St. Catherine of Siena School

335 N Sycamore Avenue
Rialto, CA 92376

Parent/Student Handbook

PHILOSOPHY OF CATHOLIC SCHOOL EDUCATION
DIOCESE OF SAN BERNARDINO

The Catholic elementary and secondary schools within the Diocese of San Bernardino are recognized as part of Christ's church and its evangelizing mission. Under the authority of the Bishop, the schools share a common Catholic vision, resources, and responsibilities as they strive to serve the youth that are reflective of the diverse cultural, ethic, and economic population of San Bernardino and Riverside counties. The schools are committed to include the economically poor in Catholic school education. If the school is part of a parish it is considered a ministry to the parish and it is directly under the pastor/pastoral coordinator.

The tenets and the tradition of the Catholic faith are an integral component of the philosophy and goals of each school. All facets of Catholic Education contribute to the faith development of the students. All teachers are expected to reflect the commitment to teach and model Catholic principles, to promote the Good News as proclaimed by the Roman Catholic Church in contemporary society in this richly diverse diocese.

The schools are expected to prepare youth to respect the sacred dignity of the person, to be a responsible member of the community, and to be willing to translate the Good News into action through service projects and engage in respectful treatment of peers and adults.

Parents, who have the primary responsibility for the moral and religious development of their children are partners in the educative process. Home and school, together, participate in the development of school polices, curricula, ad budgetary processes base on Catholic values through School Boards, Parent Group Activities and Principal/Teacher initiatives.

Therefore, the Catholic school is committed to provide:

- A foundation in Catholic teaching and traditions
- Activities that allow students to experience prayer and liturgy
- Educational opportunities for students of varied academic abilities
- Financial aid programs to assist families unable to assume full financial responsibilities
- Opportunities for students to serve others
- A values-permeated atmosphere for developing a true faith community

In this way, the Catholic school will be a community of faith in which the Catholic message, the experience of community worship, and social concern are integrated into a total life experience. Our mission is to impact the family, neighborhood, and society with hope through Catholic Education.

6/11

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WELCOME TO ST. CATHERINE OF SIENA SCHOOL

Let us extend a warm welcome to all the families who have chosen our school as the place to have their child educated academically and spiritually. We recognize parents as their child's primary educator and look forward to a lasting relationship. May God bless and guide us both in our task of educating our youth.

St. Catherine of Siena School Staff

SCHOOL HISTORY

St. Catherine of Siena School began its history with the Franciscan Order of Sisters in 1956 with two classrooms. Classrooms and programs were slowly expanded until they reached their current level. In 1984, a Kindergarten program started and an extended daycare program was introduced. By 1992, the school had grown to nine classrooms (one for each grade). Plans for a Preschool program became a reality in January 1999. Three modulars, which house the Mena Library, Shea Lab and Extended Care were added in the summer of 2003. Furthermore, in the summer of 2007 the school underwent a major renovation. The Shea Foundation remodeled the entire school, including playgrounds and the field. A few years later in 2022/2023, blessings were bestowed upon us once again by Shea Family Charities with all new interior and exterior paint, flooring, LED lighting, k-8 playground equipment, and security fencing. In addition to these facility upgrades, the school also received interactive panels for k-8 grades and internet upgrades.

Since its inception the school has provided the San Bernardino Vicariate with over 65 years of Catholic Education. We will continue to form Catholic values in our youth and spread the Good News of our Lord, Jesus Christ.

MISSION STATEMENT

St. Catherine of Siena School, a ministry of St. Catherine of Siena Parish since 1956, is called to invest in the needs of children academically, spiritually, and emotionally. We are dedicated to building a diverse, vibrant, and nurturing community. Rooted in Catholic faith, St. Catherine of Siena School fosters stewardship, guiding students to serve with gratitude and care for creation. As disciples, of Christ, all students preschool through eighth grade will gain a comprehensive academic foundation necessary to meet the technological advancements as it impacts their lives. St. Catherine of Siena School is committed to these core values: becoming Active Catholic Christians, Life Long Learners, Leaders, Persons of Global Awareness, and Responsible Citizens.

PHILOSOPHY STATEMENT

St. Catherine of Siena School is a community of Active Catholic Christians, Life-Long Learners, Leaders, Persons of Global Awareness, and Responsible Citizens. We acknowledge parents as the primary educators, and in partnership we guide students to a closer relationship with God. We facilitate the spiritual, academic, social, emotional, and physical growth of our young people with the belief that they, in turn, will contribute to the growth of others through the use of their individual gifts.

Students grow in the knowledge of their Catholic faith, understanding of the Church's traditions, and practice moral values, as they encounter the living God. They grow in their understanding of and appreciation for each other's uniqueness, develop empathy and a sense of community while participating in Christian service to others. As stewards of God's creation, students are guided to protect the earth, uphold human dignity, and become instruments of justice, harmony, and peace

STANDARDS FOR ALL SCHOOL WORKERS REGARDING INTERACTION WITH YOUTH

(1) School workers must be aware of their own and others' vulnerability to appearance or perception of impropriety when working alone with youth. At all times, School workers should, therefore, use a team approach to managing youth activities. At least two adults (preferably a team of several adults) will organize and supervise youth activities.

(2) Except in an emergency or urgent circumstances involving the youth's safety, School workers shall never be alone with a youth during any school activity or setting. For example, adults should avoid situations that put them in a position of being alone with a minor in a rectory, parish building, school, or other closed room (except as required for the Sacrament of Reconciliation).

(3) School workers will observe careful boundaries concerning any type of physical contact with youth. Beyond a simple handshake or a friendly, brief hug, any physical contact should only take place in public circumstances, and prudent discretion and respect should be applied by School workers in order to avoid any appearance of impropriety.

(4) Clergy and religious shall never permit a youth to stay overnight in their private accommodations or residence nor shall clergy or religious ever be permitted to share a room overnight with a youth. An exception can be made in the case of immediate family members of the clergy or religious, provided that a parent or adult guardian of the youth also stays overnight and that separate accommodations are provided for the youth and his or her parent or adult guardian.

(5) School workers will not provide shared, private, overnight accommodations for individual youths, including, but not limited to, accommodations in any Church-owned facility, private residence, hotel room, or any other place where there is no other adult supervision present.

   (a) School workers will use a team approach to managing emergency situations. A team of adults will consult with each other about the best approach to take in emergency situations.

(6) School workers are prohibited from taking youth home or to another location unless another adult is present in the vehicle or the parent/guardian of the youth has given express prior permission. School workers likewise shall not permit other adults to take a youth home or to another location unless at least two adults will be present in the vehicle or the parent/guardian of the youth has given express prior permission.

(7) School workers shall not give gifts to a specific youth under their care or supervision unless a gift is given to all other youth under their care, and even in such situations, any such gifts shall be modest, inexpensive tokens of friendship or appreciation. This provision shall not be construed from precluding clergy and

religious from giving gifts to youth who are members of their immediate families, such as nieces and nephews.

(8) School workers will familiarize themselves with, and understand the contents of, the child abuse regulations and reporting requirements for the State of California and will comply with those mandates. School workers shall also complete, in a timely manner, any safe environment and/or youth protection training required of them.

(9) School workers shall take all necessary action to ensure that that no one working with youth is either in possession of illegal drugs or under the influence of alcohol or illegal drugs. School workers shall take all necessary action to ensure that youth under their care or supervision do not have access to illegal drugs or alcohol. School workers may never serve or supply alcohol to youth or adults under the age of 21. Persons under 21 may, of course, partake of both species of the Eucharist, including the Precious Blood, according to the norms of canon law.

For more detailed information please access the Diocese of San Bernardino Code of Conduct on the diocesan website.

http://www.docyp.org/

St. Catherine of Siena School

Schoolwide Learning Expectations
Preschool through Second Grade

St. Catherine of Siena School has established Schoolwide Learning Expectations, which state the knowledge, skills, spiritual principles, understandings, and values students will possess upon completing preschool through second grade.

We expect students at St. Catherine of Siena School to become:

ACTIVE CATHOLIC CHRISTIANS

A. Practice living out the Gospel values by
   1. Showing kindness to others
   2. Caring for others

3. Giving to others

B. Learn and know prayers
   1. Actively engage in prayer

LIFE-LONG LEARNERS

A. Clearly express thoughts, feelings, empathy, and ideas orally and in writing
B. Solve problems
C. Complete tasks independently (self-motivated)

LEADERS

A. Are good listeners and decision makers
B. Are peacemakers
C. Make good choices

PERSONS of GLOBAL AWARENESS

A. Follow the golden rule
B. Appreciate and care for all of God's creation
C. Recognize that everyone is equal in God's eyes

RESPONSIBLE CITIZENS

A. Are responsible for personal actions
B. Respect and appreciate the environment
C. Are good sports (sportsmanship)

St. Catherine of Siena School

Schoolwide Learning Expectations
Third through Fifth Grade

St. Catherine of Siena School has established Schoolwide Learning Expectations, which state the knowledge, skills, spiritual practices, understandings, and values students will possess upon completing third through fifth grades.

We expect students at St. Catherine of Siena School to become:

ACTIVE CATHOLIC CHRISTIANS

A. Have knowledge of and can teach others about their Catholic faith
B. Practice living as good disciples of Jesus Christ

C. Use empathy to resolve conflicts
D. Respect and exhibit love of self and others

LIFE-LONG LEARNERS

A. Are motivated and challenge themselves academically
B. Are able to communicate with expression and confidence
C. Read for enjoyment and learning
D. Are flexible and can adapt quickly to change

LEADERS

A. Are good listeners and decision makers
B. Exhibit self-confidence and self-control
C. Are aware of their weaknesses and seek help appropriately
D. Can express themselves creatively

PERSONS OF GLOBAL AWARENESS

A. Are involved and committed to their global community
B. Are compassionate community builders
C. Show respect and appreciation for their environment
D. Are open to learning about different people and cultures

RESPONSIBLE CITIZENS

A. Work cooperatively with others and appreciate diversity
B. Make good choices for personal satisfaction
C. Are self-disciplined and exhibit good sportsmanship
D. Take responsibility for their actions

St. Catherine of Siena School

Schoolwide Learning Expectations
Sixth through Eighth Grade

St. Catherine of Siena School has established Schoolwide Learning Expectations, which state the knowledge, skills, spiritual principles, understandings, and values students will possess upon graduation. Graduates from St. Catherine of Siena School will be:

ACTIVE CATHOLIC CHRISTIANS

A. Know Catholic teachings and practice living out the Gospel values
B. Live morally and responsibly
C. Exhibit love of self and neighbor
D. Serve the Church, school, and surrounding community
E. Show concern for social justice issues

LIFE-LONG LEARNERS

A. Self-motivate and employ study skills
B. Think critically, rationally, and analytically both orally and in writing
C. Function independently and manage time well
D. Read for enjoyment and learning
E. Remain flexible and adapt quickly to change

LEADERS

A. Are good listeners and decision makers
B. Are compassionate community builders
C. Exhibit self-confidence and self-control
D. Speak confidently in public
E. Know and accept their limitations

PERSONS of GLOBAL AWARENESS

A. Possess knowledge of different cultures
B. Understand and distinguish the rights, responsibilities, and privileges of Citizenship
C. Realize human actions impact the environment
D. Accept stewardship for the planet
E. Show respect and appreciation for the environment

RESPONSIBLE CITIZENS

A. Work cooperatively with others and appreciate diversity
B. Are ethical and resourceful
C. Practice self-discipline and exhibit good sportsmanship
D. Take responsibility for personal actions
E. Show empathy by caring about and respecting the feelings and needs of others

Cougar Pledge

We the Cougars of St. Catherine of Siena School pledge to be **Active Christians** who practice living out the Gospel Values

We are self-motivated **Life-Long Learners,** and **Leaders** who are compassionate community builder, good listeners, and decision makers.

We strive to be **Responsible Citizens** who respect and appreciate others and the environment and take responsibility for our actions.

A cougar I am, a cougar I'll be, I pledge to live out my SLEs.

EDUCATIONAL GOALS

Our aim is to promote individuals who care for their neighbor, are knowledgeable, disciplined, and prepared for changes that life may bring. Religious values and practices are at the root of such development and are thus a priority in our school.

Parents who bring their children to St. Catherine of Siena School should expect that we will:

A. maximize their child's opportunity for learning by providing their child with a quality classroom environment,

B. provide structure and discipline in their child's classroom,

C. teach strong study skills, work habits, and Christian citizenship,

D. keep parents appraised of their child's progress through frequent and open communication,

E. encourage proper respect for the school facility, its staff, other students, family, and community,

F. provide a quality program with liturgies, extra-curricular and special activities that work to enrich a child's life by teaching in ways that best meet each child's needs,

G. acknowledge and respect the parent as the primary educator of their child,

H. maintain consistent procedures for handling discipline; making students and parents aware of our expectations and procedures, while striving to handle discipline as an aspect of moral guidance and not punishment,

I. maintain positive reinforcement systems to encourage desirable behavior and build self-esteem,

J. teach students to take pride in their accomplishments and take responsibility for their actions,

K. teach children to love learning and provide a solid educational foundation so children can succeed in future educational settings.

St. Catherine of Siena School

San Bernardino Diocesan Administrators

Bishop of San Bernardino	The Most Rev. Alberto Rojas
Diocesan Schools Director	Sr. Cecilia Duran
Associate Director of Leadership and Management	Nathan Arnold
Associate Director of Academic Excellence	Christine Hanna
Associate Director of Mission and Catholic Identity	Edgardo Juarez

School Leadership

Local Administrators

Pastor	The Very Rev. Duy John Tran
Parochial Vicar	Rev. Richard Casillas
Principal	Mrs. Beverly Winn

School Personnel

Office Staff

Secretary	Mrs. Veronica Flores
Bookkeeper	Mr. Raul Vega

Teachers

Preschool Lead Teacher	Mrs. Maricela Castor

Preschool Teacher	Mrs. Kathryn Booker
Kindergarten	Mrs. Michele Hoban
Grade 1	Mrs. Kayenta George
Grade 2	Ms. Michelle Oatman
Grade 3	Miss Catalina Terrazas
Grade 4	Mrs. Jackie Swinehart
Grade 5	Miss Anna Corlew-K-5 Level Coordinator
Grade 6	Ms. Angelica Regalado
Grade 7	Mr. Thomas Korson
Grade 8	Mrs. Salve Banzon-MS Level Coordinator

Instructional Assistants

Miss Sofia Jaime	Mrs. Denise Castellanos
Ms. Georgina Castro	Miss Elizabeth Landin

Librarian	Substitute Teacher
Mrs. Gracie Villarreal	Mrs. Denise Castellanos
	Miss Sofia Jaime

Extended Care and Yard Duty
Ms. Nativadad GarciaAlgarin
Ms. Matilde Villa

DAILY SCHEDULE

7:00 A.M. Extended Care opens
7:30 A.M. Office Open – Teachers arrive
7:45 A.M. Students may arrive (yard duty supervision begins)
7:55 A.M. Bell rings – Classes gather for assembly
8:00 A.M. Assembly begins – Tardy students wait until after prayer to join class (if outside)
Students arriving after assembly must report to
School Office for written Tardy/Classroom pass
10:00 A.M. Recess for Grades K – 2 (15 minutes)
10:20 A.M. Recess for Grades 3 – 5 (15 minutes)
10:45 A.M. Recess for Grades 6 – 8 (15 minutes)

Bell rings 5 minutes after recess ends to allow students to get a drink of water, clean-up lunch area, use restroom, and quietly get in line.

NO PLAYING AFTER THE FIRST BELL RINGS

11:30 A.M. Lunch for Grades K – 2 (30 minutes)
12:00 P.M. Lunch for Grades 3 – 5 (30 minutes)
12:40 P.M. Lunch for Grades 6 – 8 (30 minutes)

Bell rings 5 minutes after lunch ends to allow students to get a drink of water, clean-up lunch area and quietly get in line.

NO PLAYING AFTER THE FIRST BELL RINGS

1:20 P.M. Afternoon Recess Grades K – 2 (15 minutes)
2:50 P.M. Homework assignments, newsletter distribution, clean-up classroom, etc.
2:55P.M. Endof the Day Prayer
3:00 P.M. Dismissal directly from the classrooms-**parents must come to the classroom for pick-up.**
3:05 P.M. Extended Care begins – Children who have no after school activities and are not picked up by parents or provided transportation will be placed in Extended Care at the regular rate. This includes siblings who do not have after school activities.

Students attending afterschool tutoring will remain in the classroom and will be escorted to Extended Care at 3:05 PM, if not picked up from the classroom. Children **will not** be left unsupervised on campus.

3:30 P.M. Office Closed
5:00 P.M. Extended Care closes

NOTE:

A school-wide assembly is held each morning at 8:00 A.M. We encourage parents to stay and join in the prayers. However, it is of utmost importance that parents set a good example for their children during prayers and flag salute. In reverence to the prayer; **please refrain from having conversations** during assembly.

For the safety of your child/ren:

Please **do not** send your child/ren to school before the designated time. Students arriving before 7:45 AM, will be sent to Extended Care.

Please **do not** leave your child/ren at school after the designated time.

MINIMUM DAY SCHEDULE

Grades K - 8th: Dismissal at 12:00 Noon – Same recess schedule, no lunch

EARLY DISMISSAL SCHEDULE for Wednesdays only

Grades K-8: Dismissal at 1 PM

10:35-11 AM→ Recess for Primary Grades (K, 1, 2)
11:05-11:30 AM→ Recess for Elementary Grades (3, 4, 5)
11:35-12 PM→ Recess for Middle School Grades (6, 7, 8)

GENERAL INFORMATION

School Address:
St. Catherine of Siena School
335 N. Sycamore Ave.

School Contact Numbers:
Phone: (909) 875-7821
E-mail: cougars_1956@yahoo.com

Rialto, CA 92376 Website: www.saintcatherinerialto.com
mailto:cougars_1956@yahoo.com

Facebook: st.catherinecougars1956.com
Instagram: Cougars1956http://www.stcatherinerialto.com/

School Office Hours:

7:30 A.M. – 3:30 P.M.	Monday – Friday
7:30 A.M. – 12:30 P.M.	Minimum Days
7:30 A.M. – 1:30 P.M.	Early Dismissal Days

Extended Care
Located in Modular Room 11
Hours of operation: Regular School Days→7-7:45 A.M.; 3:05-5:00 P.M.
Minimum Days→7-7:45 A.M.; 12:05-5 P.M.
Early Dismissal Days→7:7:45 A.M; 1:05-5 P.M.
The last school day before Christmas Vacation, Ash Wednesday, and the Last Day of School **not after school Extended Care is offered**.

ADMISSION POLICIES

Every person, as a child of God, regardless of race, condition, or age, has equal dignity and an inalienable right to an education. Therefore, St. Catherine of Siena School admits students of any sex, race, color, religion, creed, national and ethnic origin to all rights and privileges, programs and activities generally accorded or made available to all students of the school. St. Catherine of Siena School does not discriminate on the basis of sex, race, color, religion, creed, national and ethnic origin in the administration of its educational policies, admissions policies, scholarship programs, and athletic or other administered programs.

Students transferring from another school within the Diocese of San Bernardino must have all financial obligations paid to the former school. Admittance is granted once the verification process is complete.

To ensure proper grade placement, we reserve the right to test new students entering grades K – 8. A basic skills test will be administered to assess readiness and maturity.

The School Administration reserves the right to refuse incoming students whose test scores show a lack of basic skills or maturity required for a particular grade.

A student entering Kindergarten or First Grade **must** be five or six years of age, respectively, on or before **September 1st** of the current school year.

Students are admitted to St. Catherine of Siena School once the following requirements are met: proof of proper immunization as required by state law, valid birth certificate, Baptismal certificate (if

applicable), social security card, and most recent report card/progress report (if applicable) from previous school. All items must be presented to the school administration by a parent or guardian.
It is strongly suggested that all parents attend the Parent Orientation Meeting.
Our school supports the rights of all children to participate in the program contingent on the ability of the program to meet the needs of the child, the parents, and the staff. We reserve the right to admit children with special needs for a trial period, to determine if the general education teacher can meet the needs of the student.

If the accommodations that are available to us do not meet the needs of the student, we reserve the right to re-consider the child's enrollment in the program.

The children of parents who have not completed their financial obligation of the prior year will not be accepted back to St. Catherine of Siena School. All accounts will be sent to collections.

Re-registration/reenrollment for returning students and siblings (new students) **begins in February**. It is essential for parents to enroll using Gradelink.com, during this time. Login information will be sent home via the Family Envelope in January.

St. Catherine of Siena School administration considers students for enrollment based on the following priorities:

1. Students in Grades Pre – 7 presently attending St. Catherine of Siena School.
2. Students whose brother(s) or sister(s) were enrolled during the immediate academic year.
3. Students whose parents are registered at and actively supporting St. Catherine of Siena Parish.
4. Catholic students whose parents are active and registered parishioners in other Catholic churches that do not have a Catholic school at the parish.
5. Catholic students new to the area and transferring from another Catholic School.
6. Students who are not Catholic but are willing to participate in the religious instruction program, activities, and liturgies.

All <u>NEW</u> students are admitted on academic and conduct probation, so that our school can determine whether we are able to meet the needs of the child. Students admitted during the 3rd trimester, may not receive a Report Card. A Progress Report may be issued. Returning students are always given a priority registration period for each new school year.

Registration at St. Catherine of Siena School indicates a willingness on the part of the parents to actively support the mission, philosophy, goals, and programs of the school. Parents may be asked to withdraw their child from school if they fail to fulfill their responsibilities.

<u>NON-DISCRIMINATION POLICY</u>

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

Priority will be given to students listed in the "ADMISSION POLICIES" section from above. The administration of St. Catherine of Siena School does, however, reserve the right to refuse registration or re-registration to any student. When it is evident that parents do not support the school's administration and/or policies, the administration reserves the right to terminate a student's attendance

MID-YEAR ADMISSION

Mid-year registration and admission is available on a case-by-case basis, class size permitting. Tuition will be pro-rated for the remaining months of the school year. **All PIP hours and tuition supplement fees will be due upon registration.** Payment amount and schedule will be arranged at the time of registration, and the final payment will be due and payable no later than May 15th. **Administration has the final approval on all mid-year enrollments.**

WITHDRAWAL POLICY

Permanent withdrawal from school is accomplished by submitting a withdrawal form, available at the school office, prior to the student leaving St. Catherine of Siena School. If a student is absent for a consecutive week, with no notification/communication, the student will be dismissed from the school. If the student is leaving in the middle of a semester, teachers and staff will summarize the student's progress and insert this information into his/her permanent file for forwarding to the next school of enrollment. Students withdrawing after April 1st are responsible for the tuition of the full school year. After a student has withdrawn, all personal belongings must be taken home at that time.

FINANCIAL POLICIES

St. Catherine of Siena School is a Catholic school and is governed by tuition agreements. Parents of the school who have not met all financial obligations (monetary and service) to the school prior to final registration are not considered registered and will not be accepted for the following school year.

- **Payments are due on the 1st or 15th of every month. It is strongly suggested to use Automatic Withdrawals/Payments for monthly tuition.**

- After a five working days grace period of every month a late fee of $35.00 (1st late fee incurred) will be added to the monthly tuition, therefore, when the payment is made, it will include the late fee. **The second late fee will be $50.00 thereafter.**

- **All Tuition, P.I.P., Tuition Supplement, and Extended Care must be current at the end of each trimester. Students from families with delinquent accounts may be removed from the class and sent home. Unpaid account balances will not be transferred to the next year.**

- The school reserves the right to contract with a third-party company for **tuition collection**.

- Accounts delinquent over 30 days are subject to collections agency referral, and students will no longer be allowed to attend school until the account balance is current.

- When you enroll your child as a student in St. Catherine of Siena School, you are agreeing to the payment of tuition, tuition supplement, and fees, set by the administration.

- **If the school is outsourcing tuition collection, please refer to that company's tuition collection policies, as advised by St. Catherine of Siena School. St. Catherine of Siena School uses the FACTS Tuition Management Payment Service.**

REGISTRATION AND TUITION

It is of utmost importance that parents support the school, especially in regard to prompt payment of tuition and fees. ***All tuition and fees of accounts must be current for future registration.*** Delinquent account balances will not be carried over to a new school year. Tuition rates increase annually by 3-6%.

All registrations are handled through Gradelink.com, for kindergarten through eighth grade.

REGISTRATION FEES ARE NON-REFUNDABLE

Tuition is non-refundable for any portion of the month in which the student has attended. Registration fees are as follows: February $300, March $350, April-July $400, August $450 per child. **IF RETURNING STUDENTS HAVE NOT REGISTERED BEFORE SCHOOL BEGINS, THE REGISTRATION FEE IS $500 ON THE FIRST DAY OF SCHOOL.**

Registration fees cover but are not limited to the following items: Diocesan student tax, student insurance, textbooks, workbooks, Gradelink SMS Text & email, and classroom subscription fees.

Tuition is based on an annual family rate. Tuition is due and payable on the 1st or 15th of the month, beginning in June for 12-month plans, July for 11-month plans, and August for 10-month plans. **Families receiving tuition assistance are automatically placed on the 12-month payment plan, and delinquencies will result in default back to full tuition rate**. All plans end in May. If the amount is not paid by the due date, a $35.00/$50.00 late fee will be added. (Please see Financial Policies section of this Handbook for non-payment of accounts. Please contact FACTS Tuition Management or the Financial Committee for all financial concerns. Returned checks are subject to a $50.00 fee. All fees must be paid by May 20th if students are going to participate in the end of year activities including school carnival, field trips, graduation (8th), and promotion ceremonies (preschool and kindergarten). ***Delinquent accounts will be sent to collections and accessed with a $100 delinquent fee.***

If the school is outsourcing tuition collection, please refer to that company's tuition collection policies. St. Catherine of Siena School uses FACTS Tuition Management.
NOTE: ***The school reserves the right to require full tuition, if a family is continuously delinquent. Parents will be notified of any changes made to implement this change.***

STUDENT RECORDS

The student's parent/s or legal guardian/s has the right to inspect a student's records in the presence of the principal or his/her delegate. A transcript of a student's records ordinarily includes only the scholastic record, some directory information, and the student's permanent health record. When a student transfers

to another school, the transcript is sent by the former school upon receipt of the proper request. This request is made in writing and is signed by a parent/legal guardian. Transcripts are mailed to the school, **never** given to students or parents for delivery.

INTERNATIONAL STUDENTS

Our school does accept, based on space availability, students from other countries in foreign exchange programs. The hosting agency must complete an I-20 packet of forms, pay an International Registration Fee along with the usual Registration Fee, and complete all other forms and paperwork required for registration into the school. Tuition rates and fees differ for International Students. Additional information may be obtained by contacting the school principal.

TRANSFER STUDENTS

Students transferring from another Catholic School in the Diocese of San Bernardino must pass the Student Transfer Clearance Checklist-Diocesan Student Transfer prior to registration. The form is initiated by the receiving school. Once the checklist is returned and all sections have been satisfied, a transfer may be granted.

Students seeking mid-year admission to St. Catherine of Siena School will be admitted on a probationary basis for whatever length of time deemed necessary or 90 days. A student's reason for wishing to transfer will be asked in an interview with the school principal. During the probation period, the student must give evidence of successful progress both in schoolwork and general behavior. The principal will make the final decision for mid-year admissions.

TRANSFER DUE TO PARENTAL BEHAVIOR

The education of a student is a partnership between parents and the school. Just as parents have the right to withdraw a child, **the administration reserves the right to require the withdrawal/dismissal of a student, if it is determined that the partnership is broken.** Parent behavior is just as important as student behavior. This may occur when parents have been persistent and overtly uncooperative with school personnel, policies, regulations, programs, or have interfered in matters of school administration or discipline.

FINANCIAL ASSISTANCE

A family experiencing financial difficulty may apply for diocesan assistance through the Catholic School Endowment Fund. Documents to provide financial status will be requested along with the application. You may apply via FACTS Tuition Management in December/January. The Endowment Fund scholarships will apply to the upcoming school year.

MISCELLANEOUS FEES

Inland Catholic Schools League $100 minimum per athlete, per sport **(due prior to first practice)**

Graduation Fee	$150 per 8th grade student- **Must be paid by September 1.**
Tuition Late Fees	$35/$50 on the 6th and 21st day of non-payment & past due fees
Extended Care Late Fee	$35/$50 after the 10th of each month
Returned Check	$50 per check
PIP Service Hours	$30 per hour, not worked – due at the end of each Trimester
Sacramental Prep Fee	$60 per student **(due prior to first sacramental prep class)**
Decathlon Fee	$75 per decathlete
Technology Fee	$100 per student K-5, $200 per student 6-8 grades
FACTS Tuition	$50 per family per school year
Tardy Fee	$25 per student, per tardy from 8:21 AM and on

School supplies and food donations for class parties as requested by classroom teachers are at the discretion of the parent.

EXTENDED CARE

Extended Care is offered every day; school is in session for **$10.00** per hour. The students have structured play time, snacks, and homework time. Our Extended Care Program is in line with diocesan guidelines. Extended Care supervisors are not teachers and are not required to help the students with assignments.

The following policies apply:

1. Billing for the Extended Care Program will be separate from tuition billing and must be paid separately.
2. **For the safety of your child**, students who arrive on campus before 7:45 A.M. **must sign into Extended Care**. Students who do not check into Extended Care **will be billed $10.00**.
3. Students who remain on campus beyond 3:05 P.M. on regular days and 12:05 P.M. on Minimum Days, but not engaged in a school sponsored activity, are considered Extended Care Program participants and must report to the Program Supervisor. Parents will be billed for time spent in Extended Day Care.
4. If students are on school grounds after leaving an extra-curricular activity, **they must go to the Extended Care room and sign-in**. Due to safety reasons, students may NOT wait for a ride unsupervised.
5. Parents must sign their children into and out of Extended Care each day, or assume responsibility for the time indicated by the staff.
6. The Extended Care Program follows the regular school year calendar. On the days that the school is closed, there is no Extended Care available. On Minimum Days Extended Care is available until 5:00 P.M.
7. The children are expected to be cooperative with the Extended Care Staff. The standards established at school regarding citizenship and behavior will be followed in the Extended Care Program. Failure to follow such standards may result in a denial of service.
8. No child may be left unsupervised on the school grounds before or after school hours. **Parents volunteering after school hours, are asked to monitor their children.**

There is no registration fee to join the Extended Care Program. Students must sign in on any given day and will be billed at an hourly rate. The Extended Care Program has a list of program rules. Those rules

are available from the Extended Care Supervisor. One Important Note: Parents must call Extended Care, (909) 875-7821 ext. 383 when someone other than a parent will be picking up a student from Extended Care. The person picking up the child/ren must be on the Emergency Form or have verified written permission from parent given in advance, must be 18 years of age, and should be prepared to show photo identification. Parents should also make every effort to contact Extended Care if they are going to be late.

Check In & Check Out Policy

Parents are required to check their child/ren in and out with an Extended Care supervisor. This is a safety precaution and failure to follow this rule could result in your family being asked to find other Extended Care services.

NON-PARENT PICK UP POLICY

If someone other than the child's parents or legal guardians will be picking up the child from the classroom, that person (18 years of age or older) must have a valid California ID and his/her name must be on the emergency form. For individuals not on the Emergency Form coming to pick up students, the parent must use a **One Day Pick-Up Form**, (available on the school website) signed by the parent. Names listed on the emergency form must match the California ID card.

All children arriving before 7:45 A.M. **must** go to the Extended Care room (for their own safety) and be charged the regular Extended Care fee. Any student not picked up by 3:05 P.M., and not in sports or attending afterschool tutoring, will be taken to the Extended Care room and be charged. A late fee of $1.00 per minute will be charged for **each** child picked up after 5 P.M.

Children who walk, ride, or take the bus home must have the special authorization form signed by their parent before they are allowed to leave the campus. The form is available in the school office.

To maintain the safety of our students, no child may be left unsupervised on campus before or after school hours. **Students found wandering around the campus unsupervised will be sent to Extended Care.**

ARRIVAL AND DEPARTURE

- Drivers of cars are to enter the south parking lot entrance, from Sycamore Avenue.
- Students are to be dropped off in the designated area: in front of the main gate of the school and picked up from the classroom, including carpool drivers.
- Students should exit from the right side of the car.
- Students are not allowed to meet their parents outside the dismissal area.
- Double parking to wait for children is against traffic laws and is not allowed.
- Students **must never** be dropped off or picked up in the back alley.

SCHOOL AND CLASSROOM VISITS

All visitors, parents, relatives, and friends are required to sign in/out at the school office. This includes parents who come to school during the day to volunteer for campus service hours. Classroom visits during instructional time, including physical education, are **not** allowed. All visitors must check-in at the office. Parents must check-in at the office when dropping off snack/lunch items or other items and not go straight to the classroom. Likewise, if a parent wants to "linger" during this drop off, he or she must meet the requirements to be on campus. All volunteers must have background clearance-Live Scan, completed the Safe Environment, and Mandated Reporter courses. Volunteers who meet these guidelines and remain on campus must wear a visible visitors' badge for the duration of the visit.

A parent may request a classroom observation for up to 20 minutes. After this time period the teacher will meet with the parent for any follow-up questions for up to 10 minutes. This observation must be arranged with the principal and classroom teacher.

YARD SUPERVISION

Teachers and or Extended Care staff, supervise the school yard from 7:45 A.M. until morning assembly begins. Recess and lunch times are supervised by the yard supervisors with the help of parent volunteers.

Many parents volunteer for yard duty earn PIP hours (see section PIP hours). Parents must understand that if they have volunteered for yard duty, they must meet their commitment and attend when scheduled. Yard duty is important and affects the safety of the children.

Volunteers scheduled for yard duty must sign in at the office for the beginning and sign out at the end of each shift. They must remain on the school yard, supervising the children until the teachers return for their class.

Parents helping are to be respected as teachers. They have the authority to insist on appropriate behavior from all students. The principal will take necessary actions towards students who do not comply.

ALL volunteers are required to complete the Safe Environment course, Mandated Reporter course and Live Scan Background Check, as mandated by the Diocese of San Bernardino. (See Child Abuse Section) **Volunteers may not bring children (infants, toddlers, children who do not attend St. Catherine of Siena School, St. Catherine students who have already been signed out, or students who are sick for the day) on campus while they are volunteering.**

BACKGROUND CLEARANCE

ALL parent volunteers who plan to volunteer for school events or around students **MUST** have a Live Scan background clearance completed through the Diocese of San Bernardino, which is site specific to our school and program. Additionally, each parent must complete online the Safe Environment and Mandated Reporter courses, prior to working with students. Live Scan MUST be completed, at the parent's expense, and be cleared prior to volunteering for school events. NO EXCEPTIONS. **Online courses must be renewed every two years and or annually.**

Parents and relatives of students are all subject to this rule. A record is maintained in the school office of those who have completed the requirements for volunteering and are **at least 18 years of age**. Visitors must sign in to the office to receive a visitor's pass. Staff members are given a St. Catherine of Siena

School badge or I.D. card to indicate they are permitted on campus. Visitors must sign in every time they come on campus to volunteer.

HEALTH, WELFARE, AND SAFETY

Health Screening Certificate

Health forms (medical and dental) must be completed for every child in school. This form is distributed to new students as part of registration. Returning students for grades ***kindergarten, 4th & 7th***, are required to update medical records at the beginning of each school year. The ***7th grade student*** must have the ***T-Dap vaccination*** prior to the first day of school, ***no exceptions***.

California Law requires specific health screening procedures for all children entering school for the first time. All schools within the Diocese of San Bernardino will adhere to the mandates described by California State Law.

1. Each child within **90 days of acceptance**, not entrance, into St. Catherine of Siena School is to present a health screening certificate (Report of Health Examination for School Entry Form PM 171A) documenting that the appropriate health screening service was completed within an 18 month period. This includes a California Immunization Record and proof of a Medical and Dental Exam. Students must also undergo a Physical Examination in 4th and 7th grade.

Medication

No medication, prescription or otherwise, may be administered to any student at any time unless the school is provided with the following:

1. A signed, dated statement from the physician with…
   - Name of medication
   - Specific dosage and time of ingestion.

2. Medication must be sent in original container with the pharmacy label.

Special forms are available from the school office to allow us to supervise students as they take prescribed medication. Students who suffer from Asthma must have their inhaler in the school office, **NOT** their backpacks or lunch boxes. **Expired medications will not be administered.**
All medications (prescription & over the counter) **MUST** be sent to the office. Teachers cannot administer medication in the classroom. **PLEASE DO NOT PUT LOOSE TABLETS IN CHILDREN'S LUNCH BOXES.**

The school administration must be informed if your child is under the medical care of a physician, psychiatrist, or therapist. This allows us to monitor student behavior and interactions for the safety of all students. All medical conditions are considered confidential.

COMPLAINTS AND THE PRINCIPLE OF SUBSIDIARITY

Complaints should be handled at the lowest possible level. People with concerns about a teacher should first attempt to address that concern with the teacher. Only after such attempts have failed should administrators be contacted. The Pastor/Pastoral Coordinator is the chief administrator of the school.

CONDUCT

Respect for the dignity of all and courtesy should be shown at all times. We expect students and parents to conduct themselves in a proper and courteous manner when attending assemblies, games, social, and other gatherings. At no time will booing, excessive and loud whistling or improper yelling be tolerated. Students must understand that **ALL TEACHERS, AIDES, EXTENDED CARE STAFF, AND YARD SUPERVISORS HAVE JURISDICTION OVER ANY STUDENT**, regardless of age or grade, in the general disciplinary rules of the school. A student is a St. Catherine of Siena School student at all times. A student who engages in conduct, **whether inside or outside of school**, that is detrimental to the reputation of the school, may be disciplined by school administration.

CONFIDENTIALITY

Any teacher, staff member, or parent volunteer, when acting as a school representative, is expected to keep any and all information strictly confidential. Breach of this policy is a serious matter. Teachers may keep confidence unless health, life, or safety is in jeopardy. This applies to journal writing as well as conversations. Staff members will report such confidence to school administration.

CUSTODY SITUATIONS

Parents are required to provide the school with accurate and current custodial information for each student's file. Non-custodial parents do have rights as the school abides by the provisions of the Buckley Amendment with respect to parental rights. Our school will provide the non-custodial parent with access to academic records and other information regarding their child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide our school with a court-certified copy of the court orders. The school may not be used by a non-custodial parent/guardian for the exercise of visitation rights.

DAMAGE/CARE OF PROPERTY

Students are expected to respect all school property. The cost of the damage to school property by students using the school facilities is to be assumed in whole or in part by the parents of the student(s) responsible for the destruction. The amount to cover damage is determined by the principal.

Students are expected to keep **ALL BOOKS** covered neatly, by using book covers. Duct tape and contact paper are not allowed to be used as a book cover. Students may be fined for uncovered books. Graffiti is not allowed on covers. Each child is responsible for the set of textbooks assigned to him/her. If they write

in a textbook or deface it in any way, they will be expected to pay for its replacement value before the end of the year. The school will not assume liability for the damage or loss of items that are **not allowed** at school, for example: make-up, jewelry, toys, cell phones, or any electronic equipment. **The school is not responsible for damage done by another student to sports equipment, eyeglasses, book bags, clothing, etc.**

INSURANCE INFORMATION

The Diocese of San Bernardino requires student insurance for all students. A fee for insurance is included in the initial registration fee. If a student is injured, please request an insurance form from the school office within five days. Injuries received during school-supervised activities, as well as an hour before and an hour after school, or while going to and from school, are covered within the limits of the policy. **THE SCHOOL INSURANCE PROGRAM IS A SECONDARY CARRIER.**

LEARNING DISABILITIES

Students with learning disabilities may be accepted, based on the nature and extent of the disability, and the school's ability to meet the child's needs. Students are recommended to the local school district for testing and then a determination is made by the principal and teacher whether or not the school can meet the student's needs.

CHILD ABUSE

Section 11166 of the Penal Code requires any child care custodian, or school employee who has knowledge of, or observes a child in his/her professional capacity or within the scope of his/her employment, whom he/she knows or reasonably suspects has been the victim of child abuse (mental, physical, or sexual), to report the known or suspected instance of child abuse to a child protective agency as soon as is practically possible by telephone, and to prepare and send a written report thereof within 36 hours, concerning the incident.

ANY SCHOOL EMPLOYEE WHO SUSPECTS THAT A STUDENT'S PHYSICAL, MENTAL, SEXUAL HEALTH, OR WELFARE, INCLUDING NEGLECT, IS BEING ADVERSELY AFFECTED BY ABUSE SHALL REPORT TO THE CHILD PROTECTIVE SERVICES OR THE LOCAL LAW ENFORCEMENT AGENCY.

It is not the responsibility of the school employee to prove that the student has been abused or neglected. **Neither shall the school employee contact the child/children's family** to determine the cause of the suspected abuse or neglect. Failure to report to the proper authorities may result in a misdemeanor charge punishable by fine or imprisonment (California Penal Code).

The Diocese of San Bernardino mandates that every faculty and staff member must submit completed Live Scan fingerprint background check, attend the Safe Environment Program training sessions, and complete Mandated Reporting courses.

Neglect

There are several forms of neglect which could result in notification of Child Protective Services.

- repeated instances of **no snack or lunch**
- poor hygiene (lack of bathing, brushing teeth)
- unwashed or unkempt clothing
- lacking basic supplies needed for student's learning, including eyeglasses

ATTENDANCE

Regular school attendance is an important part of our program. We strongly recommend that all vacations and pleasure trips be scheduled during school vacation days and **NOT** during school days. Tardies affect student performance and grades as they miss valuable instructional time. Students who are tardy are subject to a loss of merits and/or a tardy fee of $25. **Athletes who are absent on a Friday may not participate in that weekend's games. Exceptions will be made for family deaths and funerals.**

TARDINESS

It is the responsibility of every parent or guardian to ensure that their child/children arrive at school on time. Students who are not in line for assembly when the bell rings (8 A.M.) are TARDY. Should there be a tardy after morning assembly has begun; students are to sign in at the designated tardy area (outside of the 7th/6th grade classrooms). If a student arrives after the assembly is finished, he/she must report to the school office and obtain an admission slip to be admitted to class. Students will lose one merit per tardy. Students who do not report to the designated tardy area or check into the office after assembly will lose an additional merit. Every three unexcused tardies (a half an hour or more) will count as one unexcused absence.

A child who is late will receive no credit for classwork missed. Tardiness could result in a failing grade in that subject if tardiness is habitual. The principal may request a conference with individual parents on this matter. Students who are tardy are subject to a loss of merits and/or late fees.

Students arriving at 8:20 AM or later (8:21 AM) will be assessed a $25 Tardy fee, for each tardy, per student. Doctor's appointments are excluded, with the proper documentation.

WHEN NOT TO SEND A CHILD TO SCHOOL

Many children come to school when they are not feeling well, thus schoolwork cannot be accomplished. If your child is not well enough to be outside at recess or lunch to play, then he/she does not belong in school. Students who exhibit chronic coughing, sneezing or runny nose, high temperature or fever, and/or vomiting will be sent home. If your child has/had Head Lice, he or she must be thoroughly rid of the lice to return to school. **NO EXCEPTIONS**

ABSENCE POLICY

Parents are asked to call the office before 8:30 A.M. and report the reason for the child's absence on the first day the child misses school. **When a child is absent, a written notice must be brought in regarding the reason for the absence, including family deaths/funerals, on the day he/she returns to school.** This written notice must be brought in, even if telephoned notification was given. If a student arrives in the classroom without it, he/she will be asked to a call a parent at home or work so that they may be reminded to send a note the next day or by the end of the school day.

- If a student is absent for three or more days, a doctor's note is required.
- If a student is **absent 13 or more days** during a trimester, **without a doctor's excuse,** no report card grades are given. Any exceptions are left to the discretion of the principal and the teacher, and are dependent upon the reason for the absence.
- Students who are **absent 13 or more days** per trimester, **without a doctor's excuse** or other comparable professional excuse, may be asked to withdraw from the school, receive a failing grade in the affected classes, or be retained. The final decision is made by the principal and the teacher.
- Absent work may be requested from the teacher at the end of the school day (beginning the day of the absence). If work is requested, it is due upon the student's return.
- **Athletes who are absent on a Friday may not participate in that weekend's games.**

EMERGENCY PROCEDURES – FIRE, EARTHQUAKE, AND INTRUDER LOCK-DOWN

The school maintains a separate notebook, which details all emergency procedures. Each classroom has a copy of this notebook, and teachers and staff receive in-service training annually concerning the emergency procedures for the school. We conduct periodic drills and inspections to ensure the safety of all students. Assembly Areas to which students relocate to in case of an emergency, are located just south of the school building, **Assembly Area #1**- the basketball court area, **Assembly Area #2**- the field behind the modular rooms, and **Assembly Area #3**- across the street between the Deacon Ed and Deacon Victor Centers. In certain emergency cases, parents may be notified to pick-up their child early from school. In accordance with schoolwide emergency procedures, students evacuated to an Assembly Area must be signed-out by a parent/guardian or any other adult designated on the Emergency Information form.

The off-campus Assembly Area #3- across the street between the Deacon Ed and Deacon Victor Centers, will only be used in the event of all persons evacuating the school grounds: Active Shooter, flood, earthquake, fire, etc.

EMERGENCY INFORMATION FORMS

Emergency Information forms for each family must be filled out during registration or by the first week of the academic year. If a child becomes ill or is injured at school, it is necessary to be able to contact either parent or those designated on the emergency form. **For the safety of your child (ren), parents' must keep their emergency contact information accurate and current.** ***Please notify the school office***, of any changes in address, telephone numbers, or other emergency information.

Earthquake supply bags/kits are due the first day of school. No liquids, perishable items, or peanuts may be included in the earthquake supply bags/kits. Granola bars, beef jerky, dried fruits, raisins, crackers,

etc. are recommended for the supply bag. **Students who do not bring in an emergency supply bag will be given a generic one, provided by the school. DO NOT INCLUDE LIQUIDS.**

APPOINTMENTS

Early dismissal for medical or dental appointments will be granted when a request is made by parent(s). It is urged that you keep these requests to a minimum and, if possible, make arrangements for medical and dental care after school or during vacations.

Notices for medical and dental appointments may be sent to the school office or teacher the morning of the appointment. Parents are required to check into the office and sign their child out for the planned appointment. The child is considered absent regardless of a note from the doctor's office. The note, stating the date and the time the child was seen, is for documentation by the office.

CLOSED CAMPUS

Students are not allowed to leave the school premises once they have arrived at school. This applies to recess and lunch periods, in particular. Parents must sign their student(s) out of the office if they wish to take them off campus for lunch. If a student goes home for lunch every day or is required to walk home after dismissal, a signed Annual Authorization for Non-Adult Pick-up at dismissal form must be presented to the office at the beginning of the school year. If a child is to go home for lunch occasionally, a note to that effect must be given to the teacher each time the child will be going home. Permission will not be granted again if the child returns late.

LUNCH

Hot Lunch Program

Currently, we do not have Hot Lunch Program. If a child forgets their lunch, they should notify the teacher and the parent will be called. In this case lunch should be brought to school **by 9 A.M.** Outside food delivery service is not allowed: **UberEats, GrubHub, Door Dash, PostMates, etc., due to security concerns.**

Bag Lunch

We ask that all foods be prepared, in child size portions, cut up/sliced/peeled/ and in non-breakable containers for easy and safe eating. We **CANNOT** heat up or refrigerate any lunch items. It is a good idea to do meal planning with your child to prevent wasted food.

BAKE SALES

Each year grades k-8 are responsible for a minimum of 2 bake sale lunches. The teacher, with the assistance of a room parent, is responsible for planning these bake sale lunch. Bake sale lunches are held on Fridays. A snack and lunch menu is provided for purchase.

PIP hours or tuition supplement will be given only for food donations and for parents who have worked. Parents must sign into the office and have PIP slips signed within a week of the bake sale worked. **No PIP hours or tuition supplement credit will be given for raffle prizes and catered food items.**

Any funds raised by items sold on the school or church grounds (in the school's name) MUST be turned into the school office. All items that are donated for a bake sale, become school property.

Volunteers may not bring children (infants, toddlers, children who do not attend St. Catherine of Siena School, St. Catherine students who have already been signed out, or students who are sick for the day) on campus while they are volunteering.

ROOM PARENTS

Each classroom needs 1-2 room parents. These parents will assist and coordinate bake and food sales and class parties with the teacher. Before volunteering to become a room parent please make sure that you can meet all classroom events/obligations. **Teachers have the right to make all final decisions concerning their classroom regarding room parents, as it relates to allowing parents to assist in planning events.**

Room parents and volunteers are expected to wear modest dress for all classroom and school volunteer events, as appropriate for a Catholic environment.

FORGOTTEN ITEMS: LUNCHES, BOOKS, UNIFORMS, ETC.

Please deliver all forgotten items, labeled with the student's name and grade, to the office. **DO NOT** wait in the car or by the gate for your child to get it from you. Classes are not to be disturbed at any time. Students will not be allowed to use the phone to call home for missing assignments, books, projects, etc. Students who do not have a lunch, must notify the teacher and the parent will be called to bring their lunch by 9 A.M.

TELEPHONE

Phone calls are allowed only in an emergency. Students may use the school phone for short, local calls to parents/guardians only after receiving permission from the teacher, the secretary, or the principal.

Phone calls cannot be made to make social plans or ask permission to change daily transportation. Arrangements must be made at home.

Students are not called to the phone during class periods, but in case of an emergency the secretary will take the message and relay it to the student.

Cell Phones and Apple Watches

Students may have cell phones in their backpacks for **emergency purposes only**. The cell phone must be turned off at all times or it will be confiscated. **Students may not use their cell phones or Apple Watch at school**, **however, they may be used on field trips, for photographs.** The school will not be responsible for missing or misplaced phones. Cell phones and Apple watches that ring and/or vibrate during class instruction, or are used on campus will be confiscated and the owner and/or user of the phone may be suspended for the remainder of the day and the next school day. The confiscated phone must be

picked up by the parent. If an athlete is suspended on Friday because of a cell phone/Apple Watch he/she may not participate in games held during the weekend.

MESSAGES

Please do not attempt to personally confer with teachers or children during school hours (7:45 A.M.-3:05 P.M.). If an emergency arises, contact the office, and the secretary will assist you.

SCHOOL COMMUNICATION

Our school communicates important information by way of Gradelink email & SMS text, personal letter, social media-Facebook & Instagram, school website, or telephone.

Gradelink Email and SMS Text
Gradelink.com offers email and SMS text for these two forms of communication. All email addresses and cell phone numbers must be current to receive messages.

Classroom Communication Tool
Each classroom uses Gradelink.com for its communication tool. Teachers will communicate with parents via this tool. Information and sign-ups will be discussed during Parent and Student Orientation, prior to the beginning of the school year.

MEETING/COMMUNICATING WITH TEACHERS

Parents should go to or call the office to make arrangements to meet with the teacher unless the teacher has specifically set up an appointment. Please do not attempt to conference with the teachers when they are supervising students. You may send a note with your child, leave a message in the office, or send them an email. **Parents need to make every effort to meet or conference with classroom teachers prior to meeting or conferencing with the school principal.**

All teachers may be reached through their communicative tool: Gradelink.com and school email address.

FACULTY MEETINGS / MINIMUM DAY / INSERVICE

Faculty in-service meetings are scheduled weekly and monthly for the purpose of professional growth, implementation of policies and facility regulations, and improvement of the instructional program. The after school meetings are held on Wednesdays and Minimum Days-usually the ***first Wednesday of each month and or the third Wednesday***.

Throughout the school year, the staff is required to attend both local and diocesan in-service meetings. These in-service meetings, as well as the school schedule for those days, are published in the yearly and monthly calendars.

EDUCATIONAL CURRICULUM

Academic Accreditation
St. Catherine of Siena School is accredited through the Accrediting Commission for Elementary Schools of the Western Catholic Educational Association and the Western Association of Schools and Colleges. (WCEA/WASC)

Academic Program
A concerted effort is made by all teachers to integrate content and skill in all areas of curriculum. Varieties of teaching methods and learning activities are used to effectively address the learning styles and needs of the students. Only the state recommended and diocesan approved textbooks are used with definite consideration as to suitability and consistency of the subject matter.

All core curriculum is covered in all classes and at all grade levels. This includes but is not limited to:

- Religion
- Language Arts
- Mathematics
- Science
- Social Studies
- Physical Education
- Foreign Language (Middle School)
- Technology
- Art

Our entire academic curriculum is developed for effective student learning and incorporates Catholic Christian beliefs and values.

Family Life Program
"…in order to respond to the obligations of educators set forth in Church documents, each school in the Diocese of San Bernardino shall provide a course of instruction in family life for parents and their children which includes positive and prudent education in sexuality. This course of instruction will be implemented and carried out in accordance with official diocesan guidelines formulated in the Office of Catholic Schools."

APPROVED:	DIOCESAN SCHOOL BOARD
DATE:	FEBRUARY, 1989
SECTION:	6225

St. Catherine of Siena School is in compliance with Diocesan Guidelines and includes students in grades kindergarten through eighth in the program.
The themes encompass:
1. Family living
2. Personal growth and self-understanding
3. Respect for yourself and life

4. Christian sexuality
5. Christian social living

Testing

The Renaissance STAR Early Literacy, STAR Math, and STAR Reading Assessments will be administered three times during the school year. The results are used to help teachers in assessing the needs of the students and class for the year. Parents receive a copy of the results. There are no make-up tests for students who are absent during the testing window.

Other classroom tests are administered weekly or as needed to ensure maximum personal growth for each student and to help evaluate the instructional program.

Progress Reports

Progress Reports issued in the first, second, and third trimester are solely for the purpose of keeping parents up to date about academics and behavior that affect the child's performance. Retention letters are sent out to parents of students who continue to be below grade level, by the second Progress Report. Parents are encouraged to contact the teacher to discuss their child (rens')progress. Parents should use these reports as tools to work closer with their children. Use of **www.Gradelink.com** is encouraged to monitor your child's grades and homework assignments, 24/7. (See Gradelink section)

Report Cards by Trimester

Report cards are published 3 times during the school year.

- November - First Report Card
- March - Second Report Card
- June – Final Report Card

Student Awards

Students receive awards based on their "average" grades. Awards are given at the end of each trimester. Valedictorian and Salutatorian awards are given to the top 2 students with the highest "averaged" grades.

PROMOTION

Elementary school students (K –5th) are promoted when they have attained the minimum knowledge specified in the school curriculum for a particular grade or when they have satisfactorily achieved the objectives of an adapted program agreed upon by school and parents.
Middle school students (6th – 8th) are promoted based on attainment of the minimum knowledge specified in the school curriculum for obtaining specified units of credit.

Students with excessive absences (13 days and or one third of current school days) may be retained at the current grade level for the following school year.

The promotion/graduation ceremonies for kindergarten and 8th grade will be announced at Parent Orientation.

GRADUATION

Diplomas are issued to students with the understanding that they have successfully completed the course of studies as mandated by the Diocese of San Bernardino. No student will receive a diploma of graduation unless the required course of studies have been completed with a cumulative average no lower than 69% in all core subjects. Other students may receive a Certificate of Attendance at St. Catherine of Siena School.

FIELD TRIPS

- We believe there is educational value in visiting places of interest in our area. Field trips offer children the opportunity to learn first-hand experiences. **Field trips enhance curriculum covered in the classroom.**
- Students who do not have parent permission to participate in the field trip are expected to attend school that day during regular hours. Failure to attend school will result in an unexcused absence.
- **Students must use the school provided transportation to and from the field trip. Exceptions will be made in the event the student becomes ill.**
- A parent may be asked to attend a field trip if a student's behavior is questionable or if a student's health or medical condition is questionable.
- No student shall attend a field trip unless an official signed parent permission slip has been returned to the school. ***Telephone permission will not be accepted.***
- Parents may volunteer to chaperone field trips **as needed**. Further, ALL volunteers must have a Live Scan background check on file along with the application and verification of successful completion of Safe Environment course and Mandated Reporter course on file in the school office.
- Chaperones will be asked for as needed (based on student to adult ratios). **All Chaperones must meet the teacher set deadlines in order to attend field trips.** When an excessive number of parents volunteer, chaperones will be chosen at random. In the event that a classroom will only take one field trip, priority will be given to room parents who have worked and volunteered at classroom bake sales and school food sales.
- Chaperones are responsible for notifying the teacher of student misconduct immediately.
- ***Siblings (older or younger) may not attend field trips.***
- Full details about field trips will be sent home via the Family Envelope.
- Students picked up late from off site and after hours field trips will be assessed a $1 a minute late fee.
- **NO P.I.P. HOURS WILL BE GIVEN FOR CHAPERONING FIELD TRIPS.**
- **ANY PARENT WHO VIOLATES FIELD TRIP RULES OR PROCEDURES WILL RESULT IN LOSS OF FUTURE FIELD TRIPS FOR THEIR CHILD.**

LIBRARY

All students may enjoy the privilege of using the school library. Students have the opportunity to use the library books from the school library. Their behavior should reflect the library setting (whisper voices, silent studying, no cell phone or Apple watch use, no food or drink). Those who cannot conduct themselves properly will lose library privileges. Students are responsible for books that are checked out and will be

charged for books that are not returned. Books damaged beyond repair will be charged for the cost of replacement. Parents should encourage students to make use of their local public library.

TECHNOLOGY AND INTERNET USAGE

The smooth operation of our school's computer and technology program relies on the proper conduct of users who must adhere to strict guidelines. In general, this requires Christian, ethical, and legal utilization of the network resources, software and hardware. If a student user violates any provision of the technology and internet usage policy, the student's parents will be notified, and additional disciplinary actions may result. General policies statements include:

- The primary purpose of using the internet at school should be only for the purposes of conducting research and completing class assignments as given by the teacher.
- Students should not provide their personal information or those of anyone else to anyone on the internet at any time; failure to do so may result in expulsion.
- Students may not use inappropriate language, post inappropriate pictures, videos, or images on the internet. Failure to do so may result in an expulsion.
- No student may provide or use the names of the school, its administration or its faculty and staff to anyone or any site, or chat room without the express permission of the parties involved.
- Students may not view or participate in social websites, personal email accounts, and may never engage in harassing activities on the internet. Failure to do so may result in expulsion.
- Students using the internet must report any inappropriate site accessed by accident.
- Students and parents must understand that internet usage rules apply whether usage is at school or at home, when related to St. Catherine of Siena School. Students are held responsible for their actions on any school issued computer. Failure to do so may result in expulsion.
- Computer stations must be respected and kept clean at all times.

PICTURES/VIDEO RECORDING

Each family must sign a photo release form which allows their child (ren) to be filmed and/or photographed during school events. By signing this release, a child's image may appear on school publications, the school's websites or on posters or boards to promote the school. Parents should be aware that signing this form is not a requirement and should refrain from posting pictures of school events to personal websites.

EXTRA CURRICULAR ACTIVITIES

We believe a complete education must include social activities to assist in the development of the child. St. Catherine of Siena School offers after school sports through the Inland Catholic Schools League (ICSL) for students in grades 1-6 (soccer), grades 4-8 Cheerleading, grades 5-8 (volleyball, basketball, and football), and grades K-8 (track & field), as well as after school clubs that may appeal to the varied interest of students at all grade levels. Some clubs have a small participation fee. Each sport requires a sport fee, which is to be paid before the first practice.

The parent, student, and teacher share the responsibility to make these programs successful. Students are expected to cooperate with the moderators and must exhibit good study and work habits in their classes. No student can participate in extracurricular activities unless an official signed parent agreement and payment of fees have been returned to the school. In addition, all classwork and homework must be current. Telephone permission will not be accepted.

HOMEWORK POLICY

Homework will be assigned Monday through Thursday and may be extended through the weekend as deemed appropriate and necessary, especially in grades 6, 7, and 8. **Teachers are available after school on Monday, Tuesday, and Thursday, from 3:05-4 PM for tutoring. Students who are disruptive will not be allowed to attend.** It is the responsibility of parents, as primary educators, to check homework assignments daily.

No work is given in advance, unless parents request work from teachers in writing one week prior to absence. **This work is due upon students' return to school.** Keep in mind that no make-up work will satisfy discussions and lectures missed. Students with a valid absence will be given the same number of days as absent to make up work. Ex: If a student is absent Monday and Tuesday then the absent work would be due on Friday. In class reviews will not be given if students are absent and tests must be made up on the first day students return to school. Ex: If a student is absent on Tuesday and a test was given, then the test must be taken on Wednesday upon return. It is the responsibility of the parent and student to contact the school and find out what work or tests were given (although in most cases a missing assignment sheet will be given upon a students' return). **Trimester absences may not allow students to make up missing assignments.**

Homework Time Allocation
Approximate homework time is allocated by grade and is as follows, **as per School Policy Manual section 6316.1**:

Kindergarten	15/20 minutes per day
Grades 1 & 2	30 minutes per day
Grade 3	45 minutes per day
Grades 4 & 5	45 minutes per day
Grades 6, 7 & 8	1/1.5 hours per day

All grades K to 8th should read for 15 to 20 minutes daily, age appropriate.

Homework reinforces concepts taught each day and is therefore required. **NO EXCEPTIONS!**

If parents feel their child is spending too much or too little time on homework, they are asked to contact the teacher. Homework must be completed as assigned; missed homework will affect your child's grade. Students regularly missing homework assignments can expect their grades to drop even if they are doing "A" work in the classroom. Students will not receive any credit for missing assignments and/or late work. It will be entered into the grade book as a zero. **The assignment will still need to be completed in order for the student to participate in sports, class parties, and field trips.** Please keep reminding your

student to complete assignments and keep in touch with your child's teacher about missing assignments. Assignments may be checked via www.gradelink.com 24 hours a day, 7 days a week.
Since homework is just that, work to be done at home, parents as primary educators have a responsibility for the success of their child. In order to do homework successfully, students must have a quiet place in which to read, work, and study. The study area should also be suited to the way the student studies.
The following checklist is taken from "How to Study and Take Tests" by Lee Canter. The functional list shows what things are necessary for a basic study area, while the fun list includes the "personal touches" that can help to make homework more enjoyable for your child.

Functional – Study Area Basics	Fun – Study Area Extras
Desk or table	Desk mat of colored poster board
Chair	Doodle pad
Lamp	Favorite photos or posters
Clock/timer	Other appropriate personal items
Wastebasket	

Supplies List
Supplies (based on grade level) generally include Pencils, pens, eraser, crayons, colored pencils, pencil sharpener, tape, glue, scissors, writing paper, plain white paper, index cards, ruler, compass, protractor, report folders, etc.
Parent Involvement Checklist
Have you:
( ) Set up a proper study area in your home?
( ) Established daily homework time?
( ) Taken steps to encourage your child to do his/her homework independently?
( ) Consistently praised your child's efforts?
( ) Used additional incentives if necessary?
( ) Communicated so that your child really listens?
( ) Taken a firm stand?
( ) Contacted your child's teacher, if necessary?
( ) Reviewed the seven most common homework problems and solutions?
1. Child doesn't do his or her best work.
2. Child refuses to do homework assignment.
3. Child fails to bring assignments home.
4. Child takes all night to finish homework.
5. Child will not do homework on his/her own.
6. Child waits until the last minute to finish homework.
7. Child will not do homework if you're not home.

( ) Introduced your child to study skills?
( ) Make sure the child does their own work? **You must not do your child's work for them.**

ACADEMIC SUSPENSION

Students with 12 or more missing assignments (classwork and homework) may be placed on academic suspension, which will be held "in school", in a designated classroom. Students may return to their classroom upon completion of the assignments. The teacher and principal will verify the assignments have been completed.

GRADELINK

Our school uses a web-based grade and assignment reporting system – Gradelink. Parents or students can access the Gradelink network 24 hours a day, 7 days a week. There is a link on our school's web page or you can use www.gradelink.com. The Gradelink site provides information on your child's grades, conduct and current assignment status. We strongly urge parents to visit the website at least weekly or set up instructions for automatic email alerts if student's grades drop in a subject area. Families with delinquent accounts will automatically be locked out of Gradelink.

Enrollment and re-registration is handled through Gradelink.com, for kindergarten thru eighth grade.

AWARDS

Awards are given out at the end of every trimester and at the end of the school year. **Students earn awards based on academic performance and behavior/conduct. Subject awards are based on the student's grade point average.**

DISCIPLINARY PROCEDURES AND RULES

Discipline is to be considered as an aspect of moral guidance and not a form of punishment.

The purpose of discipline is to:

- Provide a classroom environment conducive to learning
- Educate students to an appreciation of the importance of developing responsibility and self-control
- Help build a sense of community

Discipline is said to be attained in a classroom or school when students work cooperatively with the principal, teachers, staff, and their classmates toward the attainment of the class and school objectives.

Classroom Discipline
Each classroom and grade level uses its own set of classroom rules and discipline plan (Merit Card for grades 4-8). A copy of classroom rules will be posted in the classrooms, and parents may request a copy from classroom teachers. Classroom discipline plan and classroom rules generally appear in orientation packets.

Public Displays of Affection
Students may not engage in "hand holding, hugging, touching, or kissing" as a girlfriend or boyfriend, anywhere on the school campus. **This behavior may result in suspension.**

Schoolwide Discipline Infractions
Students are given the opportunity to make choices and must live with the consequences of these choices. In the event that a student does not cooperate with the school community in reaching its objectives: detention, Friday Detention, suspension, and expulsion are accepted forms of disciplinary action.

Schoolwide Discipline Action
The following infractions by the students will incur disciplinary action and loss of merits that directly affect the conduct grade on their report cards:

- Disrespect and disobedience judged serious by the school (vulgar language, fighting, discrimination, bullying, sexting, and disrespect toward an adult)
- Consistent refusal to do assigned work
- Consistent breaking of school rules and regulations that entails constant supervision on the part of the school
- **Weapon possession includes any and all objects that can be used or are used as weapons. This includes but is not limited to: guns, toy guns, knives, corkscrew, metal nail file, nail clippers, letter opener, box cutter, paper clips, rubber bands, etc. This offense deems immediate consideration for expulsion**
- Drugs, cigarettes, vaping materials, and/or alcohol possession
- Using unsolicited recording devices
- Releasing of chemical compounds on school grounds
- Threats of violence

The following disciplinary actions will be taken….

1st recorded office visit:	Teacher, principal and student conference…appropriate consequences. Student and parent notified of possible suspension. Parent notified depending on action.
2nd recorded office visit:	Parent notified. Teacher, principal, parent and student conference… Student and parent notified of possible suspension. Parents, with the support of the school, are to decide and implement disciplinary action. Student placed on **PROBATION!**
3rd recorded office visit:	Parent notified, conference to include principal. Student **SUSPENDED!**
4th recorded office visit:	Parent notified, conference to include pastor and principal. Student **EXPELLED!**

Any activity deemed illegal will require immediate expulsion and police notification.

MERIT CARD

Each student in grades 4-8 start the week with 5 merits. They get merits taken away according to the infraction. All staff members are aware of this policy and have the authority to take away merits, due to student behavior. Any student who receives a D or F for the week may be required to meet with the principal and be assigned a lunch detention. All merit grades will be posted on Gradelink.com weekly.

Students who violate school or classroom rules may be subject to a loss of merits. Students will lose a certain amount of merits depending on the violation. Each week students begin with an "A" in Conduct. With the loss of every merit students begin to lower their Conduct grade for the week. **This grade is calculated on a weekly basis**. At the end of every trimester these weekly grades are calculated and the student will receive a final grade on his/her report card. The merit sheet contains the following Infraction Codes:

Students in Grades 4-8

1. Disrespect to Teacher, Staff or Fellow Student (loss of 3 merits)
2. Use of Foul Language (loss of 3 merits)
3. Disruptive Behavior in class or assembly (loss of 2 merits)
4. Non-Proper Uniform (loss of 1 merit)
5. Lack of Supplies (loss of 1 merit)
6. Eating or Gum Chewing (loss of 2 merits)
7. Excessive Talking (loss of 1 merit)
8. Missing Assignments (loss of 2 merits)
9. Late Merit Card or Family Envelope (loss 1 merit)
10. Misuse of School Technology or Cell Phone (loss of 2 merits)
11. Tardy (loss of 1 merit)
12. Other (loss of 1 merit)

*Students (4^{th} – 8^{th}) follow the model shown, while elementary grades (K-3^{rd}) do not participate in the Merit Card for their Conduct grade. It is at the teacher and staff's discretion to modify the number of merits taken from students depending on the situation and in conjunction with classroom rules and policies.

School Codes: MsR- Ms. Regalado MrK-Mr. Korson MsB-Ms. Banzon

SUSPENSION

Certain types of behavior may result in immediate suspension, subject to the decision of the pastor and the principal.

Fighting and vulgar language will result in immediate suspension for all Middle School students, 6-8. Parents will be called immediately.

NOTE: A different procedure will be enacted for all children in grades K-5 because of the age level of the student. Depending upon the seriousness of the fight, or the type and frequency of the vulgar language, one of the following steps will be taken:

- The teacher and the student will have a conference, and an appropriate consequence will be issued. The principal will be notified of the situation.
- The teacher, parent, and the student will have a conference, and an appropriate consequence will be issued. The principal will be notified of the situation.

- The principal and classroom teacher will outline the action plan to take during a conference with all parties involved.

It may result in suspension, subject to the decision of the pastor and the principal, if the situation cannot be resolved or parent is not cooperative.

EXPULSION

There are acts which constitute a good cause for expulsion from school when the conduct is committed by a student while under the jurisdiction of the school or when the conduct is directly related to school activities or school attendance. Among these offenses are the following:

- Action gravely detrimental to the moral and spiritual welfare of other students
- Persistent disruptive behavior that impedes the progress of the rest of the class
- Assault, battery, or any threat of force or violence directed towards any personnel, student or other person on school property during school regulations
- Habitual or persistent violation of school regulations
- Use, sale, distribution or possession of narcotics, drugs, alcoholic beverages, firearms, knives or other types of defensive weapons
- Malicious damage or destruction of school or someone else's property
- Theft, extortion, arson, and habitual truancy

NOTE: A different procedure will be enacted for all children in grades K - 5 because of the age level of the student. Depending upon the seriousness of the action, or the type and frequency of such action, one of the following steps will be taken:

- The teacher and the student will have a conference, and an appropriate consequence will be issued. The principal will be notified of the situation.
- The teacher, parent, and the student will have a conference, and an appropriate consequence will be issued. The principal will be notified of the situation.
- Principal and classroom teacher will outline the action plan to take during a conference with all parties involved

Expulsion may be the result, subject to the decision of the pastor and the principal, if the situation cannot be resolved or parent is not cooperative.

HARASSMENT

The rules regarding harassment are grounded in the belief that all persons have the right to be treated with dignity. All reports of harassing behaviors (verbal, physical, mental, sexual) will be investigated and brought to the attention of the parents of the students who are involved. In such cases, students may be sent home from school while an appropriate investigation takes place. Depending on the severity of the harassment, Child Protective Services may be notified.

Cyber bullying and sexting via emails or social networking sites that the school is made aware of (on or off campus) between students, parents, or staff will be considered a form of harassment.

Additionally, all threats of violence are taken seriously. If the principal believes that the presence of a student in our school poses a threat to others, the student will be removed from the school.

Students have the right to be told what they have done wrong in any situation and given a chance to be heard. All disciplinary actions should be characterized by fairness and compassion.

Bullying is defined as unwanted, aggressive behavior. The behavior is repeated or has the potential to be repeated over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. **This behavior will not be tolerated on campus.**

Parent on parent, parent on student, or parent on teacher/staff harassment is never tolerated. If this occurs, the parent (s) may be asked to leave the event and/or be barred from school sponsored events and the school campus or asked to withdraw the child from school.

DRESS CODE

St. Catherine of Siena School has an established dress code for all students conducive to the environment we strive to create. It is expected that all students will adhere to the dress code.

PLEASE NOTE: If it is cold, the girls may wear flesh, navy, grey or white tights or leggings to cover their ankles (solid colors only). ***Leggings may not be worn as pants; however, girls may wear them under the skirt during cold weather.*** *Girls may wear uniform pants.* ***The P.E. sweatshirts may be worn as a part of the uniform on cold days, with the exception of wearing the P.E. sweatshirt to Mass****.*

All students are expected to wear FULL DRESS uniforms the first week of school, the last day of school, every Friday throughout the year and on any other day we celebrate the Liturgy, on Fall Picture Day, and on other days as specified by the administration. Children will act the way they look and feel, so we want to ensure that they always look their best.

Adherence to dress code is the first sign of discipline and a good way of preparing the children for their future careers. Parents of students who are out of school uniform will be called so that the proper uniform can be provided in order to complete the school day. Parents must take full responsibility for the clothes children wear to school and should not consider calls to their work site as punitive.

K-8 Grade Uniforms

Girls: K – 8

Girls in kindergarten through 8th grade will wear the navy blue school logo polo shirt and ice blue skirt; white/navy/gray/black socks; navy blue school logo cardigan sweater or school jacket. One small pair of stud earrings or small hoops are allowed. Uniform navy blue shorts or slacks/pants with belt (solid black, navy blue, or brown), except on Full Dress Uniform Days, and as designated by the administration. **Girls' 6th to 8th grade** may wear khaki shorts or slacks/pants, except on Full Dress Uniform Days. Dress shoes in black, brown, navy or gray are acceptable for everyday wear and Mass days. **NO MAKE-UP or false nails, NO EXCEPTIONS!**

Boys: K - 8
Boys in kindergarten through 8th grade will wear the navy blue school logo polo shirt and navy slacks/pants; white/navy/gray/black socks; navy blue school logo cardigan sweater or school jacket; and navy blue, black or brown belt. NO EARRINGS. Uniform navy blue shorts with belt (solid black, navy blue, or brown), except on Full Dress Uniform Days, and as designated by the administration. **Boys' 6th to 8th grade** may wear khaki shorts or slacks/pants, except on Full Dress Uniform Days**.**

Full Dress Uniform for all Students K-8:
For both boys and girls-navy blue school logo polo shirt, navy blue slacks/pants, ice blue skirt, belt, and dress shoes. This uniform is required daily, for Mass and special occasion days. **All shirts must be tucked in at all times.** When students are at recess and or lunch, their shirts may become untucked **if they are playing basketball or a sport that involves stretching/reaching**. If students are not playing such games, it is not okay for shirts to be untucked. Nor is it okay for students to be in class or walking out of class with untucked shirts.

All students K-8 may wear the school logo P.E. sweatshirt (not on Mass days) Monday through Thursday. All other sweatshirts, sweaters, or jackets, not part of the St. Catherine of Siena School uniform, violate the dress code.

Shoes – All Students
The UNIFORM shoes are to be solid black, white, navy, brown or gray with flat, rubber soles and flat heels for safety. A small logo will be allowed. Shoe laces must be the same color as the shoes. **No sandals or slip-ons, no ballet style slip-ons, no boots, or open toed shoes. Shoes with laces must be tied. Rain boots may be worn, during the rainy season only.**

P.E. Uniform – All Students
Navy sweat shorts, sweat pants, crewneck sweatshirt and ash/grey T-shirts, tops are to be worn on designated P.E. days only. **ALL P.E. uniforms must have the school logo on it.** Students must wear tennis shoes/sneakers (that provide traction) on P.E days. No outside shorts/shirts or sports uniform may be worn for P.E. Sweatshirts are not for Mass days.

Hair
*Hair should be neat, clean and moderately styled. Hair should not be combed so that it hangs in the face; should be above eyebrows. **Exaggerated styles (man-buns, tails, unnatural colors, Ombres, unbalanced cuts, shaved or etched designs, spikes, Mohawks, excessive use of gels or sprays, etc.) are not acceptable at any time.** No colored, bleached, or tinted hair, no decorated heads. Afro styles must be neatly trimmed no more than 2 inches in height or length. Boys' hair must be off the neck/shoulder and no longer than 2 inches in length from the bottom of the ear lobe. Girls may wear *small hair accessories (barrettes or bows), however, they must be appropriate to school uniform and, if worn, must be grey, navy, white, black.* **Large themed hair accessories are not allowed.**

Exceptions may be made for medical or cultural reasons.

Jewelry
- Girls may wear small post stud or small hoop earrings only. Due to safety reasons, dangling or looped or large earrings may not be worn. Only one earring may be worn in each ear.

- Boys may not wear any type of earrings to school or during school sponsored activities.
- The only other jewelry permissible is an identification bracelet or a watch. [If special religious chains, bracelets, and necklaces are worn, they must hang inside the shirt or blouse.]
- Only buttons sponsored by the school are to be worn.
- The school cannot be held responsible if jewelry or other items are lost or stolen.

Make-up & False Nails/Polish
Any make-up (eye liners, mascara, lipstick, blush, or artificial nails, etc.) is unacceptable and students wearing make-up will be sent home for the day. Any make-up found in the school will be confiscated and discarded immediately. Students are not allowed to wear false nails to school. Some light or pastel colored nail polish is allowed on regular school days. ***The girls in the graduating class are given permission, if they choose to do so, to get their nails done 1 week prior to graduation.***

Students must wear proper uniform at all times, unless permission is granted by the principal. **NO EXCEPTIONS IN REGARD TO ALL UNIFORM POLICIES LISTED.** Persistent behavior may result in suspension, withdrawal, or expulsion.

Free Dress
"Free Dress" days are occasions when students are allowed to wear casual clothing, usually on "Spirit Days" or as designated by the administration. **Students must wear clothing appropriate to a Catholic, learning environment.** The following are **not** allowed: short shorts/skirts/dresses, colored undergarments that can be seen through shirts, spaghetti straps, tank tops, low cut shirts, backless or semi-backless shirts, see-through shirts (including lace), leggings as pant or jeans with hole cutouts. **Clothing that reveals undergarments may not be worn**. ***Students may not wear clothing that exposes bare shoulders or necklines.*** Shoes must adhere to regular uniform dress code. Notices will be sent home prior to the Free Dress Day.

Students may wear Aquinas High School gear on designated "Free Dress Days", not on regular school days.

If you have a question about whether or not your student's clothes are in violation of dress code, have them wear their full dress uniform. When a student disregards the dress code regarding uniforms, free dress, make-up, or hairstyle, **NO WARNING WILL BE GIVEN.** Parents will be called **IMMEDIATELY**. Students may be sent home.

Dress Code Violations
If your child violates the dress code, you will receive a Dress Code Violation Notice to amend the violation immediately and the violation will be recorded on the Merit Card. You will be given up to 3 notices and after this, the child will be suspended. If the violation is corrected the child may return to school. If no attempt to correct the violation is made the suspension will than result in expulsion.

The administration reserves the right to amend the dress code as the situation arises.

LOST AND FOUND

Articles that have been lost may be claimed by checking your child's classroom, lunch area, or the Extended Care room. **Please put your child's name and grade on all clothing and personal possessions.** Items not claimed by the end of each trimester may be donated to the REACH Center.

MASS AND LITURGIES

School liturgies are an important part of developing a Catholic Christian School Spirit and participating in our faith as Catholics. Students will participate in whole school Masses, Liturgy, and various other liturgical experiences throughout the school year. Students are expected to dress and conduct themselves in a manner consistent with the high standards found in a Catholic school. Parents are invited and encouraged to attend all school Masses and prayer services. Exceptions for Mass and prayer service attendance are **not** made for students of other faiths.

ADMINISTRATIVE AND ADVISORY BOARDS

St. Catherine of Siena School Finance Committee

The general purpose of the Finance Committee (a component of our School Board) is to assist the administration of St. Catherine of Siena School in administering the goods of the school and to keep the financial management in harmony with the mission of the school.

The responsibilities of the Committee is to provide legal and financial advice to the administration, School Advisory Board, and staff, and to evaluate the financial needs of the school.

The policies recommended by this Committee must be consistent with diocesan statutes as outlined in the Diocesan Policy Manual.

Finance Committee members may be appointed from outside the school community. They are individuals with skills and expertise in financial matters, business administration, and civil law. Members must exhibit great responsibility of trust and maintain confidentiality. The Pastor and Principal are members of the committee.

St. Catherine of Siena School Advisory Board

The general purpose of the St. Catherine of Siena School Advisory Board is to support and implement the philosophy of St. Catherine of Siena School, to market the school, and help build enrollment. The role of the board is advisory, for recommendations, school development and program review, not administrative. The policies recommended by this advisory board must be consistent with and supportive of the policies of the Bishop and the Diocesan Board.

Once policies take written form and are properly approved and promulgated, the active role of the Advisory Board changes to one of indirect monitoring through reports. Implementation of the policies is the exclusive concern of the school administration that is accountable to the Diocesan Board for effective policy execution.

Limits of Jurisdiction:

Neither the Advisory Board as a whole nor any individual member shall formally entertain nor consider communications or complaints until they have been first referred to the administration. Only in those cases where satisfactory adjustments cannot be made by the Principal and/or Pastor, shall communication or complaints be referred to the Diocesan Board.

Individual members have status as Board Members only when acting formally as members of the Board while it is in session, or when specifically entrusted by the Board to carry out definite assignments. School Board members are nominated from the Parish and School Communities. Ex-Officio members include the Pastor and Principal.

P.T.G.

St. Catherine of Siena School Parent Teacher Group (P.T.G.) is for school support, not a policy making body. It is a service organization that is to assist in the educational development of the students, primarily through fund-raising. The activities of the group must be consistent with and supportive of the policies and goals of the Parish Community and the School Administration.

Parents are asked to attend the General P.T.G. Meetings, as announced. The general activities and events in the school are discussed and reviewed at these meetings in order to build a closer relationship between the school, the home, and the parish. Board members are nominated or appointed from the school community and or principal.

MANDATORY TUITION SUPPLEMENT REQUIREMENTS

Fundraising requirements (at a minimum) eliminate about $700.00 worth of tuition supplement obligations to the school. Each family is required to raise $1,000.00 of tuition supplement for the year. Tuition supplement billing is accessed and billed at the end of each trimester, therefore, any remaining balance will be billed to the family's FACTS account. If a family raises more than the required $1,000.00, a letter will be provided for the overage and may be used for tax filing purpose. **Overages will not be carried over to the next school year.**

SCRIP

Our school participates in a SCRIP program which helps parents reduce the cost of tuition. Every family is expected to **generate $200.00 worth of SCRIP profit** for the school annually. This is broken down to $67.00 per trimester. This is mandatory tuition supplement for all families regardless of which payment plan is chosen. **Parents who do not wish to participate may pay the $200.00 or $67.00 every trimester, which will be credited towards their tuition supplement account.**
Definition of Scrip:

Scrip is dollar for dollar of your everyday spending purchases. For example, buy $100.00 in Stater Bros. from St. Catherine of Siena School and get $100.00 in Stater Bros. gift cards and Stater Bros. donates 5% back to the school. Every vendor has a different percentage, so it adds up quickly.

Ways to purchase Scrip:
Orders can be dropped off in the office with **cash or check**. Orders dropped off by 8:00 A.M. Tuesday will be filled by 3 P.M. on Thursday or after school from a designated parent volunteer.

Participating Vendors:
We carry a limited inventory of SCRIP. The St. Catherine of Siena School Scrip Order form is available in the School Office (yellow form) or on the school website at www.saintcatherinerialto.com. For special orders please visit the Great Lakes Scrip website at www.shopwithscrip.com. You must then create an account and enter the Enrollment Code: 436CC76C154L2. Orders placed by 8AM on Tuesday will be delivered by 3PM on Thursday.

Bishop's Golf Tournament
Every year the Diocese of San Bernardino holds a golf tournament, which benefits all of the schools within the diocese. Schools are responsible for selling car raffle tickets. Every family is required to help support this event by selling raffle tickets. Fifteen raffle tickets must be sold for the car raffle ($10.00 each ticket, $5.00 credit towards tuition supplement).

Opportunity Drawing
There will be 3 Opportunity Chance Drawings per year. Each family must sell a minimum 20 tickets, valued at $5 each, for a total of $100. The tuition supplement credit is 100% for all tickets sold, during each fund raising period. Tickets will be available in August, of the first trimester, December for the second trimester, and March for the third trimester.

Football Mania
The school participates in a Football Mania ticket sale. Each ticket is priced at $20.00. Each family must sell five tickets, which are available for sale in June. Families will receive $14.00 credit towards tuition supplement.

World's Finest Chocolate
Each student will sell 1 case of chocolate priced at $80 per case and earn 45% of each sold case for tuition supplement/fundraising credit.

Other
Additional tuition supplement/fundraising opportunities will be available during the school year, including but not limited to, Food Sale Donations, Bake Sale Donations, school carnival food items, office items, and Extended Care Donations, etc. **Credit will be given only for pre-approved items, accompanied by a receipt.**

P.I.P. HOURS (Parent Involvement and Participation)

All families enrolled at St. Catherine of Siena School are required to work 30 P.I.P. Hours during the school year. These will be divided by trimester (approximately 10 hours per trimester) or a charge of $30.00 for each hour not worked will be added to each account. If you choose to "Buy Out" the PIP Hours, $300.00 will be due at the end of each trimester. In some cases a family may have as many as 60 hours, due to financial assistance.

Parents are the primary educators of their children and have freely chosen St. Catherine of Siena School as their educational institution with the full knowledge that tuition and tuition supplement are the sole means of support. Therefore, it is the responsibility of each parent to become involved in their children's education by giving of their time and talent to support St. Catherine of Siena School.

MANDATORY P.I.P. HOURS

The following events are mandatory for some families:

- Annual Siena Track Meet (4 hours)
- Fireworks Booth
- Class Sunday Food Sale (4 hour shifts from 6AM to 4PM)

P.I.P. hours can be worked in many ways.
Suggested ways to work P.I.P. Hours are:

- Classroom assistance (by prior arrangement with teacher) and working bake sales
- Volunteering for the fireworks booth (double hours for working on July 4th from 12 P.M. to closing)
- Attending P.T.G. meetings and signing in (1 hour credit per family, a family member must attend to receive credit)
- Volunteering at Sunday Food Sales, Christmas Boutique, Mother's Day Boutique, book fairs, school carnival, Bake Sales, etc.
- Supervision during recess and lunch (must be cleared in office)
- SCRIP Sales after Sunday Masses
- Coaching decathlon, basketball, football, volleyball, soccer, and/or track & field
- Volunteering at the parish **REACH Center or parish office**

Food donations for class parties, canned food items for Thanksgiving baskets, toiletries for Christmas, toy donations for Toy Drive, and items for the REACH center are not eligible for P.I.P. or Tuition Supplement credit.

Recording Procedure for P.I.P. Hours

- For each activity worked, complete a P.I.P. form (copies are available in the school office)
- Return the completed and signed form to the school office in a timely manner (**within a week of the event or donation**). You may not earn the hours worked if we cannot verify that you did the work or have seen the donation
- P.I.P. slips must be signed by a teacher, room parent, or event coordinator. It is the parent's responsibility to get these signatures. Items donated or events worked must be verified by the teacher

Any funds raised by items sold on the school or church grounds (in the school's name) MUST be turned into the school office.

YOU ARE RESPONSIBLE FOR REPORTING YOUR OWN P.I.P. HOURS. PLEASE TURN THEM IN! NO HOURS WILL BE CREDITED WITHOUT A P.I.P. FORM! ALL HOURS MUST BE WORKED AND RECORDED BY THE END OF EACH TRIMESTER.
All unworked hours will be billed at $30 per hour; 1/3 of PIP hours are due or billed at the end of each trimester.

GRIEVANCE PROCEDURE

Before allowing differences to become formalized into grievances, every effort shall be made to resolve disputes, at the lowest level, through free and open discussions between the involved parties. If this attempt fails, disputants can request to meet with a third party (a conciliator) who endeavors to guide them to a resolution of the problem. Formal grievance procedures can be found in the Diocesan Policy Handbook, section 2220, located in the school office.

Parent behavior is just as important as student behavior. Let's work together to solve problems, should any arise.

RIGHT TO AMEND

Be advised that the Administration reserves the right to amend any policy or procedure stated herein for just cause, after timely notification to parents.

St. Catherine of Siena School

PARENT/STUDENT HANDBOOK
ACKNOWLEDGMENT AND RECEIPT

Our family has received a copy of the St. Catherine of Siena School Parent Student Handbook.

We have read and agree to be governed by the policies as stated in this handbook. Students may not remain enrolled at St. Catherine of Siena School without a current, signed copy of this acknowledgement on file in the school office.

Expectation of Confidentiality – parents should expect that school officials will provide parents with necessary information concerning the health, life and safety of their children.

Further, teachers will keep confidential information entrusted to them so long as no one's life, health or safety is at stake. Parents will be promptly notified of teacher's or administrator's concerns.

Parent/ Guardian Signature _____ Date _____

Family Name _____

Student's Name(s) & grade(s) covered by this agreement:

Student 1 **Grade**

Student 2 **Grade**

Student 3 **Grade**

Student 4 **Grade**

Updated 7/2026