of freedom, and that they be educated for active participation in social life (Canon 795).*

The policy of the school is to provide a comprehensive program to assist parents in fulfilling their duty for the Catholic education of their children. Parents who wish to entrust their children to St. Catharine Parish School must realize, however, there are limits to what this school can provide:

- The school is limited in the extent of the educational program it can provide; parents with exceptional children may be asked to look elsewhere for the proper educational setting for their child.
- The school is limited to the extent it can deal with disciplinary and behavioral problems; parents may be asked to obtain counseling for their child or may even be asked to find another educational setting if the administration of the school ascertains the school cannot assist a student.

Note: The administration of the school reserves the right to decide whether the St. Catharine Parish School can adequately educate a given child.

## **Saint Catharine of Siena School Mission Statement**

Our mission as a small parish elementary school is to provide a Catholic education to a diverse community through the Catholic Traditions of prayer, service and strong academics.

### **Statements of Beliefs**

We believe that academics, prayer and worship will encourage our children to embrace Catholic Tradition

We believe that God calls us to grow in our faith through service to our community.

We believe in celebrating each individual's diversity as a gift from God.

We believe that a quality Catholic education is important for each child to become a lifelong learner.

We believe that all children can learn through a variety of activities and instructional approaches.

We believe that the arts are an integral part of our school curriculum and our Catholic Traditions.

We believe that our school's commitment to continuous improvement inspires our school community to grow academically, socially and spiritually.

We believe teachers, administrators, parents, and the church community, share in the responsibility of advancing the school's mission.

## **Parental Involvement**

Parents who are “active St. Catharine parishioners” (see definition in the “Tuition/Fees” section) and perform ten or more service hours are eligible for the in-parish tuition rate for the school year.

### **Parent Service Hours**

The vitality and effectiveness of St. Catharine School depends upon the commitment and involvement of parents. Parents are required to become involved in the life of the parish.

The school’s requirement for service hours is ten hours per family per calendar year. Any activity that assists our community is acceptable. A few examples are: working at the PTA functions or the parish festival, coaching or working for the Athletic Association, choir, Scouts, and various committees. Parents can also volunteer for various tasks in the school (e.g. library work, nurse’s room duty, cafeteria server, room parent, etc.)

Each family is required to keep an annual record (a log sheet is available in the school office) of their service hours, January through December. The record should include the following:

- The date,
- The number of hours worked,
- The type of service performed, and
- The name of the person coordinating the activity.

Log sheets documenting service hours should be submitted each year during the month of February along with the registration paperwork for the coming school year.

Note: Parent service hours will be verified at random to insure compliance with this policy.

Persons who are unable to provide ten hours of service due to unusual circumstances in their life are required to submit a letter to the Principal no later than November 15<sup>th</sup>. The letters will be reviewed and exceptions to this policy granted on an individual basis. Appeals, as usual, may be made to the Pastor.

### **Other Parent Involvement Opportunities**

Parents who are parishioners may run for election to the School Committee. The elections are scheduled for May. Please consult the chair of the School Committee.

All parents are invited to observe the Committee meetings. After the conclusion of the regular business meeting, parents may address the Committee.

Parents may be asked to join the School Committee's subcommittees, which are task-oriented bodies working for the improvement of the school.

All parents are urged to attend the General Meetings of the Parents and Teachers Association (PTA). Parents may run for election to the PTA Board. Consult with the President of the PTA.

Parents can keep informed about the school through the Cougar Chronicle (published by the PTA), the school Web site ([www.stcathos.org](http://www.stcathos.org)) or the Parish Bulletin.

### **Parent Conferences**

Two parent conference evenings are scheduled for the school year. Dates can be found on the school calendar. Parents are invited to make appointments a week prior to the conference date. More information will be available in the Cougar Chronicle.

## Parental Concerns

Expressions of parental concern for their children are always welcome. At any point in the school year, parents may seek a conference with a teacher. *The best ways to communicate with teachers are either by writing a note in your student's planner or by e-mailing the teacher.*

When parents have concerns about an individual student or teacher/student relations:

- Please see the teacher(s) first. Teachers are with students the most and know them best. They can satisfy most of the concerns a parent may have.
- If the teacher(s) cannot offer a satisfactory solution to a given problem, then the Principal should be consulted.
- If there is still disagreement or if a problem has not been dealt with to the satisfaction of the parent, then the Pastor may be consulted. Please make an appointment with the Pastor, giving him time to familiarize himself with the question at hand.
- Ideally, problems are to be handled by the people closest to the issue. At no time will the pastor intervene unless the teacher and Principal have been part of the discussions. The Principal will likewise urge parents to consult with the teachers first.

When parents have concerns about policy matters:

- The Principal of the school will normally handle parental consultations regarding policy reviews. Parents may also wish to write the School Committee. Address written concerns to the School Committee through the school.
- The Principal must consult with the School Committee in order to change policies.
- The Pastor must ultimately approve any policy changes.
- At no time will the situation of any one student, family or staff member be discussed by the School Committee. Questions from parents regarding a student and/or staff member should follow the procedures stated above for individual concerns.



## 2. SCHOOL POLICIES

### Absence and Attendance

Healthy students are expected to be in school every day. Do not send a sick child to school. For attendance purposes, a healthy student has been fever-free for 24 hours, has not vomited for 24 hours, and does not have a contagious rash or disease.

A parent or guardian must call the school office before 8:30 a.m. to report a student absence due to illness. A parent must also provide written documentation regarding every student absence. The school provides forms for student absence.

Note: State law requires the school to keep records of school attendance. Keeping children in school must be a high priority.

Upon returning from an absence, the student is to bring a note to the homeroom teacher, from the parent, stating the reason for the absence. If a child is absent for more than three consecutive days, a doctor's note is required.

Excused absences are defined as personal illness, death in the family, funeral of a relative, out of town trip with a parent and any other extenuating circumstances as approved by the Principal. All other absences are considered truancy. See the “**Discipline Code**” for additional information.

### Absence Due to Medical Appointments/Family Vacations

Routine doctor or dentist appointments should be planned for times when school is not in session. Family vacations should also be taken when school is not in session.

Teachers are not required to make special arrangements for family vacations during the school year.

### Tardy Policy

When a child is late arriving in the classroom, the instruction or activity of the entire class is interrupted. Such interruptions rob all the students of learning time.

***To avoid tardiness, ALL STUDENTS ARE ASKED TO ARRIVE BY 7:30 AM DAILY.***

A student is tardy if he/she is not in his/her homeroom at 7:40 a.m.

All tardies (excused and unexcused) are recorded on the Permanent Record Card.

## **Tardy Policy (continued)**

If a student is tardy due to an early doctor or dentist appointment or due to the attendance at a funeral, the tardy will not count toward disciplinary action. Other tardies may result in disciplinary action.

Each quarter a student may have a maximum of five excused tardies (with parent note). Disciplinary action may be issued after the 5<sup>th</sup> tardy.

## **Admissions**

The Parish School exists to assist parishioners of St. Catharine and our parishioners have priority over other applicants. Active members are those who have registered in the parish, who regularly attend Sunday mass and use envelopes for their contribution to the parish and who have a baptismal certificate on file in the parish.

The Parish School can also admit students from Catholic families not active in the parish and non-Catholic families as space allows. These admissions will be made on a case-by-case basis. A special tuition amount will be charged to those who are not active in the parish. Saint Catharine School admits students of all races, color, national and ethnic origin to all rights and privileges, programs and activities generally accorded or made available to students at the parish school.

New students are accepted on a probationary status for one academic quarter. All new students will be evaluated to insure proper academic placement.

To register in the St. Catharine Parish School, parents should call or visit the school office.

Note: The pastor and principal always reserve the right to accept or deny enrollment of all Catholic/non-Catholic students.

## **NON-DISCRIMINATION POLICY**

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

## Arrivals/Departures

### Morning Arrivals

Students may not arrive before 7:10 a.m. No staff is on grounds for supervision before that time.

### General Safety Precautions

Ensuring the safe arrival and departure of children is a major concern. For everyone's well-being, the following rules must be observed:

**All students must enter the building through the front doors of the building near the office when arriving at school in the morning.**

7:10 – 7:25 Students arriving during this time must report to the cafeteria.

7:25 – 7:40 Students arriving during this time must report to their homeroom.

After 7:40 Students arriving after 7:40 must report to the school office for a tardy slip.

### Procedure for Morning Drop Off of Students

Students arrive by various means of transportation. Please observe the following rules for your child's safety and security.

- By Foot - Students must enter the school through the front door near the office.
- By Bike - Bike racks are located in the school courtyard. Bike locks are required. Students must walk their bikes on parish and school grounds.
- By Bus – Bus riders will be dropped off at the front door on Wunder Avenue in the mornings.
- By Car – Students must be dropped off at the front door on Wunder Avenue between 7:10 – 7:40 a.m. daily.

Parents must observe the following rules for both student drop-off in the morning and for student pick-up in the afternoon:

- Do not park and leave your car on Wunder Avenue in front of the church or school. Standing is permitted; parking is not.
- Do not double park on Wunder or let your children out of the car unless you have pulled next to the curb.
- Do not use the driveways on Wunder Avenue or St. Catharine Street as a turnaround.
- Parents and students must use the crosswalks on Wunder Avenue when walking into school.
- Parents may park in or drive through the parking lot during drop off times in the morning, but not during pick-up times in the afternoon.

### **Afternoon Departures/Dismissal Procedures**

Students being picked up by car or walking home will be dismissed through the front doors of the school building at 2:30. Teachers will monitor the front doors of the building from 2:30-2:40 daily.

Students not picked up by 2:40 p.m. will be escorted to the Latch Key program. The daily charge for Latch Key is \$10.00.

Students riding the bus will be dismissed through the breezeway doors. Teachers will monitor the bus dismissal from 2:30-2:40 daily. At 2:40, any student who has not been picked up will be sent to Latch Key and parents will be charged the Latch Key fee for the day.

Only students participating in an authorized school-related activity, or under the direct supervision of two regular volunteers, are permitted in the school building after 2:45 p.m. Refer to the Child Protection section for additional information.

Students may not wait in the building for the beginning of St. Catharine Athletic Association, PTA, or Scout activities unless they are part of school-related authorized activities. An adult chaperone must arrive within ten minutes of dismissal to take charge of students who are waiting for an after-school activity.

A Latchkey program for students in grades K-8 begins at 2:30 p.m. daily, Monday – Friday.

### **Birthday Treats – Healthy Guidelines**

#### **Birthday Treats**

1. Birthday treats will be passed out during student lunch times
2. One treat will be provided for each student in the classroom
3. **Snacks must be provided in individual packaging.**
4. Any snack listed in “Foods for Snacks” is recommended (see list under Snacks)
5. Please do not provide drinks with the birthday treat as students will have their milk or juice from lunch to drink with their birthday treat.

## **Cafeteria/Lunch Information**

St. Catharine Parish School is one of the few West-side Catholic schools that features a daily hot lunch for a nominal fee. Alternatively, students may pack their lunch.

Because the cafeteria operates on a thin budget and the goal is to keep lunch rates affordable (\$2.60 per student), volunteer labor is required each day. In order to run smoothly, 2-4 volunteers are required each day. Each volunteer receives one free lunch and credit towards the required volunteer service hours.

A volunteer shift is roughly from 11:10 a.m. – 12:30 p.m. Grandparents and older siblings are also welcome to volunteer. Volunteers perform the following tasks:

- Taking tokens,
- Serving milk, fruit and vegetables to the children, and
- Drying dishes and prepping trays for the next day's lunch.

### **Purchasing Lunch Tokens**

St. Catharine School participates in the Federal Lunch Program. Free and reduced-price lunches are available for qualifying families. Contact the Parish Business Office for information.

Lunch and milk tokens may be purchased only on Monday and Friday mornings from 7:25 a.m. – 8:00 a.m. Payment can be made by cash or check; write the number and type of tokens being purchased on the “memo” line.

During the lunch period, Federal Lunch Program rules prohibit the exchange of money for a lunch. Only tokens will be accepted.

The purchase price of lunch tokens is as follows:

- \$2.60 each
- A lunch token will purchase one full lunch, with milk.

The purchase price of milk tokens is as follows:

- \$0.50 each
- Milk tokens are ideal for students who pack their lunch.

### **Borrowing Lunch Tokens**

Students who wish to purchase a hot lunch, but have forgotten or lost their lunch token, may borrow a lunch token for that day. Students are permitted to have a maximum of two “borrows” on the books. If a student has already borrowed twice and does not have a lunch, the student will be offered a peanut butter and jelly sandwich. Parents will be notified.

If a student has no lunch and has reached the two token limit on borrowing, the Cafeteria Staff will provide the child with a peanut butter and jelly sandwich. If a student repeatedly appears without lunch tokens or a packed lunch, the student’s parent(s) will be contacted.

### **Guidelines for Packing Lunches**

When packing a lunch for your child, pack a balanced meal that your child will enjoy. To prevent unnecessary food waste, consult with your child each day regarding whether they actually ate their packed lunch.

When packing lunches, consider how your child’s learning and general behavior is influenced by their lunchtime meal. Opt for fresh vegetables and simple sandwiches, with a small “sweet bite” for dessert. Avoid canned soda, candy, and other “junk” food that is high in fat, sugar, sodium, and other non-nutrients.

### **Cell Phones**

Cell phones are permitted on school premises as long as the following guidelines are followed:

- Written parental consent is required.
- Cell phones must be turned off from the time the student enters the building between 7:10AM and 7:40AM until they exit the building at the end of the school day.
- Cell phones must not be seen or heard.
- Students are responsible for the safekeeping of their phone. The school will not be responsible for lost, stolen or broken phones.
- If these guidelines are violated, cell phones will be confiscated and returned only to the child’s parent.
- Repeated violations will result in the cell phone being banned from school.

## **Child Protection**

St. Catharine Parish follows the Archdiocese's Decree on Child Protection.

The Archdiocese's Protecting God's Children program requires that all employees and volunteers who have regular contact with children attend a VIRTUS® Child Awareness Session AND complete a favorable criminal background check before working or volunteering with children.

### **VIRTUS CLASS**

Session participants must register with VIRTUS® ONLINE at <http://www.virtus.org> before attending a Child Awareness Session. After attending, participants must log onto the VIRTUS® website and read monthly bulletins to maintain compliance. There are several parishes that offer the Child Awareness Sessions. The schedule can be found on the VIRTUS® website.

### **BACKGROUND CHECK**

As part of Protecting God's Children, employees and volunteers must also submit to a criminal background check. Volunteers are required to complete the background check online with SELECTION.COM from within their VIRTUS® account. Only teachers, clerics, church/school staff and those who have lived outside of Ohio will need to be fingerprinted.

Individuals who are currently approved to volunteer with children, but have not been fingerprinted in the last five years, will need to go to their VIRTUS® account and access SELECTION.COM by clicking on the toolbox tab. This will allow volunteers to complete a background check and update their records. Active volunteers who have had a background check through SELECTION.COM will NOT need to resubmit to a background check every five years. This only applies to teachers, clerics, church/school staff.

The cost of the background check is \$25. This fee must be paid at the time of registration either by personal credit/debit card OR with a Fastrax Token. The Fastrax Token is prepaid by the parish. Each token will have a corresponding number assigned to it much like a "coupon code." A volunteer may call the Parish Office at (513) 661-0651 (parish office hours are 8:30 AM - 4:30 PM), or email [mukuda\\_j@stcatharinesiena.org](mailto:mukuda_j@stcatharinesiena.org) to receive a Fastrax Token to use for payment when completing the online background check. Those who choose to pay using a personal credit/debit card will be reimbursed by the parish.

For more information, go to [www.catholiccincinnati.org](http://www.catholiccincinnati.org) and select Protecting Our Children or contact Julie Mukuda at (513) 661-0651 ext. 3001.

## **REPORTING ABUSE**

1. Potentially Abusive Behavior: Any volunteer or employee who observes a cleric, employee, or volunteer behaving in a manner that may pose a potential risk to a child is to report the matter in confidence to the Principal or the Pastor. The person observing the potentially abusive behavior is encouraged to discuss the situation with the person behaving in a potentially abusive manner.
2. Acts of Abuse: Anyone in a supervisory position, employee or regular volunteer who witnesses an act of child abuse perpetrated by a cleric, employee or volunteer must report the incident immediately to the Pastor or Principal and to the Chancellor of the Archdiocese. The Chancery telephone number is 421-3131, ext. 401.

Note 1: All school personnel are required by law to report reasonable indications of abuse or neglect to the Principal. Any child less than eighteen years of age who has suffered any wound, injury, disability or other condition of such a nature as to indicate abuse or neglect must be reported. The Principal is required to report suspicions of neglect or abuse to civil authorities.

Note 2: All volunteers must follow the Archdiocesan fingerprinting policy.

## **Parish Regulations on the Supervision of Children**

These regulations are intended to keep the children of the parish safe while involved in any program sponsored by a group or organization using the names of St. Catharine Parish. They apply to events on or off parish grounds in which this parish name is used. While not every circumstance can be foreseen, the following are intended to cover normal situations.

1. In every situation involving children (persons under 18) two (2) adult supervisors must be present. These adults must undergo the parish's two-part certification process; that is, the adults must (1) be familiar with the rules of the parish (2) have received training in the Archdiocesan Child Protection Policy. Volunteers must adhere to the Archdiocesan fingerprinting policy.
2. Children should never be unattended. They must never be allowed to roam unattended through the building or on the grounds, nor should children be allowed to go to the Quick Shop during parish sponsored events unless attended by the adults. Ideally children should remain in the scheduled room with the adult supervisor at all times, except for restroom use. In open areas off ground (sporting fields, etc.), children should never be out of sight of an adult supervisor. If children are not part of an event, they are to take a seat in the room with supervisors. Unattended children



- should never hang out in the breezeway, the restrooms, the courtyard, on the grounds or in any part of the building.
3. The adults must be the first people to arrive at any parish sponsored event and the last people to leave. Each organization is urged to have procedures to deal with parents who are to drop off a child early or who are late to pick up a child. Children under high school age who want to walk to and from events must provide the adult supervisor with permission from his/her parent(s) to do so.
  4. The adult supervisor must have an emergency card on hand for each child attending the activity or event. The parish will provide the blank cards.
  5. At events where a large number of children are attending, the organization sponsoring the event must appoint at least one adult to maintain good order.
  6. The person must be certified by the parish to work with children. He/She is to see that the children stay in the room(s) scheduled for the event. Children are not to hang around the grounds, in the breeze way, the courtyard or in the restrooms
  7. The adult supervisors must report to the parish rectory any injuries suffered by any of the children within 24 hours of the injury. They must also report any damage to the facilities. They are also urged to remove any hazards (e.g. broken glass) from the facility, room or grounds.
  8. Any space used in the school or church must have been scheduled through the rectory. No organization or team may assume that they can use any space without prior communication with the rectory. Room 9 and the gym are separate rooms; those using the gym should not assume they have also scheduled Room 9.
  9. When scheduling a facility, the organization must inform the rectory who the adult supervisor will be.
  10. The various organizations have necessary keys. Keys are never to be duplicated. No one should come to the rectory looking for keys; they will not be given out.
  11. The facilities of the parish are to be cleaned after every use. Trash is to be removed to the dumpsters. Floors are to be dry-mopped. Furniture is to be placed in correct order.

## **Sanctions**

- A. An organization or group that regularly violates these rules will be disbanded.
- B. An adult supervisor who violates these rules will not be able to continue in the given capacity.
- C. Organizations are to have sanctions regarding children or families who violate these rules.

## **Daily Schedule**

### **Mondays - Fridays**

For all grades, K-8, school begins at 7:40 a.m. and ends at 2:30 p.m.

### **ON-TIME ARRIVAL**

***Students are to be in their homeroom class no later than 7:30 AM daily to prepare for instruction to begin promptly after announcements at 7:40 AM.***

### **Early Arrival**

Students may not enter the building before 7:10 a.m. because supervisory personnel are not yet on hand. Students arriving between 7:10 a.m. and 7:25 a.m. must report to the cafeteria.

### **Tardy Arrival**

Students who arrive after 7:40 a.m. are tardy. Students who arrive after 7:40 a.m. must report to the office. A student arriving after 7:40 a.m. will be given an admittance slip which permits entry to the classroom.

### **After School**

Students are permitted in the building after school only when they are participating in supervised activities.

St. Catharine Parish School offers an on-site supervised Latchkey Program for students in grades K-8. Refer to the Latchkey section for further details.

Any student who must regularly stay later than 2:30 p.m., must report to the Latchkey Program regardless of the amount of time the student needs to be in the building. Students will not be permitted to wait in the school for any extended length of time. Refer to the Arrival/Departure sections for more information.

## **Dress Code for Boys, Grades K-8**

### **Please Note:**

#### **The principal reserves the right to use discretion regarding the dress code**

- A white or navy-blue shirt must be worn. The shirt can be dress or golf style with long or short sleeves. It should have a collar. Solid white turtlenecks or mock turtlenecks may be worn.
- If a t-shirt is worn under the shirt, it must be solid white. No colored t-shirts or printed tees are allowed.
- Shirts must be tucked in with the exception of gym or recess.
- Corduroy or twill dress pants in navy blue or khaki are worn. Pants cannot be denim or jeans type material. Pants may not have rivets or pockets down the leg. If there are belt loops, a belt must be worn. Belts must be plain black, brown or navy in color. No sweatpants are permitted. Belts are not required for male students in grades K and 1.
- Dress and cargo shorts only in navy blue or khaki may be worn during the months of August, September, October, April, May, and June and as announced by the principal. The length of the shorts should be fingertip length or longer when standing.
- A sweater, sweatshirt or hoodie of solid navy blue, gray or white may be worn. The color must be solid. St. Catharine hoodies or sweatshirts may be worn in place of the sweater.
- Socks must be worn and they must be solid navy blue, black, gray or white.
- Gym shoes and dress shoes may be worn. No military, cowboy or construction-type boots or sandals are permitted.
- Boys may wear a watch, religious jewelry and one post earring. Any other type of body piercing is prohibited.
- Hair length must be above the eyebrow and collar. Hair must not be extreme or distracting (administrator's discretion).
- Jackets, windbreakers, coats, etc. may be worn outdoors and may be brought to the lunchroom. They are not to be worn inside the classroom.
- No toiletries may be brought to school (after shave, etc.) except deodorant which must be a solid or roll-on and unscented.

## **Dress Code for Girls, Grades K-8**

### **Please Note:**

#### **The principal reserves the right to use discretion regarding the dress code**

- A white or navy-blue dress blouse or golf style shirt must be worn. The blouse may be long or short sleeved. It must have a collar. Solid white turtlenecks or mock turtlenecks may be worn.
- If an undergarment is worn, it must be plain white. No colored printed undergarments are allowed. Plain white t-shirts may be worn under blouses. Colored or printed tees are not allowed.
- Shirts and blouses must be tucked in with the exception of gym or recess.
- Girls in grades K-6 may wear the school plaid uniform jumper. Jumpers must be fingertip length or longer when standing. Girls in grades 6-8 may wear the plaid skirt; it cannot be more than 2 inches above the knee. Girls may wear black or navy-blue shorts under their jumpers/skirts as long as the shorts do not show below the hem of the skirt.
- Corduroy or twill pants in navy blue or khaki may be worn. Pants cannot be denim or jeans type material. Pants may not have rivets or pockets down the leg. If there are belt loops, a belt must be worn. Belts must be plain black, brown or navy in color. No sweatpants are permitted.
- Dress or cargo shorts/skorts in navy blue or khaki may be worn during the months of August, September, October, April, May and June and as announced by the principal. Shorts must be fingertip length or longer when standing. If shorts are worn under the skirt, they must not go past the hem of the skirt. Capri pants in navy blue or khaki may be an option for shorts.
- A sweater, sweatshirt or hoodie of solid navy blue, gray or white may be worn. The color must be solid. St. Catharine hoodies or sweatshirts may be worn in place of the sweater.
- Leggings, tights and stretch pants in solid colors of navy blue, black, gray or white may be worn under the jumpers and skirts. All leggings must be plain without decoration or writing. Regular navy blue or khaki uniform pants may be worn under the skirts or jumpers also.
- Socks must be worn, and they must be solid navy blue, black, gray or white.

## **Dress Code                      Girls, Grades K-8 (continued)**

- Dress shoes or gym shoes may be worn. No high heels, sandals or boots. Snow boots may not be worn during the school day. Students must change from boots to shoes upon arrival at school.
- Girls may wear a watch, religious jewelry and one pair of post earrings. Any other type of body piercing is prohibited. Girls may not wear other necklaces, bracelets or rings.
- Hair must not be distracting or extreme. Hair sprays and gels may not be brought to school. Headscarves, bows, hats and bandannas are not permitted. Navy blue, black, grey or white headbands may be worn. If beads are worn in hair, they must be minimal (principal's discretion) and they must be solid navy blue, black, grey or white.
- Purses may not be brought to school. Use a backpack instead.
- Only clear nail polish may be worn. Nail polish may not be brought to school.
- Make-up may not be worn. Make-up and other toiletries, perfumes and scented lotions may not be worn to school or brought to school except deodorant which must be either a solid or roll-on unscented.
- Jackets, windbreakers, coats, etc. may be worn outdoors and may be carried to the lunchroom. They are not to be worn inside the classroom.

### **Physical Education Dress Code**

Students in grades K-2 are permitted to wear uniform attire to Phys. Ed. Class.

Students in grades 3-8 are permitted to wear uniform attire in Phys. Ed. Class. Students may bring a change of clothing as follows:

- A t-shirt of any color with sleeves. The t-shirt must not be offensive to anyone (e.g. South Park, Simpsons, some concert t-shirts etc.) or refer to tobacco, drugs or alcohol.
- Gym shorts or sweatpants of any color are permitted; but pajama pants are not permitted. Shorts, however, must be at least fingertip length while standing. Likewise, the shorts or sweatpants must not be offensive to anyone. Students must wear socks and gym shoes.

### **Please Note:**

The P.E. teacher or the principal reserve the right to decide what is offensive.

### **SPIRIT WEAR DAYS**

Spirit Wear Days are usually scheduled for the third Friday of each month. Students will be reminded of these days via the Cougar Chronicle and daily announcements.

Students may wear spirit wear with a donation of \$1.00 on the days listed above.

The only acceptable clothing apparel for Spirit Wear Days is listed below:

- A St. Catharine shirt (with sleeves)
- A St. Catharine sports uniform (with sleeves)
- Jeans or uniform pants

There will be some “theme days” / out of uniform days designated. During these days, the attire must be in good taste and not offensive to anyone. Student dress on these days must adhere to the limits set by the student dress code. \$1.00 will be charged for participation on these days.

### **Out of Uniform - Parental Note Required**

Please send an explanation note if you cannot send your child in the correct uniform. This cannot be an ongoing issue. If a family needs assistance with school uniforms, please contact the school principal.

### **Marking Uniforms with Student Names**

It is highly recommended that all uniform attire be clearly marked with student identification.

### **Please Note:**

**The principal reserves the right to use discretion regarding the dress code.**

### **Emergencies**

When a student becomes sick or is injured at school, the school office will first notify the parent or responsible adult named on the Emergency Card. If immediate medical attention is needed, 911 will be called.

## **Explicit Music**

The school and its administration shall have the right and duty to screen music that is offensive, and to eliminate it at school functions.

Individual songs that use sexually explicit lyrics, obscene language, or encourage violence will be banned. Likewise, groups and their music that generally and constantly expose sexually explicit lyrics, obscene language, and violence shall be banned. The contemporary music and the groups shall periodically be reviewed.

## **Field Trips**

Field trips are scheduled as an educational experience and a privilege. Every student must have a signed field trip permission form on file before he/she can attend a scheduled field trip. Only busses may be used for field trip transportation. The number of chaperones required will be dictated by the trip.

## **Gender Identity**

In Catholic schools, all curricular and extra-curricular activity is rooted in and consistent with, the principles of Catholic doctrine. Catholic schools:

- Support students with gender dysphoria by treating them with sensitivity, respect, mercy, and compassion.
- Require that participation on school teams be according to biological sex.
- Require that names and pronouns be in accordance with the person's biological sex.
- Designate Catholic sex education, uniforms and gender appropriate dress, bathrooms, locker rooms, showers, and sleeping accommodations on trips according to biological sex.
- Maintain names in school records according to the student's biological sex.
- Provide reasonable accommodation to a private bathroom for use by any student who desires increased privacy.
- In case of a specific request, consider in a compassionate way, on a case-by-case basis, the physical and psychological needs of a student based on the following questions:
  - i. What is the specific request of the student and/or parents?
  - ii. Is the request in keeping with the teaching of the Catholic Church?
  - iii. Is the school reasonably able to accommodate the request?

# Harassment

## Harassment, Intimidation, and Bullying Policy

### 1. General

1. It is the policy of St. Catharine of Siena School (the “School”) that any form of harassment, intimidation, or bullying, regardless of where, how, or when it takes place, is expressly forbidden.
2. The School’s internet and computer system may not be used to engage in harassment, intimidation, or bullying. The “Student Responsible Use of Technology” form must be signed by each student and on file with the School.
3. The School reserves the right to impose discipline for harassing, intimidating, bullying, and other inappropriate behavior that takes place off School grounds and outside School hours.

### 2. Definition of Terms

- □ “Electronic act” means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.
- □ “Harassment, intimidation, or bullying” means either of the following:
  - Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both:
    - Causes mental or physical harm to the other student; and
    - Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.
  - Violence within a dating relationship.
- “Harassment, intimidation, or bullying” also means electronically transmitted acts i.e., by Internet, social media/network, blog, cell phone, personal digital assistance (PDA), wireless hand-held device, or other electronic communication device, that a student has exhibited toward another particular student more than once and the behavior both:
  - Causes mental or physical harm to the other student; and
  - Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.
- In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen and the actions taken, whether such conduct occurred in front of others or was communicated to others, how the offender interacted with the victim, and the motivation, either admitted or appropriately inferred. Accordingly, what



may constitute harassment, intimidation, or bullying in one circumstance might not constitute such in another. As in all disciplinary matters, the School will make this determination utilizing its sole and absolute educational discretion and judgment.

### 3. Types of Conduct

a. Harassment, intimidation, and bullying can include many different behaviors including, but not limited to, overt intent to ridicule, humiliate, or intimidate another student. Examples of conduct that could constitute prohibited behaviors include:

- i. Engaging in unsolicited and offensive or insulting behavior;
  - ii. Physical violence and/or attacks;
  - iii. Threats, taunts, and intimidation through words and/or gestures;
  - iv. Extortion, damage, or stealing of money and/or possessions;
  - v. Exclusion from the peer group or spreading rumors; and
  - vi. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies, computers, cell phones, other electronic devices, the Internet, online websites, blogs, or social media/networks (also known as “cyber-bullying”). Examples of cyber-bullying include, but are not limited to, the following:
    1. Posting slurs on the Internet, websites, blogs, or social media/networks;
    2. Sending abusive or threatening instant messages, text messages, emails, or other communications through the Internet, websites, blogs, or social media/networks;
3. Taking embarrassing photographs of students and posting them online or otherwise distributing them; and
  4. Using the Internet, websites, blogs, social media/networks, or electronic communication devices to impersonate another individual or circulate gossip or rumors to other students.

### 4. Complaints

#### a. Formal Complaints

i. Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such written reports shall be reasonably specific including persons involved, number of times and places of the alleged conduct, the target of the suspected harassment, intimidation, or bullying, and the names of any potential witnesses. Such reports may be filed with any School staff member or administrator, and they shall be promptly forwarded to the principal or his/her designee.

#### b. Informal Complaints

i. Students and/or their parents/guardians may make informal complaints of conduct that they consider to be harassment, intimidation, or bullying by verbal report to a teacher, School administrator, or other School personnel. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of

harassment, intimidation, or bullying, including persons involved, number of times and places of the alleged conduct, the target of the prohibited behavior, and the names of any potential witnesses. A School staff member or administrator who receives an informal complaint shall promptly document the complaint in writing, including the above information. This written report by the School staff member and/or administrator shall be promptly forwarded to the principal or his/her designee.

c. Anonymous Complaints

i. Students who make informal complaints as set forth above may request that their name be maintained in confidence by the School staff member or administrator who receives the complaint. The anonymous complaints shall be reviewed, and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the concept of fairness to the student alleged to have committed acts of harassment, intimidation, or bullying.

5. School Personnel Responsibilities

a. Teachers and Other School Staff

- i. Teachers and other School staff who witness acts of harassment, intimidation, or bullying, as defined above, shall promptly notify the principal or his/her designee of the event observed, and shall promptly document the events witnessed. Teachers and other School staff who receive student or parent reports of suspected harassment, intimidation, or bullying shall promptly notify the principal or his/her designee of such reports. If the report is a formal, written complaint, such complaint shall be forwarded promptly to the principal or his/her designee. If the report is an informal complaint by a student that is received by a teacher or other staff member, he or she shall document the informal complaint and promptly forward it to the principal or his/her designee.
- ii. In addition to addressing both informal and formal complaints, School personnel are encouraged to address the issue of harassment, intimidation, and bullying in other interactions with students. School personnel may find opportunities to educate students about harassment, intimidation, or bullying and help eliminate such prohibited behaviors through class discussions, counseling, and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating, or intimidating another student or individual, even if such conduct does not meet the formal definition of harassment, intimidation, or bullying set forth above.

b. Administrator Responsibilities

i. Investigation

1. The principal or his/her designee shall be promptly notified of any formal or informal complaint of suspected harassment, intimidation, or bullying. Under the direction of the principal or his/her designee, all such complaints shall be investigated promptly. The principal or his/her designee shall document the investigation, including any conversations with the alleged offender, victim, students, or other witnesses. Written statements may also be obtained from these individuals.

2. Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged offender), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

## ii. Response

1. Verified acts of harassment, intimidation, or bullying shall result in an intervention by the principal or his/her designee. The intention of such intervention is to ensure that the prohibition against harassment, intimidation, and bullying is enforced, with the goal that any such prohibited behavior will end.
2. When acts of harassment, intimidation, or bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences, including suspension and expulsion. Anonymous complaints that are not otherwise verified, however, shall not be the basis for disciplinary action.
3. Harassment, intimidation, and bullying behavior can take many forms and can vary dramatically in seriousness and impact on the victim and other students. Accordingly, there is no one prescribed response or discipline to verified acts of harassment, intimidation, or bullying. The forms of discipline listed in this Handbook are guidelines, and the School may use other disciplinary measures as the situation warrants. The decision whether to impose discipline and, if so, to what extent, is left to the professional and educational discretion of the principal or his/her designee.
- 4.
5. Once harassment, intimidation, or bullying has been verified, the principal or his/her designee should monitor the situation to determine whether there have been additional incidents of harassment, intimidation, or bullying, or retaliation from the offender or other parties. Additionally, the principal or his/her designee may inform School personnel of the incident and instruct them to monitor the victim and the offender for indications of harassing, intimidating, bullying, or retaliatory behavior. School personnel are to intervene when prohibited behaviors are witnessed.

## iii. Reporting

### 1. Report to the Parent or Guardian of the Offender

a. If after investigation, an act of harassment, intimidation, or bullying by a specific student is verified, the principal or his/her designee shall notify the Offender's parent/guardian of that finding. The parent/guardian shall also be notified of any disciplinary consequences imposed against that student.

### 2. Report to the Parent or Guardian of the Victim

a. If after investigation, an act of harassment, intimidation, or bullying against a specific student is verified, the principal or his/her designee shall notify the victim's parent/guardian of such finding.

### 3. Police and Child Protective Services

a. Allegations of criminal misconduct will be reported to law enforcement, and suspected child abuse will be reported to Child Protective Services, consistent with the Archdiocese Decree on Child Protection and Ohio law. All School personnel must cooperate with investigations by outside agencies.

### 6. Miscellaneous

a. No discipline issued pursuant to any Handbook shall bind the School to issue the same, or even comparable, discipline to other students in the future. Nor will any form or extent of discipline be construed as a precedent for how discipline will be imposed moving forward. Rather, the School reserves sole judgment and discretion in disciplining students based on the particular circumstances of each incident, including but not limited to the respective age(s) of the student(s) involved, the student(s)' perceived maturity level, the conduct at issue, the student(s)' attitude and degree of cooperation, the student(s)' disciplinary history, and any other aggravating or mitigating circumstances the School deems present. Nothing in this section, or anywhere else in this Handbook, limits or otherwise constrains the School's authority, discretion, judgment, or responsibility in any student disciplinary matters.

### **Health Records**

All children attending St. Catharine are required to provide proof of proper immunization and booster shots as required by law.

We have the part time services of a registered nurse whose duties include care of the children who become sick or injured while at school, maintaining student health records and control of communicable diseases. Screening for vision, hearing and scoliosis are performed on certain grades yearly.

### **Homework**

Homework is an integral part of the school day. There are four general types of homework:

- preparation (get ready for tomorrow);
- practice (do it again);
- extension (go beyond); and
- creativity (form own ideas).

On average, students will be expected to complete 10 minutes per grade level of homework each night:

- K and 1<sup>st</sup>..... 10 minutes
- 2<sup>nd</sup>.....20 minutes
- 3<sup>rd</sup>.....30 minutes

- 4<sup>th</sup>.....40 minutes
- 5<sup>th</sup>.....50 minutes
- 6<sup>th</sup>.....60 minutes
- 7<sup>th</sup>.....70 minutes
- 8<sup>th</sup>.....80 minutes

When a student is absent due to personal illness, homework and classwork will be provided for the student on a daily basis. The absent student is given at least one day per day absent to make up missing assignments. In the event of a long illness, the teacher may alter the assignments due.

### **Latchkey Program**

Latchkey provides extended day care, for children in grades K-8, who otherwise would be going home regularly to empty houses. Trained personnel are in charge of this service.

The Latchkey Program runs from 2:30 p.m. – 6:00 p.m., Monday – Friday.

The cost is \$10.00 per day per child. The fee is payable in advance. A snack is included in the cost. Application and emergency forms are available at the school office.

Parents who owe more than two weeks of Latchkey fees will no longer be able to utilize the Latchkey program until the past due bill is settled.

**All Latch Key costs must be PAID IN ADVANCE for the last two weeks of the school year.**

### **Library**

Students will be regularly scheduled for the use of the school library.

### **Lockers and Desks**

Lockers and desks belong to the school and may be subject to search at any time. These must be maintained and kept in good, clean order.

### **Lost and Found**

Lost and found items are located in the cafeteria. The school is not responsible for lost or stolen items. Mark your child's belongings clearly with their full names and phone number. No initials please! Every effort will be made to return Lost and Found items that are clearly labeled.

Parents are strongly encouraged to purchase the inexpensive, pre-printed iron-on name labels commonly available at fabric stores. Additional information on these labels is available from the school Uniform Exchange.

## **Mass Schedule**

Students in grades 1-8 will usually attend Mass on Friday at 8:00 a.m. Kindergartners will attend Friday mass beginning the second semester of the school year.

## **(Dispensing) Medicine**

Unless necessary, the use of medication during the school day is discouraged. All medicine must be turned in to the office by the parent unless permission has been given by the Principal (i.e. an inhaler). Students may not carry medicines other than inhalers with them during the school day.

Note: If a child is required to take medicine of any kind, the parent must complete and sign a Permission to Administer Prescribed Medication form available in the school office. A physician's signature is required, and the medication must be in the original container. No medicine (prescribed or over the counter) will be administered without the parent signature and the Doctor's signature. The Principal or his/her designee may refuse to administer medication.

## **Messages for Students**

The school secretary will not deliver non-emergency messages to students during the school day. Only in true emergencies should parents attempt to get messages to students.

## **Parent/Teacher Conferences**

Parent/Teacher conferences are regularly scheduled throughout the year. Teachers will contact the parents of students requiring a conference. Parents are also welcome to request a conference. It is our desire that each parent meet with your son's/daughter's teacher(s) at least once per year.

## **Physical Education Permission Form**

In order to participate in PE classes, each student must have a PE Permission Form on file with the PE teacher. A note addressed to the PE teacher is required for the student to "sit out" explaining why. Likewise, a note is required to resume PE after an injury. Refer to the "**Physical Education Dress Code**" on page 16 for more information regarding student dress for PE classes.

## **Pregnancy Policy**

If a student becomes pregnant or fathers a child, a conference between Principal, Pastor, parents and student(s) will be required. Depending on the circumstances, counseling may also be required at the parent's expense. The student may be asked to leave St. Catharine permanently or temporarily.

In no situation is the baby permitted to be at school or school events. The final decision regarding enrollment and attendance remains with the Pastor and Principal.

## **Sacramental Preparation**

Eligible students are invited to celebrate First Reconciliation, First Eucharist in grade 2 and Confirmation in grades 7-8. Children must be baptized and received into the Catholic Church before they become eligible for these sacraments. Please call the Pastor if you have any questions.

## **Snacks - Healthy Guidelines**

### **Frequency of Snacks**

Parents are encouraged to provide a healthy snack for students in grades K through 5 for daily morning breaks

Snacks are provided for kindergarten students each morning.

### **Recommended Food for Snacks**

1. Fresh, Dried Fruits (i.e. raisins, etc.)
2. Vegetables
3. Pretzels, whole grain crackers, rice cakes
4. Trail Mix (without candy)
5. Yogurt/Gogurt
6. Cheese Sticks
7. Nuts (unless there are class allergies)

## **Snow Days and Emergency Closing**

In the event of inclement weather, St. Catharine School will follow the closing/delay schedule for the Oak Hills School District. However, bus transportation for St. Catharine students is provided by Cincinnati Public Schools. Bus riders need to listen for CPS delays and cancellations for bus transportation during inclement weather.

If school is cancelled for the day, the Latch Key program is cancelled. All St. Catharine related activities are also cancelled such as sports, clubs, dances and scout meetings.

## **Notification of Snow Days and Other School Emergencies**

When school is closed due to inclement weather or due to another emergency, all parents will be notified using the ONE CALL system. This is an automated telephone system and a service provided to all Saint Catharine School families.

## **Student Files**

Student files are kept in the main office. Non-custodial parents are entitled to access of the student files and any unofficial records unless the courts have ordered the contrary.

## **Technology**

In order to use school computers and gain access to the internet, each student must have a “Responsible Use of Technology Policy – User Agreement Form” on file with the school’s technology coordinator. A new form must be completed at the beginning of each school year and is included in the Opening Packet sent to parents on the first day of school.

Parents and students are advised to read this form carefully before signing it and returning it to the Technology Coordinator. The form details the user’s responsibility for the use of technology and outlines disciplinary action that can occur if technology is misused in the school setting.

## **Textbooks**

At the end of each school year, fines will be assessed for damage to books belonging to the school. Report cards will be withheld for students owing fines for lost or damaged textbooks.

## **Tuition and Fees**

Each year, the Pastor in consultation with the Finance Commission and the School Committee will determine the tuition costs for the school. In January or early February, parents will be informed of the tuition rates and schedule of payments for the upcoming year.

Tuition payments are due by the 1<sup>st</sup> of every month from August through May. If not paid by this date, a \$10.00 late fee will be added to the amount due. A \$15.00 fee will be added to the amount due for any check returned by the bank.

Please use your payment book, no reminders or statements will be sent.

Children will not be admitted to school if payments are still due on the 15<sup>th</sup> of the month without prior arrangements with the Business Office. If an eighth-grade student owes tuition at the end of the second trimester of the year, that student will not be invited to return for the remainder of the school year until tuition is paid. If you have concerns about tuition payments, call the Business Office at 661-0651 anytime between 9:00 a.m. and 4:00 p.m. Monday through Thursday.

Report cards and records will be withheld for outstanding tuition and any other outstanding fees or financial obligations.

To be eligible for active parishioner, four qualifications must be met:

- Be registered in the parish;



- Attend Mass regularly as evidenced by the use of the Offertory envelopes;
- The school has a filed copy of the student's Baptismal certificate; and
- Volunteer hours have been completed and reported.

Reimbursement of tuition will be considered if a family is forced to move from the parish during the school year. A prorated settlement will be attempted.

Parents must realize, however, that startup costs for a given school year make it impossible to reimburse payments on a per diem basis. Registration fees and the payments for August are not refundable per your tuition contract.

Parents can help St. Catharine keep tuition as low as possible by participating in fund raising projects.

### **Tuition Assistance/FRESH**

Tuition assistance is available only to families who meet the definition of active parishioner (see above). Assistance is available in two categories: emergency assistance and general assistance.

Emergency Assistance may be requested at any time by completing a FRESH application which is available in the school and business office. FRESH stands for the Father Roddy Elementary School Help Fund. Normally first quarter must be paid before emergency assistance is available.

General Assistance may be requested in the Spring of the proceeding school year. Private School Aid Service (PSAS) will process completed applications for a fee. General Assistance is based on financial need.

### **Ed Choice Scholarship Program**

Saint Catharine of Siena School accepts Ed Choice Scholarships and Ed Choice Expansion Scholarships.

### **Visitors**

Parents are always welcome to come to school. All guests should enter via the doors by the school office. All guests **must** check in the main office before proceeding to any other part of the building while school is in session.

Parents who are visiting classrooms to observe instruction need to make arrangements with the teacher ahead of time.

### **3. ACADEMIC POLICIES**

Students at St. Catharine School are challenged to reach their maximum potential mentally, physically, emotionally, socially and spiritually in order to become productive members of society. Each child is treated as an individual and each case for promotion/placement/retention is considered separately. At all levels, the academic progress, physical growth, as well as social and emotional maturity of each child are factors considered while making important decisions regarding a child's promotion/placement/retention.

Final decisions regarding promotion/placement/retention are made by the principal after researching the situation and consulting with parent and teacher.

#### **Criteria for Passing a Course**

In order for a student to pass a course, the following requirements must be met:

- Grade K-3.....2 or 3 must be earned as a final average
- Grades 4-8.....A student must earn 3 points during the course of the year; one of these points (or a D) must be earned in the third trimester.

#### **Academic Assessment Scale for Grades K-3**

4 – Consistently Demonstrates Proficiency

3 – Frequently Demonstrates Proficiency

2 – Progressing Toward Proficiency

1 – Demonstrates Limited Progress Toward Proficiency

N/A Not Assessed This Grading Period

#### **Grading Scale for Grades 4-8**

- 93% to 100%..... A (four points)
- 85% to 92%..... B (three points)
- 77% to 84%..... C (two points)
- 70% to 76%..... D (one point)
- 69% and below..... F (no points)

**PROMOTION**

Promotion to the next grade level occurs when a student meets the qualifications stated below in the six content areas of:

***Religion, Reading, Expressions, Mathematics, Science and Social Studies***

- Grades K-3: A student must achieve a yearly average of “2 or 3” in the six content areas listed above.
- Grades 4-8: A student must achieve at least a “D” average for the school year in the six content areas listed above.

**Third Grade Reading Guarantee**

Every third-grade student who is on an Ed Choice Scholarship must attain a minimum score (set by the State of Ohio) on the Ohio State Third Grade Reading Assessment in order to be promoted to the fourth grade.

**PLACEMENT**

Placement to the next grade level occurs when a student successfully completes summer tutoring which is needed to correct deficiencies for the regular school year.

**RETENTION**

Retention in the same grade level occurs when the student has not successfully met the requirements for promotion and has not successfully completed summer school or summer tutoring; or a student has failed 3 or more subjects. Students in grades 7 and 8 who are retained may not return to St. Catharine School.

**Academic Probation**

A student may be placed on academic probation during the school year if a teacher, in consultation with the principal, observes that the student’s grades place the student in jeopardy of failing a grade.

A student is placed on academic probation when the following conditions have been present:

1. The student does not complete assignments consistently;
2. Interventions have been implemented;
3. A Parent Conference(s) has/have been held.

If the student ends the year on academic probation, he/she may fail the course or may be required to attend summer tutoring.

### *Summer Tutoring*

A student can correct deficiencies from the regular school year by being tutored by a certified teacher in a one on one situation. Summer tutoring can correct 1 or 2 failed subjects. The following conditions must be met:

1. The tutoring must be done by a certified teacher in the state of Ohio; credentials must be presented to the Principal.
2. The tutor must consult with the regular teacher(s) to determine weaknesses.
3. The Graded Course of Studies will be used as a guideline.
4. The tutor must submit to the Principal a time line, topics to be studied, projects, assessments and homework assignments prior to the start of tutoring.
5. At the conclusion of the tutoring, the tutor needs to verify the number of hours completed and the final grade. The tutor also needs to submit the graded homework assignments, projects, tests, etc.
6. Tutoring hours will be based on the following chart:
  - Grades 1-3..... 12 hours of tutoring and 6 hours of assignments per subject
  - Grades 4-6.....12 hours of tutoring and 12 hours of assignments per subject
  - Grades 7-8.....12 hours of tutoring and 18 hours of assignments per subject
7. It is the responsibility of the parents to recruit the tutor and to agree to financial remuneration.

## **Graduation**

Students in grade 8, who are not promoted and who need summer tutoring for placement, must provide proof that the student is enrolled in tutoring in order to participate in graduation ceremonies. If this procedure is not followed, the student cannot participate in the end of the year ceremonies and the High School will be notified that the student did not graduate. After this initial procedure has been completed, the student may participate in the end of the year ceremonies, but he/she will not receive a signed certificate until the assigned work has been completed. At that time the High School will be updated.

## **Religious Instruction**

Religious instruction provided to students at Saint Catharine is the cornerstone of our Catholic Education Program. Religion Class is considered as important as academic areas of instruction. Every student at Saint Catharine School receives daily religious instruction in the Catholic faith. Not only is our Religious Education Program based upon the Graded Course of Study of the Archdiocese of Cincinnati, our students are also instructed by teachers who are certified catechists.

In addition to daily religious instruction, all students in grades 1-8 attend Mass each Friday morning that school is in session at 8:00 AM. This Mass is celebrated by our pastor, Father Anthony M. Dattilo. Prayer Services are also held throughout the year in our school gym. Student Prayer Leaders and Song Leaders from our 6-8 grade classes lead the student body in prayer during these services. Parents are always welcome to join us at Friday mass or Prayer Services.

## **Service Projects**

All students participate in a minimum of one service experience each school year during Catholic Schools Week. The transportation for these service experiences, if needed, is supplied by our PTA Enrichment Fund. Our students also participate in several fundraisers each year.

## **Report Cards and Progress Reports**

Students will receive both Progress Reports (at midterm) and Report Cards (at end of term) each trimester.

Progress reports will be sent home mid-trimester with all students.

Report Cards are sent home three times a year after each trimester.

Dates for all reports are listed on the Master School Calendar.

## **Kindergarten Reports**

**Please Note:** Kindergarten students do not receive report cards or progress reports during the first trimester.

## **On-Line Access to Grades**

Parents can access their child(ren)'s current grades and attendance through Option C on the internet. To access Option C, follow the links from the school website at <http://www.stcathos.org>. The school's technology coordinator will provide confidential IDs and passwords to students and parents for the use of Option C.

If tuition or other financial obligations are overdue, the report card of a student will not be distributed. This includes access to grades on Option C.

## 4. Discipline

### **VIRTUE BASED RESTORATIVE DISCIPLINE – A Catholic Approach to Bullying**

It is our ultimate goal to guide each student to eternal life by learning lifelong behaviors that are based on the virtues of the Catholic Church. To this end, our school has adopted a model called Virtue Based Restorative Discipline (VBRD). This model was developed in St. Louis, Missouri and is being used at other Catholic Schools throughout the Midwest Region of the United States.

The program focuses on learning about and developing behaviors that are virtuous. Virtuous behaviors are grounded in the three theological virtues of:

#### **FAITH**

#### **HOPE**

#### **CHARITY (LOVE)**

Faith resides in our intellect, while Hope and Charity reside in our will.

And the four cardinal virtues of:

#### **PRUDENCE**

#### **JUSTICE**

#### **TEMPERANCE**

#### **FORTITUDE**

Prudence resides in intellect

Justice is a habitual inclination of the will

Temperance is the will to practice moderation

Fortitude sustains the one who is committed to serving God fervently in the journey to the cross.

According to the Catechism of the Catholic Church, Part Three, Life in Christ:

“A virtue is a habitual and firm disposition to do the good. It allows the person not only to perform good acts, but to give the best of himself. The virtuous person tends toward the good with all his sensory and spiritual powers; he pursues the good and chooses it in concrete actions.”

“The goal of a virtuous life is to become like God.”

The Guiding Principles of VBRD are words that we strive to live by:

1. We will dedicate ourselves to living virtue.
2. We will support others in living virtue.
3. We will commit to constructive thoughts, words and deeds.
4. When faced with challenges or conflict, we will find solutions that cultivate virtue for ourselves and for one another.

The outcome of a VBRD School is to create an environment that is loving and forgiving, based upon gospel values. Children make mistakes and errors of judgement. It is the role of a Catholic School Teacher to help a child understand what good Christian conduct is by modeling virtuous behaviors for our students and by helping students work through mediation activities after an act of student misconduct.

This being said, we also realize that we want to maintain a safe and orderly environment at our school. Some student behaviors will need to be addressed through our Discipline Code, which follows.

## **Code of Discipline**

The Principal, in consultation with the teachers, has devised a standard discipline code for the school. Though standard throughout the school, age-specific adaptations have been made by grade level. In turn, each teacher will have a classroom specific code reflecting the standard policy. The teacher will inform both students and parents of the classroom code as well as for punishments given for the violation of that code.

It is our policy not to discuss disciplinary actions except with the parent of the child involved.

## **Code of Conduct**

The following are violations of the discipline code of the school and may result in detentions, suspension or expulsion when these actions occur on or around school grounds, at school activities or functions, on the bus or at the bus stop:

1. Chronic or severe violations of school or classroom rules. This includes chronic tardiness and noncompliance with the uniform policy.
2. Damage, misuse or destruction to or theft of school or private property.
3. Assault on a school employee, student or other person during school hours or coming to and from school.
4. Possession of a dangerous weapon including but not limited to knives, guns, brass knuckles; use of objects capable of causing harm or an object used as a weapon.
5. Making threats to harm students, staff or other personnel or destroy or damage school or personal property.
6. Fighting.
7. Behavior, which disrupts or interferes with school activity.
8. Disregard for reasonable directions from school authorities, which also includes use of the phones and copiers.
9. Presence in area during school hours where a student has no legitimate business without proper permission.
10. Leaving school during school hours or leaving the classroom without permission.
11. Distribution of pamphlets, leaflets, buttons or insignia without the Principal's permission. Placement of signs or slogans on school property without the Principal's permission.



12. Disrespect for students, teachers, school authorities, volunteers, parents or maintenance personnel.
13. Refusing or not completing detention or other punishments or failure to accept corrective action.
14. Falsifying information given to school authorities, including cheating on tests and assignments.
15. Drug and alcohol possession or use or possession or use of a “look-a-like.” (see Drug Policy)
16. Use or possession of tobacco products.
17. Turning in false fire, tornado, bomb or disaster alarms.
18. Extortion, hazing or threatening students or school personnel.
19. Forgery of school related documents.
20. Cursing, use of indecent or obscene language in oral form, written form or gestures.
21. Gambling.
22. Truancy.
23. Engaging in sexual acts, including inappropriate displays of affection.
24. Possession of obscene, pornographic or libelous material.
25. Indecent exposure.
26. Arson.
27. Failure to abide by dress and appearance codes.
28. Presence on school property with communicable disease.
29. Willfully aiding another person to violate school regulations.
30. Possession or use of explosives including fireworks.

31. Bringing skateboards, radios, portable music devices or electronic toys, games and devices to school.
32. Harassment of students or staff.
33. Not completing assignments.
34. Repeating any of the above.

### **Disciplinary Action**

School and classroom rules are designed to provide a proper educational climate. Students who violate school rules will be subject to disciplinary action. Each teacher will inform the students to expect certain disciplinary action as a result of problematic behavior. When the behavior is serious or if it is often repeated, the teacher may send a student to the Principal.

Parents will be notified by phone or in writing. If the parent is notified in writing, he/she will be required to sign discipline forms indicating knowledge of the child's offense.

After a homeroom teacher or staff member has intervened with a student and his/her parents regarding a violation of school rules and believes it is time to involve the Principal, the teacher will complete a written disciplinary referral form.

Upon receiving a referral, the Principal will follow the steps listed below.

**Note:** The Principal reserves the right to alter steps depending on the severity of the situation.

## Disciplinary Action Steps

- 1<sup>st</sup> Discuss incident, expectations and consequences with student and parent. Assign detention and send a copy of the referral home.
- 2<sup>nd</sup> Call parent and discuss situation and possible intervention. Assign ½ day or all-day detention to the student and send a copy of the referral home.
- 3<sup>rd</sup> Call parent and schedule conference with staff members. Review and modify intervention strategies. Discuss expectations and future consequences. Depending upon incident, assign 1 – 3 days out-of-school suspension.
- 4<sup>th</sup> Call parent and schedule conference with staff members. Review intervention strategies used to date. Discuss implications of expulsion. Assign 5 - 10 days out-of-school suspension. Student will be recommended for expulsion.

## Drug Possession

Drug possession and/or use will not be tolerated. A drug is any controlled substance or any substance made to look like controlled substances. Alcohol is a drug.

Any student who brings drugs onto the Parish or School grounds at any time will be treated as follows:

### First Offense Rule

1. The student will be automatically suspended for ten days. The suspension is an out-of-school suspension. If the parent wants the child returned to St. Catharine Parish School, the student must submit to a full drug usage evaluation and education program (e.g. The Jewish Hospital Adolescent Treatment Center.)
2. The police will be notified.
3. Once the drug evaluation and education program is completed, the hospital or drug treatment center must submit to the Principal and Pastor a statement that the student is not a regular drug user and that the student is no danger to the remainder of the student body.
4. The Principal and Pastor will then decide whether the student can re-enter the school. Counseling may be required either here (e.g. with the director of religious formation) or at a more intense treatment center.

### Second Offense Rules

1. The student will be expelled.
2. The police will be notified.
3. The parents can request reevaluation of the expulsion. This may be granted only if:  
(a) the student has undergone significant drug treatment and education and furthermore has demonstrated over a significant period of time that he/she is drug free; (b) the parents can show that the student will not harm any member of the student body; (c) the parents must show that returning to this educational setting will be a significant step toward the development of their child; (d) the Pastor and Principal will decide whether the student will be allowed to return. Ongoing counseling will be required.

Note: Drug possession and use by minors is illegal. All illegal activity at St. Catharine Parish School will be reported to the police.

### **Lunch Detention**

Lunch/Recess, study hall/detention may be assigned by teacher or Principal for various reasons: to make up work, take or retake a test, to sit quietly due to prior inappropriate behavior or to work in small groups to complete a project.

### **All Day Detention/In-School Suspension**

All day detention is another form of consequence that can be used at the discretion of the principal. Teachers provide school work for students on these days.

### **After School Detention**

If a student violates a school or classroom rule or regulation, the student may be punished by the teacher or Principal by being kept after school in a detention period supervised by a staff member

## **School Bus Conduct**

Students are required to obey the rules of the school coming to and going from school. In addition, the school bus companies have the right to refuse service to a student who has violated bus company rules.

## **Suspension and Expulsion**

If the Principal finds it necessary to suspend or expel a student, the parents will talk by phone or meet with the Principal to learn of the cause of the suspension and any remedial steps necessary for re-entry to the school. Written notification will be sent to the parents.

Suspension occurs as punishment for chronic and severe breaches of school policy or rules. Expulsion indicates that the school is unable to serve a given student unless the attitudes and behavior of the student change dramatically.

Parents have the right to appeal suspensions and expulsions to the Pastor. The appeal should be preceded with notification to the Principal that an appeal is to be filed.

Make-up work for the time during the suspensions must be completed. It may not, however, be possible for the suspended student to repeat all the work, tests and exercises missed during the suspension.

Any student suspended or expelled from school will be suspended from all St. Catharine activities. (Athletics, Scouts, PTA, Choir, etc.) A student cannot participate until he/she has returned for a full day to the school from which they were suspended or expelled.

Therefore, if a student's suspension ends on a Friday, he/she cannot participate until Monday or the day he/she returns to school. If a student earns a Monday suspension on a Friday, he/she is not eligible to participate all weekend.

### **Athletic Association Activities**

Any student expelled from school will be expelled from all Athletic Association activities until he/she is reinstated into the school from which they were expelled.

If a student goes to a different school, the parent may petition for a reinstatement hearing with a three-member board to discuss the individual situation. The parents must show evidence that the problem which caused the expulsion has been corrected or treated. The three-member committee will be made up of the President, Athletic Director and the Sports Director of the sport in which the child would like to participate.

## Saint Catharine of Siena School

### Acknowledgement Form for Student-Parent Handbook 2021-2022

The Student Handbook can be viewed online at [www.stcathos.org](http://www.stcathos.org)

It is listed as 'Handbook' under the 'Families' tab.

#### COVID-19 Acknowledgement of Risks

According to the Centers for Disease Control and Prevention (CDC), the COVID-19 vaccination is recommended for everyone 12 years and older. Over the past year, a significant number of Ohioans have received the vaccination. COVID-19 infection rates have fallen, and indoor and outdoor mask mandates, as well as related social distancing restrictions, have been lifted in many settings.

St. Catharine School plans to return to in-person learning for the upcoming 2021-2022 school year, including athletics and extracurricular activities with spectators. In doing so, St. Catharine School will evaluate and consider the health and safety guidelines recommended by the CDC and the local health department.

Despite the progress made in combatting COVID-19, we, the undersigned parent(s) and student, acknowledge and agree that, as a student at St. Catharine School and as parent(s) of that student, entering in the school or being on the premises, having personal contact with teachers, classmates, and other St. Catharine School staff, still involves a certain degree of risk, namely of parent(s) and/or student acquiring a communicable disease, including COVID-19, and then potentially passing it on to others, including family members. Due to the highly contagious nature of COVID-19, the characteristics of the virus, and the close proximity of students (and their parent(s)), teachers, and staff at St. Catharine School, there may still be an elevated risk of contracting the disease simply by being in the building, on the premises, or at any St. Catharine School function. This risk may be even greater for those who are not vaccinated for COVID-19 and those who do not wear a face mask.

By signing this Handbook below, we acknowledge and agree that after carefully considering the risks involved, and having the opportunity to discuss these risks with any healthcare professional(s) of our choosing, we voluntarily and willingly accept those risks and acknowledge that returning to in-person learning and other in-person school activities and functions, is the choice of each family, including ours. If student or parent(s) who visit St. Catharine School have underlying health concerns which may place them at greater risk of contracting any communicable disease, including COVID-19, we acknowledge and agree that we will consult with a health care professional before student or parent(s) return to St. Catharine School, attend any St. Catharine School function, or visit St. Catharine School.

Moreover, we acknowledge that while any safety and precautionary measures we take on our own (e.g., wearing a facemask or being vaccinated for COVID-19) may reduce possible exposure to the risk of contracting a communicable disease, the possibility of serious illness and death remains. We do hereby accept and assume sole responsibility for any illness acquired by student or parent(s) while at St. Catharine School or any St. Catharine School function, including possible infection with COVID-19.

We further acknowledge, understand, and agree that we have obligations to the school and parish, its employees/staff members, students, and others to take certain precautions and make certain disclosures to prevent the spread of COVID-19 as outlined by the CDC, the State of Ohio, and/or and the applicable local public health department.

Principal's Right to Amend – The Principal, or his/her appointee, with the support of the pastor, retains the right to amend this parent/student handbook for just cause. Parents and students will be given prompt notification if changes are made.

We have reviewed the Student-Parent Handbook and we support the policies of Saint Catharine of Siena School.

Signature of Parent: \_\_\_\_\_

Signature of Student(s): \_\_\_\_\_

Please List Name(s) of Student(s) and Grade(s) too young to sign. \_\_\_\_\_

Date: \_\_\_\_\_

Kindly return this form with all other opening packet forms.