

**Saint Katherine of Siena
Catholic School
Philadelphia, PA**



**“Be who God meant you to be and you will set the
world on fire.”
-St Katherine of Siena**

**Parent/Student Handbook
2016-2017**

Saint Katherine of Siena School

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Parent/Student Handbook

This handbook contains certain policies and procedures of Saint Katherine of Siena School. Saint Katherine of Siena School may change any of its policies and procedures and apply them as circumstances dictate. If you have a question about a particular policy or procedure, please contact the school.

STUDENTS AND PARENTS MUST ACCEPT AND ABIDE BY SAINT KATHERINE OF SIENA SCHOOL POLICIES AND PROCEDURES IN ORDER FOR THE STUDENT TO ATTEND SAINT KATHERINE OF SIENA SCHOOL.

MISSION STATEMENT

St. Katherine of Siena School is a faith community dedicated to high academic standards and strong gospel values. Families choose St. Katherine of Siena School so that their children may safely grow in the love of God and service to their neighbor. With the Holy Family as our guide, we prepare our students to succeed on all levels in the present, for the future.

Saint Katherine of Siena School is a full and official member in the Middle States Association of Colleges and Schools.

Partnership Between St. Katherine of Siena School and Families

The administration and faculty of Saint Katherine of Siena School recognize and respect the uniqueness of each family who choose this school. A successful educational experience at Saint Katherine of Siena is built on a healthy agreement between SKS School and its families.

We recognize our parents/guardians “are the natural and irreplaceable agents in the education of their children” (*The Religious Dimension of Education in a Catholic School, Vatican Document*), the school staff respects families and hopes to have the same respect from the families who make up our Saint Katherine of Siena faith community.

However, when this agreement is irrevocably broken and after thorough review by both the pastor and principal, the school reserves the right to require the parent/guardian to withdraw his or her child from Saint Katherine of Siena School.

Some examples that authorize this extreme action include:

- Demanding the termination of a teacher/faculty member, or any attempt to organize parents to have a faculty member removed.
- Under the policy of the school, the principal and pastor make the final decision on a student’s academic placement. The agreement between the school and parent/guardian will be considered broken if the parent argues against this decision in an aggressive manner.
- The refusal to accept the school’s decision regarding whether or not they can meet the needs of a child with special learning assistance.
- ***Posting negative, demeaning, or derogatory comments on any social media platform about Saint Katherine of Siena School.***
- Distinct refusal to follow a policy of the school which the parent/guardian agreed to follow through the signing of the Handbook Agreement form of the new school year.

PHILOSOPHY

The purpose of St. Katherine of Siena School is to provide a quality, faith-based education in order to produce high achievements from our students. Our school centers on pride and has resulted in our students receiving considerable recognition for our school through academics and extracurricular activities. It is our goal to continue working together as parents, teachers, staff, and administration so we can help our children be successful and reach their highest potential.

At Saint Katherine of Siena School, we believe:

- Catholic school is the role model of Catholic faith and values.
- We promote Catholic education in every aspect of the school's activities.
- We create a positive academic environment for students and faculty.
- We share ideas to grow not just academically but also spiritually.
- We help students to become successful and active members of the parish community.

THE HISTORY OF ST. KATHERINE OF SIENA SCHOOL

St. Katherine of Siena Parish was established on June 19, 1922 by the Archdiocese of Philadelphia to help fill the need of the growing population in Northeast Philadelphia. Our school was established in 1938, when the Sisters of the Sacred Heart took our students into the Eden Hall School. On January 5, 1941, the cornerstone of our first school building, a two story structure on Convent Lane, was blessed by Cardinal Dougherty. In September of 1961, our current school building opened its doors for the first time. All of our students finally attended school on Parish property for the first time in its history. In September of 1970, the addition of a second floor to the school was completed.

Since that time, our school has advanced in many ways as our society has changed. We are now equipped with transportable laptops, Smartboards in every classroom, wireless internet, Chromebooks, iPads, a recently refurbished computer lab, and a State-of-the-Art Science Lab. Our CYO has grown rapidly and now includes seven sports. As the world evolves, so do we at St. Katherine of Siena School. We are dedicated to academic excellence here, but most importantly, Christ is at our center; we are a bonded community of faith.

Academic Policy

Grading

Class participation, home study, and test averages, as well as credit for projects in various subjects, are combined in order to obtain a report card average. This average shows the parent/guardian and the student what steps are necessary for further progress.

If parents are not receiving test papers or other academic communications during the marking period, it is the responsibility of the parent to contact the teacher.

Parents will be notified approximately one month before report cards are issued if the student is failing in any subject. Parents are also encouraged to contact the teacher concerning the conduct, progress, and effort of their child.

Report cards are issued three times a year. Parents are required to sign the report card and return it to school as soon as possible.

Criteria for honors

Grades 1-3:

High honors – “VG” or above in all subject areas and “3” in effort and conduct

Honors – “G” or above in all subject areas and “3” in effort and conduct.

Grades 4-8:

High honors – 92 or above in all subject areas and “3” or above in music, computers, art, effort, and conduct

Honors – 85 or above in all subject areas and “3” in music, computers, art, effort, and conduct.

Option C

As a backup, teachers post assignments, classroom news and reminders on the Option C website given to students at the beginning of the school year.

Graduation – Grade 8

In order to graduate from Saint Katherine of Siena School, the following requirements must be met:

- The student must achieve a general average of 70.0.
- A student who has earned a passing general average, but has received a final grade of “I” (unsatisfactory) in conduct may attend the graduation, but will be required to sit with his or her parents rather than the class.

- All financial obligations must be settled by March.

Non-Promotion

Each student is expected to use and develop their God-given talents in the academic program by consistent effort and meaningful application. Therefore:

- Insufficient advancement in either Math or Reading or both indicates the need to repeat in Grades 1-3.
- If a child exhibits emotional immaturity, it is advisable to repeat the grade.
- If the general average is below 70 on the final report card, the student must repeat the grade.
- Eighth grade students are not permitted to repeat in Saint Katherine of Siena School.
- If an 8th grade student fails Math, or ELA, he/she must attend the Archdiocesan High School Summer School Program in order to be admitted in September.

Accidents and Illnesses

Parents will be notified immediately in the event of sudden illness or accidents of a serious nature. If the parent cannot be reached, the emergency contact will be called. **PLEASE BE SURE THE OFFICE AND HOMEROOM TEACHER HAVE THE CURRENT INFORMATION FOR YOUR CHILD'S EMERGENCY CONTACT.**

Emergency/Illness Forms

The Emergency/Illness form is the best means of contacting parents in case of a child's emergency or illness. It is essential that the form contains two alternate names of local persons to be called in the event of an emergency or illness. The school should be notified immediately whenever any information on the emergency/illness form changes. This is to ensure the physical safety of the child. Whenever possible, parents are responsible for transporting the ill or injured child to his/her home, doctor, or hospital.

DIRECTIONS FOR STUDENT ABSENCE

- Keep your child at home until he/she is completely well.
- On the morning of your child's absence, call the school office at **215-637-2181 before 8:30 AM and follow the instructions on the answering machine.** Please leave a message stating your child's name, grade, room number, and reason for absence on the answering machine. **Also, at this time, please state whether someone will come to school to pick up the student's homework for that day.** If your child is registered in our **C.A.R.E.S Program**, please inform us on the answering machine that your child will not be attending the program that day due to absence. The secretary relays all information to the appropriate staff members.

- If you inform us of your intention to pick up your child's homework when you report the student's absence in the morning, homework, books, etc. will be available to you **in the main office between 2 p.m. and 3 p.m.** Please do not expect your child's homework to be ready in the office before 2 p.m. or if you have not informed us at the time of the absence report you make in the morning. We will not interrupt class to get homework for students whose parents have not requested it at the appropriate time and in the appropriate manner as stated above.
- On the day of your child's return to class after an illness or other absence, he/she must present from his/her parent/guardian to his/her homeroom teacher a written absence note stating the length of the absence and the reason for the absence. **If a student has been absent due to illness on three or more consecutive days, a doctor's certificate must also be presented with the parental note.**

Physical Examination

Students must have a complete physical examination upon entry into school (Pre K3, Kindergarten, or First grade) and in Grade Six. Students new to PA schools must have a physical exam if the student's record does not meet PA requirements. Parents/guardians are urged to take their children to their own physician for examinations to provide continuity of care. Your family physician is familiar with your child and thus is better able to detect any physical changes. Appropriate forms will be available for downloading from the school website.

Dental Examination

Students must have a dental exam upon entry into Pre K3, kindergarten, or first grade and in Grades Three and Seven. Forms will be available on the school website.

Allergies

Parents/guardians of children with known insect, food, or medicinal allergies must alert the school and provide medication with written instructions for emergency treatment.

Symptoms of a Sick Child

There are times when you may not be sure whether you should send your child to school or keep them home. Here are a few symptoms that may mean your child is sick and should stay home:

- Fever/Chills
- Rash
- Running or inflamed eyes
- Abdominal Pain
- Vomiting
- Diarrhea
- Sore Throat
- Enlarged Glands
- Excessive Coughing

A child should remain at home at least 24 hours with no fever or vomiting following an illness. Remember to notify the school that your child will be absent.

By following these guidelines, you will protect not only the health of your child, but the health of his/her classmates and the school staff as well.

Admission Policy/Enrollment

Our school admits students of any race, color, creed, national or ethnic origin to all of the rights, privileges, programs and activities generally accorded or made available to its students. Saint Katherine of Siena School does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, its admission policy, or in any school-administered program.

Our school endeavors to accommodate students with special needs as the school's resources and capabilities reasonably permit. Saint Katherine of Siena School reserves the right to decline admission or to impose reasonable conditions of attendance where circumstances warrant such action.

To enter Saint Katherine's Pre-K 3 program, a child must be three by September 1st. To enter Saint Katherine's Pre-K 4 program, a child must be four years old by September 1st. A child who is five years old by September 1st is eligible for Kindergarten. To enter 1st grade, a child must be six by September 1st.

The following forms are required for registration:

- Original Birth Certificate
- Original Baptismal Certificate (Unless Baptized at St. Katherine or non-Catholic)
- Original Social Security Card
- Proof of Residency (Photo)
- Original Custody Papers (if applicable)
- Transfer slip from any previous school the student may have attended

- Medical records- Written proof of immunization by a Medical Professional is required as a condition of attendance at any public or parochial school.

The required vaccinations are:

- Hepatitis B – Three doses
- Diphtheria and Tetanus – Four doses, one dose administered after the fourth birthday
- Poliomyelitis – Three doses
- Measles, Mumps, Rubella – Two doses
- Varicella (Chicken Pox) – Two doses or written verification of occurrence of Chicken Pox
- 7th grade students only: Meningococcal Conjugate (MCV) & Tdap (Tetanus, diphtheria, acellular pertussis – One dose.

Families registered in our school are required to register annually. Registration information for the following year is forwarded to each family through the school communication channels in February prior to the next school year. Tuition fees and non-refundable registration fees are published in February. All financial obligations must be current before registration for the next school year can be processed.

The enrollment process (for students new to SKS) is ongoing, and can be done any time throughout the entire year. The process begins by communicating with our Advancement Director, Mrs. Wisler. Upon review of a placement test and necessary paperwork, the family will be contacted as to whether or not the available space and appropriate academic setting is available for the child(ren).

Admission of Non-Catholics:

Saint Katherine of Siena School serves a variety of purposes, including the academic, social and physical development of the students. However, the primary purpose of our school is religious. We exist for the purpose of evangelization and catechesis, that is, the proclamation of the Gospel and formation of the entire school community of Faith. Our school offers a complete Catholic religious education program and makes every effort to develop the Faith in all of the students so that they may live a full Christian life. Non-Catholic students may be admitted to Saint Katherine of Siena School under the following conditions:

1. The permission of the Pastor is obtained.

2. Adequate facilities and space are available, without denying the admission of eligible Catholic students.
3. The parents/guardians agree in writing to permit their child(ren) to attend religion classes and religious functions that are offered as part of the school program.
4. The parents/guardians commit themselves in writing to accept and to promote the philosophy, goals, objectives and regulations of our school.
5. The parents/guardians agree in writing to assume responsibility for all financial obligations.

Acceptable Use Policy for Technology

The following are unacceptable uses for technology at Saint Katherine School:

- Users must not use technology to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual.
- Users must not post, publish, or display any defamatory, inaccurate, violent, abusive, profane or sexually oriented material. Do not use obscene, profane, vulgar, rude, or threatening language. Do not knowingly or recklessly post false information about any persons, students, staff or any other organization.
- Users must not use a photograph or image of any student or employee without expressed written permission of that individual and the school's principal. Users must also not use school equipment to create any site, post any photo, or image/video of another except with the expressed permission of the individual and the school's principal. Maintaining or posting material to a website or blog that threatens a likelihood of substantial disruption in school, including harming or interfering with the rights of other students to participate fully in school or extracurricular activities is a violation of the Acceptable Use Policy and subject to the disciplinary measure found herein.
- Users must not attempt to break through the school's security system, guess passwords, or in any way attempt to gain access to secured resources, another person's files, or another person's password.
- Users must not install, move, delete, download, upload, reconfigure, or modify any software or files on school equipment without permission.
- Users must not move, repair, reconfigure, modify, or attach external devices to the systems without permission.
- Users must not deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives. Students must not access entertainment sites, for example, social networking sites such as Facebook.com or Twitter.com or gaming sites, except for educational purposes under teacher supervision.
- Users are not to plagiarize content and may not present the work of another as their own without properly citing that work.

- Users must not violate license agreements, copy disks, CD-ROMS, or other protected media. Users must not use technology for any illegal activity. Use of the internet for commercial gains or profits is not allowed from an educational site.

Reporting: Users must report immediately any damage or change to the school’s hardware/software that is noticed by the user.

Electronic Devices: Users must adhere to local school policy regarding the use of additional electronic devices including but not limited to personal devices calculators, gaming devices, cellular phones, and iPads. Access will be determined by the administrator of the school. The school’s technology policy regarding authorization, use, responsibility, integrity, intellectual property, and monitoring will be applied to these devices.

Administrative Rights: The Office of Catholic Education or the school administration at any time may add additional rules and restrictions. The school has the right to monitor both student and employee use of school computers.

Violation of the above rules will be dealt with by the administration of the school. Violation of these rules may result in any or all of the following:

- Loss of use of the school network, computers and software, including internet access. The student will be expected to complete work on a non-networked, stand-alone computer system.
- Issuance of demerits/detentions, if applicable.
- Disciplinary action including, but not limited to, dismissal and/or legal action by the school, civil authorities, or other involved parties.

Arrival/Dismissal

Children will have supervision in the school building at 7:30 a.m. The school is not held responsible for students who arrive prior to 7:30 a.m.

Daily Schedule:

Monday-Thursday	PK3/PK4	7:50 a.m. to 2:40 p.m.
	K to 8 th	7:50 a.m. to 2:50 p.m.
Friday	PK3/PK4	7:50 a.m. to 2:15 p.m.
	1 st to 8 th	7:50 a.m. to 2:30 p.m.

AM CARES RUNS FROM 7:00 A.M. TO 7:30 A.M.

Drop Off:

PreK3 to 2nd Grade McBride Hall

3rd Grade to 8th Grade Front Lot

NO CARS ON FRANKFORD AVENUE OR IN FRONT LOT!**Lateness**

The official school day bell rings at 7:50 a.m. A student is considered late if he/she is not in the line by that bell or inside in the building when weather does not permit. A late student must report to the main office with their parent/guardian for a late pass.

Consistent and unexcused lateness (no parent involvement via a note to school or call) may be reported to the DHS for parental neglect, as mandated by state law. Unexcused lateness impacts a perfect attendance record and prohibits a student from receiving a perfect attendance certificate at the end of the year.

Early Dismissal

The parent or the person sent to pick up the student must sign the student out in the front office. If the parent/guardian will not be the person picking up the student, please include in your written note, the name of the person who will be picking up the student and make sure that person has proper identification when they come to the main office.

Athletics

Saint Katherine's CYO can be found on their Facebook page for any information regarding Saint Katherine of Siena sports. The CYO is a self-supporting organization that is independent from the school.

Attendance Policy

Regular attendance at Saint Katherine of Siena School greatly impacts our students' academic development. The total amount of days/instructional hours that school is in session is prescribed by the Commonwealth of Pennsylvania and followed by the schools in the Archdiocese of Philadelphia.

Students who are absent more than 20 days throughout the school year may be required to repeat the grade unless the student is enrolled in an approved summer school program for one or two subjects and successfully completes the course(s). The school will make

the recommendation/decision as to the number of courses required before the student may return to school in September.

The only exception of an absence is a serious health issue, documented by a doctor, in consultation with our school nurse. The number of days absent in that case is viewed as "excused".

Bus Transportation/Conduct

All students using bus transportation to or from Saint Katherine of Siena School must read and sign the Bus Code of Conduct. Failure to comply with any of the rules will result in student losing bus privileges.

Calendar

The Saint Katherine of Siena School calendar is tentative and subject to change during the course of the school year.

C.A.R.E.S.

Saint Katherine of Siena offers a Before and After School Program (Children Are Receiving Extended Services). Our goal is to provide a safe environment for students with working parents and instill Christian values through meaningful interaction with the children.

C.A.R.E.S. has separate policies and procedures from the school which can be found upon talking to the director of the C.A.R.E.S. program, Heather Owens.

Hours of Service

A.M. Services 7:00-7:30

P.M. Services 3:00-6:00

Celebrations

Parents should consult with the teacher before making any birthday arrangements in the classroom for the child.

***Please note that some students have food related allergies.**

Cell Phone Policy

Cell phones may be brought to Saint Katherine of Siena School under the following conditions:

- 7th and 8th grade students must abide by the cell phone contract that they sign at the beginning of the school year.
- All other grades must keep their phones in their book bag in the OFF position during the school day.
- Phones may not be used for taking pictures, text messaging, or playing games during the school day.
- Students may not post any pictures taken in school to social media sites.
- Parents should not text a student during the school day. Instead, call the Main Office and the message will be relayed to your child.

Since photo release forms are required before taking pictures of students, students are prohibited from using a camera, cell phone, or any other picture-taking device to take a picture of another student. If an electronic device is heard or seen by a teacher/faculty member, it will be given to the teacher/principal until a conversation is had with the parent/guardian.

Change in Child's Transportation

- In the case of changing the transportation of a child to/from Saint Katherine of Siena School, a note must be sent to a child's teacher.
- You must also call the school office ahead of time with the name of the person with whom your child is supposed to go home with in the event of a situation that would prevent the parent/guardian from picking up the child.

Change of Name, Address, Telephone

Change of names of parents and child(ren), address, marital status, telephone numbers, emergency contacts, and work telephones should be reported to both the office and the classroom teacher. IMMEDIATELY. This is very important both in case of emergency and in keeping our records up-to-date. Emergency contacts are very important and must be different than the parent/guardian.

Curriculum

The academic program of Saint Katherine of Siena School adheres to a Catholic Integration of the Pennsylvania Common Core State Standards as adopted by the Office of Catholic Education of the Archdiocese of Philadelphia. Information about the diocesan standards is available at www.catholicschools.phl.org

Curriculum guidelines are developed for each area of instruction. Teachers are responsible for the teaching of information within the curriculum guidelines. Through the use of differentiated instruction delivered in both small and whole group instructional settings, teachers work toward meeting the individual needs of students in their classroom. Best practices for early literacy instruction are utilized by teachers in Pre K to third grade in order to establish strong literacy skills in the primary grades.

The following curriculum subjects are taught in grades Pre K to 8th: Mathematics, English Language Arts (Reading, Grammar, Phonics, Writing, Spelling, Speaking, Handwriting, Library Skills), Social Studies, Spanish (Grades 4-8), Science, Music, Art, Physical Education, Health, and Technology. Religion is taught in grades Pre K to 8th and follows the Religion Curriculum Guidelines of the Archdiocese of Philadelphia. Through religious instruction, children begin to learn that their faith is a way of life. Their faith should shape, guide, and nurture their love of God, neighbor and self. Students are prepared for the reception of the sacrament of Penance in 2nd grade and receive Penance and Holy Eucharist in 3rd grade. Students will also prepare to receive Confirmation in 5th grade and continue to prepare and receive the sacrament in 6th grade. Parents are expected to take an active role in the instruction and preparation of their children for the reception of sacraments. Parents are the primary educators of their children and are the role models for their children by their attendance at Mass and other liturgical celebrations, and to support the school community in its teachings. Students will attend Mass and other liturgical celebrations throughout the liturgical year.

An accommodated or adapted curriculum will be developed for any student whose needs warrant such an action. These modifications or adaptations will be made upon the reception of necessary evaluative information by qualified school and/or medical personnel. Regular scheduled meetings among the school psychologist, school counselor, principal, teacher, and parents/guardians to set up, maintain, and review progress are mandatory for all parties involved. Individual learning plans and grading provisions will be made upon the recommendations of qualified school personnel including the teacher, school psychologist, counselor, and principal. Parental cooperation in managing student adaptations or accommodations is mandatory.

Custody

Parents are asked to inform school personnel when the legal custody of the child(ren) resides with one parent. It is mandatory for the school to have a copy of the custody decree. This will help school personnel to make effective decisions when the need arises. Custodial parents are likewise asked to supply the school with copies of restraining orders if the need arises.

Those individuals who have legal custody of the student may attend school meetings, participate in educational decisions and review educational records regarding that student. Persons who do not have legal custody (including those with visitation rights but not legal custody) have no such educational rights and may not participate in these

matters. School records of the student may be disclosed only upon written consent of the parent with legal custody.

A child will not be released to a parent who does not have physical custody, without the written consent of the custodial parent. To determine the custodial parent, all separated or divorced parents of students enrolled in Saint Katherine of Siena School must provide the school with a copy of the court order or custodial agreement adjudicating that determination of custody. This court order/custodial agreement is placed in a confidential file.

Saint Katherine of Siena School requires parents/guardians to sign an agreement regarding the administration of parental participation issues and payment of tuition. Tuition is billed and collected from the parents with legal custody only.

The school is required to provide only one set of school grades, notices, and other related educational materials. The school is not required to hold separate meetings for parents. However, one mutual meeting will be held for all parties involved. It is the responsibility of the parents/guardians to communicate such information to each other.

Discipline

“Effective discipline has as its end the development of students who respect themselves, other persons, and those in authority.” (Policies and Procedures – Archdiocese of Philadelphia, S319)

To maintain a Christ like atmosphere in Saint Katherine of Siena School, we encourage students, faculty, staff, parents and guardians to “treat others as they wish to be treated.” The goal of our Code of Conduct is to guide our students to respect themselves and others as they grow in self-discipline and responsibility.

Self-discipline includes:

- Respect for and cooperation with others
- Obedience to school authority and school rules
- Truthfulness in all situations
- Self-control while acting or speaking
- Courage in dealing with difficult situations
- Perseverance in spite of obstacles
- Responsibility toward property, assignments and other duties

The discipline code applies to students and parents both in school and at school-sponsored events, as well as in the Saint Katherine of Siena Parish community and outside the Saint Katherine of Siena Parish community where the behavior is contrary to Catholic teachings or could bring disrepute or embarrassment to the school.

Consequences result for students who choose to disregard Christian behavior. In order to maintain effective school and parent communication, the following procedures will be enforced.

Grades K-3

A monthly effort and conduct calendar is distributed. Parents are required to sign the appropriate box daily. Occasionally, students in Kindergarten through third grade may be issued a demerit or detention if the situation warrants it.

Grades 4-8

A demerit/detention form is used. When issued, parents are required to sign and return the form. A demerit will be given for, but not limited to, the following:

- Infractions that disrupt the learning environment of the school
- Disregard for classroom rules
- Bullying
- Tests not signed
- Dress code violations
- Chewing gum
- Cheating
- Using a Cell Phone
- Lack of material for class
- Disregard for academic assignments

After a student receives a third demerit, the next infraction will result in a detention. A detention may be issued without receiving prior demerits when deemed necessary. The following behaviors may warrant, but are not limited to, a detention without prior demerits:

- Disrespect to any member of the school community
- Fighting
- Foul language/obscene gestures/profanity
- Damaging school or personal property
- Forgery
- Invasion of privacy

A student who has received three or more demerits or an immediate detention should not expect to receive a "3" or above in Personal and Social Growth.

Harassment

Saint Katherine of Siena School follows the Philadelphia Archdiocesan Policy prohibiting harassment, including sexual harassment which refers to any unwelcome sexual

attention, sexual advances, requests for sexual favors or other verbal, visual or physical conduct of a sexual nature.

Sexual Harassment is unacceptable conduct and will not be tolerated. Any student or parent who is determined to have violated this policy will be subject to appropriate disciplinary action up to and including dismissal of the student.

Vandalism

The parents or guardians of any student who participates in vandalism, destruction or theft of property will be financially responsible for reimbursing the school or the violated party. An invoice for the monetary amount of the destruction will be issued. This bill must be paid in a timely fashion. Registration will be denied and report cards will be withheld until all financial obligations have been met.

Violent/Threatening/Harassing and Inappropriate Conduct

It is the intent of Saint Katherine of Siena School to provide an educational environment free from all forms of improper threats, intimidation, hostility, and inappropriate behavior. Such improper conduct may take the form of unwanted verbal or physical conduct, verbal or written derogatory or discriminatory statements and behavior not otherwise conducive to the educational and religious mission of the school.

Unacceptable conduct – either by a student or a parent – includes but is not limited to, the following:

- Disrespectful behavior of any kind toward or about any staff member, student, volunteer or parent
- Insubordination
- Fighting
- Bomb scares or triggering other false alarms
- Cheating or Plagiarism
- Use or possession of drugs or alcohol
- Smoking
- Stealing
- Intimidation, harassment or threats of any kind
- Possession of any type of weapon

These categories do not cover every possible situation. The school will determine which behavior is inappropriate.

This policy applies both in and out of the classroom, in the school community generally and outside the school community, where the behavior is contrary to Catholic teachings or could bring disrepute or embarrassment to the school.

In addition, in the case of threats of violence or harassment, in any form, including oral, written or electronic, by a student against any member of the school community, the

student, if suspended but not dismissed, may be required to receive psychological or psychiatric clearance before returning to school.

Suspension

Formal suspension is a serious disciplinary action taken against a student whose actions constitute a major infraction. Three detentions within a semester result in a suspension from classes. The suspension will be in school or out of school at the discretion of the administration. The parents of the student will be informed of the seriousness of the situation and the school will seek the immediate cooperation of the parents to resolve the problem. During the suspension period, the student may not participate in any school activities. Students will be required to complete all school assignments given during the suspension. Students who have been suspended may be excluded from field trips and Spirit Day.

A student is liable for an immediate suspension as a result of, but not limited to, the following:

- Physical and/or verbal abuse
- Presence or use of any tobacco product, smoking, drugs, or alcohol
- Blatant disrespect for authority or school rules
- Vandalism, destruction or theft of property
- Truancy
- Immorality
- Internet Infraction

Reinstatement

Following suspension, students may return to the classroom after parents have met with the appropriate school official. At this time, parents will sign an agreement assuming responsibility for the future behavior of the student.

Expulsion

Three suspensions (whether they are immediate or an accumulation of detentions) make a student liable for expulsion. Expulsion from school becomes formalized after a period of time has elapsed to allow for discussion, investigation and evaluation by the principal and Pastor who make the final determination of the status of a student.

Immediate expulsion, due to extraordinary circumstances, may result from, but is not limited to, the following types of infractions:

- Major theft
- Alcohol, drugs (presence or use)
- Immorality
- Carrying a weapon such as a gun, knife or any instrument intended to cause harm to another student or faculty member

- Serious vandalism
- Violent abusive behavior
- Internet Infraction

Saint Katherine of Siena School reserves the right to dismiss any student at any time where the school considers the conduct of the student or parent to be inconsistent with school policy, the good of the school community or Catholic teachings.

Detention

Detention is conducted by the individual teachers when deemed necessary on weekday afternoons from 3:15 until 4:00 p.m., at which time a parent must sign their child out for dismissal, unless the child is going to C.A.R.E.S. Parents will be notified at least one day in advance before a child must serve a detention.

Dress Code

Saint Katherine of Siena School recognizes the relationship between personal dress and personal attitude; therefore, we encourage our students to dress as to demonstrate pride in themselves and in their school. All students must be in uniform every day. There will be out-of-uniform days which will be announced during the course of the school year (a dress code for such days is included). If there is a time when the prescribed uniform cannot, for some legitimate reason be worn, a note from the parent/guardian must be written to the principal. Students who are out of uniform without an excuse will be sent to the office and the parents will be called to bring the proper clothing.

During the school year, the principal and faculty commit ourselves to adhere to the dress code 100% so that students at Saint Katherine of Siena School, identifiable in uniform, will be ambassadors of this school, our church, and its values. We thank you for working with us in this challenging area especially when uniform alterations or new shoes, etc... become necessary to be in compliance of the dress code!

School uniforms are to be purchased at Flynn O' Hara, while the school shoes are sold at Trevoze family Shoes.

Cosmetics

Make-Up, acrylic nails and nail polish are never permitted.

Hair Styles/Grooming

Hair is to be neat, clean and groomed conservatively. **No hair coloration** or extreme styles are permitted. Small, simple hair ornaments are permitted. Students are expected to come to school in a state of cleanliness. Boys' hair must not touch their collars or cover their eyebrows.

Socks

- Boys must wear black or white socks only with their uniforms.
- Girls must wear navy socks with their uniform.
- Both must wear white socks for gym.

No colored socks are permitted at any time.

Jewelry

Although jewelry is not part of the school uniform, post earrings of a small and conservative style are permitted to be worn by the girls (one earring in each ear lobe). Boys are not permitted to wear earrings. Bracelets, both ankle and wrist, rings, pins and buttons are not part of the school uniform. This includes all rope, yarn, rubber and beaded neck, wrist and ankle bands. A conservative religious medal or cross on a chain is permitted.

Dress Down Day Guidelines

- Jeans are acceptable and should be neatly kempt without holes.
- No Yoga Pants.
- Skirts must be the same length as the uniform skirts.
- Shirts must have sleeves and may not have any inappropriate logos, pictures or symbols.
- No tank tops, spaghetti straps, bare midriff, or bare shoulders.
- No dangling earrings
- No platform shoes allowed. Due to safety, sandals and flip flops are not allowed.
- Parents will be called if a student comes to school dressed inappropriately.
- These guidelines also apply to after school sponsored events such as dances.
- Make-up, perfume, cologne, or hairspray may not be brought into school.
- Fake fingernails and tattoos are not permitted.

WHEN IN DOUBT, DON'T WEAR IT!

All students are expected to adhere to the dress code. Infractions of the dress code will warrant disciplinary action. The administration and faculty reserve the right to determine the appropriateness of student attire and hair length. They shall determine what is unkempt, extreme, distracting, and opposition to the philosophy of Saint Katherine of Siena School. Parents will be notified if their child is in non-compliance with the dress code.

Emergency Closings

Early Dismissal

The school district and/or Archdiocese informs us of any change to the time of dismissal due to inclement weather conditions. We do not receive much notice; therefore, it is

necessary that the students have a place to go in case of an emergency dismissal. KYW and the Option C will announce early dismissal information.

Incident Weather

KYW is the official station for school cancellations or late openings. On KYW 1060 AM, we listen for “All Archdiocesan Schools are closed.” It is imperative that every family and every child develops and knows an emergency plan in case of unexpected closure.

Non-Snow/Ice Related

In case of an early dismissal (e.g. pipes burst/heater breaks down) all students should have a pre-determined place to go on file with the school. Our automated phone system Option C Parent Alert will be utilized and will make three attempts to contact you with the phone numbers (e.g. home, work, cell, text message, and email you provide to the school.)

Emergency Contact Forms

The school requires the parents/guardians of each student to complete an emergency contact form provided by the school. It is important that the information on this form is accurate and updated so that the school can contact the parents/guardians in the event of an emergency. Any changes in emergency information, especially telephone numbers, must always be reported to school immediately, throughout the year.

Extra-Curricular Activities

Extracurricular activities are sponsored for the enrichment and enjoyment of our students. Most activities take place after school or on the weekends. The following activities are available to our students:

- Abrakoodle Art Classes
- Academic Tutoring
- Altar Servers
- Archdiocesan Choir
- CYO Sports
- Parish Youth Ministry
- Reading Olympics
- Science Olympiad
- Yearbook Committee
- Student Government
- St. Patrick’s Day Parade

Faculty Meetings and Professional Development Days

Faculty meetings and professional development days will be a full day of school for the teachers. The students will have no school on these days. Parents will be notified in the weeks leading up to these meetings and in the tentative calendar that they will receive in August.

Field Trips

Field trips are designed to contribute to the educational, cultural and social growth of the student. Field trips are privileges which students can be denied if they fail to meet certain academic or behavioral requirements (including suspensions). Parents also have the right to deny their permission for a field trip. Students who fail to submit the proper permission form to school will be denied participation in the field trip. Telephone calls will not be accepted in lieu of proper forms. Students attending the field trip are expected to come to school at the regular time. Dress code for the field trip will be determined by the teacher in consultation with the principal. Students may be denied field trip privileges due to non-payment of tuition. The usual school regulations pertaining to conduct will apply on all field trips.

Parents must have all of the proper clearances to chaperone any school field trip.

Parents who are not chosen to chaperone a student's field trip must not show up at the site of the trip. Saint Katherine of Siena School follows the Connelly-sponsored field trip rules in regards to parent chaperones.

Student medication is carried by the teacher on field trips unless the student's parent/guardian is a chaperone. Then it is expected that the student's parent will carry the medication.

Children who are not permitted to attend a school trip, either by parental or school request, must report to school. Field trips are considered school days. Therefore, children who do not attend the trip and choose to stay home are marked absent.

Fire Drills/Emergency Drills

The safety of your children is of the utmost importance to the faculty and staff of St. Katherine of Siena School. Fire and emergency drills are held throughout the year to teach students how to respond calmly and responsibly in the event of an emergency. Safe meeting spots and procedures are reviewed with all students. Students are required to be silent during all drills. Drill directions are posted in every classroom. Every student must have a "Shelter in Place" bag in school. A letter explaining the Shelter in Place bag contents and due date will be sent home in September.

Government Services

CORA

CORA (Counseling or Referral Assistance) is a tax funded agency which offers help to students in guidance, educational tutoring and speech therapy. A CORA counselor is available to parents for consultation and to any of our students who may need supportive counseling. The educational services provided are for students in all grades in the academic areas of Math and Reading.

Catapult provides services that include reading remediation and testing. Act 195 provides limited funding for the purchase of textbooks, and Act 90 provides funding for various instructional materials. Act 372 allows busing of non-public school children by the school district in which the child resides. Children not usually bused cannot ride the buses. Students cannot change their bus without the permission of the resident school district, nor may they ride a school bus from any district other than their resident district. After school tutoring is also available to the students of Saint Katherine of Siena School.

Health Services

The Philadelphia School District provides health services to Saint Katherine of Siena School. Emergency care will be offered to students for any accident or illness occurring *during* school hours. Extended illnesses or injuries, which occur outside of school, are the parents' responsibility to take care of. School nurses are prohibited by law to diagnose illnesses or injuries.

A health screening is held each year for the children at Saint Katherine of Siena School. During the screening, each student is weighed, measured and his/her vision and hearing are tested. Pennsylvania state law requires that students have a physical examination prior to entry to school, and again in Grade six by their private physician or school arranged doctor.

A dental examination is required prior to entry to school, and in Grades three and seven, either by the family or school arranged dentist. The parent is notified in writing of any deviations found in the screening or examination process.

Administration of Medication

The school faculty/nurse will administer prescription and non-prescription medications during the school day according to the following regulations:

- Medication must be in the original container and delivered at the beginning of the school day to the school's main office or nurse.
- Parents must complete a Medication Form or send a note to the school including the following: student's name, name of medication, dosage, time and date of

administration, reason for administration, possible side effects, other medication child is taking, name of prescribing physician including the information above.

- Non-prescription drugs require a note from a physician including the information above.
- A parent may come to school to administer medications, but must report to the school nurse or principal before dispensing medication to student.

Home and School Association

The Home and School Association of our parish school has set as its objective the amendment of Catholic education and the welfare of all of the school's students. It strives to enhance the parents'/guardians' and teachers' role in education by increasing their mutual understanding of the students and by providing opportunities for parents/guardians and teachers to work together for their good. The Association promotes parent-school activities to increase members' interest in education and civic affairs, and conducts fundraising activities. Members of the Home and School Association can be contacted through the school office or on the website e-mail.

The Home and School Association has always played and continues to play an important role in raising funds to support programs, equipment, renovations, and educational materials.

Homework

In accordance with the principles of effective education, the school's policy is to assign homework to all grades each day. Homework takes priority over all extracurricular activities. On weekends or over holidays, homework is at the discretion of the teacher. Homework is a necessity at Saint Katherine of Siena School because it reinforces skills taught in class, trains the mind through memorization, and enhances critical thinking.

Homework may take any of the following forms: written assignments, assignments not completed in class, reading assignments, study and review, and long or short term projects/reports.

Since homework is reinforcement of concepts learned in class, it is essential that parents/guardians are asked to help their children develop good study habits by providing an orderly and quiet atmosphere in which to do homework and to check and sign completed assignments every night.

Homework includes both written and study work. Parental signing of test papers is included in the homework assignments. Teachers may relieve students of written work on special occasions.

Appropriate Time Spent on Homework

- K 15 minutes
- 1st – 2nd 30 minutes
- 3rd – 4th 60 minutes
- 5th – 6th 90 minutes
- 7th – 8th 120 minutes

Liturgy

As a Catholic school, Saint Katherine of Siena places great emphasis on the prayer life and spiritual development of all members of the school community. The school day begins and ends with prayers on the PA system. Grade Masses are held monthly in the Church. The school community celebrates Mass every first Friday.

Students also experience prayer through services, Stations of the Cross, May Procession, and Presentation of Mary on school computers. Students are responsible for participating in school liturgies by singing, praying, and showing a reverent, respectful attitude.

Lunch Period

Students who stay for lunch must be enrolled in the school lunch program. Once enrolled, the student may not go home unless a note from the parent is sent to the office requesting the student to come home. No special hot lunch deliveries are permitted in fairness to all. **No glass bottles or soda cans are permitted.**

Lunch Rules

- All must have a cloth placemat.
- Respect must be shown to the lunch parent moderators.
- Stay in seat while at Fitzgerald Hall.
- Leave building in silence when going outside.
- Walk in the schoolyard – **NO RUNNING.**

Lunch Schedule

PreK – 2nd Grade 11:00 – 11:40 a.m.

3rd – 6th Grade 11:40 – 12:20 a.m.

7th – 8th Grade 12:20 – 1:00 p.m.

Any student uncooperative with the lunch rules will receive a Pink Correction Slip wherein the parent is notified of the incident. The slip should be signed and returned to school the

following day. **After three pink slips, the student will be suspended from the lunch program for one week. After an eighth, the child will be expelled from the lunch program and provision must be made by the parent for the student to eat elsewhere.**

Parent/Teacher Conferences

Certain dates are set during the school year for parent/teacher conferences. It is important that parents attend these meetings to keep communication between home and school.

If the need arises, a parent/guardian may make an appointment to meet with a teacher. Teachers will not be called to a phone call during school hours; however, a message may be left for them. Teachers should not be called at their homes. Parents wishing to meet with the principal about a child are welcome to do so after first speaking with the child's teacher.

Sacramental Program

At the very beginning of the Baptismal Liturgy, the following interchange takes place between the Priests and the Parents of the child to be Baptized:

*"You have asked to have your child Baptized. In doing so, you are accepting the responsibility of training him/her in the **practice** of the Faith. It will be your duty to bring him/her up to keep God's commandments, by loving God and our neighbor. Do you clearly understand what you are undertaking?" **We do!***

At the conclusion of the Baptismal Liturgy, we hear the following blessing which is given to the parents of the newly Baptized child:

*"May God Bless the parents of this child. They will be **the first teachers** of their child in the ways of the Faith. May they also be the **best of teachers** bearing witness to the faith by what they say and do." Amen!*

In addition to these initial prayers, the Second Vatican Council states that the family is the "Domestic Church." In other words, whatever is done in church begins first in the home and is further strengthened in the home by the example of the parents and the family.

With this in mind, parents are expected to follow Saint Katherine of Siena Parish's policy with regard to Sacramental preparation and celebration with their children. In the grade when the Sacrament is to be received, parents are required to attend the Sacramental preparation meetings where the proper understanding of the Sacrament will be shared. Information necessary for the preparation and celebration of each Sacrament is sent home at the appropriate time.

In every grade from Pre-K through 8th, it is expected that all students with their families attend Sunday Liturgy and Holy Days of Obligation. This is the first and best way to fulfill

the promises made in the name of the child at Baptism. It also gives a strong support to what is being taught and demonstrated to the children in St. Katherine of Siena School.

Students who have not received any sacraments must receive at least one year of religious instruction first. Parents must also make an appointment with Deacon Duffy to meet their Sacramental prerequisite obligation. They may be required to attend the Parish Religious Education Program (PREP) if it is deemed necessary or appropriate.

Student Council

The Saint Katherine of Siena Student Council is an organization designed to promote leadership development among its student body. The responsibilities of its members consist of participating in monthly meetings, supervising all student activities, representing the school community, and promoting school spirit. Election of officers is held in May prior to the upcoming school year.

The student's requirements to run for office are:

- Must be an eighth grade student who work to their ability.
- Must have an average of 80 or above in all major subjects and no failures in any subject.
- Must have satisfactory effort and behavior marks for each marking period of the year.
- Must be approved by the Pastor and Principal.
- Administration reserves the right to remove any student who fails to comply with any of the rules above.

The election procedures are:

- Candidates must obtain five signatures of faculty members
- Candidates must be approved by the principal
- Primary election is held during the third week of May
- Candidates campaign one week prior to the election
- Dates and times for elections and campaigning are established by the principal and student council moderators
- Winners of the election will be announced during the last day of school
- Installation of officers occurs in October during a special school liturgy held in church

The election procedures for homeroom representatives:

- Homerooms from Grades five through eight each have two homeroom representatives who are chosen by election in homeroom during the second week of school as scheduled on the school calendar.
- Candidates must have no failures on the previous year's report card

- Candidates must possess satisfactory effort and behavior marks for each marking period of the previous year's report card
- Candidates must be approved by the Pastor and Principal
- Installation of homeroom representatives occurs in October during or after a First Friday liturgy held in church

Student Leadership Board is chosen by the student council moderators. These students model what Saint Katherine of Siena students strive to be.

Student Records

Students' records may be reviewed by parents/guardians after a written request is sent to the school. The principal or designee must be present while records are reviewed.

Student records include:

- Permanent Record Card
- Standardized Tests Results
- Medical File

Student Services

Services for Math and Reading remediation, speech therapy, homebound tutoring, counseling, and educational/psychological evaluation are provided through federal and state funding. All of these services are federal or state mandated programs and are provided to our students through your tax dollars. Money is not distributed to our school directly but is channeled through the Archdiocese of Philadelphia. The Archdiocese of Philadelphia has contracted with CORA to provide these services to our students. With the exception of homebound tutoring, services are provided to students either in our building or in the trailer located on the school complex. Those students whose standardized testing results have fallen below state and/or district minimum standards in the areas of reading, mathematics, and/or communication are eligible for these programs.

Transfers

Parents are requested to notify the principal and homeroom teachers in advance of the date of transfer. All tuition payments and fees must be paid in full up to date of transfer. No records may be released until all bills, etc. are current.

The following information must be given to the school:

- Name, grade and room of child/children transferring
- Reason for transferring
- New address if applicable

- Name, address, including zip code of new school
- Last date child/children will attend Saint Katherine of Siena School
- All records will be sent upon receipt of written notification that the student has been registered in the new school
- Yellow transfer form (EH25) will be issued to student and must be presented upon admission to the receiving school

Tuition

The pastor sets the tuition in the Spring of each year; parents are obligated to meet the payment requirements. Parents of Pre-K and Kindergarten children are assigned a separate rate. Special rates are determined for students who are not members of Saint Katherine of Siena Parish. Report cards will be withheld if tuition is not up to date. All tuition and fees must be satisfied to participate in 8th grade graduation.

Check the school websites for the most up-to-date tuition rates.

Uniform

The Saint Katherine of Siena School uniform is worn by every student in grades K-8 and should be worn with a sense of dignity. Recognizing the relationship between personal dress, personal attitude, and the living out of our faith, we encourage our students to dress so as to demonstrate pride in themselves, in their school, and in their God. We request and appreciate parental supervision in regard to student appearance, as well.

Pre K-Kindergarten Uniforms (Year Round)

- Light Steel Gym Tee Shirt with Silk Screen
- Navy Micromesh Nylon Gym Shorts with Silk Screen
- Oxford Heavyweight Sweatshirt with Silk Screen
- Navy Heavyweight Sweatpants with Silk Screen

Grade 1st-6th Girls Uniform (Winter)

- Blue & Grey Plaid Split Jumper with Emblem
- White Short Sleeve Peterpan Collar Blouse
- White Long Sleeve Peterpan Collar Blouse
- White Turtleneck
- Navy Crew Neck Cardigan Sweater with Logo

Grade 7th-8th Girls Uniform (Winter)

- Navy 2 Panel Skort
- Blue Short Sleeve Banded Bottom Shirt with Silk Screen
- Blue Long Sleeve Banded Bottom Shirt with Silk Screen

- Heather Grey V-Neck Pullover Sweater with Logo

Grade 1st-8th Girls Uniform (Winter)

- Navy Saddle Shoe
- Navy Orlon Knee-Hi
- Navy Opaque Nylon Knee-Hi
- Navy Opaque Tights

Grades 1st-8th Gym Uniform

- Light Steel Gym Tee Shirt with Silk Screen
- Navy Micromesh Nylon Gym Shorts with Silk Screen
- Oxford Heavyweight Sweatshirt with Silk Screen
- Navy Heavyweight Sweatpants with Silk Screen

Grades 1st-6th Boys Uniform (Winter)

- Navy Twill pants
- White Short Sleeve Polo Shirt with Silk Screen
- White Long Sleeve Polo Shirt with Silk Screen
- Navy V-Neck Cardigan Sweater with Logo
- Navy V-Neck Sweater Vest with Logo
- Navy V-Neck Pullover Sweater with Logo

Grades 7th-8th Boys Uniform (Winter)

- Navy Twill Pants
- White Short Sleeve Button down Collar Shirt
- White Long Sleeve Button down Collar Shirt
- Navy/Grey Striped Tie
- Heather Grey V-Neck Pullover Sweater with Logo

Grades 1st-8th Boys Uniform (Accessories)

- Black/Brown Reversible Belt
- Navy or white Crew Socks only
- Black Oxford Shoe for Children
- Black Leather Men's Eastland Oxford Shoe

Grades 7th-8th Boys Uniform (Spring/Fall Uniform)

- White Short Sleeve Polo Shirt with Silk Screen
- White Long Sleeve Polo Shirt with Silk Screen

Vacation

Vacations taken during the school year are strongly discouraged. When a student is taken out of school for an extended period, the student and family are responsible to obtain all missed assignments and see to their completion.

Teachers are NOT responsible to assign work **before** the rest of the class receives the assignment or is taught the work. Since teachers cannot be expected to reteach the material a student has missed while on vacation, parents must take on this responsibility. **Extended absence can have serious impact on a student's academic standing.**

If a family vacation occurs at the end of the school year, all assignments and tests must be completed before the final report card will be issued.

Volunteers

Parents are welcome to enter our school community through full participation in all events. Volunteers for school events and routine school needs are most welcome. Yard parents and cafeteria moderators, as well as many other jobs are always open to new volunteers. All volunteers are required to have a Criminal Background Check and Child Abuse Clearance from the State of Pennsylvania, as well as the Safe Environment Training (which may require multiple classes) required by the Archdiocese of Philadelphia.

No visitor or volunteer may go directly to any area of the school without first signing in at the office. For the safety of the children, visitors and volunteers are not permitted to go to a classroom to visit, confer with a teacher without an appointment or visit any child in class or at lunch. All volunteers must wear a volunteer sticker at all times while visiting the school building.

St. Katherine of Siena School reserves the right to amend this handbook at any time deemed necessary.

MEMORANDUM OF UNDERSTANDING

Every Catholic school student has a right to be treated as a child of God, with the love and respect that implies, regardless of family circumstances. In like manner, the believing community has the right to an education guided by Catholic teaching and identity, unimpeded by pressures contrary to church teaching.

As a parent/guardian of a student in a Catholic school, I understand, affirm, and support the following:

1. The primary purpose of a Catholic school education is two-fold: to strengthen the Catholic community in its faith, and to form students in the teachings of Jesus Christ and the Catholic Church.
2. Catholic schools are distinctive religious education institutions guided by the teachings of the Catholic Church. They are not simply private schools offering a positive moral code. Rather, they exist to advance the faith mission of the sponsoring Catholic parish(es), Archdiocese, or Catholic religious community.
3. While Catholic education places a high value on academic excellence and extracurricular achievement, its fundamental priority is fidelity to Catholic teaching and identity.
4. Attending a Catholic school is a privilege, not a right. The school and its administration have the responsibility to ensure that Catholic teaching and moral integrity permeate every facet of the school's life and activity and that the school is able to function as a community of faith.
5. In all questions that involve Catholic teaching, morals, and Church law, the final determination rests with the Archbishop.

As a parent/guardian desiring to enroll my child in a Catholic school, I accept this memorandum of understanding. I pledge support for the Catholic identity and mission of this school, and by enrolling my child, I commit myself to uphold all principles and policies that govern the Catholic School

Saint Katherine of Siena School
PARENT/STUDENT ENROLLMENT AGREEMENT FORM

Dear Parents/Guardians,

We request and need you to return this form as soon as possible. Please check off each statement and fill in a separate sheet for each child in your family.

The handbook constitutes a CONTRACT between your home and our school. Your signature confirms your compliance with the policies and procedures of Saint Katherine of Siena School. Thank you for your prompt response!

THIS FORM IS TO BE SIGNED FOR EACH CHILD AND WILL BE KEPT ON FILE DURING THIS SCHOOL YEAR.

- _____ 1. I [we] understand that enrollment of a student at Saint Katherine of Siena School is built on a partnership between parents and the school. To that end, we agree to abide by the policies and procedures of the school.

- _____ 2. I [we] have read the Family Handbook and will work with the school staff to ensure a successful school year.

- _____ 3. I [we] have read all behavioral expectations and will respect and obey our school's policies.

- _____ 4. I [we] have read and will honor the "Memorandum of Understanding", a new document from the Office of Catholic Education.

- _____ 5. I [we] have read and will honor the "Acceptable Use Policy" for computer use and understand the consequences of non-compliance.

- _____ 6. We understand that parents/guardians and students must accept and abide by the school's policies and procedures in order for each student to attend this school and participate in any and all school activities.

N.B. The school reserves the right to amend the handbook during the school year and will inform the families of such immediately.

REQUIRED SIGNATURES

Parent(s)/Guardians: _____

Please sign one sheet for each child. Thank you for your cooperation in this matter!

Student: _____ Grade _____

Thank you for choosing Catholic Education and Saint Katherine of Siena School

Acceptable Use Policy for Technology
Catholic Schools of the Archdiocese of Philadelphia

Student Internet Access Contract

I understand that when I am using the internet or any other computer/telecommunication device, I must adhere to all rules of courtesy, etiquette, and laws regarding the copying of information as prescribed by either Federal, State, or local laws, and the Archdiocese of Philadelphia and Saint Katherine of Siena School.

My signature below and that of my parent(s) or guardian(s) signature means that I agree to follow the guidelines of this *Acceptable Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia*.

Student Name/ID _____
Student Signature _____ Date ____/____/____
Graduation Year _____
Room Number _____
Grade _____

Parent or Guardian: We ask that you review this policy with your child and sign below.

Student Access Contract

I hereby release Saint Katherine of Siena School and the Archdiocese of Philadelphia, its personnel and any other institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the internet access, including but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

I will instruct my child regarding any restrictions against accessing materials that are outlined by the *Acceptable Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia*. I will emphasize to my child the importance of following rules for personal safety.

As the parent or guardian of this student, I have read the *Acceptable Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia* for Saint Katherine of Siena School. I hereby give my permission for my child to use the internet and will not hold Saint Katherine of Siena School or the Archdiocese of Philadelphia liable as a result of my daughter's/son's use of the internet on school premises. I understand that my child has agreed not to access inappropriate material on the internet.

Parent/Guardian Signature _____ Date ____/____/____
Parent of _____ Grade _____

Saint Katherine of Siena
Photo Release Form

I, _____, hereby **give** the Archdiocese of Philadelphia, its successors and assigns and those acting with its authority, the unqualified right and permission to reproduce, copyright, publish, circulate, or otherwise use any school pictures of my child produced by the Archdiocese of Philadelphia. This authorization and release covers the use of said school pictures in any published form and any media of advertising publicity.

I also understand that our school, may be identified by name and I fully understand that this is a complete release of all claims against the Archdiocese of Philadelphia or any other person, firm or corporation by reason of any such use of such school pictures.

I hereby warrant that I free to give this permission. I further warrant that the information I have provided, to the best of my knowledge, true and accurate.

OR

I, _____, hereby **do not** give permission to the Archdiocese of Philadelphia, its successors and assigns and those acting with its authority, the unqualified right and permission to reproduce, copyright, publish, circulate or otherwise use any school pictures of my child produced by the Archdiocese of Philadelphia.

Signature of Parents(s)/Guardian(s) Date

Student Date of Birth/Grade

Address

City, State, Zip

Phone School Year