



# SAINT CATHERINE *of* SIENA SCHOOL

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

## *Parent and Student Handbook 2022-2023*

*Saint Catherine of Siena School is accredited by the  
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## SAINT CATHERINE of SIENA SCHOOL

### **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

## 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.

### Children's Mission & School Motto

*See Christ in Others. Be Christ for Others.*

### 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

## LETTER FROM THE PRINCIPAL & ASSISTANT 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 teachers 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 Children's Mission and 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.

Please know that 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 again for ***digitally signing our attestations*** in the ParentsWeb Portal of FACTS Student Information System to confirm your understanding of our SCS policies and procedures. All attestations can be found under Web Forms.

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

In Christ,

***Beth Tanner***

Beth Tanner,  
Principal

***Gregg Chambers***

Gregg Chambers,  
Assistant Principal & Director of Middle School

## **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 during 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 2022
- B- Semi-Annual – Due July 2022 and January 2023
- C- Quarterly – Due July 2022, October 2022, February 2023 and April 2023
- D- 10-Month – Due July 2022 thru April 2023
- E- 12 Month – Due July 2022 thru June 2023
- F- Bi-Weekly – Due 2X per month July 2022 thru June 2022

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 monthly options on the FACTS management system, the Director of Admissions will schedule a phone or in person meeting. At the meeting the family will work with the Director of Admissions 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 the Director of Admissions and the School Principal and/or Assistant 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 an 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 the Director of Admissions at 781-769-5354 or [lydon@scsnorwood.org](mailto:lydon@scsnorwood.org) for more information about tuition and/or refunds.

### CODE OF CONDUCT

#### 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. 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.

#### TARDINESS

Students arriving at school after 7:50 a.m. are marked tardy for that day. Students in grades K-8 arriving between 7:50 a.m. and 8:00 a.m. may enter ONLY through the Siena Room and go right to Morning Prayer. Students arriving between 7:50 a.m. and 8:00 a.m. will be marked tardy by the teacher on duty in the Siena Room Tardy Log.

- Lower School students who are in Grades K to 5 arriving after 8:00 a.m. must report to the school office (Nahatan Street entrance) accompanied by a parent. **The parent must sign the Lower School Tardy Log.**
- Little Hawks Preschool & PreK students who arrive after 8:15am must report to Door #4. At Door #4, parents need to call 781-769-5354 and ask the School Secretary to notify their student's Preschool/PreK teacher. The Preschool/PreK Teacher or Teacher Aide will meet the family at the door. (It may take between 3 to 5 minutes for the teacher or teacher aide to arrive at the door to greet the students. Thank you for your patience.) **The parent must sign the Little Hawks Preschool/PreK Tardy Log at the door.**

- Middle School students who are in Grades 6 to 8 arriving after 8:00 a.m. must report to Door #9 and ring the bell. **The parent must sign the Middle School Tardy Log.** Thank you for your patience because it may take the Assistant Principal/Director of Middle School 3 to 5 minutes to arrive at the door and greet the Middle School student. Students will then proceed to their locker and proceed to their assigned class. 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. After 5 tardies, the Assistant Principal/Middle School Director will contact individual families to determine a collaborative plan to support the Middle School student being on time.

SCS students of all ages 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 children’s mission & school motto, *See Christ in Others, Be Christ for Others*. Students are expected to conduct themselves in a manner consistent with school rules and regulations in order to support our safe learning community. All students of all ages are expected to utilize safe and respectful words/actions/behaviors at all times on the campus during school hours, during Extended Day and After School Activities as well as off campus, on Social Media and during any/all activities in the community.** Specifically, this includes but is not limited to:

- 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 chats
- 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 at all times.

A Code of Conduct utilizing a system of progressive discipline & restorative justice 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.

Any student who acts in a manner inconsistent with the SCS Code of Conduct as outlined in this handbook will be subject to Restorative Practice and/or 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. *Our educators will help SCS students of all ages 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, Assistant Principal/Director of the Middle School, School

Counselor, *Norwood Police Department School Resource Officer assigned to SCS* or a Parish Priest **will be notified** as well as Parent/Guardians. However, confidentiality will be maintained as much as possible. Inappropriate words, egregious actions or repeated occurrences will be communicated and reviewed with Parents/Guardians, the Principal, Assistant Principal/Director of the Middle School, 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. ***Additionally, if a student says or exhibits a single inappropriate but egregious act/words, the student may be expelled IF the single inappropriate egregious words/act/text/ social media post/interaction is determined to be egregious by our SCS Crisis Committee that includes the School Principal, Assistant Principal/Director of the Middle School, Counselor and Classroom Teacher. Prior to the meeting of the Crisis Committee, the incident will be fully investigated by the School Counselor or Principal and may be investigated collaboratively with the SCS School Resource Officer(s) from Norwood Police Department. The family of the student would be notified that the student will be expelled immediately (within 24 hours) after the Crisis Committee meeting. Students may be suspended or be asked to learn remotely while the serious incident is being investigated and while awaiting the meeting of the Crisis Committee.***

Additionally, *Biting Behaviors* in Preschool, PreK or Kindergarten are considered egregious acts. If a student in the Little Hawks Preschool, PreK or Kindergarten bites another student, the student may be expelled immediately from Saint Catherine of Siena School regardless as to whether the biting is a result of the need for sensory stimulation and/or any other reason.

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

- **SMART PHONES, SMART WATCHES AND OTHER HANDHELD ELECTRONIC DEVICES FROM HOME ARE PROHIBITED FROM SCS GROUNDS AND SCS MIDDLE SCHOOL UNLESS THEY ARE IN A STUDENT'S BACKPACK, TURNED OFF 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 are prohibited from SCS school grounds for school safety and security unless they are kept in a backpack and turned off. Devices are NEVER allowed to be turned on while on SCS grounds or on the bus unless a student is given specific permission to do so by an SCS educator who is supervising the student. Devices are NEVER allowed to be utilized at SCS sporting events or any other SCS event on or off campus unless specific permission to do so has been given by an SCS educator in advance of the call and the call or text is being monitored.
- 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 ***up to 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 *Smartphone* 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 the student's parent/guardian in consultation with SCS Administration. Consequences/Community Service that is not completed within a timely manner, may result in suspension or expulsion as outlined in our discipline policy. Timely Manner is defined as being within 2 weeks of the consequence being determined.
- Middle Schoolers are prohibited from taking pictures, recording videos or recording conversations without consent at any time during the school day. This is STRICTLY PROHIBITED. The student will receive a 60 minute detention and be subject to restorative practice 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 60 minute detention and 1 hour of Community Service after school 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 the student's parent/guardian in consultation with SCS Administration. Consequences/Community Service that is not completed within a timely manner, may result in suspension or expulsion as outlined in our discipline policy. Timely Manner is defined as being within 2 weeks of the consequence being determined.

## **PROGRESSIVE DISCIPLINE/SCS DISCIPLINARY PROCESS FOR STUDENTS OF ALL AGES**

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/appropriate Restorative Practice 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 up to a 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 up to 60 minutes after school from 2:30 to 3:30pm on the day of the infraction or another day as defined by the School Administrator. Detentions/Consequences and associated Restorative Practice are assigned by SCS Teachers or SCS Administrators. All other student commitments must be rescheduled (Appointments and/or athletics). If a student fails to report to detention, consequence and/or associated Restorative Practice 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, expelled or asked to transition to another school that can better meet the individual needs of the student and manage their behaviors..

### 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. Middle School 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 posts 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 or computer
- 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, Smartphones and other electronic devices are prohibited from being on one's person
- Throwing food/other objects in the cafeteria
- Chewing gum or eating any kind of candy
- 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
- Biting another students even if the student is in Preschool, PreK or Kindergarten
- Kicking another student even if the student is in Preschool, PreK or Lower School

## **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 except for Cell Phone Policy infractions which need to be served on the same day. Additionally, except for Cell Phone Policy infraction detentions which need to be served on the same day, students and their parents/guardians will be notified in writing at least one day in advance with a *Detention Notice*. (Parents of students who need to serve a Cell Phone Policy infraction will be called.) Students who need to serve detentions for all other reasons 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 for all other reasons except Cell Phone Policy infractions will be held twice weekly on Tuesdays and Thursdays. Students will be released from the main entrance on Nahatan Street. 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 creating and nurturing an emotionally safe learning environment. SCS prohibits sexual harassment. 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

The SCS Bullying Prevention and Intervention Plan & Policy is located in Addendum C on page 39. In addition, 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.

## *ACADEMIC POLICIES*

### REPORT CARDS/PROGRESS REPORTS/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.

### MIDDLE SCHOOL NOTICES OF CONCERN & REPORT CARDS

In the middle of each quarter, *Notices of Concern* will be *emailed* to parents/guardians of students in Grades 6 to 8 who are having academic difficulty (grades below 75%.)

Parents/guardians are asked to review Notices of Concern & Report Cards carefully. *Parents/Guardians who need more information about their child's progress or any other relevant issue should contact their*

child's teacher in order to make an appointment with the 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 Conferences will take place virtually in December and March for all grades.

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

### **MIDDLE SCHOOL HONOR ROLL**

Students in Grades 6-8 are eligible to achieve and be awarded 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, Choir, PE, Computer Science/Technology and STREAM .)
- 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, Principal and School Counselor to discuss the recommendation. Parents/Guardian who would benefit from being retained and having an additional year of learning should schedule a meeting with their child's teacher. 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. Inappropriate behavior on any 8th Grade event or school-sanctioned trip (including and especially the trip to DC) in any way may jeopardize a student's capacity to graduate from Saint Catherine of Siena School or participate in Graduation Week events, the Baccalaureate Mass and Graduation for the 8th Grade Class.

### **THE LEARNING CENTER**

In addition to one Norwood Public School Special Educator, three SCS Faculty members (two in the Lower School and one in the Middle School) work at SCS in order to support students who need additional educational support to feel and be successful at SCS. They work to support students in Grades

Kindergarten to Grade 8 who may have additional learning needs as defined by a 504 Plan or Individualized Education Plan. **Parents of Students who have an Individualized Education Plan or a 504 need to sign a Catholic Schools Office Consent Form. The letter of consent is required by law to exchange information between the local public school district and Catholic schools.** The SCS Learning Center team utilizes the Individualized Education Plan created by the school district or other pre-approved person or agency to determine an **SCS Success Plan of Support** for a child(ren). SCS Faculty and Staff also use that plan as a guide to suggest the frequency of support needed by the student. An SCS educator may sometimes recommend a student for additional support. The public school is responsible to determine the services delivery supports needed for each child in their Individualized Education Plan. Learning Center teachers at SCS will collaborate with families and the classroom teacher to determine and implement an SCS Success Plan of Support that is separate from a child's IEP or 504 created and implemented by the public school. SCS may not always be able to deliver all services determined in a student's public school 504 or IEP but will work to clearly define what SCS is able to provide and will also work as collaboratively as possible with the public school district and family in order to help each student to feel and be as successful as possible at SCS.

## **HOMEWORK**

Homework is assigned to help SCS students:

- Become more self-reliant.
- Learn to work independently.
- Think critically.
- 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, that exceeds 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 quizzes or tests given during MAP Assessment time. In addition, projects or long-term assignments will not be due during MAP Assessment time. 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, and health record. 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. If a child withdraws from SCS, records will be emailed to the student's new school upon request from the parents if all tuition bills are current and/or paid in full. Parents are required to fill out a release of records request form.

## **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) and in the Week at a Glance 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. Additionally, a monthly refrigerator calendar will be posted on the website and in the Week-at-a-Glance highlighting the current month's events. SCS will try not to change our school calendar during the year but sometimes needs to do so with extraordinary circumstances. If that happens, parents will be notified of the change and have at least 30 days notice. 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 the 2022-23 school year will be sent electronically. Parents are encouraged to check student folders and backpacks regularly.

### **PICTURES, VIDEO TAKEN AT SCS AND MEDIA RELEASE POLICY**

During the school year, pictures and videos are taken of all students on campus *and* off campus (at all school related events and trips) in order to celebrate and chronicle the year for children, families and the school. The pictures are sometimes used on Class Dojo \**Classroom Communication App*, sent via email to families through the Week at a Glance and/or regular email and/or shared on Social Media for promotional purposes. Additionally, pictures and videos *not used* are kept digitally by the school in order to possibly be used later in the school yearbook and/or at end of the year slideshow celebrations, other events, graduation, etc. Within our Catholic community, the school's intention is to celebrate and chronicle the children's faith filled year. Students are not excluded from participating in photos or videos in order to never exclude students and encourage a feeling of belonging within our Catholic school community. However, SCS faculty and staff will use the videos and photos publicly and in conjunction with the RCAB Catholic Schools Office based upon permission granted by each family. SCS is not liable for the unforeseen or unintended use of photos or videos in any way. Each year, families will be digitally surveyed in order for the school to collect the information below. Families are able to determine whether the photos and videos are able to be used in the 6 ways listed below.

- By the classroom teacher via email and/or dojo or similar ways
- By the school via the school newsletter/Week at a Glance or similar ways
- By the school via the school's Social Media accounts (Instagram, Facebook, Twitter)
- By the HOME AND SCHOOL ASSOCIATION (HASA) to promote and celebrate events throughout the year via their own private social media and email accounts.
- By the school via external entities that support fundraising efforts and promotional purposes.

- By the Catholic Schools Office as reposts and/or for their own advertising campaigns/ as their own Social Media posts.

## **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.

## **SCHOOL CANCELLATION**

SCS follows the same *Inclement Weather Closings Policy* as Norwood Public Schools. If Norwood Public Schools have no school, SCS will also 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, 5, 7, Fox 25 and WBZ radio. Parents will also be notified via email, through our social media pages and text message.

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, text message and an announcement will be posted on the TV Channels listed above. If SCS dismisses early during the school day there will be NO Extended Day Program.

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.

SCS Inclement Weather Closings are not Remote Learning Days.

## **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, including but not limited to:

- Acceptable public manners and conduct must be observed at the school bus stop.
- Students, upon dismissal, must walk to their buses.
- 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 Assistant 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 Assistant 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.*

Conservative haircuts for boys are required. Specifically, this means the boys' hair must not fall below the eyebrows, cover the ears, or touch the collar. Students will be given two verbal warnings if they are in violation of this policy and an email will be sent home to the family noting the warning. After each warning, the students/families are expected to address the situation within two school days. If the situation is not addressed after two warnings, the student will be subject to the SCS Progressive Discipline policy outlined in this handbook. Bleached, dyed, colored hair, mustaches, beards and sideburns are ***not allowed except with permission on School Spirit Days and only for that particular day.***

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 Straight Stitch, 60 Day Street, Norwood, MA; (781) 762-3344. Gym uniforms and polo shirts can also be ordered through Day Street Sports, 49 Day Street, Norwood, MA; (781) 769-2012.

**LITTLE HAWKS PRESCHOOL AND PRE-KINDERGARTEN UNIFORMS:** Little Hawks Students are expected to wear gym uniforms each day. *Preschool or PreK girls are also allowed to wear a navy SKORT with their uniform t-shirt if they would like to do so. (Children's Place sells a navy skort option for parents of Preschool or PreK girls.) Sneakers are required for Little Hawks Girls & Boys.* Please note that sandals, Crocs, flip flops, cowboy boots, Uggs or party shoes are not allowed. Students do go outside every day, weather permitting. Please dress your child accordingly.

**GIRLS' UNIFORMS (excluding gym) K-6 \*Including Grade 6 for the 2022-23 School Year**

NEW plaid skort or plaid jumper

Solid navy pique knit shirt *embroidered with new school logo*

Solid chino gray pants (no leggings) may be worn instead of the skort or jumper from the Tuesday after Columbus Day until immediately after April vacation.

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

**Navy blue or black knee socks, or tights are required as part of the school uniform. Navy blue tights must be worn with the skort or jumper from the Tuesday after Columbus Day until immediately after April vacation**

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

**\*\*Kindergarten students are encouraged to wear sneakers with their uniform everyday.**

**\*\*\*Grade Six Girls are allowed to wear a plaid SKIRT as a uniform option (instead of the skort) if the skirt is worn with tights for modesty.**

**MIDDLE SCHOOL GIRLS' UNIFORMS (excluding gym) 7-8**

Khaki skort ~ **Skort length cannot be shorter than 1 inch above the knee.**

Solid navy pique knit shirt *embroidered with new school logo*

Solid khaki pants (no leggings) may be worn in place of the skort *from the Tuesday after Columbus Day until immediately after April vacation.*

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

**Navy blue or black knee socks and/or navy blue or black tights are required as part of the school uniform. Navy blue tights must be worn with the skort or jumper from the Tuesday after Columbus Day until immediately after April vacation.**

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

Backless shoes are not allowed.

**BOYS' UNIFORMS (excluding Gym) K-6**

Solid gray chino pants

Navy blue polo shirt *embroidered with the new school logo.*

Solid gray shorts, *excluding cargo shorts, may be worn from the beginning of school until the Friday before Columbus Day. Solid gray chino pants are required from the Tuesday after Columbus Day until the Friday before April vacation. Then, they may be worn from the Monday after April vacation until the end of the school year.*

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

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

Navy blue or black socks

Brown or black belt

## MIDDLE SCHOOL BOYS' UNIFORMS (excluding gym) 7-8

Khaki pants

Navy blue polo shirt *embroidered with the new school logo*. All knit shirts must be tucked in, Khaki shorts *excluding cargo shorts may be worn from the beginning of school until the Friday before Columbus Day*. Khaki pants are required from the Tuesday after Columbus Day until the Friday before April vacation. Then, they may be worn from the Monday after April vacation until the end of the school year.

Belts are required as part of the school uniform.

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

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

Navy blue or black socks

Brown or black belt

## 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 Straight Stitch or from Day Street Sports in Norwood.

## BOYS AND GIRLS GYM UNIFORMS

Navy sweatpants with the school logo

Navy t-shirt with the school logo

Navy sweatshirt (crewneck or  $\frac{3}{4}$  zip sweatshirt) with the school logo. **Sweatshirts with hoods are not allowed.**

Sneakers

Navy Blue or White Socks

*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 the new school logo 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 a grade of 75 or above 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. Additionally, they must have also attended school that day unless they have received prior permission from the Assistant Principal or Principal. 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).

### **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. This Med Administration Form is 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 Assistant Principal's office. Middle school students who may need the Epi-pen will have access, if needed. Inhalers, Epipens and other prescribed medications that are stored in the nurse's office will be brought on field trips as needed (with a designated staff member).

### **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 *Allergy Plan* which can be found on the SCS website under the "Health Office" page. The Allergy Plan 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 plan to assure that all necessary information is included. **This may include, but 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.

Students with food allergies have the option of sitting with their classmates or instead sitting at a specially designated "allergy" table. Parents/guardians are encouraged to confer with the School Nurse and the Homeroom Teacher in order 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.

### **FOOD AT SCS, FOOD SENSITIVITIES AND/OR FOOD PREFERENCES FOR STUDENTS**

SCS provides the opportunity for parents to participate in our School Lunch Program through Lunch Box. Parents are able to sign up and pay for meals using the Lunch Box App. In classrooms, students periodically may make foods with their classroom teacher and be given the opportunity to eat those foods with their classroom community. SCS Teachers will work collaboratively with the SCS Nurse to make certain that no student is ever served food that the student may be allergic to. Additionally, the birthdays of many SCS students are celebrated with popsicles or other pre-packaged foods and/or baked goods provided by the child of the family who is celebrating the birthday. Parents of students with food sensitivities or food preferences/concerns must communicate those concerns via email and/or conversations. Lastly, occasionally, SCS and/or SCS teachers will give students a food treat. For example: Ice cream, Donut, Cookie, etc. SCS teachers will absolutely work collaboratively with families and the School Nurse to support food preferences/concerns and honor parent preference regarding food sensitivities.

### **DIABETES POLICY**

**When a student who has been diagnosed with diabetes enrolls at SCS or is diagnosed with diabetes while enrolled at SCS, SCS will:**

- Set up a meeting with the child's Parent/Guardian, School Nurse and SCS Administrator in order to: to discuss the student's condition, set up a plan of care, and provide the relevant forms.

### **What is Diabetes?**

Type 1 Diabetes (previously called Juvenile Diabetes) is more commonly diagnosed in children than in adults. In this form, the body has no ability to produce insulin, and the blood glucose is controlled with the administration of insulin, along with blood glucose monitoring, exercise, and healthy eating. Failure to maintain control of blood glucose levels may result in a coma if levels are too high, or unconsciousness and even death if levels are too low.

### **What is hypoglycemia (low blood sugar)?:**

Hypoglycemia (low blood glucose) is defined as a blood glucose level less than 70 mg/dl (or as specified in the student's Diabetes Medical Management Plan). The student may feel "low" and may show any of the symptoms below. A low blood glucose episode does not feel good and may be frightening for the

student. Low blood glucose can develop within minutes and requires immediate attention. **A student with suspected low blood glucose anywhere alone.**

**Causes:**

- Too much insulin
- Late food or too little food
- Too much or too intense exercise
- A planned or unplanned activity without additional food

**Symptoms/Signs:**

Symptoms can vary with each student as well as each hypoglycemic event. Some children will not have an awareness of low blood sugar symptoms.

<b>MILD</b>	<b>MODERATE</b>	<b>SEVERE</b>
Hunger, Shakiness, Weakness, Paleness, Anxiety Irritability, Dizziness Sweating, Drowsiness, Personality Change, Inability to concentrate	Headache, Behavior change, Poor coordination, Blurry vision, Weakness, Slurred speech, Confusion	Loss of consciousness, Seizure, Inability to swallow

• **If symptoms occur, and the student is CONSCIOUS**

- Notify School Nurse at (781) 769-5354, ext. 232
- Test blood glucose - ask the student if a meal or snack was missed.
- Give 15 grams of fast acting sugar like glucose tabs, candy, juice, or soft drink
- Wait 15 minutes then re-test blood glucose

• **If student is or becomes UNCONSCIOUS**

- Notify School Nurse at (781)769-5354, ext. 232.
- Check Airway, Breathing, and Circulation and initiate CPR as needed.
- Have someone call 911, and notify the parent.
- If CPR is not needed, then position the student on their side.
- If ordered, administer glucagon
- If a student is wearing an insulin pump, turn off or disconnect the pump.

**Hyperglycemia (High Blood Sugar):**

Hyperglycemia (high blood sugar) is defined as a blood sugar level greater than 240 mg/dl. It occurs over time, hours and days, and indicates the need for evaluation of management.

### Causes:

- Too much food
- Too little insulin
- Illness
- Infection
- Decreased activity
- Stress
- Increased growth
- Puberty

### Signs/Symptoms:

Thirst, Frequent urination,  
Fatigue/sleepiness, Increased Hunger  
Blurred vision, Weight Loss, Stomach pains,  
Flushing of skin, Lack of concentration,  
Sweet, fruity breath

If symptoms occur and the student is **CONSCIOUS**

1. Notify the School Nurse at (781) 769-5354, ext. 232.
2. Test blood sugar.
3. Test to see if there are ketones and take appropriate action per physician's orders.
4. Administer insulin per physician's orders.
5. Follow physician's orders for management of high blood sugar and when to contact the parent.
6. Encourage the student to drink water or other sugar-free drinks.
7. Allow the student to use the bathroom, as needed.

If student is or becomes **UNCONSCIOUS**

8. Notify the School Nurse at (781)769-5354, ext. 232.
9. Check Airway, Breathing, and Circulation and initiate CPR as needed. If
10. If CPR is not needed, position the student on their side.
11. Have someone call 911 and notify the parent.

\*Diabetes management is best done using a care team approach.

**Responsibilities of a Care Team for a student diagnosed with diabetes:**

## **Healthcare Provider/Physician:**

The student's Physician/Healthcare Provider needs to provide information and guidance to the SCS Nurse to use. Physicians need to take into consideration the resources available in the school to assist students with their care. To safeguard student health, the physician should:

- Provide the School Nurse with all medical documentation as requested, including written orders on the Diabetic Medical Management Plan.
- Be accessible by phone or fax to review or contribute to the IHP and for emergency orders.
- Educate the student and the parent/guardian regarding management of diabetes.
- Determine the level of self-care allowed based on the student's knowledge, developmental level, and abilities.

## **Parent/Guardian**

- Inform the school as soon as possible when a student is newly diagnosed as having diabetes or when a previously enrolled student is diagnosed in order to support planning and training of personnel and arrange that quickly. Parents must work with the school staff prior to their child's admittance to ease the student's transition into the school environment.
- Provide the school with accurate and current emergency contact information.
- Provide the school with the health care provider's written medical orders.
- Participate in a care planning conference as soon as possible after diagnosis and at the start of each school year.
- Provide the school nurse with any new written medical orders when there are changes in the medical management that must be implemented in school.
- Provide and transport to the school all medications, equipment, supplies, and carbohydrate snacks associated with the medical management of the student's diabetes in advance of the student needing them.
- Assume responsibility for the maintenance and calibration of all medical equipment.
- Sign appropriate written permission for authorization of treatment and sharing of necessary health related information.
- Provide the student with a medical identification tag or jewelry and encourage the student to wear it in school.

## **Student with Diabetes**

- Work with health care providers, their staff, and the child to promote self-sufficiency in diabetic management.
- Cooperate with school personnel in implementing the diabetes plan of care.
- Wear medical identification tag or jewelry while in school
- Seek adult help immediately when low blood glucose levels are suspected or verified by blood glucose monitoring.
- Record and report all blood glucose monitoring according to the medical plan of care.

- Conform to all nutritional guidelines according to the medical plan of care. For ex: eating specific foods when necessary.
- Complete the initial and ongoing diabetes education provided by the primary health care provider.
- Seek authorization from the primary health care provider, parent and school nurse to function independently.
- Demonstrate competence in blood glucose monitoring and insulin administration in the school setting.

### **School Registered Nurse**

The School Nurse should function under the scope of practice. The School Nurse will:

- Organize and facilitate planning meetings with the student's parent/guardian and other key school staff to discuss planning and implementation of the student's individualized health care plan.
- Develop an individualized health care plan in cooperation with the student, the parents/guardians, the health care provider, and other school-based staff.
- Regularly review and update the individualized health care plan whenever there is a change in medical management or the student's response to care.
- Collaborate with the principal to select and delegate the most appropriate unlicensed assistive personnel for each student.
- Train and supervise the unlicensed assistive person designated to provide procedures for the student with diabetes. It is required that two or more back-up persons be trained in each school to assure adequate coverage in an emergency.
- Communicate pertinent health related information to teachers and staff.
- Practice universal precautions and infection control procedures at all student encounters and include information in the training for all unlicensed assistive personnel.
- Maintain appropriate documentation of the training and care provided and monitor the documentation of services provided by unlicensed assistive personnel.
- Act as a resource to the principal and other school-based personnel, providing or arranging for in-service education appropriate to their level of involvement with the student with diabetes.
- Establish and maintain a working relationship with the student's parent/guardians and health care provider and act as a liaison between the student's authorized health care provider and the school.
- Participate in Individualized Education Planning or Section 504 planning meetings and provide relevant health information.
- Serve as the student's advocate. Respect the student's confidentiality and right to privacy.
- Establish a process for on-going and emergency communication with the parent/guardian (this should include a parental notification procedure to address repairing or replacing equipment, and replenishing supplies and medications), the authorized health care provider, the unlicensed assistive personnel, and the school staff that come into direct contact with the student.
- Be trained (by the school RN) about the signs and symptoms of hypoglycemia and hyperglycemia and ketone monitoring.
- Demonstrate competency in the use of child specific glucose monitoring device, blood glucose testing, and monitoring the student's use of insulin pens and/or other Be aware of which students

have diabetes and cooperate with the accommodations listed in the individualized health care plan or Section 504 Plan.

- Recognize the signs and symptoms associated with hypo- and hyperglycemia.
- Be aware of any student-specific emergency actions that might be necessary.
- Provide the student with a safe location to monitor blood glucose or administer insulin in accordance with the student's individualized health care plan.
- Monitor before exercise or strenuous activity and allow for snacks before and after the physical activity if indicated in the student's individualized health care plan.
- Communicate School Nurse when a field trip or class party might require adjustment in their meal plan or insulin administration. (See Field Trip Procedure for Diabetic Students)
- Leave a clear message for any substitute regarding the special needs of the student.
- Include a copy of the student's individualized health care plan and emergency action plan in the classroom substitute plans.
- Respect the student's right to confidentiality and privacy.
- With the parent's/guardian's and the student's permission, the teacher or the school nurse may educate the class about the special needs of an individual with diabetes and use this as an opportunity to educate students regarding nutrition, exercise, and health.

#### **Disaster Preparedness:**

- It is most likely that in the event of a natural disaster or emergency all students would be sent home from school. In the event that environmental hazards exist that would prevent the students from leaving the school, preparations will be made to secure enough emergency food and supplies for 72 hours.
- If a School Nurse is not available during a disaster, the unlicensed assistive person who has been trained to follow the student's individualized health care plan should administer care. Every effort should be made to remove the student with diabetes safely and/or get insulin to the student as quickly as possible.

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

*As prior to the Covid-19 pandemic*, the following medical conditions will continue to 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 99.8 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 ***via email***. 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 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. Our Volunteer Program encourages participation by parents at school programs and events and also helps us to raise money to defray the cost of tuition for all families. Several opportunities will be available throughout the school year at various school and HASA events when we will need your skills, talent, time and energy. On behalf of all of our children, we thank you for your continued support of the Volunteer Program.

#### **2022-23 VOLUNTEER PROGRAM POLICY/EXPECTATION**

Parents/guardians will be expected to complete **10 volunteer hours** from September 2022 to June 2023. Hours can be completed through Advancement Events such as the Golf Tournament or Gala and Auction or HASA Events (a complete list of volunteer opportunities will be available and distributed at the beginning of the school year). 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).

\*Please note, we will continue to review and make adjustments to the policy as needed for the 22/23 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 am. Students may enter the buildings at 7:35 am. *However, the school is not responsible for any student who arrives on the property before this time.* Parents can drop students off in the SCS Drop-Off Circle **BEGINNING** at 7:35am. All students will enter the buildings and go directly to their classrooms at that time. *Kindergarten to Grade 5 students will enter via the Siena Room Door #3 in the back of the school. Middle School will enter through Door #9 on the far right.* At 7:50am Teachers in Grades K-8 will proceed to the gym with their classes for Morning Prayer each day from Monday to Friday. ***K-8 Students who arrive between 7:50 and 8:00am, should enter through the SIENA ROOM DOOR #3.*** Dismissal is at 2:25pm for all students from Grades K to Grade 8.

Little Hawks Preschool and Pre-Kindergarten Drop-off time is between 7:35 am -8:15am. **All Little Hawks Preschool & PreK students will enter via Door #4.** Little Hawks Preschool students will dismiss at 2:20pm at Door #4 or 12:30pm at Door #4 if they are enrolled for the ½ day program. Little Hawks PreK students will dismiss at 2:20pm at Door #5 or 12:30pm if they are enrolled for the ½ day program.

## **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 if the student is in Little Hawks Preschool, Little Hawks PreK or Lower School. Students in the Middle School will be dismissed from Door #9. 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. Students dismissed before 11:15 am on a full day will be marked absent for that day. Students dismissed before 10:00 am on a half day will be marked absent for that day.

## **AFTERNOON DISMISSAL**

Upon 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. Additionally, students in Little Hawks PreK will be dismissed from Door #5.

If a student is going home by a different route, Parents/Guardians are asked to please notify your child's teacher (via email or call to the school secretary) 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 pm. *If a call is received after 1:15 pm, the change in dismissal cannot be guaranteed.*

All children in Grades Preschool - 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. 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. 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 in which the 'feels like' temperature is below 32 degrees, the students 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.

## **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. Remote Learning will *not* be available for students on family vacations.

### **EXTENDED DAY PROGRAM**

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 pm to 6:00 pm. Please remember that there will be **no** HAWKS Extended Day Program on the last day of school.

### **ACCEPTABLE USE POLICIES**

#### **TECHNOLOGY AND THE 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 Grade 2 to Grade 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.

#### **MIDDLE SCHOOL LOCKERS**

SCS Middle School students will have the opportunity to access and use individual lockers during the school day. By using these lockers, SCS Middle School students have the responsibility to adhere to our *Beliefs* as a school community found on page 5 of this handbook. SCS Students from Grade 6 to Grade 8 will receive a copy of St. Catherine of Siena's Middle School Locker Acceptable Use Policy, which appears on page 34. Students and their parents will be asked to sign and return the Policy.

### **OTHER**

#### **LUNCH PROGRAM**

SCS utilizes the LUNCH BOX program for school lunches. School lunches are \$6.00 each and will need to be ordered and paid for one month in advance. Students bringing their own (bag) lunch should not bring in soda, gum, or contents in glass containers.

Little Hawks Preschool and PreK classes will eat snacks and lunch in their classrooms. Kindergarten and First Grade will eat lunch on the First Floor of the Lower School/Main Building in the new Kindergarten & First Grade Cafeteria. Students in Grades 2 to Grade 8 will eat lunch in the Cafeteria in the Middle School.

Students with food allergies have the option of sitting with their classmates or instead sitting at a specially designated "allergy" table. Parents/guardians are encouraged to confer with the School Nurse and the Homeroom Teacher in order 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 FOR CLASS OF 2023**

Requests for Grade 8 High School Recommendations as well as additional requests for other information to be sent to high schools must be made to the homeroom teacher or other faculty members by October 15, 2022. ***All requests must be copied to the Assistant Principal/Director of the Middle School and the school office.*** ***Additionally,*** Students may be asked to complete a *Survey Form* giving faculty and administration additional information regarding extracurricular activities, honors and awards he/she has received in order for that information to be included in the recommendation forms.

### **VISITORS**

Anyone wishing to enter any of the school buildings must report to the school office at 249 Nahatan Street for Little Hawks Preschool, Little Hawks PreK & Lower School. Visitors to the Middle School should go to the Middle School Door #9 for entrance. All volunteers including parent volunteers must complete a Cori form. In addition to this, all volunteers must complete an Archdiocesan mandated VIRTUS training program.

Again, School Visitors and Volunteers must sign in at the Main office or Middle School office and obtain an SCS Volunteer sticker to identify themselves. Family/Teacher Meetings are encouraged but may be held in Google Meets.

### **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.

### **AHERA ANNUAL NOTIFICATION**

This notice serves to inform all noted individuals of the following activities:

1. Availability of the School's Asbestos Management Plan (AMP)  
The AMP is available for review in the main office above the teacher mailboxes.
2. Update on Planned Asbestos-Related Activities:
  - Every 6-months, the Archdiocese of Boston performs a periodic surveillance of asbestos-containing building materials (ACBM.) That information is available in the School Office and/or by contacting our Director of Facilities, Mr. John Farrell.
  - Any questions about asbestos-related concerns should be directed to the LEA's Designated Person, Mr. John Farrell at 781-769-5354.

### **MISSING STUDENT POLICY**

1. If a student who was reported present at the beginning of the school day is later reported missing from the SCS campus by the child's teacher or extended day staff, SCS will immediately contact the Norwood Police.
2. A School Wide Lockdown Procedure with *continued instruction* will be immediately called.

3. The School Nurse or Building Administrator will then contact the child's parents while all other available faculty and staff will be dispatched to look for the student.
4. The School Nurse or Building Administrator will contact the Catholic Schools Office Associate Superintendent and the Parish Pastor.
5. After the child is found, an incident report will be filed with the Norwood Police and the Catholic Schools Office.

***\*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).



## SAINT CATHERINE of SIENA SCHOOL

### 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. Will 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 Grades 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 Grade 2-5 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 the Assistant Principal immediately if my SCS Chromebook is missing or damaged.
2. I will complete the Google Form for Broken/Lost Chromebook immediately.
3. I will never leave my Chromebook unattended and will know where it is at all times.
4. 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.*



**Middle School**

**2022-2023 Locker Acceptable Use Policy**

**Introduction**

Every SCS Middle School student will be assigned an individual student locker. Student lockers are for the purpose of storing appropriate school materials and personal items. Students will not be assigned locks and should not bring personal locks for use on the lockers. As a school community, we expect students will respect the property of their peers and will not enter any other locker other than their own. SCS reserves the right to amend this aspect of the policy should it become necessary to do so.

**Locker Visitation Schedule**

In order to promote effective movement between classes, students may only visit their lockers at the following times during the school day:

**Homeroom Period: 7:35 - 7:50 AM** - Students will gather class materials for Periods 1-4. (Students who are late will proceed directly to locker and then current period)

**End of Period 2: 9:35 AM** – Students will stop to get snack only - no exchanging of materials.

**End of Period 4: 11:05 AM** - Return class materials from Periods 1-5 to locker and gather class materials for Period 5

**Before Lunch Period: 11:55 AM** - Return class materials from Period 5 and pick up lunch box/bag.

**After Lunch Period: 12:25 PM** - Return lunch box/bag and gather class materials for Period 6, 7 and Study.

**End of Day: 2:20 - 2:25 PM** - Return class materials for Periods 6, 7, and Study and gather homework materials to be transported home for the evening.

**Locker Usage Expectations**

The following are expectations of appropriate locker usage, which include but are not limited to:

- 1) Lockers are to be used only by the student to whom they have been assigned.
- 2) No decals or signs are to be placed outside of lockers.
- 3) Decorations inside the locker must be appropriate for the school environment and must not permanently adhere to the surface of the lockers (ex: stickers, writing, etc.). Any decorations must only adhere magnetically to the locker.
- 4) Kicking, hitting, slamming, defacing, using graffiti, bending/prying/jamming of latch mechanism, and other such abuse is not allowed. Students/Parents will be liable for costs associated with repair of the locker that are deemed beyond normal wear and tear on the locker.
- 6) All food and drinks must be entirely removed by the end of each school day.
- 7) Objects/articles must not be put in the locker if it is against the law or school policy.
- 8) Lockers are the property of SCS and are subject to be opened for inspection at any time.
- 9) SCS does not guarantee the protection of materials left in the lockers.

I will follow the expectations outlined SCS MS Locker Acceptable Use Policy.

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

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

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

*\*Parents of Students in Grades 6 to Grade 8, Please sign and return this form to your homeroom teacher.*



**REPORT CARD INFORMATION & TIMELINE**

**2022-2023**

**First Marking Period**

Monday, October 17	Copies of Notice of Concern Reports – Grades 4-5 due to Principal & Grades 6-8 due to Assistant Principal & Director of Middle School by close of school day.
Wednesday, October 19	Notice of Concerns emailed – Grades 4-8
Thursday, November 10	Marks close for Term 1
Friday, November 18	Marks due to principal for review by 8:30 a.m.
Thursday, December 1	Report cards distributed – Grades 1-8
Friday, December 2	No School – Parent/Teacher Report Card Conferences

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**Second Marking Period**

Tuesday, January 17	Copies of Notice of Concern Reports – Grades 4-8 due to principal by close of school
Thursday, January 19	Notice of Concerns emailed – Grades 4-8
Friday, February 10	Marks close for Term 2
Friday, February 17	Marks due to principal for review by 8:30 a.m.
Wednesday, March 1	Report cards distributed – Grades 1-8 Progress Reports (PreS, PreK) distributed
Friday, March 3	No School – Parent/Teacher Report Card Conferences

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**Third Marking Period**

Friday, April 21	Copies of Notice of Concern Reports – Grades 4-8 due to principal by close of school
Monday, May 1	Notice of Concerns emailed – Grades 4-8
Friday, May 19	Last day of Class for Grade 8
Monday, May 22	Grade 8 Marks due to the Assistant Principal & Principal
Tuesday, May 31	Grade K to Grade 7 Marks due to principal by 8:30 a.m.

Friday, June 9

Report cards and Progress Reports distributed (Preschool - Grade 8).



## ADDENDUM A

SCS WILL NOT HAVE A REMOTE LEARNING OPTION FOR THE 2022-2023 SCHOOL YEAR

## ADDENDUM B

### COVID-19 ATTESTATION

SCS families are mandated to 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 OFFICE.

### COVID-19 RELATED SYMPTOMS:

- 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
- Runny nose
- Nasal congestion
- New muscle aches

### STUDENTS WHO PRESENT WITH COVID-19 SYMPTOMS AT SCHOOL

Students sent home with COVID-19 symptoms may return to school after they are tested for COVID-19 with a PCR test or BINAX Now test, and if the COVID-19 PCR test is negative. However, students will only be allowed to return if the documentation has been sent to the School Health Office ([lmaiona@scsnorwood.com](mailto:lmaiona@scsnorwood.com)) in advance of their return and the student granted permission to return. We **do not test** onsite at SCS if a child is unwell with symptoms as there is the potential for having another type of illness (Ex: Influenza, etc.).

### STUDENTS WHO TEST POSITIVE FOR COVID-19 AND NEED TO ISOLATE

Families of students who have COVID-19 are prohibited from having their student return to school until the student is symptom-free without medication for the past 24 hours. Student can return to school on Day #6, IF they are medication-free and symptom-free for 24 hours prior to their return to school. The school health office will then grant permission for the student to return to SCS **on Day #6** after the Covid positive result and are symptom-free.

### CONTACT TRACING:

Contact tracing is no longer required in the school setting, but SCS will continue to work with the Norwood Department of Health in the case of outbreaks. Quarantine for close contacts is no longer required nor recommended for children, staff and faculty, **regardless of vaccination status** and/or where the exposure occurred. All exposed individuals may continue to attend school **as long as** they remain

asymptomatic. It is required that if an individual is exposed (Day #0), then they should test on Day #6 from the date of exposure and wear a mask until Day #10.

### **HANDWASHING**

SCS students will be encouraged to wash hands or sanitize upon entering school each day, before or after snacks/meals and after recess.

### **DAY CUSTODIAN**

“Mr. Mario” from Clean Co. is our day custodian at SCS. He and Mr. Farrell will fog any classroom that has a student who has been sent home with any Covid-19 related symptoms. Additionally, Mr. Mario cleans our Cafeteria spaces multiple times each day as “Mr. Dave” did last year.

### **TABLE CLEANING**

SCS educators will work as diligently as possible to make certain that student desks are cleaned a minimum of two times per day with a cleaner/sanitizer.

### **AIR PURIFICATION**

Each Little Hawks and Lower School classroom has a HEPA Filter in place. The new Middle School Ventilation and Air Conditioning (HVAC) system is outfitted with the new state of the art REME HALO purification system.

### **COVID-19 RESPONSE COMMITTEE**

Will meet as needed, if there is an increase in cases and/or an individual Covid case that needs to be discussed.

## **GUIDANCE FROM THE CATHOLIC SCHOOL’S OFFICE**

- No masks will be required for any outdoor activities or while students are eating, as DESE already stipulated previously and recently reaffirmed.

### **Vaccines**

- Presently, the Covid-19 vaccination is not mandated by state law. Covid vaccination of faculty, staff or children may **not** be mandated by a Catholic school.
- Schools, at their discretion, may require proof of vaccination to determine eligibility for a vaccinated student or faculty/staff member to be exempt from masking.

### **Handwashing/Facility Cleaning**

- Until deemed unnecessary by DESE, schools will maintain: frequent hand washing/sanitation and recently modified facility-cleaning protocols.

### **Daily reporting of any Covid cases**

- Every Catholic school must provide a detailed daily report on any new Covid cases, on a form provided by the Archdiocese, by the close of business every day.

### **Required Legal Baseline (not optional):**

- **ALL** schools must comply with local health orders.



## ADDENDUM C: BULLYING PREVENTION AND INTERVENTION PLAN & POLICY

### 1. Introduction

Saint Catherine of Siena School (SCS) acknowledges that its purpose for existence is rooted in the mission of the Church. In fulfilling its role within the educational mission of the Church, the school must establish an educational environment in which Catholic values and beliefs permeate all aspects of its daily life and operations. Each child must be challenged to reach his/her full potential by fostering in each child a love of learning and by providing an environment that also fosters respect and understanding of one another. In this regard, it is essential that a safe and positive school climate be established in which students can attain the highest academic achievement and in which no student shall be subjected to bullying, cyber-bullying or retaliation. Bullying, cyber-bullying or retaliation constitute conduct that disrupts both a student's ability to learn and the school's ability to educate its students in a safe and inclusive environment. The school's faculty and staff expect that all students behave appropriately and treat others with civility and respect. Bullying, cyber bullying and retaliation will not be tolerated. Accordingly, the school hereby promulgates this ***Bullying Prevention and Intervention Plan*** as required by the Archdiocese of Boston Bullying Prevention Policy.

### 2. Definitions

For purposes of this Plan, the following definitions shall apply:

***Aggressor*** means a student who engages in bullying or retaliation.

***Bullying*** is the repeated use by one or more students of a written, verbal, or electronic expression, or a physical act of gesture, or any combination thereof, directed at a target that:

- Causes physical or emotional harm to the target or damage to the target's property
- Places the target in reasonable fear of harm to him/herself, or of damage to his/her property
- Creates a hostile environment at school for the target
- Infringes on the rights of the target at the school
- Materially and substantially disrupts the education process or the orderly operation of the school

By way of example only, bullying may involve, but is not limited to:

- Unwanted teasing
- Threatening
- Intimidating
- Stalking
- Cyber-Stalking
- Physical violence

- Theft
- Sexual, religious, racial, or any other type of harassment
- Public humiliation
- Destruction of school or personal property
- Social exclusion, including incitement and/or coercion
- Rumor or spreading of falsehoods

**Cyber-Bullying** means bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by:

- Wire
- Radio
- Electromagnetics
- Photo-electronic or photo-optical system, including, but not limited to, electronic mail, Internet communications, instant messages, or facsimile communications.

Cyber-bullying shall also include the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.

Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posing of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

**Hostile Environment** means a situation in which bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe to alter the conditions of the student's education.

**Retaliation** means any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

**School Grounds** mean property on which a school building or facility is located or property that is owned, leased or used by a school for a school-sponsored activity, function, program, instruction or training.

**Faculty and Support Staff** includes, but is not limited to, educators, faculty, administrators, counselors, School nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, and paraprofessionals.

**Target** means a student against whom bullying or retaliation has been perpetrated.

### 3. Priorities

SCS expects that all members of the school community will treat each other in a civil manner and with respect for differences.

SCS is committed to providing all students with a safe and respectful learning environment that is free from bullying. This commitment is an integral part of our comprehensive efforts to promote

learning, and to prevent and eliminate all forms of bullying and other harmful and disruptive behavior that can impede the learning process.

We support this commitment in all aspects of our school community, including curricula, instructional programs, staff development, extracurricular activities, and parent or guardian involvement. Through our daily routines and our curriculum, we maintain our commitment to prevent, intervene, and respond to incidents of bullying and retaliation.

#### **4. Prohibition against Bullying and Retaliation**

Bullying is prohibited:

- On SCS grounds owned, leased or used by the school
- At any SCS sponsored or school related activity, function or program whether on or off school grounds
- At a school bus stop
- On a school bus or any other vehicle owned, leased, or used by the school
- Through technology or an electronic device owned, leased or used by SCS
- On field trips and all off campus activities

Bullying is also prohibited at a location, activity, function or program that is not school related or through the use of technology or an electronic device that is not owned, leased or used by the school if the act or acts in question:

- Create a hostile environment at school for the target
- Infringe on the rights of the target at school
- Materially and substantially disrupt the education process or the orderly operation of the school

Retaliation against any person who reports bullying or retaliation provides information during an investigation of bullying or retaliation, or witnesses or has reliable information about bullying or retaliation is also prohibited.

#### **5. Reporting of Bullying, Cyber-Bullying, or Retaliation**

Reports of bullying or retaliation may be made by faculty and support staff, students, parents or guardians, or others, and may be oral or written. Oral reports made by or to a faculty or support staff member shall be recorded in writing. A school faculty or support staff member is required to report immediately to the principal or designee any instance of bullying or retaliation the faculty or support staff member becomes aware of or witnesses. Reports made by students, parents or guardians, or other individuals who are not school faculty or support staff members, may be made anonymously by mailing the form to the school Principal or Assistant Principal.

##### **A. Reporting by Staff**

A staff member will report immediately to the Principal or designee when he/she witnesses or becomes aware of conduct that may be bullying or retaliation. The requirement to report does not limit the authority of the faculty or support staff member to respond to behavioral or disciplinary incidents consistent with school policies and procedures for behavior management and discipline.

##### **B. Reporting by Students, Parents, or Guardians, and Others**

SCS expects students, parents or guardians, and others who witness or become aware of an instance of bullying or retaliation involving a student to report it to the Principal or designee. Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report. Students, parents, or guardians and others may request

assistance from a staff member to complete a written report. Students will be provided practical, safe, private and age-appropriate ways to report and discuss an incident of bullying with a faculty or support staff member or with the Principal or designee.

## **6. Responding to a report of Bullying or Retaliation**

Before fully investigating the allegations of bullying or retaliation, the Principal or designee will take steps to assess the need to restore a sense of safety to the alleged target and/or to protect the alleged target from possible further incidents. Responses to promote safety may include, but not be limited to, creating a personal safety plan; pre-determining seating arrangements for the target and/or aggressor in the classroom, at lunch, or on the bus; identifying a faculty or support staff member who will act as a “safe person” for the target; and monitoring the aggressor’s access to the target. The Principal or designee will implement appropriate strategies for protecting from bullying or retaliation a student who has reported bullying or retaliation, a student who has witnessed bullying or retaliation, a student who provides information during an investigation, or a student who has reliable information about a reported act of bullying or retaliation.

## **7. Obligations to Notify Others**

**Notice to Parents or Guardians:** Upon determining that bullying or retaliation has occurred, the Principal, Vice Principal, or designee will promptly notify the parents or guardians of the target and the aggressor of this, and of the procedures for responding to it. There may be circumstances in which the Principal or designee contacts parents or guardians prior to any investigation. **Notice to Law Enforcement:** At any point after receiving a report of bullying or retaliation, including after an investigation, if the Principal or designee has a reasonable basis to believe that criminal charges may be pursued against the aggressor, the Principal or designee will notify the local law enforcement agency.

Also, if an incident occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in school, the Principal or designee shall contact the local law enforcement agency if he or she has a reasonable basis to believe that criminal charges may be pursued against the aggressor.

### ***Investigation***

The Principal or designee will promptly investigate all reports of bullying or retaliation and, in doing so, will consider all available information known, including the nature of the allegation and the ages of the children involved. During the investigation the Principal or designee will, among other things, interview students, faculty and support staff, witnesses, parents or guardians, and others as necessary. The Principal or designee (or whoever is conducting the investigation) will remind the alleged aggressor, target, and witnesses that retaliation is strictly prohibited and will result in disciplinary action. To the extent practicable, and given obligation to investigate and address the matter, the Principal or designee will maintain confidentiality during the investigative process. The Principal or designee will maintain a written record of the investigation. As noted in the SCS Handbook, one of the SCS Norwood School Resources Officers may help SCS to investigate and/or support the investigation.

### ***Determinations***

The Principal or designee will make a determination based upon all the facts and circumstances. If, after investigation, bullying or retaliation is substantiated, the Principal or designee will take steps reasonably calculated to prevent recurrence and to ensure that the target is not restricted in participating in school or in benefiting from school activities. The Principal or designee will

determine what remedial action is required, if any, and determine what responsive actions and/or disciplinary action is necessary.

### ***Responses to Bullying***

Please refer to the Saint Catherine of Siena *Student-Parent/Guardian Handbook* for disciplinary action.

ADDENDUM D: Ages of students in Little Hawks Preschool, Little Hawks PreK and SCS Kindergarten are determined in accordance with the entrance age for Norwood Public Schools as noted on the Department of Education website in Massachusetts.

- Students in SCS Kindergarten need to 5 years of age as of August 31, 2022
- Students in SCS PreK need to be 4 years of age as of August 31, 2022
- Students in SCS Preschool need to be 3 years of age as of August 31, 2022

*\*Also, please see the SCS Retention Policy on page 16 of this handbook.*

### ADDENDUM E: EXTENDED DAY PROGRAM DISCIPLINE & EXPULSION POLICY

*SCS offers an EXTENDED DAY PROGRAM from 2:25pm to 6pm each day after school for students in Grades Preschool to Grade 8. SCS students are expected to follow all school rules during the Extended Day Program. See Code of Conduct on Page 10. Students who exhibit negative or egregious behaviors during the Extended Day Program may or may not be given a warning and be asked to leave the program on a particular day for the remainder of the day or be immediately dismissed from the Extended Day Program for the rest of the year. For example, if a student hurts another child, a parent may be called and asked to pick up the student who exhibited the aggressive act immediately. Parents who participate in the Extended Day Program are expected to be able to pick up their student immediately if their child exhibits a negative or egregious behavior. Depending upon the severity of the incident, the parent may be notified that the students will not be able to participate in the Extended Day Program any longer. Parents will be notified of egregious or serious negative behaviors by the Extended Day Program Director. Please note that this policy is different from the Progressive Discipline Policy utilized during the school day because counselors and school support personnel are not necessarily available after school. Thank you for your partnership and cooperation.*