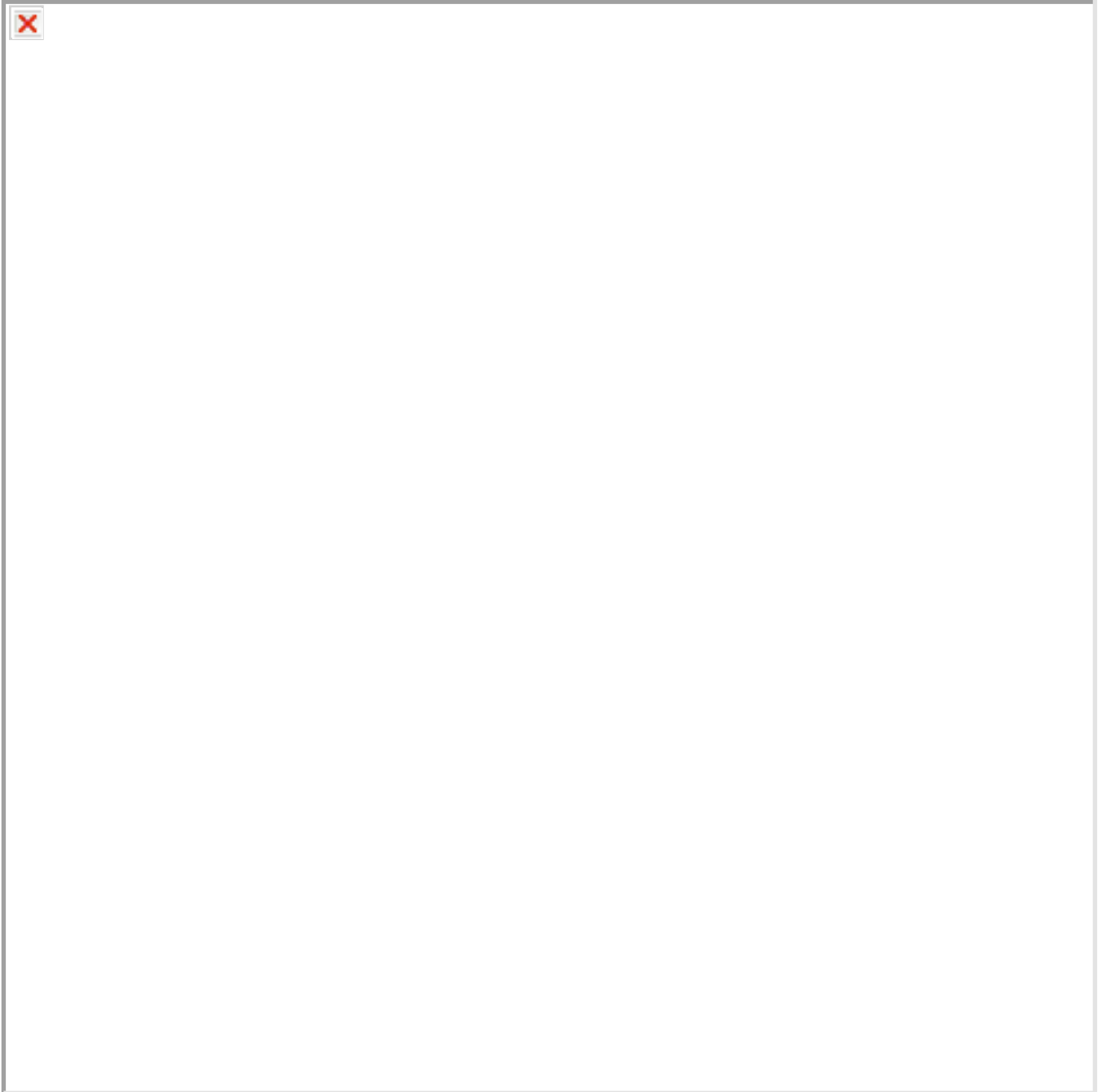


St. Catherine of Siena Elementary School

Welcome

PARENT-STUDENT HANDBOOK



St. Catherine of Siena

18125 Sherman Way
Reseda, CA 91335
(818) 343-9880
www.catherineofsiena.org

Welcome to the Parent Student Handbook. This Handbook provides essential information about the policies and procedures that the school expects parents and students to understand and follow.

By reading the Handbook and signing the Acknowledgment, parents and students agree to be bound by the

school's Code of Conduct and all other school policies and procedures. You may print a copy of the Handbook for reference, but the binding document is the one that is online.

The school reserves the right to amend the Parent Student Handbook at any time. Parents/guardians will be notified of any amendments and will be asked to sign an acknowledgment of receipt.

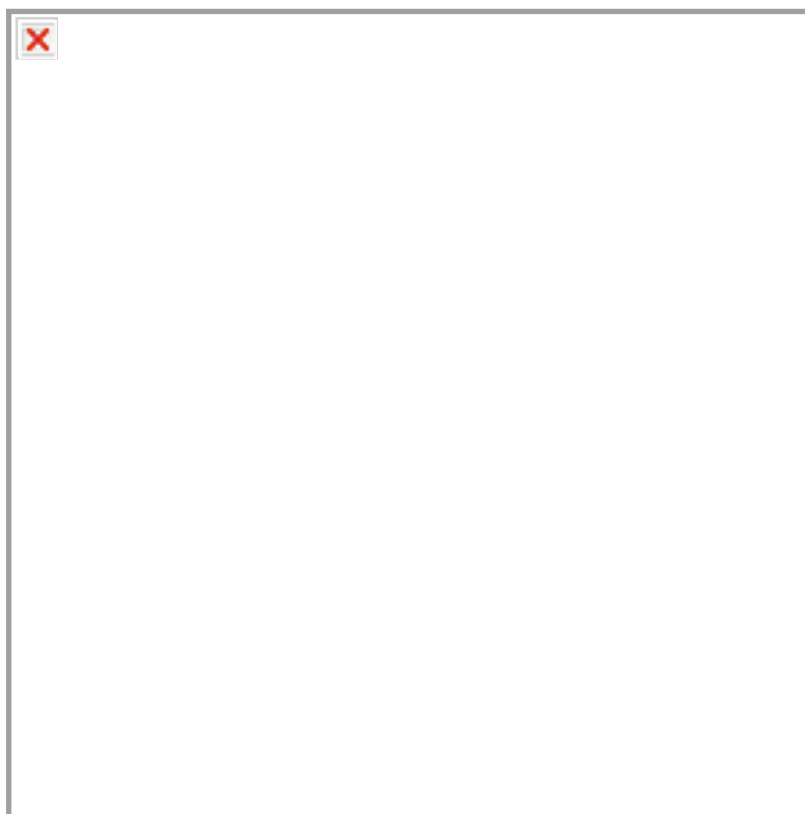
Chapter-1

INTRODUCTION TO THE HANDBOOK

Sections of this Parent-Student Handbook are particular to St. Catherine of Siena School. Other sections are policies and procedures of the Archdiocese of Los Angeles, most of which can be found in the ADLA Administrative Handbook at <http://handbook.la-archdiocese.org>

Section-2-01

Mission Statement and Philosophy



Mission

St. Catherine of Siena School prepares students to be:

- **Catholic Believers** who live and practice the truths of the **Gospel**.
- **Academic Achievers** who emulate our patroness to "**Be who God meant us to be.**"
- **Globally Aware Citizens** who take responsibility for their actions to "**Set the World on Fire.**"

Vision

St. Catherine of Siena School is a community of Catholic Believers, Academic Achievers, and Globally Aware Citizens who live the Gospel of Jesus Christ to transform the world.

Philosophy

St. Catherine of Siena School is a Catholic community of students, parents, faculty, administrators and clergy. Our program strives to build upon the work of the parent as primary educator, the Church community, and the larger society that contributes to our students' education. We complement the work of parents in fostering Catholic Christian values and commit ourselves to providing the academic skills that will allow children to realize their full potential.

We believe in providing an environment in which faith, culture and everyday life are brought into harmony. The program at St. Catherine of Siena School is based on the fact that each child is a unique and unrepeatable gift of God's love. As a result, each member of our community is respected and valued as one created in the image of God.

We believe that through dedication and concern, each child can and will learn and will mature into a loving, just, and responsible person. We are firmly committed to live and teach by this philosophy, keeping in mind the aims of Catholic education as stated by the Bishops of the United States in their document: "To Teach as Jesus Did: Imparting the Gospel Message, Building Community and Giving Service."

Section-2-02

Integral Student Outcomes (ISO) / Learning Expectations

SCHOOUIDE LEARNING EXPECTATIONS

Catholic Believers

We follow the footsteps of Jesus.

Who live and practice our Catholic faith on a daily basis.

Who participate in the sacramental life of the Church.

Who demonstrate an understanding of social justice and service to others in our school, parish, and community.

Academic Achievers

We always do our best when we learn.

Who strive to achieve our personal best.

Who are critical thinkers and problem solvers.

Who are effective communicators.

Globally Aware Citizens

We are citizens who are responsible for our actions.

Who take lifelong responsibility for our own learning and actions.

Who respect diversity and promote tolerance for all cultures.

Who appreciate the arts.

Who promote mental and physical well-being.

Section-2-03

History of the School

History of the St. Catherine of Siena School

St. Catherine of Siena, in Reseda, was canonically established in May, 1949. Plans were drawn for a temporary church. This building became the hall upon completion of the permanent structure in 1966.

Monsignor Hackett was the founder of St. Catherine's. Since its very inception, he had a vision and determination to build what is today a real tribute to his foresight. In the spring of 1981, Monsignor Hackett retired and Monsignor Sean B. Flanagan became the new pastor.

Monsignor Hackett died in December, 1988. Earlier that year, the parish hall was named in his honor. Monsignor Sean Flanagan remained the pastor until July, 2002 when he moved to a smaller parish in Long Beach and Father Paul Vigil took over the responsibility as new pastor, followed by Fr. Paul Griesgraber. Fr. Mauricio Goloran, the current pastor, was installed in 2016.

The first unit of the school was begun in 1951 and was opened to students in September, 1952. The school was staffed by Sisters of St. Joseph of Carondelet and the first unit of St. Catherine's convent was built.

Because of the rapid growth in the area, a second unit of the school was added in 1953. In 1956, additions to the school and convent were made. A fourth unit of the school and a final unit of the convent were built in 1958. The school had two classrooms for each grade level, one through eight, with 50 to 55 students in each classroom.

Due to the population growth in the valley, it became necessary to divide the parish. The territory east of Louise formed the new parish of St. Bridget of Sweden in the year 1955. The parish was again divided with the territory west of Vanalden forming part of the new parish of St. Joseph the Worker in the year 1956.

In 1971, in compliance with an Archdiocesan mandate, the school began phasing out one classroom each year. The program continued, and we became an eight classroom school in 1978. The vacant classrooms have been utilized as a, computer lab, library, school office, health room, CCD office, Youth Ministry Office and a Science lab.

The Sisters of St. Joseph of Crondelet served St. Catherine of Siena for twenty three years, followed by the administration of a lay principal for one year. Beginning in August, 1975 an Adrian Dominican, Sister Elizabeth Nolan assumed the administrative responsibility and two other sisters of the same community joined the faculty. Kindergarten was added in September, 1981. This has proven to be a valuable addition to our school. □

The three Adrian Dominican sisters left in June, 1983. It was at this time Mrs. Marion Falchi became principal. In the spring of 1990, central air conditioning was installed in all the classrooms, library and office. Mrs. Falchi left St. Catherine's for a position with the Department of Catholic Schools and was replaced by Dr. Don Dyer in September, 1990.

In 1999, following a shooting at a nearby Jewish day care facility, wrought iron security fencing was installed around the school. During the summer of 2000 the modular building obtained after the earthquake was made a permanent structure. The building served as our day care facility and meeting rooms for the parish until 2002 when work began on the building to convert it to a pre-school facility.

Dr. Don Dyer retired in June of 2002 and moved to Tennessee. Dr. Paul Sullivan, Vice Principal, replaced Dr. Dyer as principal of St. Catherine's for two years.

Dr. Sullivan was Principal, June 2002 to June 2004. Mrs. Teri Glenn was Principal from the summer of 2004 to June 2007.

In 2007, we welcomed Ms. Roberta Fox as our new principal. With a new emphasis on curriculum development, St. Catherine received new teaching materials.

In the summer of 2009, Mr. CJ Kruska stepped in as the new principal along with the new Administrator Pro Tem, Fr. Paul Griesgraber. The Archdiocese of Los Angeles, through Together In Mission, helped to improve the facility of the school and parking lots. A new

together in mission, helped to improve the facility of the school and parking lots. A new exterior paint scheme was added to the school and hall. Between the classrooms, the basketball courts were removed and a beautiful grass courtyard was created. The parish also received a new parking lot and playground surface.

The "Field of Dreams" was dedicated to the memory of a St. Catherine alumnus Hugo Lopez by Bishop Gerald Wilkerson on August 30, 2009. The field hosted several events in 2009-2010 including school and parish picnics, athletic events and in July 2010 a special welcome Mass to honor our new Archbishop Jose Gomez Mass.

Mr. Kruska resigned as Principal in November 2010. Fr. Paul named Sr. Sheila McNiff, SHCJ as Principal. The transformation in Christ in the school daily life was blessed. An increased enrollment was a primary focus with an increase of 89 new student

Technology, enrollment and tutoring continue to be goals of the School Advisory Board. Technology has had significant developments. Every class has the capacity to teach with a projector that places the text book on a screen for the students to follow. Our technology curriculum for each grade is followed in the weekly computer lab classes. Parent messaging systems are in weekly use. Tablets are in use in the Junior High classes with their textbooks in the app program. Learning centers in the K-5 classes as well as class presentations use computers.

In June of 2015, Sister Sheila retired from her role as principal to continue her role as a leader in her community. Ms. Desiree Tedesco was hired as the new principal to begin the year of 2015-16. Under the direction of Deacon Phil Luevanos, the school had a fresh start with a dedicated group of teachers ready to commit to excellent teaching practices and instill the roles and responsibilities to our students of what it means to be a Catholic Christian in today's society.

Section-2-04

Accreditation

ACCREDITATION

St. Catherine of Siena School is accredited by the Western Catholic Education Association and the Western Association of Schools and Colleges.

Section-2-06

School Personnel Lists

SCHOOL PERSONNEL

Contact information for the Faculty and Staff can be found on the school's [website](#).

Ms. Sonia Parra

1st Grade Homeroom/Reading
Specialist

Junior High (6th-8th) Math,
Social Studies & Writing,
Religion

Junior High (6th-8th)
Reading & Science

TK-8th Grade Coding &
Technology

Section-2-07

School Schedule and Calendar

SCHOOL SCHEDULE & CALENDAR

Daily Schedules

Monday-Thursday

- 7:50am– School begins with Morning Prayer
- 7:55am-10:00am– Morning Classes
- 10:00am-10:30am– Recess & Morning Breakfast
- 10:30am-12:15pm– Midmorning Classes
- 12:15pm-1:00pm– Lunch
- 1:00pm-2:50pm– Afternoon Classes
- 2:55pm– School ends with Afternoon Prayer
- 3:00pm– Dismissal
- 3:15pm-6:00pm– Extended Care

Friday

7:50am– School begins with Morning Prayer

7:30am- School begins with Morning Prayer
7:55am-10:00am- Morning Classes
10:00am-10:30am- Recess & Morning Breakfast
10:30am-11:30am- Midmorning Classes
11:30am-12:00pm- Lunch
12:00pm-12:50pm- Afternoon Classes
12:55pm- School ends with Afternoon Prayer
3:00pm- Dismissal
3:15pm-6:00pm- Extended Care

Noon Dismissal

7:50am- School begins with Morning Prayer
7:55am-10:00am- Morning Classes
10:00am-10:30am- Recess & Morning Breakfast
10:30am-11:50am- Midmorning Classes
11:55pm- School ends with Afternoon Prayer
12:00pm- Dismissal
12:15pm-6:00pm- Extended Care

Extended Care

Late pick-up fee is \$10 for every 10 minutes

Extended Care ends at 6:00pm every day.

Note: If a student arrives to school late or leaves school early during the day, a parent or guardian must sign the student in to or out of school through the office.

Calendar

The school calendar can be found by visiting the school [website](#).

Section-2-09

School website and social media

SCHOOL WEBSITE & SOCIAL MEDIA

The school must own and control all internet presence including all social media. Individuals or groups may not personally launch anything that can be regarded as owned, sponsored, endorsed, or supported by the parish, school, or any related or affiliated ministry. Individuals or groups may not host any school website on their own domain or with a web hosting service that does not have a contract with the school itself. Those who violate this section will be asked to shut down their site or turn it over to the school. Failure to comply may result in removal of student from school.

By signing the consent to the present School Handbook the parents agree that the picture of thie child could be taken in campus at the Principals discretion for publicity matters, promotionals for the school, the school website, the archdiocese and the parish, as well as any other school needs.

Website: www.catherineofsiena.org

Facebook Group: [St. Catherine of Siena School- Reseda](#)

Twitter: TBA

Instagram: TBA

Section-2-14

Dress/Uniform Code

DRESS / UNIFORM CODE

- Haircuts are to be traditional or conservative style.
- Boys hair may not touch collar, cover ears or cover eyebrows.
- No tails, steps, stripes, coloring, etc.
- Graduated cut is the accepted style.
- No shaved or stubby cuts.
- No colored or bleached hair.
- Hair is to be out of eyes.
- No extreme adornments.
- •No corn row braiding or beads that are not a part of the student's culture.

A student who attends school with a hairstyle not in line with policies will be receive a uniform violation. Failure to comply will result in consequences decided by the homeroom teacher and administrator.

- Girls are permitted to wear one set of pierced earrings (small stud type); a non-alarm watch; are all that is permitted. Girls are only permitted one stud earring per ear on each the lobe. No bracelets (including rubber bands) are permitted. The only thing permitted on wrist is a non-alarm watch.
- Boys are permitted to wear a non-alarm watch. Boys are not permitted to wear earrings of any type.
- No bandana or sweat headbands are allowed. Girls may have simple headbands in solid navy blue, black, or white only.
- Students not in compliance will be required to remove the violating article and give it to the Office for pick-up. School is not responsible for lost jewelry.
- NO temporary or permanent tattoos of any kind are allowed.

No use of lipstick, eye make-up, nail polish, acrylic nails, etc., and jewelry is appropriate for school time and is a source of distraction and, in the case of jewelry, a safety hazard in the classroom for both the wearer and the observer. These items are not allowed at any time. Teacher will require removal at once.

Section-2-15

Relationship of School to Parish

St. Catherine of Siena is a parochial school. It belongs and depends on St. Catherine of Siena Parish.

Section-2-16

School Governance

Topic-2-16-4

School Boards

SCHOOL BOARDS

Topic-2-16-5

Parent or Parent-Teacher Organizations

PARENT-TEACHER ORGANIZATIONS

Parent-Teacher Organization (PTO)

The main functions of the Parent Teacher Organization are to raise funds for the school's current operational expenses, to promote parental support for the school program, and to increase mutual understanding between school and parents. The membership of the parent teacher organization shall include the pastor, the principal, the parents or legal guardians, and the faculty of the school.

All parents are required to attend the General Assembly PTO meetings. Three General Assembly meetings will be held each year, in alignment with the start/end of each grading period.

Financial operation of a parent teacher organization shall be governed by the regulations for financial operations as found in the Parent Teacher Organization Bylaws (see Administrative Handbook).

Topic-3-1-1

Introduction

St. Catherine of Siena is a Catholic School. Faith formation is at the core of all the school's activities. Faith is embedded not only during Religion class but included in all the assignments.

Topic-3-1-3

Additional Practices

As part of the Faith formation our school:

- Attends mass every Wednesday
- Prays the Rosary during the month of May
- Prays the Stations of the Cross during Lent
- Make an extra effort in doing acts of kindness during Lent and Advent
- Prays before meals
- Celebrate a Christmas concert
- Prays at the beginning and end of the school day.

Section-3-2

Sacraments (First Reconciliation, First Communion, Confirmation)

Students in second grade receive the formation for their First Reconciliation and First Communion.

The school also has a program for students in higher grades than second grade that for some reason missed receiving the sacraments in second grade.

Section-3-4

Campus Ministry

St. Catherine of Siena has a Christian Service Ministry. It is led by the Jr. High teachers. They are in charge of embellish the campus, taking care of the garden and the plants as God's creation. They also make sandwich bags for the homeless in our area.

Section-3-5

Christian Service Program

CHRISTIAN SERVICE PROGRAM

Our Christian Service activities program is an integral component of the religion program and serves as an outward expression of the personal commitments of our students and faculty to fulfilling the Christian way of life. Opportunities to participate in Christian Service include:

Class projects to provide items to the sick, elderly and poor of our community

Mission Awareness Program (Missionary Childhood Assoc., Lenten Mission Boxes, etc)

Section-3-6

Retreats

St. Catherine of Siena faculty and staff attends a day retreat before the beginning of the school year.

Faculty also attends the Religious Education Congress in Anaheim and/or any of the Regional Education Congress.

Students in second grade have a retreat day before their first communion.

Eight grade has a retreat during the last week of school.

Topic-4-03-4

Inoculation requirements of the CA Department of Health

INOCULATION REQUIREMENTS

St. Catherine of Siena School follows the inoculation requirements of the CA Department of Health detailed here: <http://www.shotsforschool.org>.

All students must maintain up-to-date inoculation (immunization) records, unless otherwise made exempt by their primary care physician. If a child is exempt from any immunizations, the school must receive written documentation from the child's primary care physician upon enrollment. Information regarding what must be included in the medical exemption document can be found here: <http://www.shotsforschool.org>

The school reserves the right to suspend a student's entry onto campus until immunization records have been updated and/or a medical exemption document has been submitted to the Office.

Topic-4-04-1

Absence

ABSENCE

ABSENCE

Parents are required to call the school office by 8:30 a.m. if your child is absent. Please leave your full name, your child's name, their grade and the reason for their absence. The school may call the parent at home or work to verify any absence.

Topic-4-04-2

Absences with Acceptable Excuse

ABSENCES WITH ACCEPTABLE EXCUSE

The school acknowledges that students may become sick or injured during the school year, which may result in their absence from class.

Acceptable/Excused absences include absences due to illness, medical appointments, and/or family emergency. In the event that a student is absent, parents/gaurdians must provide a written note explaining the absence in order for it to be "excused." Students will be required to make-up any missing assignments and/or complete alternate assignments; this decision at the discretion of each teacher. If an absence is marked as "Unexcused", the student will be required to complete work, however their grade may be impacted.

If a student has been absent for two or more days due to illness, a doctor's note is required for re-admittance to the school. Students that return to school without this note will not be permitted to enter the classroom until their parent has been contacted and/or provides this note.

The school administration reserves the right in all final decisions of whether or not an absence is considered excused or unexcused.

Topic-4-04-3

Extended Absences

EXTENDED ABSENCES

The school does not concede the right to school parents to alter the school calendar for their convenience. We discourage removal of students during the school term unless it is an emergency.

Extended school absences that are not a result of medical needs and/or family emergency as strongly discouraged. Family vacations and trips are not considered valid reasons for an excused absence. Please refer to the school website, <http://www.catherineofsiena.org>, to view the school calendar and break/vacation schedule.

In the event that a student will have an extended school absence, parents must provide notice in writing to the school Office. Parents may request work for the student to complete during this absence, however, this will be done at the discretion of the teacher. Teachers are not required to provide work for extended absences that are considered "unexcused" absences. Students are held responsible for completing any make-up work that is assigned to them upon their return. The teacher will set the time frame for work to be done during the absence and/or upon return. Being absent for extended non-medical reasons does not release the child from tests upon return.

Topic-4-04-4

Leaving School Early

LEAVING SCHOOL EARLY

Topic-4-04-5

Tardiness

TARDINESS

Prompt and regular attendance is important.

Frequent tardiness indicates a lack of interest in school, disrupts the classroom, and inconveniences the students,

teachers and staff. An unusual circumstance can cause an occasional tardiness; however, frequent tardiness will not be accepted.

A student, who enters the school after 7:50am, must then report to the office to register the tardy. When a student is tardy three (3) times in a trimester, the parent and child will write a note explaining the tardiness. If there are more than three (3) tardies and/or a consistent trend appears, a meeting with the parents will be scheduled with the principal. If the problem persists, parents may be required to serve/pay one extra service hour per 3 tardies.

Topic-4-04-6

Truancy

TRUANCY

A student is considered [truant](#) when he or she is absent from school without a valid excuse for three full days in one school year or is tardy or absent for more than any 30-minute period during the school day on three occasions in one school year, or any combination thereof. The school shall report the student to the local public school district's attendance office or the public school district's superintendent.

In the event that a school suspects that a student is truant (absent from school without a valid excuse), the school administration will first contact the parents/guardians. If the school suspects that the student is a habitual truant (absent three times in a school year without a valid excuse) and all resources at the school level have been exhausted, the school principal should notify the local [Child Welfare and Attendance](#) authorities.

If a student has been reported once as a truant and then is absent again for one or more days without a valid excuse or tardy on one or more days without a valid excuse, the school will again report the student as truant to the local public school district's attendance office or the public school district's superintendent. A student who has been reported as truant three or more times is considered a habitual truant and is subject to dismissal.

If a student has been absent without excuse, and it is impossible to contact the parents/guardians or designated emergency contacts within 4 hours and after repeated attempts, the school should notify the attendance office of the local public school district, the local police department, [Child Protective Services](#), or all of those agencies.

Topic-4-05-1

Parent Teacher Conferences

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences are required after the 1st Trimester report card. We encourage both parents to attend, whenever possible. In Grades K-4, only the parents are required to attend. *In Grades 5-8 the student must also be at*

whenever possible. In Grades K-4, only the parents are required to attend. ***In Grades 5-8 the student must also be at this conference.*** Parents/Guardians must be present at these conferences. Other family members, such as older siblings, are not permitted to act as representatives on behalf of the parent/guardian, but may be present to act as translators during the conference.

Additional conferences, either in person or over phone, may occur throughout the year, initiated either by teacher or parent. Requests for a teacher conference must be made in writing directly to the teacher via email or via the office. All conversations regarding your student must be prescheduled. Please allow 24 hours for the teacher to respond. "Drop-in" meetings before/after school are not permitted.

Topic-4-05-2

Parent Messages and Phone Calls

PARENT MESSAGES AND PHONE CALLS

Topic-4-05-3

Parent to School Communication

PARENT TO SCHOOL COMMUNICATION

Parents may use email, phone and in-person meetings to communicate with the Office or the Principal. Parents must schedule a meeting if wishing to speak with the Principal. No "drop-in" meetings will be held. Meetings can be requested via email or by calling the Office.

Parents may use email, ClassDojo/SeeSaw or in-person meetings to communicate with Teachers. Parents must schedule a meeting if wishing to speak with the Teachers. No "drop-in" meetings will be held. Meetings can be requested by emailing/messaging the teacher or by calling the Office.

In the event that a parent would like to express a concern, the following chain of communication is to be followed:

1. If the concern is regarding an issue taking place in the student's class or with a peer, contact the student's homeroom teacher. The teacher will work with the parent to resolve any issues. In some cases, the teacher may defer communication to an administrator. If the concern cannot be resolved after communication with the teacher, then the parent may contact the Principal.
2. If the concern is regarding an issue outside of the classroom, contact the Principal. The Principal will work with the parent to resolve any issues. In some cases, the Principal may choose to include the Pastor or other Archdiocesan leaders.

Section-4-07

Safety and Security Procedures

SAFETY AND SECURITY PROCEDURES

St. Catherine of Siena School holds the safety and security of all members of its community in the utmost importance.

The school has developed safety protocol to ensure the safety and security of anyone on campus. This protocol includes Arrival/Dismissal Procedures and Visitor Guidelines.

The school has Emergency Plans in place in the event of a natural disaster or threat to campus safety.

Section-4-08

Arrival/Dismissal Procedures

ARRIVAL AND DISMISSAL PROCEDURES

Parents may use the car line to drop off students. While using the car line, please don't use your cellphone. Do not park in the car line. Do not cut the car in front of you in the car line.

Parents may also drop off students at the main school gate. Once parked, please escort students to the front gate. Do not allow students to walk through the parking lot alone. PARENTS SHOULD NOT BE ON CAMPUS BEFORE SCHOOL.

Section-4-09

Automobiles/Parking Lot

AUTOMOBILES/PARKING LOT

All parents and visitors to the school must park in designated spots in the parking lot. Do NOT park in designated Fire Lane zones. All drivers are expected to drive through the lot at a safe speed and without distractions (ie. cell phones).

Parents/Guardians are responsible for the safety of their students in the parking lot. Students are NOT to be between the parking lot and the school gate without adult supervision.

Loitering in the parking lot is prohibited at all times, including before and after school.

Topic-4-11-04

School Procedures for Immunization and Screenings

SCHOOL PROCEDURES FOR IMMUNIZATION AND SCREENINGS

St. Catherine of Siena School follows the inoculation requirements of the CA Department of Health detailed here:
<http://www.shotsforschool.org>.

All students must maintain up-to-date inoculation (immunization) records, unless otherwise made exempt by their

primary care physician. If a child is exempt from any immunizations, the school must receive written documentation from the child's primary care physician upon enrollment. Information regarding what must be included in the medical exemption document can be found here: <http://www.shotsforschool.org>

The school reserves the right to suspend a student's entry onto campus until immunization records have been updated and/or a medical exemption document has been submitted to the Office. Up-to-date immunization records are necessary for entry onto school campus.

Topic-4-11-09

Allergies

ALLERGIES

The [Emergency Card](#) for each student shall be complete and current. Allergies and other medical needs must be listed on the Emergency Card.

In the event of an allergic reaction, it is the responsibility of the parent to provide the school with a medical plan and any medicines necessary (ie. Epi-pen, allergy medication).

Topic-4-11-12

Accident Procedures

ACCIDENT PROCEDURES

If an accident occurs and a student is injured, the first step taken will be to determine if the person needs immediate medical attention. The steps following will depend on how serious the injury is or it appears to be: Is it life threatening (very serious) or non-life threatening (less serious or minor)?

When the Injury is Not Life Threatening

School staff will administer minor first aid and then make the student comfortable. An incident report will be completed and a copy will be sent home with the student.

Parents will be contacted immediately if the injury is more severe, this includes any head trauma.

When the Injury is Life Threatening

First, 911 will be called. Then parents will be contacted; in the event that the parent cannot be reached, the emergency contacts listed on the Emergency Card will be contacted. An incident report will be completed and a copy will be given to the parent/guardian.

Section-4-14

International Students

The Archdiocese of Los Angeles welcomes international students. Through the cultural exchange of learning, praying, playing, and growing together, the presence of these international students enriches the educational and religious experiences of everyone in the school community.

All international students who do not live with a relative must live in approved housing identified on the student's I-20 forms.

The school is not involved in the selection of host families. A letter from the student's parents/guardians that identifies and approves the host family and place of residence is required.

The parents/guardians, host family, and/or Agency, if used, shall notify the school if there is any change in the student's host family or residence. Faculty, staff, coaches, and/or their spouses may not serve as host families or guardians.

Host families are required to meet with the school for orientation and periodically thereafter. Host families must attend meetings and functions required of domestic parents/guardians. Host families that are not contractually required to attend safe environment training are nevertheless encouraged to do so.

All international students are required to be enrolled in a religion course for a grade/credit each semester (see Knowledge of the Faith). The international student will be expected to participate, as appropriate, in religious functions and events.

The school is not permitted to waive all or part of international students' tuition, or grant them any type of scholarship or financial aid. The full international student tuition must be listed on the I-20 form and the school is

scholarship or financial aid. The full international student tuition must be listed on the F-20 form and the school is bound by federal regulation to collect the specified amount.

For more information about international students see: <http://handbook.la-archdiocese.org/chapter-13/section-13-1/topic-13-1-6>

Section-5-01

Curriculum

CURRICULUM

The curriculum at archdiocesan Catholic schools integrates the mission of Christ to teach the Gospel message to all. The archbishop and archdiocese are committed to providing strong academic experiences for students in school communities that reflect two purposes: the teaching mission of the Church and the need to educate youth for life in a way that relies on academic skills and requires sound preparation.

The curriculum consists of all learning experiences that are planned and organized under the principal's leadership, implementing the school's educational goals in a manner that reflects a commitment to Catholic teachings. The curriculum must be consistent with the philosophy of the school, educational policies of the archdiocese, and requirements of the applicable sections of the California Education Code. The commitment to ongoing academic excellence, personal growth, leadership, and service as components of Catholic identity extends to all aspects of the academic program.

The curriculum in elementary schools and high schools is planned at each school to meet these overall objectives and the particular needs of the individual school community. The Department of Catholic Schools provides support for curriculum matters. In parish elementary schools and high schools, the pastor and principal consult on these matters. The archdiocesan high school curriculum is coordinated by the principal with senior academic and administration staff.

While the principal may raise curriculum issues with consultative school boards and groups, the principal reserves responsibility for curriculum matters.

Topic-5-01-1

Religion Curriculum

RELIGION CURRICULUM

The Religion curriculum used at St. Catherine of Siena is aligned with the Archdiocesan Religion Standards. For more information about Religion Curriculum, see: <http://handbook.la-archdiocese.org/chapter-4/section-4-3/topic-4-3-13>.

Topic-5-01-2

Honors/Advanced Placement/International Baccalaureate

HONORS

Topic-5-01-3

Homework

HOMEWORK POLICIES AND GUIDELINES

General Homework Policy

Homework is an important aspect of learning at St. Catherine of Siena School. Its purpose is to:

1. Reinforce skills and materials taught in the classrooms.
2. Allow the students to apply concepts taught to related activities.
3. Teach responsibility, time management, organization, and follow-through.
4. Connect parents with the curriculum, the student's progress, and the teachers.
5. Written homework is typically given Monday through Thursday. Some Friday or weekend assignments may be needed for long-term projects or make-up work due to absences.

Junior High may have assignments over a weekend. Assignments are typically due the next day or as assigned. Long-term assignments will be given when appropriate.

Homework is always to be neat, in proper form, on time, and completed. For all students, no late work will be accepted for full credit. Half credit will be given for one day late and zero credit will be given for any assignment turned in after the second day. Due dates will be given well in advance.

In order to participate in Sports and After school activities, students must have no missing assignments.

In general, families and students should expect the following of nightly homework load:

- Transitional Kindergarten & Kindergarten: Given on Mondays (1st day of school week) and due on Friday.
- Grades 1-2: Approximately 30 minutes
- Grades 3-5: Approximately 1 hour
- Grades 6-8: Approximately 2 hours

Note that these are guidelines, and may vary by student. Some long-term projects may require additional time (i.e.: Science Fair Project).

Absences & Homework

Absences do not release students from any work. Generally, one day is given to return work for each day's absence. Weekend days will be counted when completing this work. Parents are responsible for picking up student's work on days when a student is absent. Teachers may set due dates for absentee work. Students are responsible for getting the missing assignments and turning work into the teacher. Students need to take the initiative for homework.

Make-up assessments will be given at a time set by the teacher. Make-up tests may be given in a different format. If test dates were given prior to absence, students will be expected to take tests as scheduled or as designated by the teacher.

Be aware that some work done in class cannot be done at home or after the fact, especially group work; therefore, some work may not be given grades.

Long term absences require special arrangements with teachers. Teachers are not required to give work to students to take on a vacation during the school year. Teachers are not expected to give private instruction for work missed due to vacations taken or by commercial-work absences. Work permit applications are obtained by the parents and submitted to the office.

Note: The school and its teachers reserve the right to make changes to the Homework program, as needed.

Topic-5-01-4

Graduation Requirements

PROMOTION & GRADUATION

Promotion

Students who satisfactorily complete the prescribed grade level curriculum are promoted to the next highest grade at the end of the school year. Exceptions are made at the discretion of the principal.

Graduation

Students who satisfactorily complete eighth-grade courses participate in a simple but dignified graduation ceremony at the school. Exceptions are made at the discretion of the principal.

Topic-5-02-1

Assessments

TESTING AND ASSESSMENT

Standardized Testing

St. Catherine of Siena School participates in the Archdiocese of Los Angeles STAR testing program three (3) times per year.

Topic-5-02-2

Grading Scale

GRADING SCALE

Outstanding, O (91-100)

Good, G (81-90)

Satisfactory, S (70 - 80)

Needs Improvement, NI (69 or below)

NOTE: The +/- system is not used on the TK-2 on report card (i.e.: G+, O-).

Topic-5-02-3

Elementary School Grade Reporting

ELEMENTARY SCHOOL GRADE REPORTING

The school year is divided into trimesters. Report cards are made out on the basis of work accomplished by the student and are issued to students in all grades at the end of each trimester.

Gradelink Online Grading System (Grades 2-8)

Teachers in grades 2-8 will post grades online using Gradelink, a web-based school portal system. Parents will be able to check their child's latest grades, receive email alerts when new grades are posted, and *review what homework has been turned in*. Teachers will upgrade their online grade books weekly. It is important to understand that while Gradelink accounts will accurately reflect student progress, they are not intended to be used for daily grade reports.

Gradelink accounts can only be accessed using individual usernames and passwords. Parents and students will receive log-in information at the beginning of the school year, along with instructions and support for activation. The Gradelink account is intended to strengthen communication and partnership between home and school in order to better support the student's academic progress and help each student take greater responsibility for his or her own academic success.

Parents and Students are to use Gradelink (www.Gradelink.com) to monitor progress throughout the school year. It is the parent's responsibility to follow their child's progress frequently on Gradelink. The school assumes that parents monitor their student's progress on a weekly basis, at minimum. Parents are expected to review Gradelink prior to any Parent-Teacher conferences/meetings.

Scores and grades in Gradelink are not considered final until the teachers concludes the grading period the end of each Trimester.

Progress Reports

Progress Reports are sent home for Grades K – 8. The reports may indicate deficiencies in a subject or study skills, a dramatic drop in a grade, or indicate good growth or progress in a specific area. Not all students will receive progress reports. These reports are to be signed and returned to the homeroom teacher within three days or the principal will call for a personal appointment with the student, parent and the teacher.

Progress Reports for all students are distributed at the halfway point of each trimester. Teachers may send home additional Progress Reports, as needed to communicate with parents.

Topic-5-02-4

High School Grade Reporting

HIGH SCHOOL GRADE REPORTING

St. Catherine of Siena School serves students from Transitional Kindergarten to 8th grade. It does not maintain a High School Grade Reporting policy as grades 9-12 fall outside of the range of students served by the school.

Topic-5-02-5

Make-Up Work/Absences

MAKE-UP WORK/ABSENCES

Absences & Homework

Absences do not release students from any work. Generally, one day is given to return work for each day's absence. Weekend days will be counted when completing this work. Parents are responsible for picking up student's work on days when a student is absent. Teachers may set due dates for absentee work. Students are responsible for getting the missing assignments and turning work into the teacher. Students need to take the initiative for homework.

Make-up assessments will be given at a time set by the teacher. Make-up tests may be given in a different format. If test dates were given prior to absence, students will be expected to take tests as scheduled or as designated by the teacher.

Be aware that some work done in class cannot be done at home or after the fact, especially group work; therefore, some work may not be given grades.

Long term absences require special arrangements with teachers. **The school does not concede the right to school parents to alter the school calendar for their convenience.** Teachers are not required to give work to students to take on a vacation during the school year. Teachers are not expected to give private instruction for work missed due to vacations taken or by commercial-work absences. Being absent for extended non-medical reasons does not release the child from tests upon return.

Note: The school and its teachers reserve the right to make changes to the Homework program, as needed.

Topic-5-02-6

Course Deficiency/Failure

COURSE DEFICIENCY/FAILURE

Topic-5-02-7

Conduct/Citizenship Grades

CONDUCT/CITIZENSHIP GRADES

Behavior & Work Habit Grades

Each teacher will give a letter grade for Work Habits and Behavior:

O - Outstanding **G** - Good **S** – Satisfactory **NI** - Needs Improvement

- **O**- Indicates students who seek ways to model for everyone their manners and caring attitude on a daily basis. They are helpful, polite, and courteous to other students and adults they meet each day. They show a constant regard for other's feelings and needs. They care for equipment and property. They initiate ideas and plans to improve the school community. They are regarded as class leaders in the area of self-discipline and control.
- **G** - This is the expected and required behavior of students at St. Catherine of Siena School. Students display good classroom and yard standards. The child responds positively to correction in these areas.
- **S**- This indicates that students' behavior and/or work habits are average & satisfactory. There is room for improvement.
- **NI**- This indicates that behavior and work habits are unsatisfactory and there is immediate need for improvement in this area.

Numerous "NI" grades on a report card will jeopardize present enrollment or registration for the following year. The principal will make the determination regarding enrollment after conferring with teachers, parents, and student.

Section-5-03

Standardized Testing

STANDARDIZED TESTING

St. Catherine of Siena School participates in the Archdiocese of Los Angeles ACRE testing program once each year.

- ACRE Testing (Religion) is administered to students in grades 5 and 8 in January.

Topic-5-03-1

College Entrance Exam Requirements

COLLEGE ENTRANCE EXAM REQUIREMENTS

St. Catherine of Siena School serves students from Transitional Kindergarten to 8th grade. It does not maintain a College Entrance Exam Requirements policy as grades 9-12 fall outside of the range of students served by the school.

Section-5-04

Recess and Lunch/Nutrition

RECESS & LUNCH/NUTRITION

The school has two break periods during the school day, Recess (morning break) and Lunch (afternoon break). Recess takes place from 10-10:30am, daily. Lunch takes place between 12:15-1:00pm on Mondays-Thursdays, and 11:30-12:00pm on Fridays. No Lunch break is taken on minimum days (Noon dismissal).

St. Catherine of Siena School offers the Archdiocesan Food Service Program. This program serves breakfast (during Recess) and lunch, daily. Applications to receive Free and/or Reduced Lunch through this program are available in the Office. In order to ensure that your student receives their meal, an order form must be completed each month. Order forms are distributed in the Family Envelope each month and can also be requested through the school office.

Lunches & Snacks

Students may bring a snack for recess. Snacks should be of a healthy nature and able to be consumed during a limited time. Students should not bring hot beverages with them to school. All eating must be done at the lunch tables.□

Section-5-05

Supplies and Textbooks

SUPPLIES & TEXTBOOKS

The school will provide students with textbooks and student workbooks needed throughout the school year. Textbooks have been selected based on their alignment with curriculum standards and the school's mission, vision and philosophy.

Please note that students in grades 2-8 may be responsible for providing their own copy of novels during the school year. These novels must be hard copies (ie. not in a digital forma) that can be annotated. These novels should be added to their home libraries when the corresponding novel units have been completed.

Parents are responsible for providing students with daily school supplies, including notebooks and writing utensils. The mandatory school supplies vary by grade; please refer to the school website (www.catherineofsiena.org) to access the Supply Lists by grade/classroom.

Section-5-06

Honors and Awards

HONORS AND AWARDS

Honors

St. Catherine of Siena is committed to the achievement of academic excellence for all members of our community. Students who have shown significant academic achievement each trimester will earn a position on the Honor Roll.

The Honor Roll is prepared after each report card period for Grades 3 through 8. Honor Roll recipients are recognized by the school community during the Awards Ceremony following each trimester.

Academic Honor Roll (Grades 3-8):

Honors = 3.0 to 3.49

High Honors = 3.5 or above

In order to be considered for the Honor Roll, a student's report card grades in academic subjects must be a B- or above; all Work Habits and Behavior grades must be "S" or above

The subjects used to calculate honors are: Religion, Math, Reading/Literature, Social Studies, ELA/Language & Science

School Valedictorian & Salutatorian

Each year, a Valedictorian and Salutatorian will be selected from the graduating 8th grade class. The Valedictorian will be the student with the highest overall GPA at the end of their 8th grade year, and the Salutatorian will have the second highest overall GPA. The calculation of GPA includes only academic subjects (ELA, Math, Science, Social Studies, Religion).

In the event of a tie, the +/- Grading System will be accounted for. If a tie still persists, then grades from 7th grade and overall attendance will be compared. Students with persistent behavioral difficulties will not be eligible for these honors.

Section-5-08

Academic Probation, Retention/Transfer

ACADEMIC PROBATION, RETENTION/TRANSFER

Retention Policy

The following policy is taken from Article 6103.4 of the Instructional Handbook for Elementary Schools for the Archdiocese of Los Angeles:

The decision to promote a pupil to the next grade or to retain him/her in the present grade should be based upon a consideration of both the overall welfare of the pupil, i.e.: made by carefully weighing both academic and social factors. In the event that retention is under consideration, the following guidelines should be applied:

1. The teacher is responsible for consistent evaluation, early diagnosis, and effective remediation of learning problems. Initially, the teacher should provide remedial help to the pupil within the school setting, either by individualized instruction or some form of tutoring. If such help proves to be inadequate, the teacher should advise the parents to arrange for outside remedial help, such as professional tutoring, parent tutoring, or a summer session.
2. The teacher should make the principal aware of any pupil with significant learning problems by the end of the first quarter. With the approval of the principal, the teacher should inform the parent regularly during the second quarter of the pupil's progress or possibility of retention.

Retention is more successful in primary grades than in later grades; therefore, the primary grade teachers diligently observe the each learner so that problems may be corrected before the pupil reaches the upper grades. Although the opinions of the teacher and the parents are significant factors, the final decision to retain a pupil is up to the discretion of the principal.

In the case of the pupil with a severe learning problem, it may be necessary to recognize that the parochial school is not equipped to meet the needs of every pupil; and that, therefore, a transfer might be necessary.

Topic-5-09-2

Additional Counseling Information

ADDITIONAL COUNSELING INFORMATION

At this time, St. Catherine of Siena School does not have any additional policies regarding Counseling. Please refer to Section 5-09-1 to review the Archdiocesan policies being utilized on our school campus.

Section-5-11

Summer School

SUMMER SCHOOL

St. Catherine of Siena School may offer Summer School Program, though it may not be offered every year.

Participation in any Summer School program established by the school is optional, though teachers and/or the principal may strongly recommend it to parents of specific students.

A student may be required to enroll in a summer program in order to receive promotion to the next grade level. Decisions such as this will be made on a case-by-case basis, as needed. Recommendations from teachers can be obtained, but the final decision making authority belongs to the principal.

Section-6-01

Before & After School Policies and Programs

AFTER SCHOOL CLUBS & PROGRAMS

St. Catherine of Siena School provides a wide variety of activities outside the classroom. It is our hope to develop character and fair play, as well as physical or mental skill through these activities. We encourage our parents to participate in these activities by volunteering to help or be present at these events.

Participation in these after school programs is a privilege. Students are expected to behave according to the school's behavior expectations at all times.

Parents must complete a sign-up/permission slip prior to their student's participation in any after school program. Students that are not picked up on time will be sent to Day Care, and parents will be charged the daily Drop-In fee.

Some of these programs have additional fees that must be paid by the parent. If fees are not paid in a timely manner, student participation will be stopped until that fee is paid.

These programs are an opportunity to develop responsibility and provide students with an additional outlet for their gifts and interests. We encourage parents to discuss the concept of "making a commitment" to these programs as their students choose to sign-up for them.

The director/supervisor of each after school program has the authority to stop a student's participation. The principal reserves the right to review final decisions in these cases.

Extra-Curricular Agreement

Extended Care Program

St. Catherine of Siena School provides Extended Care for students enrolled in our school. This program is under the guidelines set by the Catholic Schools Department of Education and monitored by the school administration.

St. Catherine's Extended Care Program offers a Morning and Afternoon (afterschool) program. Morning Extended Care is offered Monday-Friday from 7:15-7:30am. Afternoon Extended Care is offered Monday-Thursday from 3:15-6:00pm and Fridays from 1:00pm-6:00pm. Morning Extended Care is held in the school Office. Afternoon Extended Care takes place in room 3. The program is well-supervised. Policies and registration may be obtained in the school office or through the Extended Care director.

Extended Care Phone: 818-877-3245

- One (1) child \$90.00/month
- Two (2) children \$180.00/month
- Three (3) or more children \$280.00/month
- Drop-in: \$5 per student/day

Afternoon Extended Care:

- One (1) child \$230.00/month
- Two (2) children \$400.00/month
- Three (3) or more children \$600.00/month
- Drop-In: \$12.00 student/day
- **LATE PICK-UP \$1.00/child for every minute after 6:00 PM**

*Note: Extended Care rates for August & June are pro-rated. All other months are considered to be full months for payment.

Students still on the school grounds at 3:15 p.m. and not in a supervised sport or school- sponsored activity will

be sent to Extended Care for their safety and will be charged the Extended Care rate even if their parents are in campus.

□

Students in other school activities like homework club, theater, tutoring etc. that are not picked-up promptly will be sent to extended care and must pay the Drop-in fee (\$12/student).

Daily Afternoon Extended Care Schedule

3:16-3:35pm: Outside Play. No electronics are permitted

Extended Care Policies & Expectations

Electronics, such as iPads, are only allowed to be used to do homework and reading. Students are only allowed to use electronics inside the Extended Care Room. No personal electronics are permitted.

Students will have a pass to use the restroom. Students will be permitted to go to the restroom individually.

During a heat wave, or when it is raining, students must be inside the extended care room at all times. This is the only exception for time students may use their iPad for entertainment, but cellphones remain prohibited.

At no time are students allowed:

- Near the fences or on the kinder playground
- To ever open the school door
- To use cellphones during extended care. In case of an emergency students may use the Extended Care phone [(818)-877-3245].

In the event of an Emergency a bell will be rung to call students back to the Extended Care Room.

Parents must walk ring the bell at the school entrance and walk to the Extended Care room to sign-out their child. Please do not honk your car horn to your child to pick him/her up.

Section-6-02

School Field Trips and Excursions

FIELD TRIPS & CULTURAL ACTIVITIES

Field trips are educational in nature and grade level appropriate. The principal must approve any off-campus trip. No student may attend any off-campus trip without completion of the proper field trip permission slip. No phone permission will be acceptable. Some of the costs of the bus or entry fees incurred by such a trip may be paid by the parent. Trips may be on a school bus or in cars.

All Field Trip chaperones, if chaperones are required, must be VIRTUS trained and fingerprinted through the Archdiocese of Los Angeles.

Anyone driving students to any event, field trip or extracurricular activity must have proof in the school office of a valid driver's license and current and valid California automobile insurance. All drivers must be 25 years of age or older to transport students.

Section-6-05

Clubs/Organizations/Honor Societies

AFTER SCHOOL CLUBS & PROGRAMS

St. Catherine of Siena School provides a variety of after school clubs and programs. Participation in these after school programs is a privilege. Students are expected to behave according to the school's behavior expectations at all times.

Parents must complete a sign-up/permission slip prior to their student's participation in any after school program. Students that are not picked up on time will be sent to Extended Care, and parents will be charged the daily Drop-In fee.

Some of these programs have additional fees that must be paid by the parent. If fees are not paid in a timely manner, student participation will be stopped until that fee is paid.

These programs are an opportunity to develop responsibility and provide students with an additional outlet for their gifts and interests. We encourage parents to discuss the concept of "making a commitment" to these programs as their students choose to sign-up for them.

The director/supervisor of each after school program has the authority to stop a student's participation. The principal reserves the right to review final decisions in these cases.

Topic-6-06-1

Formal Dances (Homecoming, Winter Formal, Prom)

FORMAL DANCES (HOMECOMING, WINTER FORMAL, PROM)

St. Catherine of Siena School does not organize formal dances for its students.

The PTO Board occasionally organizes Family Dances (Spring Fling, Mother/Son, Father/Daughter) that act as fundraisers for the school. All participants in these events are required to act in accordance with school policies. Students may not be left unsupervised at these events; a parent/guardian must be present for each student.

Topic-6-06-2

Graduation Celebration/Grad Night

GRADUATION CELEBRATION/GRAD NIGHT

St. Catherine of Siena organizes two events to celebrate the Graduation of the 8th grade class, in addition to the Graduation Ceremony. Participation in these events is contingent upon good behaviour and students remaining in good academic standing throughout the school year.

Graduation Dinner

The Graduation Dinner takes place the Tuesday before the Graduation Ceremony. It is a semi-formal dinner designed to celebrate student achievement and confer final awards and medals. Students are allowed two guests during the Graduation Dinner.

Disneyland Trip

Each year, the 8th grade class participates in a Disneyland Trip at the end of May/beginning of June. The students and chaperones leave at 6am and return to campus by midnight on the same day. This trip is aligned with all Archdiocesan regulations regarding field trips.

Students are expected to abide by all school rules and behavioral expectations during this trip. Should a student not meet that expectation, they may be sent back to school or their parents may be required to retrieve their student from the park.

The cost of the Disneyland Trip is included in the Graduation Fee that is collected for each 8th grade student. Failure of a parent to pay the fee in a timely manner may jeopardize a student's ability to participate in the Trip.

Topic-6-07-2

Additional Student Publications Information

ADDITIONAL STUDENT PUBLICATIONS INFORMATION

St. Catherine of Siena school does not have any additional policies with regard to Student Publications. Refer to Section 6-07-1 of the handbook for the Archdiocesan policies enforced on our campus.

Section-6-09

Class Rings (High Schools only)

CLASS RINGS (HIGH SCHOOLS ONLY)

St. Catherine of Siena School serves students from Transitional Kindergarten to 8th grade. It does not maintain a Class Ring policy as grades 9-12 fall outside of the range of students served by the school.

Section-6-10

Student Identification Cards

STUDENT IDENTIFICATION CARDS

Students receive an identification card through the School Pictures program in the fall. This card is provided as a courtesy for parents and students, however students are not required to have it on their person when on campus.

Section-6-12

Athletics

The After School Sports Program for Grades 4-8 provides team sports under the direction of the Valley Sports Conference, coaches and the principal. These are in competition with other Catholic schools in our area.

Topic-6-12-01

School Athletic Handbook [if applicable]

SCHOOL ATHLETIC HANDBOOK

St. Catherine of Siena School does not maintain a separate Athletic Handbook. All participants in school athletics, including players, parents and coaches, are expected to abide by the conduct and behavioral guidelines described in the school's Parent-Student Handbook.

Topic-6-12-02

Sports by Season Pep Squads, Cheer

SPORTS BY SEASON

Fall Sports

- Boys: Flag Football
- Girls: Volleyball

Winter Sports

- Boys: Basketball
- Girls: Basketball

Spring Sports

- Boys: Volleyball
- Girls: Softball

In addition to seasonal sports, the school also participates in the annual Knights of Columbus Track Meet held each spring. Any student in Grades K-8 is eligible to participate.

Note that sports offerings are contingent upon the availability of a volunteer to coach each sport and the number of students interested in participating. Each sport has a different minimum number of players for the team to be viable.

Topic-6-12-03

Selection Process/Requirements for Participation

SELECTION PROCESS/REQUIREMENTS FOR PARTICIPATION

The school utilizes a No-Cut policy to encourage participation in the Sports Program.

Due to the No-Cut policy, qualified player participation is at the coach's discretion if the team roster is large. On B-level teams, play time is more evenly divided in order to help players develop their abilities. On A-level teams, the amount of play time allotted to each student will depend on player ability and commitment to the team.

- Must maintain a 2.0 grade point average. A student receiving an "F" in any academic subject is ineligible.
- Must have no grade lower than an "S" in Effort and Behavior on any progress or report card.
- Must attend all practices and games. If illness, injury or appointment do not allow for attendance, the coach or an administrator must be notified in advance.

Player Expectations

- Must attend school on a game day to participate in a game.
- Must have proper clothing, equipment, or materials at all practices and events. On game days, athletes must wear proper team jersey and team shorts to play.
- Must be at all practices and games on time and leave at the arranged time.
- Must adhere to all the school policies as stated in the Parent/Student Handbook.
- Must always show respect and cooperation with coaches, other team members, visitors, etc.
- Leave all game areas, rooms, or grounds clean and organized.
- Must exhibit a positive attitude whether winning or losing.
- Use proper language and behavior whether at a practice or at an event.
- Uniforms requested to be returned must be clean and in good condition or a replacement fee will be charged.
- Submit the required medical and emergency information on the reverse side of this form before attending any practices or events.

practices or events.

- A player receiving 2 or more detentions in a sport season will be restricted from practice and games.
- If you come to school on a game day but did not attend practice, the following penalties may occur: Volleyball - sit out one game; Basketball & Football - sit out one half; Softball - sit out two innings
- Missing practice, leaving practice early, bad attitude or any other behavior that demonstrates lower commitment level will result in reduction of play time.

Topic-6-12-06

Athletic Fees, Equipment and Uniforms

ATHELETIC FEES, EQUIPMENT AND UNIFORMS

Each player must submit a Sports Fee at the beginning of each season. This fee ranges from \$30-\$50, and covers the cost of referees, equipment, and uniforms (when applicable).

Each player will be issued a uniform at the start of each season. The uniform is the responsibility of the player. Though standard athletic wear is allowed to be used during practice, the team uniform must be worn during each game. Failure to bring their issued uniform to a game may result in the player not being allowed to participate in that day's game. Uniforms must be washed and returned at the end of each season.

Players are expected to treat team sports equipment with the appropriate level of respect. Failure to do so may result in the player replacing any damaged equipment before they may participate in the next game or practice and/or removal from the team.

Topic-6-12-07

Discipline Policies and Procedures in Athletics

DISCIPLINE POLICIES AND PROCEDURES IN ATHLETICS

All members of St. Catherine of Siena sports teams are expected to behave in accordance with the policies outlined in the Parent-Student Handbook. Failure to do so may result in disciplinary action. Disciplinary actions include:

- Loss of play time during official games
- Suspension from practice or games (number to be determined on a case-by-case basis)
- Removal from the team
- Forfeit of a game if the behavior is observed in multiple members of the team or in the coach
- Any disciplinary actions described in [Chapter 8](#) of the Parent-Student Handbook.
- Disciplinary action enforced by the Valley Catholic Sports League

Topic-6-12-08

Varsity Jackets and Sweaters

VARSITY JACKETS AND SWEATERS

St. Catherine of Siena School does not create Varsity Jackets and team sweatshirts for its athletes. Instead, athletes may be given permission to wear their uniform to school on specific days throughout the season.

Topic-6-12-09

Sportsmanship Code for Spectators

SPORTSMANSHIP CODE FOR SPECTATORS

All spectators, including parents/guardians of players, are expected to abide by the conduct and behavioral expectations set in this Parent-Student Handbook.

All spectators are expected to show appropriate sportsmanship while watching games. Failure to do so may result in their removal from a game and/or suspension from being a spectator in future games.

Prohibited Behavior Includes:

- Insulting another team or player
- Use of crass and/or inappropriate language
- Interruption of a game
- Creating a distraction in the game
- Acting on behalf of the coach and its team during the game.

Topic-6-12-10

Coach/Trainer Certification [Play Like a Champion]

COACH/TRAINER CERTIFICATION [PLAY LIKE A CHAMPION]

Coaches for all school sports teams are volunteers from the St. Catherine of Siena Community.

All coaches and sports volunteers must be VIRTUS Trained and fingerprinted within the Archdiocese of Los Angeles. In addition, coaches must complete the Play Like a Champion (PLAC) coach's training in order to coach a team. The PLAC training must be completed before the first practice of the season, and coaches must have their card with them during all official games. It is the responsibility of the coach to maintain valid Coach's cards.

Failure of a coach to provide a valid/current Coach's card may result in the team forfeiting a game to its opponents.

Topic-6-12-11

CYO/CIF

CYO/CIF

Sports teams that represent St. Catherine of Siena play in the Valley Catholic Sports League (VCSL). The VCSL website is the resource for game schedules and team standings. The website can be found at <https://www.leaguelineup.com/welcome.asp?url=vcsl>.

Section-7-1

Tuition and General Fees

TUITION AND GENERAL FEES

Tuition for 2020-2021 School Year

Transitional Kindergarten - \$5,200 per year

Kindergarten – 8th Grade:

One (1)Child: \$4,700.00 per year

Two (2) Children: \$8,000.00 per year

Section-7-2

Tuition Collection

TUITION COLLECTION

Payments & Automatic Payments

Tuition is payable on a 10 month basis or in one installment.

Section-7-3

Tuition Assistance

TUITION ASSISTANCE

St. Catherine of Siena school recognizes that gifting your child with a Catholic education requires a financial sacrifice from some families. As such, tuition assistance is offered on a case-by-case basis. Families in need of tuition assistance must make an appointment to meet with the Principal and/or Office Manager to discuss the process and collect any necessary paperwork.

To request any kind of Tuition Assistance, you must complete an application to the Catholic Education Foundation (CEF), you must qualify for free/reduced lunch, and complete and follow the school requirements for Tuition Assistance.

Tuition assistance doesn't renew automatically to each year. Every family must to complete the process every year with their current information. Having had tuition assistance in the past is not a guarantee that your family is going to receive it again.

Section-7-4

Parent Service and Fundraising Requirements

FUNDRAISING REQUIREMENTS AND PARENT VOLUNTEER PROGRAM

Section-7-5

Costs/Fees (when applicable for field trips, supplies, sports, senior fees, etc.)

COSTS/FEES FOR BOOKS, SUPPLIES, FIELD TRIPS, EXTRA-CURRICULAR ACTIVITIES

Books

The school will provide the necessary textbooks and workbooks for the students. All books are to be covered in plain book covers. No books are to be written in or destroyed.

Replacement charges must be paid for lost or damaged books. Bindings and book covers are not to have drawings, stickers, pictures, etc. Teachers will take covers, binders, etc. which have writing or pictures on them. Students must replace with proper covers immediately.

Parents may be asked to purchase hard copies (not digital ebooks) of specific novels for their students. These novels will be used in class and annotated throughout the a literary unit. It is important that students have personal copies as they will be writing in them over their course of study; the hope is that these novels then will be added to their own personal libraries at home. Teachers will inform parents of any novel(s) that need to be purchased when the need arises.

Parents may be required to help cover some of the costs of the bus or entry fees incurred by a class field trip. The cost, if any, of these field trips will be communicated with parents prior to each individual trip.

Chapter-8

DISCIPLINE

DISCIPLINE

Topic-8-1-01

Discipline and Procedures

DISCIPLINARY RULES, REGULATIONS AND PROCEDURES

Growth in self-discipline is a goal of education at St. Catherine of Siena School. Self-discipline is an aspect of moral guidance and is necessary to provide a classroom environment conducive to learning.

A school and classroom discipline program is designed to help the student choose right rather than wrong, order rather than chaos, virtue rather than vice. Teachers and staff will strive to have a positive approach to discipline within the classroom and schoolyard.

The principal and the pastor are the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his/her discretion.

There are two broad policies in regards to school discipline:

ANY BEHAVIOR WHICH DISTRACTS FROM A TEACHER TEACHING OR ANY STUDENT LEARNING IS UNACCEPTABLE.

Student Behavior Expectations

As representatives of our school, St. Catherine of Siena students are held to a high standard. Students are expected to behave in a way that reflects our school's mission, vision and philosophy throughout their enrollment, both on and off campus.

All students are expected to:

1. Be on time for school with materials ready for class. We are very concerned with the tardiness and will be stressing this aspect of responsibility.
2. Come ready to learn and exhibit pride in their work.
3. Respect the rights of others and their right to learn.
4. Admit mistakes, ask for help, seek adults who can assist with situations, be accountable.
5. Remain in appointed play areas.
6. Play safe approved games without chasing, tackling, fighting.
7. Show acceptable, non-violent behavior in play, language, or gestures.

Actions that results in Behavior Consequences (ie. suspension, detention) include but are not limited to:

1. Excessive talking in class
2. Rude, discourteous behavior
3. Destruction of school or other property
4. Misbehavior in church, on playground, or in school building
5. Chewing gum at any time on school property
6. Eating at inappropriate places and/or at the wrong times
7. Inappropriate language
7. Any other failure to meet classroom or school standards
8. Multiple school uniform violations
9. After-school conduct inappropriate for students or against school policy
10. Misuse of internet or any computer or electronic device
11. Cheating on homework or class work by copying, giving other's answers, plagiarism, etc.
12. Theft/Stealing
13. Forging a signature
14. Any other action deemed serious by the principal, vice-principal, and/or pastor.

Topic-8-1-07

Academic Dishonesty Policy

ACADEMIC DISHONESTY

St. Catherine of Siena school is committed to achieving academic excellence. As a part of our school community, students agree to abide by the rules and regulations regarding academic dishonesty.

Any work submitted by a student is expected to be:

1. A reflection of his/her own unique ideas
2. Written in their own words with their own unique voice as an author.
3. Include references, when appropriate, to sources used in their work.
4. Completed independently, unless otherwise stated by the teacher.

Students that fail to meet these expectations are considered to be in violation of our Academic Dishonesty Policy. Violations include cheating on an assessment or plagiarizing another person's work

creating an assessment or plagiarizing another person's work.

If a student is found in violation of our Academic Dishonesty Policy, the following consequences will be considered:

- Receiving a "0" or failing grade on the assignment.
- Mandatory completion of the assignment and/or an alternate assignment which will not receive a score.
- Conduct Referral completed and sent home to parents.
- Phone call or message sent to parents.
- Conference held with teacher, principal, student and/or parents.
- If the behavior persists or is significant in nature, more severe consequences such as suspension and expulsion may be considered

Final authority over any disciplinary action belongs to the Principal.

