



# SAINT CATHERINE *of* SIENA SCHOOL

*See Christ In Others. Be Christ For Others.*

## *Parent and Student Handbook 2020-2021*

*Saint Catherine of Siena School is accredited by the  
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## **Saint Catherine of Siena School Prayer**

**Most loving Jesus,**

**Who by Your radiant virtues and holy example sanctified Your Church,  
Thank You for giving us Saint Catherine of Siena as a model of deep faith in You and intense love for  
Your Church.**

**We place ourselves and our students and their families under the protection of Saint Catherine of Siena.  
We pledge ourselves to practice the virtues which enlightened her life. Assist us with Your loving  
kindness, defend us in all danger, help us in time of need, and grant us the grace to persevere to the end so  
that having loved and served You faithfully here below we may praise You forever in heaven.**

**O Mary Immaculate, most holy Mother of God, we consecrate ourselves to you this day and pray  
for the gift of your love.**

**O Saint Catherine of Siena assist us by your prayers and offer our work to Jesus  
through the hands of Mary.**

**Our Lady, Seat of Wisdom, pray for us.**

**St. Catherine of Siena, pray for us.**

**Amen.**



Saint Catherine of Siena School  
*See Christ in Others. Be Christ for Others.*

## **Mission and Beliefs**

### Our Mission

Saint Catherine of Siena is a joyful, Catholic school of dynamic, formative learning for students in grades preschool through grade 8.

In a personalized, student-centered environment, we celebrate the God-given greatness and unique potential of every child. We help students to develop a deep faith and love of God, and to grow as compassionate, confident, and courageous young men and women, prepared to use their gifts as Christian servant leaders in the world.

### Our Beliefs

- Christ is the reason for this school. He is the unseen but ever present teacher in our classrooms
- He is the model for our faculty and the inspiration for our students.
- Teachers, parents, clergy and staff strive for excellence within the framework of the mission and work of Catholic education and St. Catherine of Siena Parish.
- Every individual can make a contribution to this community and is encouraged to do so gladly.
- All members of this community treat each other as they would like to be treated.
- All members of this community will work together for the overall spiritual and educational vitality of the school.
- Students are prepared to be engaged, faith-filled members of the larger community in an ever changing society.
- Catholic education is a gift in the life of each student's faith formation and thereby, a gift in the life of the Church.

Catholic education at Saint Catherine of Siena School endeavors to create an environment that fosters the development of the spiritual, academic, and physical growth of the child in an atmosphere that enables students to discover what is best in themselves while discovering and reverencing Christ in each other. To be Christian means to be as Christ, to think and love as Christ.



Saint Catherine of Siena School  
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LETTER FROM THE PRINCIPAL and VICE PRINCIPAL

Dear Saint Catherine of Siena School Family,

Welcome to Saint Catherine of Siena School (SCS.) On behalf of the SCS Faculty and Staff, thank you for choosing our school for your child. At SCS, our dedicated, certified educators look forward to working together with you to create a rigorous, Catholic learning community for all students Preschool to Grade 8. We strive to reflect our school motto; *See Christ in Others. Be Christ for Others.*

The SCS *Parent/Student Handbook* is published each year and is posted on our website in order for each student and family to have a clear sense of school-wide expectations for individual students as well as our SCS community of students. Specific school policies and procedures are noted within our handbook and so, we respectfully ask that you read the handbook carefully. The faculty and staff look forward to another wonderful year collaborating with you to support our students as they work to achieve excellence as leaders in Christ's work to make the world a better place for now and the future. Thank you in advance for signing the last page of the handbook to confirm your understanding of our SCS policies and procedures.

Again, welcome to Saint Catherine of Siena School! *See Christ in Others! Be Christ for Others!*

In Christ,

Beth Tanner,  
Principal

Anne Noah,  
Vice Principal

# ADMISSION/TUITION POLICIES

## **ADMISSIONS POLICY**

Saint Catherine of Siena School admits students without regard to race, color or creed. Siblings and parishioners may be accepted first. Non-Catholic students will be asked to attend religion class, all religious celebrations and liturgies. Non-Catholic students do not receive the sacraments of the Catholic Church.

## **TUITION**

Tuition Rates for Saint Catherine of Siena School are approved by the Pastor of Saint Catherine of Siena Parish after consultation with the School Advisory Board and the Parish Finance Council in the January prior to the start of the next school year. Once the final rates are determined, parents of current students may choose one of these payment methods:

- A- Full Payment- Due July 2020
- B- Semi-Annual – Due July 2020 and January 2021
- C- Quarterly – Due July 2020, October 2020, February 2021 and April 2021
- D- 10-Month – Due July 2020 thru April 2021
- E- 12 Month – Due July 2020 thru June 2021
- F- Bi-Weekly – Due 2X per month July 2020 thru June 2021

Tuition bills for the next school year are issued in June so that payments begin in July. Please refer to the Admissions page on the school's website for additional information and the link to sign up for the FACTS payment plan.

## **Tuition Payments Owed – Procedure**

SCS utilizes tuition to pay salaries and school expenses and so, we thank SCS families for paying tuition on the FACTS Management System in a timely way. If tuition payments do not remain current for those SCS families who have chosen to utilize the quarterly or 10 month option on the FACTS management system, Mrs. Canniff (*who helps families to manage SCS tuition*) will schedule a phone or in person meeting. At the meeting with the family will work with Mrs. Canniff to determine a mutually agreeable plan to help the family to be current with tuition. If the matter is not able to be resolved after the meeting, another meeting with Mrs. Canniff and the School Principal or Vice Principal will be arranged. If payment is still not made consistently after that meeting, an exit plan for the student may need to be arranged.

## **Enrollment for the Following Year**

Each January, families are asked if they would like to re-enroll students for the upcoming school year. Siblings are added to the roster at this time. Enrollment for each student is secured with a non-refundable deposit. Students will not be allowed to start a new school year with an outstanding school year tuition balance unless a previously agreed upon payment plan is in place. Re-enrollment may be precluded for outstanding tuition balances without agreed upon and current payment plan.

All students in Grade 8 are expected to have all tuition and fees paid on or before May 1. Students in Grade 8 with outstanding balances may not be permitted to take final exams, receive their report card, or participate in events or activities during Graduation Week.

## **Withdrawals**

All deposits are non-refundable. Please know that any fees will be deducted prior to issuing a refund. Refunds for students who are voluntarily withdrawn by a parent may be forthcoming in the following based upon the following time frame:

<b>Date</b>	<b>Percentage of Annual Tuition Due and Not Refundable</b>
Before 6/15	10%
Before 8/15	40%
Before 9/15	75%

Questions regarding financial matters are held in strict confidence. Please contact Mrs. Canniff at 781-769-5354 or [lcanniff@scsnorwood.org](mailto:lcanniff@scsnorwood.org) for more information about tuition and/or refunds.

## **ACADEMIC POLICIES**

### **REPORT CARDS AND PROGRESS REPORTS and APPOINTMENTS with TEACHERS**

Report cards are issued three times a year for students in Grades 1-8. Absences and tardiness as well as conduct and effort are also reported. Kindergarten students will receive report cards in March and June. Preschool and Pre-Kindergarten students will receive progress reports in March and June.

Please make requests in writing to your child's teacher(s) if your family needs more than one copy of your child's report card, interim reports, school calendars or other school information.

In the middle of each quarter, *Notices of Concern* will be **emailed** to homes of students in Grades 4-8 having academic difficulty (grades below 75%.) These notices are to be signed and returned to their homeroom teacher within five days of receipt and/or emailed to the homeroom teacher within five days of receipt.

Parents/guardians are asked to examine Report Cards and Notice of Concerns carefully. A parent/guardian's signature indicates that the report has been thoroughly examined. *Parents/Guardians who need more information about their child's progress or any other relevant issue should make an appointment with the child's teacher to discuss their child's progress. At the meeting, a collaborative plan to help the child to be/feel as successful as possible can be determined as appropriate.* Scheduled Parent/Teacher meetings will take place in December and March for Preschool through Grade 8.

A+ 98-100	A 93-97	A- 90-92
B+ 87-89	B 83-86	B- 80-82
C+ 77-79	C 73-76	C- 70-72
D+ 67-69	D 63-66	D- 60-62



## **HONOR ROLL**

Students in Grades 6-8 are eligible for the Honor Roll:

- To receive “High Honors,” a student must achieve a 94 or better in all subjects.
- To receive “Honors,” a student must achieve an 85-93 or better in all subjects.
- All Honors students must receive at least a “Satisfactory” in both conduct and effort, as well as in all subjects including Specials (Art, Music, Gym, Spanish, Study Skills, and STREAM INNOVATION LAB.)
- The general conduct grade reflects the behavior and attitude of each student in all places on school grounds and toward all community members including both faculty and students. Students who receive HONOR ROLL at SCS also exemplify and model what it means to *SEE CHRIST IN OTHERS, BE CHRIST FOR OTHERS.*

## **GRADE RETENTION**

In order to move to the next grade level, students must satisfactorily complete the curriculum requirements for their current grade and not have excessive unexcused absences. Teachers who feel that a student would benefit from being retained and having an additional year of learning in a particular grade level will notify parents/guardians that the student is being recommended for retention by May 1<sup>st</sup>. SCS suggests that the parents/guardians meet with the Teacher and Principal to discuss the recommendation. After the meeting, a collaborative determination will be made about what is best for the student.

## **GRADUATION REQUIREMENTS**

Diplomas will be awarded to students who have successfully completed the program of study and are in good standing with the school. A list of pre-graduation activities and costs will be sent home in the spring. All tuition bills, as well as payments for lost books and damaged property, must be made at least two days prior to graduation.

## **THE LEARNING CENTER**

Three SCS Faculty and Staff members work full or part-time at SCS in order to work to support students who need additional educational support in order to feel and be successful at SCS. They work to support students in Grades Kindergarten to Grade 8 who have additional learning needs as defined by a 504 Plan or Individualized Education Plan. The SCS Learning Center team utilizes the Individualized Education Plan created by the school district or other pre-approved person or agency to determine a plan of support for a child(ren.) SCS Faculty and Staff also use that plan to determine the frequency of support needed by the student. An SCS educator may sometimes recommend a student for additional support.

## **HOMEWORK**

Homework is assigned to help SCS students:

- Become more self-reliant.
- Learn to work independently.
- Improve and reinforce the skills that have been taught in class.
- Complete certain projects that require individual and/or creative effort.

The following table provides guidelines as to the amount of time the typical student should spend daily on homework. Please note that these times do not include *independent reading* times. If a student has several teachers and homework excluding long-term projects, exceeding these amounts, students or their

parents/guardians are encouraged to inform SCS teachers who will work to make appropriate accommodations. Homework will **not** be scheduled over weekends or school vacations for SCS students in Grades 1-5. Homework for Middle School Students in Grades 6-8 will be kept to a minimum over weekends and school vacations and include only *long term projects/assignments*. For ex: the Middle School Science project. During MAP Testing, students will not receive any homework the night before the MAP Assessment(s). There will also not be any additional tests given during MAP Assessment time. In addition, projects or long-term assignments will not be due during MAP Assessment time either. Participation in SCS or other sports/teams or activities is not a reason for SCS homework to be excused.

#### APPROXIMATE SCS HOMEWORK TIME:

<b>Grade</b>	<b>Time</b>
Grade 1	10 – 20 minutes
Grade 2	20 – 30 minutes
Grade 3	20 – 30 minutes
Grade 4	30 – 60 minutes
Grade 5	30 – 60 minutes
Grades 6 - 8	60 – 90 minutes

#### **EXTRA HELP**

*Extra Help* is available to all SCS students. Please contact your child’s teacher to arrange ‘Extra Help.’ All SCS Middle School Teachers will schedule at least one day a week when they are available to provide extra help after school.

#### **RECORDS**

The Family Educational Rights and Privacy Act of 1975 gives all parents and guardians permission to view student records. The SCS Records for each child include: academic transcripts, academic testing, health records, and emergency cards. Please make an appointment 24 hours in advance in order to view your child’s records. SCS School Records can also be viewed on our FACTS School Information System. During the pandemic time, records will be emailed to families upon request if all tuition bills are current and/or paid in full.

### **COMMUNICATION**

#### **SCHOOL COMMUNICATIONS**

During the school year, a school calendar will be available online at our web site [www.scsnorwood.org](http://www.scsnorwood.org) for SCS Parents/Guardians. This calendar will list school events, vacations, days of early dismissal, and other pertinent data that parents/guardians will need to know regarding school life. Each week a *Week-at-a-Glance* electronic newsletter will be sent by email to parents notifying them of school events. Periodically, additional fliers and letters will be sent from the school office to parents/guardians. All notices for 2020-21 will be sent electronically unless otherwise requested in writing to the school office. Parents are encouraged to check student folders and backpacks regularly.

#### **E-MAIL PROTOCOL**

All SCS educators have a school email and look forward to ongoing bi-lateral communication with families. However, sometimes, an email is inadvertently overlooked. If that anomalous situation happens, thank you in advance for following up with a phone call to the teacher or staff member and/or please leave a message with our School Secretary, Miss Lozano.

## **SCHOOL CANCELLATION**

SCS follows the same ***Inclement Weather Closings Policy*** as Norwood Public Schools. If Norwood Public Schools have no school, SCS will have No School. Additionally, if Norwood Public Schools have a delayed opening or early dismissal, SCS will have a delayed opening or early dismissal. However, if Norwood Public Schools has school on an *inclement weather* day, SCS reserves the right to cancel school. Please know that this decision would be done with the utmost appreciation for the impact of ‘*inclement weather school closing*’ on working families.

SCS will announce school closings on TV Channels 4, 7, 56, Fox 25 and WBZ radio. Parents will also be notified via email and through our social media pages.

Again, if SCS dismisses early during the school day due to inclement weather or an emergency, parents will be notified via email, through our social media pages and an announcement will be posted on the TV Channels listed above.

SCS Students will be released from the school office on *Inclement Weather/School Emergency* days at any time if parents/guardians come to the school and request that their student be dismissed.

Please note that if there is no school because of *Inclement Weather/School Emergency*, there will be no extracurricular activities such as basketball, play practice, etc. There are no exceptions.

## **CODE OF CONDUCT**

SCS students are expected to:

- *See Christ in others. Be Christ for others* ~ at all times and in all ways!
- Show respect and act with courtesy at all times and in all ways!
- Display honesty in their daily interactions at all times and in all ways!
- Respect and care for private, public, and SCS school property at all times and in all ways!

SCS Students are absolutely expected to live our school motto, ***See Christ in Others, Be Christ for Others***. All students are expected to utilize safe and respectful words/actions/behaviors at all times. This includes in the classroom, at recess, lunch, in lines, during transitions, in the bathrooms, in all areas of the school and grounds, on Social Media, email, in texts and going to and from school and any school related activities as well as in the community because our student body represents our Christ filled school community. SCS works diligently to foster an atmosphere that helps students to develop their capacity to be a contributing member of our school community responsible for their own behaviors and words. All students are also responsible for and expected to work to appreciate the impact of words or actions on other students and/or faculty both positively and negatively. A Code of Conduct utilizing a system of progressive discipline has been developed at SCS. The Code of Conduct outlines a system to help our students to be responsible for themselves and work to be responsible for their own words and actions while they develop their capacity to spread God’s light in our school and community.

Students are expected to conduct themselves in a manner consistent with school rules and regulations in order to support our safe learning community. Student conduct shall reflect care and respect for all other members of the school community. Any student who acts in a manner inconsistent with the SCS Code of Conduct as outlined in this handbook will be subject to Progressive Discipline. Initially, all educators in each SCS classroom will work to share clear expectations with all students. If a student acts or uses words that impact another student negatively, the educator will first speak with the student privately and respectfully. Depending upon the age of the student, the educator will help the student to make amends

and work to peacefully resolve the situation. However, if the situation is determined to be serious by the educator and depending upon the age of the student, the Principal, Vice Principal, School Counselor, *Norwood Police Department School Resource Officer assigned to SCS* or a Parish Priest **will be notified** as well as Parent/Guardians as appropriate. However, confidentiality will be maintained as much as possible. (Sometimes, students will share the names of the other students involved but faculty and staff will always work to maintain confidentiality as much as possible.) Inappropriate words, egregious actions or repeated occurrences will be communicated and reviewed with Parents/Guardians, the Principal, Vice Principal, the School Counselor, *Norwood Police Department School Resource Officer assigned to SCS* and/or School Nurse. Depending upon the words or actions, an older student may be given the opportunity to have a meeting with a Parish Priest. It is up to the child to determine whether they would like to avail themselves of the Sacrament of Reconciliation at that time. Additionally and depending upon the seriousness of the action or words, parents/guardians may be asked to have their student assessed by a physician before returning to school in order to assure the safety of the student and other students. If a student continues to exhibit alarming actions/words, the student exhibiting the profound actions/words may be asked to transition to a different school where his/her complex needs would be better met. This would be done in order to provide that individual student with a program that best meets his/her needs while appreciating that SCS absolutely needs to maintain an emotionally & physically safe learning environment for all students at all times.

### **SCS MIDDLE SCHOOL CELL PHONE & SOCIAL MEDIA POLICY**

- **SMART PHONES, SMART WATCHES AND OTHER HANDHELD ELECTRONIC DEVICES FROM HOME OTHER THAN SCS CHROME BOOKS OR SCS IPADS ARE PROHIBITED FROM SCS GROUNDS and SCS Middle School unless they are in a student's backpack and not being used except with specific permission from faculty, staff or SCS administration.** Smart Phones, Smart Watches and other Handheld Electronic Devices from home other than SCS ChromeBooks and SCS Ipads are prohibited from SCS school grounds for school safety and security unless they are kept in a backpack and turned off. Devices in a jacket, coat, pants or on a wrist are not considered 'put away' and any student noticed with the item, will be given a WARNING *once* to put the item away. Items not put away will be confiscated after the initial warning and the student will be issued a 60 minute detention that afternoon after school. A second infraction will result in an additional detention and 2 hours of Community Service after school or on weekends as determined by SCS Administration. A third infraction will result in a 3rd detention and 3 hours of Community Service after school or on weekends as determined by SCS administration. *Parents wishing to reach students during school hours are asked to call the main office and leave a message for the student or ask that the student come to the office and return the call.*
- Text messaging, emailing anyone other than faculty and staff and/or scrolling/posting on Social Media during the school day and/or on SCS grounds during the school week at any time is prohibited and is not allowed even between the student and a parent/guardian. If a student is observed to be text messaging, emailing or scrolling/posting on Social Media during the day with a *Smart Phone* or *Smart Watch* and/or if there is evidence that the student has done so from his/her account, the student will be given a WARNING once to put the item away. After the initial warning, the phone or watch will be confiscated, the student will be given a 60 minute detention that afternoon and a parent will need to retrieve the device from the office. Discipline for repeated violations will be left to the discretion of SCS Administration. A second infraction will result in an additional 60 minute detention and 1 hour of Community Service after school or on weekends as determined by SCS Administration. A third infraction will result in a 3rd 60 minute detention and 2 hours of Community Service after school or on weekends as determined by SCS administration.

- Taking pictures, recording videos or recording conversations without consent at any time during the school day is strictly prohibited and students will receive a 60 minute detention that day after school if they are observed or if there is evidence that they have done so without consent from SCS faculty, staff or administration. A second infraction will result in an additional detention and 1 hour of Community Service after school or on a weekend as determined by SCS Administration. A third infraction will result in a 3rd detention and 2 hours of Community Service after school or on a weekend as determined by SCS administration.

### **PROGRESSIVE DISCIPLINE/SCS Disciplinary Process**

Please find the *SCS Disciplinary Process* below however, the SCS Administration reserves the right to impose any level of discipline depending on the nature or severity of words/actions exhibited by the student. Again, SCS Administration has the authority to exercise discretion in deciding the consequences for a student who has violated disciplinary rules. The Principal/Assistant Principal will always work to first consider ways to re-engage students in the learning process, and will work with students and families to avoid suspension until other remedies and consequences have been employed if at all possible.

#### **Progressive Discipline/SCS Disciplinary Process – Stage I**

Words/Actions that constitute a violation or infraction as outlined in the handbook will result in:

- A. Verbal Warning from Teacher/Administrator, and/or
- B. Loss of privileges and/or 60 minute **detention** as directed by the teacher/administrator in response to subsequent violation/infractions or a single egregious action.
- C. Detention is scheduled for 60 minutes after school from 2:30 to 3:30pm on the day of the infraction. Detentions are assigned by Middle School Teachers or SCS Administrators. All other student commitments must be rescheduled (Appointments and/or athletics). If a student fails to report to detention as assigned, his/her parent/guardian will be notified to inform them of the situation and to explain the consequences of failing to comply with the initial detention. If a student fails to report to detention on the second day, a student may be Suspended from school.

#### **Progressive Discipline/SCS Disciplinary Process – Stage II**

*After three detentions in a marking term and/or words/actions that are part of a single egregious infraction, there will be a meeting with the students, the Parents/Guardians, Norwood Police Department School Resource Officer assigned to SCS and a School Administrator. Middle School students who receive three or more detentions will be prohibited from being on the Middle School Honor Roll. Students who receive any formal discipline may jeopardize their capacity to be SCS Salutatorian or Valedictorian.*

#### **Progressive Discipline/SCS Disciplinary Process - Stage III**

Suspension ranging from 1-3 days and/or a Behavior Contract\* and/or possibility of being asked to leave SCS for the rest of the year and/or 1-2 years *will be the consequence(s) for any SCS student who has had a meeting with Parent/Guardian and the School Administrator during Stage II and continues to exhibit untenable words/actions and/or a single egregious act/words.* During an academic based suspension (e.g., cheating), the student will receive zeroes in class work, quizzes, homework, and tests. *\*Behavior Contract will be entered into with the Student, Parents/Guardians and SCS. This contract will state that if the student's behavior does not improve significantly as defined by SCS administration, the student will be asked to leave SCS for the rest of the school year. Again, SCS students who receive any formal discipline may jeopardize their capacity to be SCS Salutatorian or Valedictorian.*

## **SPECIFIC DISCIPLINARY REGULATIONS**

The offenses mentioned below are **major infractions** of the SCS Code of Conduct and may result in suspension for a minimum period of one to three days and could result in prosecution and/or expulsion. Any student facing a suspension will be given notice of the charges and the parents/guardians notified. A student in violation of any of these policies, in addition to school disciplinary action, will be referred to the appropriate authorities including our Norwood Police Department *School Resource Officer*:

- **Inappropriate, dehumanizing, demeaning and/or graphic post on social media, email and/or text with similar inappropriate, dehumanizing, demeaning and/or graphic nature.**
- Possession of weapons (knives, guns, etc.)
- Striking a teacher, administrator, staff member, aide or volunteer
- Fire – starting or attempting to start a fire in a school building or on school grounds
- Bomb scares, turning in a false fire alarm, willfully discharging a fire extinguisher
- Violation of the civil rights of any member of the school community including but not limited to pejorative references to ethnicity, religion, culture, physical limitations, gender, and/or gender preference.
- The use, possession, or sale of alcohol, tobacco, tobacco products and/or drugs on school grounds.
- Willful physical assault (serious fighting)
- Vandalism of any kind, including but not limited to writing on books, walls, doors, desks, chairs, and other parish property
- Tampering with any school computer or computer program
- Any and all other serious offenses, single or repeated, resulting in emotional discomfort or physical danger to other students or staff, significant damage to parish property, or disruption of the educational process, may be an offense warranting suspension, if not a cause for expulsion for the rest of the school year or longer.

## **OTHER INFRACTIONS**

Discipline up to and including suspension may be considered for any student who commits any of the following single offenses:

- Disobedience or disrespect to school staff members or volunteers
- Truancy, tardiness for classes, skipping classes, leaving the school without permission and/or deliberately staying behind in an unsupervised area
- Entering the school without permission or supervision before or after school or on days off
- Being in an unauthorized part of the building
- Dishonesty or deliberate lying
- Cheating on tests or copying of homework
- Discrimination or any sort of physical or verbal harassment
- Biting, spitting, temper tantrums, or any physical contact which includes hitting and slapping
- Loitering in the lavatories or the hallways
- Not obtaining permission to use the lavatory at times other than those designated by a teacher
- Throwing of snowballs or other objects
- Using vulgar language or making obscene gestures
- Not paying for any lost book
- Theft of individual or school property
- The use of cell phones, text messaging or electronic games in school during school hours is not permitted. Cell phones, Smart Watches and other electronic devices must be turned off and in backpacks. Cell phones, Smart Phones and other electronic devices are prohibited from being on one's person
- Eating in class or not observing snack time rules

- Throwing food/other objects in the cafeteria
- Chewing gum or eating any kind of candy outside of the cafeteria or snack time.
- Not completing homework assignments
- Disruptive behavior in class – speaking out, passing notes, etc.
- Running in the corridors
- Wearing hats inside any of the school buildings
- Failure to bring back required school notes, progress reports or parent signed papers on time
- Littering
- Emailing during the school day that does not involve an assignment directed by a classroom teacher

### **TARDINESS**

Students arriving at school after 7:50 a.m. are marked tardy for that day. Students arriving after 8:00 a.m. must report to the school office (Nahatan Street entrance) accompanied by a parent. The parent must sign the Tardy Log and the student will be issued a tardy slip and sent to class. Everyone must adhere to this policy for reasons of safety.

After reporting to the school office, Middle School students must check in with their homeroom teacher, and then proceed immediately to their assigned class. They may not go to their locker or coat room until their scheduled break. They will be asked to carry their belongings with them to avoid a further loss of class time. Parents will be informed of excessive tardiness. Students arriving after 11:15 a.m. will be marked absent for the day. Children who arrive late because of a bus delay will not be marked tardy, nor will students whose arrival at school is delayed because of congested traffic or extremely inclement weather.

### **ABSENTEEISM**

Parents and students are asked to prioritize attendance. If a child is to be absent or will be late to school, parents/guardians are asked to call the school (781-769-5354, option #1) prior to 7:45 a.m. but no later than 8:30 a.m. Parents/guardians will be called to check on their child(ren) if no notification has been received. A note explaining the absence or previously arranged dismissal of a child should be presented to the child's homeroom teacher upon his/her return to the classroom. State law requires a doctor's certificate if a contagious disease was the cause of the absence. It is suggested that the work missed during a child's absence be made up within a reasonable length of time. This should be discussed with the teachers involved as soon as the child returns to school. A student who is absent from school may **not** participate in any after-school activities, including sports, concerts and performances, and the Extended Day Program. After a total of twenty-one days of absence, it will be necessary to evaluate if a student will be able to move to the next grade. Letters of concern will be sent to parents if a student's absence becomes a concern to the teacher.

### **DETENTION**

In order for discipline to be effective, it must be administered in a timely manner. Therefore, when students have progressed through the disciplinary process to the point of detention, the detention is irrevocable once issued. Detention must be served on the next available detention day, unless very inconvenient for the parent/guardian which should be indicated by a written note/email with the signature of the parent/guardian. Students and their parents/guardian will be notified in writing at least one day in advance with a *Detention Notice*. Students should return the signed Detention Notice the next school day to the issuing teacher. The teacher will send the pink copy to the office or a copy of email from family to the school office. Detention will be held twice weekly on Tuesdays and Thursdays. Students will be released from the main entrance on Nahatan Street at 3:00 p.m. Failure to return the signed detention

notice or a note that the family has seen the detention notice on the next school day may result in further consequences.

#### Detention Policy:

- Three missed homework assignments - 1 detention
- Every three missed homework assignments thereafter - 1 detention
- Single, egregious offense identified by school administrators, teachers, Parish Priests, etc., - 3 detentions
- Three *behavioral detentions* assigned in a trimester - Loss of privilege(s), e.g., dance, ski trip, etc., and a meeting with the parent/guardian and school administrator and additional loss of capacity to be part of the SCS Middle School Honor Roll. *SCS students who receive any formal discipline may jeopardize their capacity to be SCS Salutatorian or Valedictorian.*
- At the start of the trimester, students begin the Detention Protocol again.
- If an individual teacher wishes to give his/her students a grace period of one or two days to pass in a missed assignment before detention is assigned, that is at the discretion of the individual teacher.

#### **SEXUAL HARASSMENT - STUDENTS**

SCS is committed to making the school free from sexual harassment. This means that the school prohibits harassment made by someone from or in the school. Sexual harassment includes but is not limited to such actions as unwelcome sexual advances; requests for sexual favors; pejorative comments regarding sexual preference; and verbal, visual, or physical conduct of a sexual nature by someone from or in the school. The school prohibits conduct that has the purpose or effect of having a negative impact on the student's academic performance, or of creating an intimidating, hostile, or offensive educational environment. The school further prohibits sexual harassment in which a student's grades, benefits, services, honors, program, or activities are dependent on submission to such conduct.

Sexual harassment or the perception of it should be reported to a school administrator as soon as possible.

#### **BULLYING PREVENTION AND INTERVENTION**

SCS has a Bullying Prevention and Intervention Plan posted on the school's website [www.scsnorwood.org](http://www.scsnorwood.org). To access this Plan, please click the magnifying glass on the upper right side of the home page and type in Bullying Prevention Policy.

#### **SCHOOL BUSES**

Riding a school bus is a privilege enjoyed by students who live in Norwood and are beyond a reasonable walking distance from school. This is a fee-based transportation program. This information is available on the Norwood Public Schools website. The safety of all passengers is a major concern of the Bus Company, school authorities, and parents/guardians. Unsafe behavior or actions that interfere with the safe conduct of the school bus will be reported, investigated, and acted upon by the school and/or bus company.

The following are some general rules:

- Acceptable public manners and conduct must be observed at the school bus stop.
- Students, upon dismissal, must walk to their busses.
- Upon boarding a bus, students must be seated. Undue noise, throwing of objects, pushing, shoving, or wrestling are positively prohibited for reasons of safety for all passengers.
- Littering or defacing of the bus is an egregious offense.



- Students are not to stand up on a school bus until the bus comes to a complete stop and the driver opens the door.
- After being discharged at a school bus stop, students must cross the street if necessary in front of the bus. They must cross far enough ahead of the bus so that the driver may adequately observe them.
- The emergency door is used for emergency exit only. Children must not touch safety equipment on the bus, students must understand that a school bus is an extension of school property and that the same code of conduct with appropriate consequences will apply for bus misbehavior as it applies to school misbehavior.
- Depending on the severity of the offense, in addition to the stages of Progressive Discipline stated previously, revocation of the bus privilege is possible.
- Depending upon the severity of each case, such revocation may be temporary (one day), or extended (one week or one month), or permanent (the remainder of the school year).

**NOTE:** Please note that the rules concerning behavior on school buses also pertain to field trip buses.

### **SCS RIGHTS AND RESPONSIBILITIES OF PARENTS/GUARDIANS**

SCS Parents/Guardians have the right to expect that their children will be provided with a rigorous learning environment at SCS. Parents/guardians, therefore, have the responsibility to:

- Nurture their child's capacity to have positive attitudes towards self, others, school & our community.
- Maintain a positive presence on Social Media in order to exemplify as parents our School Motto, ***See Christ in Others. Be Christ for Others.*** Please know that concerns and/or suggestions regarding Curriculum, Instruction or our school are always welcome. Thank you for speaking with your child's Classroom or HomeRoom Teacher first and then, the Vice Principal or Principal if your child's teacher is not able to support or allay your concern or suggestion.
- Nurture their child's capacity to respect authority.
- Help their children to assume responsibility for their own behavior.
- Recognize that SCS and SCS faculty and staff act with the best of intentions on behalf of Parents/Guardians while their children are in school or involved in school-related activities.
- Work to support administration and staff in the implementation of the Discipline Code.
- Support regular attendance and help their child to feel and be ready to learn at school

### **DRESS CODE**

All SCS students attending the school are to be in full uniform at all times unless permission has been granted from the Principal or Vice Principal to do otherwise. SCS Parents are asked to supervise the uniform and not permit inappropriate substitutions. The following additions to the school uniform are ***not allowed:*** *Multi-colored* or *High Top Sneakers*, Inappropriate jewelry (e.g., Large hoop earrings, Nose rings, Lip rings, Eyebrow rings), Sweatshirts and/or sweaters with hoods.

*Please note that boys are not permitted to wear earrings. Tattoos of any kind are not allowed.* Conservative haircuts for boys are required. Bleached, dyed, colored hair, moustaches, beards and sideburns are *not allowed*. In addition, the boys' hair must not fall below the eyebrows, cover the ears, or touch the collar.

Additionally, please note that navy blue sweaters or navy blue hoodless  $\frac{3}{4}$  zip sweatshirts may be worn inside the school building on cold days. Navy Blue Uniform Sweatshirts and/or plain Navy Blue Sweatshirts (including SCS sweatshirts) **without hoods** are allowed. The official Uniform Company is J. B. PRIDE, 745 South Street, Roslindale, MA; (617) 323-8832. Gym uniforms and polo shirts can also be ordered through Day Street Sports, 49 Day Street, Norwood, MA; (781) 769-2012 or Straight Stitch, 60 Day Street, Norwood, MA; (781)762-3344. We also have a limited amount of used uniforms for sale. If you are interested in shopping through the used uniform closet. Please contact Mrs. Noah or Mrs. Narciso.

**PRESCHOOL AND PRE-KINDERGARTEN UNIFORMS:** Students are expected to wear gym uniforms. *Sneakers and/or rubber-soled shoes are acceptable and encouraged.* Please note that sandals, crocs, flip flops, cowboy boots or party shoes are not allowed. Students do go outside every day, weather permitting. Please dress your child accordingly.

**GIRLS' UNIFORMS (excluding gym) K-5**

Plaid skort

Plaid jumper

White pique knit shirt embroidered with school logo.

Solid navy blue crew neck cardigan,

Navy or micro-fleece sweater or  $\frac{3}{4}$  zip sweater or sweatshirt with no hoods please.

Solid navy pants may be worn instead of the skort or jumper *from Tuesday after Columbus Day until immediately April vacation.* (Please note that the uniform *knit shirt* and sweater must be worn with pants if a student prefers wearing the pants.)

Shoes: Grades K-5: Dark one color sneakers or Dark leather shoes (Again, sandals, wedges, high heels, cowboy boots, LLBean boots, Crocs, athletic looking shoes or sneakers are not allowed).

Navy blue knee socks, navy blue socks, or navy blue tights are required.

**GIRLS' UNIFORMS (excluding gym) 6-8**

Khaki skort

Khaki pants *may be worn in place of the skort from the Tuesday after Columbus Day until the Monday after immediately after April vacation.* (The uniform knit shirt must be worn with the pants.)

Solid navy pique knit shirt *embroidered with school logo*

Solid navy sweater or navy cardigan, navy blue hoodless  $\frac{3}{4}$  zip sweatshirt or solid navy micro-fleece sweater, sweatshirt or  $\frac{3}{4}$  zip pullover. **Sweaters or sweatshirts with hoods are not allowed.**

Shoes: Grades 6-8: Dark one color sneakers and/or dark, closed-toed, flat-heeled leather shoes.

Backless shoes are not allowed.

Navy knee socks and/or navy tights

**BOYS' UNIFORMS (excluding Gym) K-5**

Solid navy blue pants

*Solid navy shorts may be worn up until the Friday before Columbus Day. They can then be worn again beginning on the Monday after April vacation.*

Light blue pique knit shirt *embroidered with school logo.*

Solid navy blue sweater cardigan, navy blue hoodless  $\frac{3}{4}$  zip sweatshirts, Pullover, Navy Sweatshirt, Navy micro-fleece sweater/sweatshirt.

Hoods are not allowed.

Shoes: Dark *one color* sneakers and/or Dark shoes

Navy socks

### **BOYS' UNIFORMS (excluding gym) 6-8**

Khaki pants *but not cargo pants because they are not allowed. Khaki shorts excluding cargo shorts may be worn from the beginning of school until the Friday before Columbus Day. Then, they may be worn from the Monday after April vacation until the end of the school year.*

Belts - All knit shirts must be tucked in

Navy pique knit shirt - *Embroidered with school logo*

Solid navy sweater, Navy Cardigan, Navy Pullover, Navy Sweatshirt, Navy hoodless ¾ zip sweatshirts or Navy micro-fleece sweater)

Shoes: Dark *one color* sneakers and/or Dark shoes

Navy blue, black, or khaki socks

### **GYM UNIFORM**

Students in Grades K-8 are required to wear a gym uniform on the days they are scheduled to have their gym class. These uniforms can be purchased from JB PRIDE or from Day Street Sports in Norwood.

### **BOYS AND GIRLS GYM UNIFORMS**

Navy Sweatshirt with the school logo

Navy sweatpants with the school logo

Navy t-shirt with the school logo

Sneakers

Navy Blue or White Socks

Navy blue gym uniform shorts are permitted in warm weather.

*Navy blue shorts (not cargo shorts) are allowed only before Columbus Day and beginning again on the Monday after April vacation. (They must be worn no more than 2 inches above the knees, and must not be made of spandex or nylon.)*

Gym shorts, sweatpants, and sweatshirts must have either the school logo or the school name on them.

Gym uniforms must be worn in a neat and tidy fashion. They must not be ripped, torn, or cut off.

### **DRESS DOWN DAYS**

Periodic *Dress-Down "School Spirit Days"* are held. The following are **not acceptable** dress for these days:

No shorts or skirts that are more than 2 inches above the knee

No sandals or flip-flops

No ripped or torn clothing

No inappropriate writing including 'sayings' or pictures on shirts

No flannel pants

No cropped tops – all tops must cover the midriff and navel completely

No leggings or *lululemon like stretch pants* ~ unless worn under a skirt or dress

No hats or boots inside the building unless a special exception, such as Crazy Hat day

No hair dye, makeup, or hoop earrings

No inappropriate location of writing on clothing

These clothes are also unacceptable for field trips, play practice, or any other SCS activities

### **EXTRA-CURRICULAR ACTIVITIES**

SCS offers a variety of extra-curricular activities at various grade levels. In order to participate in basketball, soccer, baseball, softball, the school musical, and other extracurricular activities, students must achieve passing grades in all subjects on their report cards. If a student is declared ineligible, he/she can

only become eligible when the next report card is issued and all grades are passing/satisfactory. Certain disciplinary actions may also prevent students from participating in such activities. All students involved in sports programs at Saint Catherine School must have health insurance. They must have also attended school that day. During the 2020-21 school year, extra-curricular activities may be cancelled or postponed in accordance with SCS Covid-19 Prevention protocols. Thank you for your understanding.

## **MEDICAL**

### **EMERGENCY INFORMATION**

Emergency information is input directly into the student database by the child's parent(s)/guardian(s). A student survey is emailed at the start of the current school year to each family for review and correction. Emergency contact information is part of that survey. As in the past, the telephone numbers provided indicate the parent/guardian's permission for the school to contact the person designed. All information is considered confidential.

### **MEDICAL RECORDS, PHYSICALS, AND IMMUNIZATIONS**

Massachusetts law requires physical examinations and updated immunizations for all students entering Pre-School, Pre-K, K, Grade 4, and Grade 7. This information is also required for all new students entering Saint Catherine of Siena, regardless of the grade. The physical exam must be done within one year prior to the start of the school year. Medical records must be received by the school prior to August 31st of the current school year.

### **MEDICATIONS**

Parents/Guardians are asked to submit any medication administration forms to the School Nurse. These forms are available on the school website *under* 'Health Office.' If a student must take any form of medication (prescription medicines **as well as** over-the-counter medicines) during the school day, a form must be on file in the SCS Nurse's office. All prescription medicines must be in the original containers. All medication (prescription or over the counter) must be in the original pharmacy container and must be brought to the school nurse by a parent/guardian. PLEASE do not send any medication to school with your child.

SCS Faculty and Staff members are not allowed to dispense medications of any kind.

A second Epi-pen will be stored in the cafeteria, if the cafeteria reopens during the school year. If your student is in middle school, the second Epi-Pen will be placed in the middle school faculty room. This way, middle school students who may need the Epi-pen will have access, if needed. Inhalers that are stored in the nurse's office will be brought on field trips as needed.

### **STUDENTS WITH ALLERGIES**

Prior to entry into school, or for a current student who has been diagnosed with a life-threatening allergic condition, the parent/guardian must complete an *EMERGENCY HEALTH CARE PLAN (EHCP)*, which can be found on the SCS website under the 'Health Office' page. The EHCP clearly states the allergy as well as the signs and symptoms, emergency contacts, attached photo ID, physicians signed orders and the action needed. The parent/guardian should then meet with the school nurse to review the EHCP to assure all necessary information is included. **This may include, but it not limited to:**

- Licensed provider order for epinephrine by auto-injector as well as other medications needed.
- Medication orders must be renewed at least annually and it is recommended that the order be from an asthma and allergy specialist

- Parent/guardian's signed consent to administer all medications
- Parent/guardian's signed consent to share information with other school staff.
- A minimum of two up-to-date EpiPens. The type of allergies (e.g., milk, tree nuts, etc.).
- Description of the student's past allergic reactions, including triggers and warning signs.
- Description of the student's emotional response to the condition and need for support.
- Name/telephone number of the student's primary care provider and allergist.
- Method to reach parent/parent designee should an emergency occur, e.g., telephone, cell phone.

SCS has also designated tables in the cafeteria specifically for K-8 students with allergies, if the cafeteria reopens for lunch during the 20-21 school year. Until further notice, ALL students will eat their snack/ lunch in the classroom setting (outside meals, if weather permits on occasion) due to COVID restrictions/guidelines. In order to protect children with allergies, these classes are nut-free classrooms. Students at **all levels** are instructed to not share food.

### **GUIDELINES FOR KEEPING CHILDREN WHO ARE ILL AT HOME**

SCS is currently working in partnership with SCS families to prevent the spread of COVID-19 virus.

Students with any of the following symptoms are prohibited from attending SCS. SCS families ALL adhere to the ATTESTATION that they will absolutely NOT under any circumstances send a student to SCS with any of the COVID-19 related symptoms below until/unless they have communicated in advance with our SCS SCHOOL NURSE.

Additionally, students with any/all of these COVID-19 related symptoms must remain at home for 14 days and be symptom free **OR** have a COVID-19 NEGATIVE test in order to return to school. *Additionally, students who have had a NEGATIVE COVID-19 Test and have symptoms should remain home for at least 24 hours after the symptoms have abated without medicine, Tylenol, Motrin and/or any other antipyretics (fever reducing agents).*

### **COVID-19 RELATED SYMPTOMS THAT PRECLUDE AN SCS STUDENT FROM ATTENDING SCS:**

- Fever (temperature of 100.0°F or above) and/or felt feverish and/or had chills\*
- Cough\*
- Sore throat
- Difficulty breathing
- Gastrointestinal symptoms (diarrhea, nausea, vomiting)\*
- Abdominal pain
- Unexplained Rash
- Headache
- New loss of smell/taste
- New muscle aches

Families of students who have COVID-19 are prohibited from having their student return to school until the student has had 2 negative COVID-19 tests, and that documentation has been sent to the SCS School Nurse. She will then grant permission for the student to return to the in-person school setting.

Students sent home with COVID-19 symptoms listed above may return to school after they are tested for COVID-19 and if the COVID-19 test is initially negative. However, students will only be allowed to return if the documentation has been sent to the SCS School Nurse and she has given permission for the student to return to school.

AFTER a COVID-19 VACCINE is widely available and SCS returns to previous health protocols, the following medical conditions will prevent a child from coming to school:

- The student has a cold in early contagious stages (coughing, sneezing, watering eyes, etc.).
- The student has a body temperature of 99.6 degrees or above in the morning before school. Children should not return to school until that temperature is normal for 24 hours **and fever free without medication.**
- Students experiencing vomiting or diarrhea should not return to school until 24 hours after the last episode.
- The student has a sore throat for more than 24 hours. Please consult a pediatrician because a throat culture is indicated. If there is a strep infection, the child may return to school after 24 hours of taking an antibiotic; however, 48 hours is preferred.
- No child may attend school with an undiagnosed rash.
- If a child has chicken pox, the child should be home for 5-8 days after the last crop has appeared. A student may not return until all lesions have crusted over or completely disappeared.
- If a child has an infection such as ringworm, scabies, conjunctivitis, or impetigo, the child may return to school after 24 hours of topical (skin) treatment or 24 hours of oral antibiotics, if indicated and with MD/PA/NP medical note.
- A note from a physician **must be** submitted if a student is absent for four or more consecutive days because of illness.

Students returning to school after an injury, medical procedure or serious illness must bring in a note from the physician, as well as meet with the school nurse to develop a ***Return to School Safety Health Plan***.

### **INJURIES THAT OCCUR AT SCHOOL**

In the event that a child is injured while at school, the school nurse will call the parents of the child to let the parents know their child has been injured. The call will be made by the school nurse as soon as the school nurse has seen and/or treated the child. Parents will be contacted if any head/neck bump or injury occurs, regardless of severity.

### **PHYSICAL EDUCATION**

All students are required by Massachusetts law to participate in the school's Physical Education program. If a child cannot participate because of medical reasons, please send a doctor's certificate/note indicating the medical reason to the school nurse. All students must have goggles, sneakers, cords to secure eyeglasses, and other such items identified by the physical education teacher. See the paragraph under "Dress Code" for gym uniform requirements.

## **PARENTS**

### **HOME AND SCHOOL ASSOCIATION (HASA)**

The Home and School Association serves to strengthen the link between the home and the school and promotes social and athletic activities for the students and parents in the school environment. HASA sponsors and staffs a variety of enrichment activities and organizes volunteer programs within the school. Parents are automatic members of the Association and participate as time and talent permit. A listing of

HASA sponsored programs is given at the beginning of the school year. The HASA meeting schedule is posted on the school's website. HASA Fees will be withdrawn from FACTs in August before the start of the school year. - **\$25 per student / max of \$75 per family.** Every child benefits from the activities run by HASA.

### **VOLUNTEER PROGRAM**

SCS is forever grateful for the volunteerism of our Parents/Guardians. For the last many years, SCS has used our *Volunteer Program* to raise money that helps defray the cost of tuition for all families. We have done that by having our Parent/Guardians volunteer at Saint Catherine of Siena Parish BINGO. All funds raised at our parish BINGO have always been used to support SCS and defray the cost of tuition for our students because our cost to provide the school program costs more than our SCS yearly tuition per child. Additionally, parents who have not participated in our Volunteer Program have paid \$500. per year. That money has also been used to defray the cost of our tuition.

### **PAST VOLUNTEER PROGRAM POLICY:**

Each family was required to serve 32 volunteer hours annually. Twelve of the volunteer hours were mandated to be *BINGO HOURS*.

### **2020-2021 INTERIM VOLUNTEER PROGRAM POLICY**

*Due to the current conditions surrounding COVID-19 we have made changes to our Volunteer Policy for the 2020/2021 school year. All families who have made a \$500 or \$300 volunteer deposit, at their time of enrollment, will have their fee returned to them, through FACTs by October 15,2020, as we implement our interim policy for the new school year.*

If possible in accordance with COVID-19 infection prevention protocols:

### **Volunteer Expectation - Fall 2020**

All volunteer events for Fall 2020 have been postponed. This includes Bingo.

**SCS will not expect parents/guardians to volunteer during the Fall of 2020.**

### **Tentative Volunteer Expectation - Spring 2020**

If SCS can resume volunteer events in January 2021, parents/guardians will be expected to complete **10 volunteer hours** from January 2021 to June 2021. 6 hours must be completed through Bingo and 4 hours must be completed through Advancement or HASA events. Should a family not complete their hours, they will be expected to pay \$30 per hour for the volunteer hours that they do not complete (for a max of \$300 per family).

- 5 hours (3 Bingo/2 Non Bingo) will be expected to be completed between January and March 31, 2021. If it is safe to do so and families are given the opportunity to volunteer at that time but choose not to volunteer, their FACTs Tuition Management Account will be billed for \$150 on April 15th or instead \$30 per hour for the hours not volunteered.

- The remaining 5 hours (3 Bingo/2 Non Bingo) will be expected to be completed between April 1 and June 30, 2021. If families are given the opportunity to volunteer between April 1st and June 30th if it is safe to do so in accordance with COVID-19 Prevention protocols and they do not volunteer, their FACTs Tuition Management Account will be billed for \$150 on July 15, 2021 or instead \$30 per hour for the hours not volunteered.

\*Please note, we will continue to review and make adjustments to the policy as needed for the 20/21 school year.\*

### **CORI REPORTS AND VIRTUS – PROTECTING GOD’S CHILDREN**

All people who have contact with SCS students must have an annual up-to-date CORI form on file with SCS. These CORI Reports are processed by the Criminal History Systems Board through the Archdiocesan Office of Volunteer Resources. Adults must have a CORI on file to volunteer in the classroom, the lunch room and/or to chaperone field trips. Due to changes in the Massachusetts laws for the protection of children, fingerprinting may also be required. All parents are also required to attend a one-time VIRTUS–Protecting God’s Children seminar which will be presented several times during the school year through the parish and by the Archdiocese of Boston. CORI forms **will only** be accepted after September 30<sup>th</sup> if the family is new to the school. *This training will be done virtually on ZOOM or GOOGLE MEETS as SCS works to prevent the spread of COVID-19.*

### **CHILD ABUSE AND NEGLECT REPORTING**

The Commonwealth of Massachusetts has determined that mandated reporters are “persons performing official duties on behalf of a church or religious body, or persons employed by a religious body to supervise, educate, coach, train or counsel a child on a regular basis. All members of the administration, faculty and staff are mandated reporters of child abuse and child neglect. If there is reasonable cause to suspect that a child is suffering physical or emotional injury resulting from abuse or neglect, it will be reported to the principal. After consultation with the school nurse, the reporting teacher, and any other staff members with insight on the situation, the principal will decide the correct course of action. This may include reporting the suspected abuse or neglect to the Department of Social Services and filing a written report to the Department of Social Services (Form 51A) and the Archdiocese.

### **COURT ORDERED RESTRAINTS**

Unless the school has a court ordered restraint on file, a student may be released to either parent/guardian and either parent/guardian may view his or her child’s records. Parents/guardians must inform the homeroom teacher and principal of the existence of court-ordered restraints and send photocopies of such to the office.

## **SCHOOL DAY**

### **SCHOOL HOURS**

Students in Kindergarten through Grade 8 should report to school between 7:35 and 7:50 a.m. Parents can drop students off in the SCS Drop-Off Circle beginning at 7:35am. Faculty and Staff will work during drop-off to assure Social Distance during the time of Covid-19 Infection Prevention. All students will enter the buildings and go directly to their classrooms at that time. *(As we work to prevent Covid-19, Kindergarten to Grade 2 students will enter via the Siena Room Door #3 in the back of the school. Grades 3-5 students will enter through the last door to the right of the Siena Room Door #3. Each Middle School Grade will enter through a different door. Sixth Grade will enter through Door #9 on the far right. Seventh Grade will enter through Door #7 on the far left and 8th Grade will enter through the Middle School Door #8 in the Middle.)* Depending upon COVID-19 Prevention recommendations and



conditions, at 7:50 a.m., when possible and safe, teachers in Grades K-8 will proceed to the gym with their classes for Morning Prayer. However, we do not anticipate being able to do so until after a Covid-19 vaccine is widely available. Students entering the Siena Room after 7:50 will be directed into the gym for Morning Prayer. If Morning Prayer as a large group is not possible in appreciation of COVID-19 Prevention recommendations, Morning Prayer will be held in each classroom respectively. Students may enter the buildings at 7:35 a.m. *The school is not responsible for any student who arrives on the property before this time.* Preschool and Pre-Kindergarten Drop-off time is between 7:35 a.m.-8:30 a.m. Pick-up time is at 2:25 p.m. Please note that there is no bus transportation for Preschool or Pre Kindergarten students. Kindergarten students are dismissed at 2:25p.m. Students in Grades 1-8 are dismissed at 2:25 p.m.

### **DISMISSAL DURING SCHOOL HOURS**

Students who have a valid reason to be excused from school before the end of the normal day and/or those parents/guardians who have requested early dismissal on any particular day for an excused reason will be dismissed from the office. A written note from the parent/guardian is required. To ensure the safety of the child, a parent/guardian must call for the child at the school office on Nahatan Street. No child will be dismissed from any other building. If possible, notes requesting early dismissal should be received at least one day before the actual dismissal date. Students dismissed before 11:15 a.m. on a full day will be marked absent for that day. Students dismissed before 10:00 a.m. on a half day will be marked absent for that day. *In appreciation of COVID-19 Prevention recommendations, students are asked to maintain Social Distance at dismissal and immediately go to the cars of their parents.*

### **AFTERNOON DISMISSAL**

At dismissal from the classrooms, all students will be released from the same doors that they enter in the Morning except students dismissed from 249 Nahatan Street with the permission of their parents/guardians. After dismissal, students are to report directly to their assigned areas and teacher will work to make certain that there is as much Social Distance as possible while awaiting ‘Parent/Guardian Pick-Up.’ If a student is going home by a different route, Parents/Guardians are asked to please notify your child’s teacher (via email or voicemail) as to the change in route. If a change in transportation is necessary after the start of school, please notify the teacher no later than 1:15 p.m. *If a call is received after 1:15 p.m., the change in dismissal cannot be guaranteed.*

All children in Grades 1 - 8 will walk home, take a bus, or be picked up promptly at 2:25 pm unless the child is enrolled in the Extended Day Program. Children are not permitted to leave the premises while waiting to go home. Any child still waiting in the back circle by the time the last bus arrives will be taken to the SCS office at 249 Nahatan Street. A teacher will wait until your child is picked up. Please be considerate. The same procedure will be used for late-arriving parents who are not on time for meeting their children on Nahatan Street.

### **RECESS**

Time spent outdoors during recess is an important part of the school day for students from Preschool to Grade 5. Children should be exposed to fresh air and exercise daily. However, as the weather gets colder, SCS observes the following guidelines for recess:

- Outdoor recess is a daily occurrence at Saint Catherine of Siena School from Preschool to Grade 5 as long as the temperature or wind-chill is above freezing. Freezing is 32 degrees Fahrenheit or below. If the temperature or wind-chill is below 32 degrees Fahrenheit, children will not go out for recess.
- If there is a wind-chill advisory or a wind-chill warning, children will not go out for recess.
- If it is raining or snowing heavily, children will not go out for recess.

At any time, teachers may make a determination to have indoor recess depending on the weather and/or personal wellness. During Covid-19 prevention time, students will still have recess outdoors but each classroom community will stay in their classroom ‘POD’ away from other classroom communities and students will be reminded to do their best to play with Social Distance. All students will be asked to wash hands or use sanitizer for 20 seconds upon return to the classroom.

### **SHADOW DAYS FOR GRADE 8 STUDENTS APPLYING TO HIGH SCHOOLS**

Students in Grade 8 may attend shadow days at the high schools to which they are applying. Students will be marked with an excused absence for the day. Excused absences are listed separately on the transcript sent to the high school. Students are responsible for notifying Saint Catherine School in advance and for making up all classwork, homework, tests, and quizzes that are missed.

### **UNSCHEDULED VACATIONS**

Certain family situations and travel opportunities may occur necessitating taking children out of school for an extended period. If a child must miss school, thank you for letting the child’s teacher and school office know as soon as possible. All work should be made up within two weeks of returning to school.

### **EXTENDED DAY PROGRAM**

SCS offers the *HAWKS Before School Program* for students in Preschool to Grade 8. The program operates from 6:30 to 7:35am each day.

SCS offers the *HAWKS Extended Day Program* for students in Preschool to Grade 8. Our after school program provides a warm, safe, Catholic environment for the children who attend our school. The program operates on school days from 2:30 p.m. to 6:00 p.m. Please remember that there will be **no** HAWKS Extended Day Program on the half day before Thanksgiving, Christmas, and the last day of school.

## **TECHNOLOGY AND THE INTERNET**

### **ACCEPTABLE USE OF INTERNET**

SCS Students may have the opportunity to access and use the Internet under the direction of their teachers. While using the Internet, SCS students have the responsibility to adhere to our *Beliefs* as a school community found on page 5 of this handbook. Use of the Internet will be done only with the permission and/or supervision of a school faculty or staff member. SCS Students from Grades 2 to Grades 8 will receive a copy of St. Catherine of Siena’s Acceptable Use Policy. Students and their parents will be asked to sign and return the Policy.

## **OTHER**

### **LUNCH PROGRAM**

In accordance with Covid-19 Prevention Guidelines, Saint Catherine of Siena School will not have an outside food service provider for lunch for the 2020-21 school year. Students will be eating their lunch in their classroom for the foreseeable future in order to be as safe from possible infection as possible.

Students bringing their own (bag) lunch should not bring in soda, gum, or contents in glass containers.

Students with food allergies have the option of sitting with their classmates in the lunchroom or at a specially designated “allergy” table. Parents/guardians should confer with the nurse and the homeroom teacher to determine which type of seating is in the child’s best interests because of age, type of allergen, etc. Due to food allergies, some classrooms may be designated as nut-free. Teachers will notify parents if the class is designated as a nut-free classroom.

### **MIDDLE SCHOOL INFORMATION FORMS/PAPERWORK**

Requests for Grade 8 students to have grades, recommendations and other information to be sent to high schools must be made to the homeroom teacher by the Wednesday before Thanksgiving. To assist us in writing recommendations, each student will be provided a *Survey Form* to complete indicating extracurricular activities, honors and awards he/she has received.

### **VISITORS**

Only essential visitors will be allowed in SCS during the 2020-21 school year. Anyone wishing to enter any of the school buildings, including the Middle School, must report to the school office. Therefore, visitors must use the Nahatan Street entrance to enter the school during normal school hours.

Essential School Visitors must sign in at the office and obtain a badge to identify themselves. Family/Teacher Meetings are encouraged but will be held in ZOOM or Google Meets for the foreseeable future.

### **INTEGRATED PEST MANAGEMENT PROGRAM (IPMP)**

The State has required that all schools have in place an Integrated Pest Management Program (IPMP). SCS has one in place. If you desire to review our IPMP, send a letter to the school office to the attention of Facilities Management so that a mutually convenient appointment can be arranged.

### **ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA)**

The Environmental Protection Agency requires all schools to have an Asbestos Hazard Emergency Response Act (AHERA) program in place. SCS is in compliance. If you desire to review our AHERA records, send a letter to the school office to the attention of Facilities Management so that a mutually convenient appointment can be arranged.

### **COVID-19 PREVENTION INFORMATION**

All SCS Covid-19 Prevention Information can be found in the *SCS Return to School Plan*. SCS will adhere to that plan as long as it is necessary during the 2020-21 school year in accordance with guidance from the Department of Elementary and Secondary Education (DESE) and the Department of Early Education and Care (EEC.) We will use the Covid-19 Prevention protocols and systems in order to help our students and staff be as safe as possible until further notice. We plan to communicate to families regularly and would do so if we are able to lessen restrictions in accordance with DESE and EEC guidance.

***\*SCS Administration retains the right to amend this handbook and the SCS Return to School Plan at any time. Parents will be given prompt notification if changes are made.***



**Information Technology Resources  
Acceptable Use Policy for All SCS Students  
(Page 1)**

SCS supports the use of technology and recognizes the potential of the Internet to enrich curriculum and student learning. The school's information technology resources are provided for educational purposes only. Adherence to the following policy is necessary for continued access to the school's technology resources. SCS will provide access for all SCS students to external networks, for limited educational purposes. Educational purposes shall be defined as classroom activities, communication and high quality educational activities that allow students to discover the world virtually. The purpose of the system/network is to assist in preparing students for success in school and life by providing access to a wide range of information and the ability to communicate with others. Our SCS system/network will also be utilized to provide information to the community, including our SCS parents.

- Access to the SCS system/network, including external networks is available to educators and students for instructional purposes.
- Access to the system/network is a privilege and not a right. All users shall be required to acknowledge receipt and understanding of all regulations and procedures governing use of the system and shall agree to comply with such regulations and procedures. Noncompliance with applicable regulations and procedures may result in suspension or termination of user privileges and other disciplinary actions consistent with the policies of SCS and the Archdiocese of Boston. Violations of law may result in criminal prosecution as well as disciplinary action by SCS

Monitored Use

Electronic mail transmissions and other use of electronic resources by students shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use for instructional and administrative purposes.

GUIDELINES FOR EMAIL GUIDANCE Information for the SCS Community.

- Student emails are not confidential.
- In urgent matters and time-sensitive communications such as dismissals, please call the SCS Office and speak to someone to have the message relayed to your child's teacher. Faculty members are not always able to check email during the school day while teaching.
- For nonurgent emails, it is reasonable to expect a response within 1-2 school days (excluding weekends).



**Information Technology Resources  
Acceptable Use Policy for All SCS Students  
(Page 2)**

**SUMMARY OF EXPECTATIONS FOR SCS STUDENTS USE OF TECHNOLOGY**

1. Respect and protect the privacy of others.
2. Use only assigned accounts.
3. Please keep ALL passwords confidential. All passwords shall be protected by the user and not shared or displayed.
4. Student users shall, at all times, be responsible for the proper use of accounts issued in their name.
5. Students may not use another user's account.
6. Not distribute private information or images about others without permission.
7. Respect and protect the integrity, availability, and security of all electronic resources.
8. Attempts to read, delete, copy, or modify the electronic mail of other users or to interfere with the ability of other users to send/receive electronic mail is prohibited and may result in disciplinary action.
9. Pretending to be someone else when sending/receiving messages is prohibited.
10. Report security risks or violations to a teacher.
11. Please do not destroy or damage data, files, networks, or other resources that do not belong to them.
12. Please do not change settings or try to resolve hardware, software, or network problems.
13. Respect and protect the intellectual property of others.
14. Please do not make copies of music, games, or movies. That practice is illegal.
15. Please do not plagiarize.
16. Respect and practice the principles of our SCS Catholic community.
17. Communicate only in ways that are kind and respectful.
18. Report threatening or objectionable materials to a teacher or administrator.
19. Please do not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
20. Please do not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or make copies of *copyrighted works*).
21. Please do not send spam, chain letters, or other mass unsolicited mailings.
22. Students are prohibited from using personal electronic devices on the school network (For ex: Smartphones, Tablets, and iPads).
23. The system/network may not be used for illegal purposes, in support of illegal activities, or for any activity prohibited by District policy.
24. Students may not use another user's account.
25. Any malicious attempt to harm or destroy equipment, materials, data, or programs is prohibited.
26. Deliberate attempts to degrade or disrupt system performance may be viewed as violations of SCS policy and/or as criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creation of computer viruses.
27. Vandalism will result in the cancellation of system privileges and will require restitution for costs associated with hardware, software, and system restoration and disciplinary action.



**SAINT CATHERINE  
of SIENA SCHOOL**

**Information Technology Resources  
Acceptable Use Policy for All SCS Students  
(Page 3)**

28. Please use appropriate language! Swearing, vulgarity, ethnic or racial slurs, and other inflammatory language is prohibited.
29. Transmitting or viewing obscene material is prohibited.
30. Revealing personal information (addresses, phone numbers, etc.) is prohibited.
31. SCS will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the SCS system/network. A student who violates SCS policy will be subject to suspension or termination of system/network privileges and will be subject to appropriate disciplinary action and/or prosecution as appropriate and determined by the Norwood PD.



**Information Technology Resources  
Acceptable Use Policy for 2 - 5 Students**

**Please read with your SCS Grade 2 - Grade 5 Student and have your student sign the bottom portion.**

Chrome Book/Ipad/Technology Use:

1. I will use SCS Chromebooks/IPads/technology as a learning tool for educational purposes as directed by the teacher.
2. I will only use applications/browsers when instructed by my teachers.
3. I will be sure to have permission before taking and/or sending pictures/ video/audio of other people.
4. I will not take or share pictures/video/audio of myself or others except for classroom assignments.

Account Use:

1. I will use my SCS school account for school related work and communications.
2. I will only use chat or comment unless a teacher gives permission.
3. I will never use the account of another person.
4. I will not create or share any files unless directed by the teacher.

Laptop/Ipad/Technology Care & Charge:

1. I will not bring Chromebooks, iPads or other technology to the school bathroom or any place where it could be damaged or used inappropriately.
2. I will never leave Chromebooks, iPads or other technology unattended unless directed by my teacher..
3. I will know where Chromebooks, iPads or other technologies assigned to me are at all times.
4. I will make sure Chromebooks, iPads and other technologies are charged and ready to use by returning devices to their assigned carts & plugging them in daily.
5. I will keep food & beverages away from Chromebook, iPad and/or other technologies since food & beverages may cause damage to the device; I will clean the screen with an appropriate cloth when necessary and instructed to do so.
6. I will protect Chromebooks, iPads and other technologies by carrying all devices with two hands and walking.
7. I will always keep my device (iPad, etc) in its case when applicable; When I am not using my device I will keep the case closed securely.
8. I will not disassemble any part of an SCS Chromebook, iPad or other technology or attempt any repairs.
9. I will report to my teacher if I think a Chromebook, iPad or other technology has been tampered with.

Other & Damage/Loss:

1. I will use Chromebooks, iPads and other technology in ways that are appropriate and meet the SCS Acceptable Use Policy.

Student Name (please print clearly) \_\_\_\_\_ Grade \_\_\_\_\_ Homeroom \_\_\_\_\_

Student K-5 Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*\*Parents of Students in Grades 2 to Grade 5, Please sign and return this form to the SCS Office.*



**Information Technology Resources  
Acceptable Use Policy for Middle School Students**

**Please read with your SCS Middle School Student. *Parents and Middle School Students, please sign and return the bottom portion of this form.***

Chrome Book/Ipad/Technology Use:

1. I will use my SCS Chromebook as a learning tool for educational purposes as directed by the teacher including turning off messaging and message notifications during class time.
2. I will use my SCS Chromebook in ways that are appropriate and meet the SCS Acceptable Use Policy.
3. I will obtain explicit permission before taking and/or sending pictures/video/audio of other people.
4. I will not take or share inappropriate pictures/video/audio of myself or others.
5. I will make sure my SCS Chromebook is charged and ready to use for my first class of the day.
6. I will have a protective cover on my SCS Chromebook at all times to help protect it.

Email Use:

Email and other electronic communication tools can be an effective and efficient means for communication. The guidance below is intended for all SCS Middle School students. SCS emails and electronic communication should:

- Promote kind, honest, and respectful communication while nurturing a safe learning environment.
- Reflect the spirit of SCS *See Christ in Others, Be Christ for Others*

(Email Use Continued) At SCS and when utilizing SCS equipment, I will:

1. Use my SCS gmail account for all school related work.
2. Not send emails that contain inappropriate content, harassing/offensive language, gossip, bullying, or viruses.
3. Not send or read email during class time (unless a teacher gives permission).
4. Not use the account of another person.

Chromebook Care:

1. I will notify Mrs Noah immediately if my SCS Chromebook is missing or damaged.
2. I will never leave my Chromebook unattended and will know where it is at all times.
3. I will keep food and beverages off my desk when I am working on my Chromebook and will clean the screen with an appropriate cloth when necessary.

Other & Damage/Loss

1. I understand that the use of electronic resources shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use (as stated in the Acceptable Use Policy).
2. I will notify the school and file a police report with my parents in case of theft or vandalism.

Student Name (please print clearly) \_\_\_\_\_ Grade \_\_\_\_\_ Homeroom \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*\*Parents of SCS Middle School Students, Please sign and return this form to the SCS Office.*