

2020-2021 Lower and Middle School Family Handbook



Santa Catalina
Lower and Middle School

1500 Mark Thomas Drive, Monterey CA 93940
831.655.9300 | santacatalina.org

Santa Catalina Lower and Middle School Family Handbook 2020-2021

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Santa Catalina School

Mission Statement

Santa Catalina School exists to develop in each student a striving for excellence, a maturing awareness of moral and spiritual values, a sense of responsible purpose, and a determination to serve the world with courage, grace, and compassion.

Motto

Veritas, truth, is the motto of Santa Catalina School. Underlying all actions, relationships, and communications is the assumption that this standard exists. Only with this principle clearly acknowledged and firmly in place is the school's mission worthy and possible.

Core Values

Santa Catalina School embraces a number of core values that serve to distinguish us:

A Particular Academic Approach

The Catholic Intellectual tradition teaches that life has meaning and purpose, that there is a moral right and wrong, and that faith and reason are complementary in the search for truth. We believe that our approach to teaching enriches the academic experience for all of our students.

Openness

A spirit of welcome and openness is characteristic of Santa Catalina School. We embrace the true meaning of the word "catholicity" (from the Greek words *kata* and *holos*, meaning "inclusive of everyone") with an invitation and welcoming spirit to all of our students. With this foundation of our Catholic heritage, we affirm, celebrate, and embrace the rich religious diversity of our student body.

Service

Students at Santa Catalina learn of their responsibility to serve others. We believe that service activities help raise the consciousness of our students, with the impact of these efforts ultimately being realized in the school community and beyond.

Relationships

At Santa Catalina, we believe that students learn and grow best in a loving and supportive community. This emphasis on the value of relationships has been Santa Catalina's charism, or "special gift," since the founding of the school. It has been one of our enduring strengths and it is what has made attending Santa Catalina such a powerful experience for so many.

Lower School Vision Statement

Our vision is to continue to be the outstanding school on the Monterey Peninsula committed to providing an environment that inspires curiosity, exploration, and excellence in academics, service and character.

Middle School Vision Statement

Our vision for the Middle Schools is to provide outstanding preparation for high school and beyond by educating the whole person and cultivating each student's intellectual, social, physical, and emotional well-being.

Upper School Vision Statement

Our vision is to be the premier all-girls school in the United States with an educational program and leadership opportunities that best prepare young women to be supremely capable, confident, and self-aware.

"Be who God meant you to be and you will set the world on fire."
St. Catherine of Siena

Community Expectations

In order to pursue significant educational and personal goals that are an integral part of Santa Catalina, members of the school community must believe in and practice three major qualities. These are respect, kindness, and a sense of the spiritual.

Students and faculty alike must respect each other as fellow human beings of intrinsic worth and possessing an intrinsic right to this respect. A community requires that each respect in the other individual differences of personal belief; of personality; of racial, cultural, economic, and social background; of attitudes formed by this background; and of personal needs emerging from all these differences. It is essential that all respect the value of challenge and of satisfaction found in the hard-won goal. Respectful appreciation of these several facets of human experience will enable members of the community to approach each other with a common basis of trust and treat each other with kindness.

Kindness begins in attitude, in an internal conviction that evokes the virtue of Christian courtesy. Kindness compels each member of the community to speak to and of others with care and to treat them considerately, fairly, and without judgment. Kindness insists upon the benign interpretation of each member's behavior and assumes the goodwill of all.

A sense of the spiritual takes each of us beyond ourselves. It allows us to appreciate that, whatever our particular religious background or persuasion, we are all called to responsibilities for the human family; the responsibility to be of service to others and to leave the world a better place, the call to be a strength and comfort to all we meet, and the privilege of living graciously with others while sharing a common purpose. While it is clear that respect, kindness, and a sense of the spiritual grow within each individual over a lifetime, it is expected that a significant beginning in the growth of these qualities and a true appreciation of their worth will be evident in the day to day life of all members of the Santa Catalina community. These three values are basic to the life and purpose of the school, and all other attitudes and behaviors emerge from them.

As professional educators, faculty share the responsibility for all aspects of school life. To that end it is essential that faculty know and appreciate the contents of this Handbook so that each individual is able not only to act in accordance with school philosophy and policy but also to interpret the culture of Santa Catalina positively and accurately within the school community and beyond.

The Promise: Do Well. Do Good.

Santa Catalina's brand promise is quite simple: Do Well. Do Good. No matter the size or scope of the undertaking at hand, we must always do our best. Do Well. No matter the time, the circumstance, or the site, good must be the goal. Do Good. Santa Catalina School speaks definitively to its community: find your purpose; shape the world. *Do Well. Do Good.*

Principles of Good Practice

(National Association of Independent School)

Parents Working with Schools, Schools Working with Parents

Much research has been conducted in recent years on the characteristics of good schooling. These studies consistently identify several features of successful schools: a clear sense of mission or purpose, strong leadership, faculty involvement in school management, and good communication and partnership between parents and the school.

The National Association of Independent Schools has developed Principles of Good Practice for its member schools that promote high standards and ethical behavior in different areas of school life. The following principles provide guidelines from both the parent and school perspectives, defining their respective roles and responsibilities to help create and sustain effective partnerships.

Parents Working with Schools

1. Parents recognize that effective partnerships are characterized by clearly defined responsibilities, a shared commitment to collaboration, open lines of communication, mutual respect, and a common vision of the goals to be reached.
2. In selecting an independent school, parents seek an optimal match for the needs of the student, their own expectations, and the philosophy and programs of the school.

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3. Parents are familiar with and support the school's policies and procedures.
4. Parents provide a home environment that supports the development of positive learning attitudes and habits.
5. Parents involve themselves in the life of the school.
6. Parents seek and value the school's perspective on the student.
7. When concerns arise, parents seek information directly from the school, consulting with those best able to address concerns.
8. Parents share the religious, cultural, medical, or personal information that the school may need to serve the student best.

Schools Working with Parents

1. The school recognizes that effective partnerships are characterized by clearly defined responsibilities, a shared commitment to collaboration, open lines of communication, mutual respect, and a common vision of the goals to be reached.
2. The school clearly and fully presents its philosophy, program, and practices to parents during the admission process and encourages dialogue that clarifies parental expectations and aspirations for the student.
3. The school seeks and values the parents' perspective on the student.
4. Teachers and administrators are accessible to parents and model candid and open dialogue.
5. The school keeps parents well informed through systematic reports, conferences, publications, and informal conversations.
6. The school defines clearly how it involves parents when considering major decisions that affect the school community.
7. The school offers and supports a variety of parent education opportunities.
8. The school suggests effective ways for parents to support the educational process.
9. The school actively seeks the knowledge it needs to work effectively with a diverse parent body.

Organization of the School

The Santa Catalina Lower and Middle School general administration is responsible for overseeing, maintaining, and developing the Santa Catalina School mission, traditions, and policies with particular reference to the spiritual life of the school and its general concerns. The school encourages parents to be in touch with administrators, advisors, and homeroom teachers.

Lower School Administration

Head of School – Margaret K. Bradley

Head of Lower and Middle School – Christy Pollacci

Frequently Called Phone Numbers

Lower and Middle School Office	655.9324
Lower and Middle School Fax	655.9303
Christy Pollacci	655.9350
Lower and Middle School Admission	655.9351
Janet Luksik	655.9382
Lauren Taddeucci	655.9337
Maria Canteli	233.7416
Amy McAfee	655.9360

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Susan Lin	655.9357
Library	233.7401
Annette Leach Alcocer '75, Bookstore	655.9376
PreKindergarten	655.9363
Kindergarten	655.9371
School Nurse	655.9347
Maureen Richards, Used Uniforms	624.5540 home; 320.7510 cell

Faculty Email Addresses

firstname.lastname@santacatalina.org

School Communications

In the academic year, recurring communications from school are distributed electronically to all families, eliminating most of the paper copies of newsletters and calendars. Please read all electronic and printed publications. They always contain information for the up and coming events at Santa Catalina and in the classroom. Feel free to drop us a note if you have any questions for us. You will also receive emails regularly outlining information on upcoming events.

Newsletter

The Cougar Connection is our Lower and Middle School newsletter. It is distributed to parents via email every two weeks. The layout is easy to navigate with sections for school news, announcements, upcoming events, and links. Parents tell us that reading the Cougar Connection helps them keep up with all that is happening on campus.

Parent Portal

Parents can find required forms and answers to many of their questions in the Parent Portal. We are in the process of upgrading the portal and will share details with you this fall.

School Website and Social Media

We have a section on our website exclusively for parents of Santa Catalina students: santacatalina.org. You can find school calendars, important phone numbers, FAQs, forms, and handbooks in this section.

We invite parents to “like” and follow the Santa Catalina Lower and Middle School Facebook, Instagram, and Twitter accounts. This is a great way to keep up with daily activities, learn about upcoming events, and connect with other members of our school community. Links to these social media accounts can be found on the website. Additionally, photos taken throughout the year of various events are uploaded and available for parents to download (at no charge) from the school’s SmugMug account. A link to this account can be found on the website.

Health

Health Forms

All health forms must be turned into the Lower and Middle School Office no later than a student’s individual orientation. California state law requires that all new students entering California schools for the first time after March 5, 1986 must provide an immunization record completed by a physician (parents may not sign the form). All new students are also required to have a physical examination prior to the beginning of school, as are all continuing students entering grades PreK, K, 1, 3, 5 and 7. All students entering PreK and K must have the chicken pox vaccination or a note from your doctor stating that the child has had the chicken pox. To be admitted to school, incoming 7th graders must have completed the Hepatitis B immunization series. All new and returning students entering grades 7 and 8 are required to have a pertussis vaccine booster (Tdap), and provide proof of immunization prior to the first day of school.

Students may not attend classes on the first day of school without a current health form on file.

School Nurse

Santa Catalina has a nurse on campus every school day from 7:30 a.m.–9:00 p.m., Monday–Friday, to assist students with emergencies or minor ailments. You will be called in the event emergency treatment is required. During the school day, if it is necessary for a child to see the nurse, an office staff member in the Lower and Middle School Office will telephone the nurse and give the student a pass to the infirmary. The pass is also the readmit slip to class and must be signed by the nurse. Students may not go to the nurse's office without the permission of the office staff person in the Lower and Middle School Office. **All medications must be administered by the school nurse.**

Illness and Absence

Students who feel ill in the morning before school must be kept home.

Children must remain at home if they have any of the following conditions:

- fever (They should be without fever for 24 hours before returning.);
- vomiting (Vomiting should cease for 24 hours before returning.);
- loose stool (should cease for 24 hours before returning);
- wracking coughs;
- conjunctivitis (Pink Eye) (It is safe to send them after treatment has begun and eye is no longer weepy.);
- flu, strep, head lice, chicken pox, or any other infectious disease (They may return after the chicken pox when all blisters are scabbed over.);
- colds that involve heavy sneezing or coughing; noticeable nasal discharge.

When returning to school following treatment of head lice, students must be checked in through the nurse's office.

Daily Procedures and Policies

Absence from School

Please telephone 655.9324 between 7:30 and 8:30 a.m. to report absences for students in grades 1–8. Students in PreK please call 655.9363, and K please call 655.9371. If a student arrives to school after 10:00 a.m. or leaves before 10:00 a.m., the student is considered absent for the day. An absence is considered unexcused if the Lower and Middle School Office does not receive a phone call from a parent. Requests for homework assignments must be made by **10:00 a.m.** and homework assignments may be picked up in the **Lower and Middle School Office after 3:45 p.m.** Students are expected to see their teachers upon returning to discuss and coordinate missed assignments/assessments. Although teachers work with students to make up missed assignments, it is impossible to replicate a day in the classroom. Anytime a student leaves for an appointment, a note or a call from a parent must be in the Lower and Middle School Office by 8:00 a.m. of that day. **Early departures disrupt the entire class.**

Excused Absences

Excused absences include illness, religious holiday, and death in the family. The number of days missed as excused absences will constitute the number of days allowed for makeup work and assessments. It is the **student's** responsibility to contact each teacher on the day of return to school regarding makeup homework, assessments, or other classwork. Please note that homework should be retrieved online or by contacting a peer anytime during the missed days.

Unexcused Absences

All other absences, including fatigue, are considered unexcused, and teachers **are not required to give work prior to the absence. Parents** must communicate with the Head of Lower and Middle School, advisor, or homeroom teacher before an unexcused absence occurs. Any project due during the period of absence must be submitted **in advance or electronically on the due date.** Homework during the period of an unexcused absence must be made up. Please note that some work cannot be made up if a student misses a hands-on lesson, a group discussion, lecture or lab. **It is the student's** responsibility to request homework from each subject area teacher following the procedure described in Excused Absences. Teachers are not expected to help students catch up on missed class work for unexcused absences. **Upon the day of return from an unexcused absence,** it is the responsibility of the student to make an appointment with teachers to make up any missed homework, assessments, or other classwork.

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Ample vacation time is allotted during the school year. We do not support absences in excess of scheduled holidays.

Non-emergency medical and other appointments should be made for students outside of regular school hours.

Office Sign-In Procedure

Parents must sign students in and out of the **Lower and Middle School Office** when:

1. Leaving and returning from appointments.
2. Arriving after 7:55 a.m. or leaving before the end of the school day.
3. Leaving school for any reason during the day.

Daily Schedule

	Begins	Dismisses
PreK	7:55 a.m.	12:00 Noon
K-3	7:55 a.m.	3:15 p.m.
4-8	7:55 a.m.	3:30 p.m.

Extended Day Schedule

	Begins	Dismisses	
PreK	12:00 Noon	3:15 p.m.	
PreK-8	3:45 p.m.	5:00 p.m.	After-school enrichment programs
4-8	3:30 p.m.	5:30 p.m.	Library/homework supervision

Late Arrivals to School

All students in grades PreK-8 arriving after 7:55 a.m. must first check in at the Lower and Middle School Office. Parents must accompany students, send a doctor's note, or call the **Lower and Middle School Office**. Late arrivals not pertaining to a doctor's visit or other unforeseen circumstance determined by the Head of Lower and Middle School are considered tardy and are recorded as such. Students in PreK and K arriving late must be accompanied by a parent to their homeroom. It is imperative that all students arrive at school on time. **Late arrivals disrupt the entire class.**

In PreK-grade 5, three tardies in one semester may result in a call home by the classroom teacher and are documented on the permanent attendance record. Any tardies exceeding five result in communication from the Head of Lower and Middle School and may become a part of your child's permanent record. As stated in the Enrollment Contract, "The school must and does reserve the right to dismiss or require the withdrawal of any student whose parent or guardian fails to support the policies of the school as stated in this Enrollment Contract, the *Family Handbook*, and subsequent communications from school."

Middle School students who arrive after 10:00 a.m. may not participate in extra curricular activities for that day. Three tardies to class may result in the student receiving a detention.

Parent Visitation/Pick-up

Parents are always welcome at Santa Catalina Lower and Middle School; however, we urge you to understand and respect the professional domain of the teachers and their classrooms. Parents are asked not to make impromptu visits to the classroom whether it is early morning, during the day, or immediately after school. Teachers are usually extremely busy and focused on their instructional responsibilities. Parents are asked to wait outside the classroom until the teacher is ready for dismissal and opens the door. The faculty and staff are always ready to schedule a mutually convenient conference during planning periods, before or after school.

Parents who desire to visit classrooms or performance subjects are requested to do so by an appointment made through the Head of Lower and Middle School. **Before going to the classroom, parents must sign-in, obtain a visitor pass, and read the Statement of Confidentiality in the Lower and Middle School Office.** Parents **may not** enter the classroom to deliver lunches, messages, and belongings. The latter should be left in the Lower and Middle School Office, thus preventing

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unnecessary interruption. If a student must be picked up during the school day, parents must do so from the Lower and Middle School Office.

Forgotten Assignments, Lunches, Clothing, and Other Equipment

Parents are asked to bring forgotten lunches, books, assignments, clothing, and other equipment to the Lower and Middle School Office for delivery. **Please do not deliver these items to the classroom.** All items should be clearly labeled with the child's name.

Telephone Usage

Telephone usage in the Lower and Middle School Office is limited to emergency calls that the office deems necessary. Students are discouraged from calling home for forgotten homework, lunches, or after-school activities unless games or practices have been canceled. It is the student's responsibility to come to school prepared for the day. The school always provides a lunch if the student is without one. Parents, please help by reminding students to have all the necessary items and information with them before they leave the house each morning. Students may not use cell phones on campus during specified school hours without office or teacher approval.

Re-enrollment

Re-enrollment forms are generally mailed in February provided **your account is current**. You should make your decision and return the contract along with a deposit to the Admission Office. A delay in re-enrolling may jeopardize your child's space for the following year.

Supervision

Parents are reminded that there is **no supervision of students before 7:30 a.m. or after 3:45 p.m.**, except for students who participate in after-school activities. Use of the playground and athletic fields is restricted to **scheduled events** before and after school.

After-School Playground Use

The playground area is not to be used by any Lower or Middle School student during dismissal from 3:15–3:45 p.m. Students must remain with their classroom teacher or the dismissal supervisor until parents arrive. Students may not use the equipment without parent supervision. Students who are not picked up by 3:45 p.m. will report to the Lower and Middle School Office with the dismissal supervisor. Students in grades 4–8 may use the library until 5:30 p.m. If they do not use the library, they will remain in the office with students in grades 1–3 until their parent or guardian arrives.

Car Line

Santa Catalina has an extensive, clear parking and traffic plan, which includes procedures for picking up students in cars at the end of a school day. In order to maintain a safe and efficient dismissal period at the end of a school day, all drivers need to be familiar with the correct procedures. Adherence to these procedures allows us to provide the safest possible environment for the drop-off and pick-up of our student body. We strongly encourage parents to follow our carline procedures and to refrain from parking across the road. It is extremely dangerous to try to cross the street with moving cars. Any violation of car line routes endangers our children. Our car line is monitored, and violations cannot be tolerated.

U-turns are prohibited on campus.

While driving on campus, cell phones are not to be used under any circumstances.

The road adjacent to the athletic field may NOT be used for drop-off and pick-up of students.

Carline procedures are as follows:

1. Dismissal is at 3:15 p.m. for students in grades 1–3. Students are released from the classroom to their waiting cars. (No lawn pick-up.) Drivers/passengers, please stay in cars.
2. Please follow the directions of the teachers on duty who will direct all cars to move forward forming two lines, a curbside line and an outside line, leaving the roadway clear.
3. All drivers **must stay in their cars throughout dismissal with engines turned off.**
4. Please be sure that the name placard that you received in the summer mailing is visible **on the passenger's side of the windshield.**

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5. Teachers on duty radio students' names to the classrooms, and students are dismissed to their cars by their teachers.
6. Drivers **must not turn on engines or attempt to leave the car line until the teachers on duty give the first cars the okay to do so.** This is a precautionary measure so that students who are being loaded into the waiting cars do so in safety. When all students are safely in their cars, the teacher on duty directs the curbside line to exit first, followed by the outside line.
7. To ensure a smooth and efficient dismissal, we ask that drivers arrive at the following times:

Kindergarten-Grade 3	No later than 3:15 p.m.	Pick-up deadline is 3:25 p.m.
Grades 4-8	Not before 3:25 p.m.	Pick-up deadline is 3:40 p.m.
8. If you are picking up several children, spanning Kindergarten-grade 8, we ask you to arrive at the latest pick-up time, 3:25 p.m. No students are allowed to leave the classrooms until their car has arrived. Teachers stay with children in Kindergarten-grade 8.
9. Students in grades 4–8 are dismissed at 3:30 p.m. from their classrooms and wait for their names to be called before proceeding to their cars.

Note: Parking is available at the top of School Road (the driveway that leads up from Mark Thomas Drive to the main parking areas) near the Hacienda and the Chapel. Parking is also available in the triangular area under the trees. There are red lines painted on the driveway and curbs around campus. These indicate that **no parking** is allowed in that area. Please observe these no parking zones, as they ensure a safe “Fire Lane” for emergency vehicles. **On all days school is in session, parking is not allowed on either side of School Road except in the designated parking areas. Additionally, parking is not allowed adjacent to the PreKindergarten Lawn or along the Athletic Field.**

Lockers

Lockers are provided for students, but they are school property and must be maintained for future student use. Magnets may be used **inside** lockers for the display of schedules. If a locker is marked, decorated or abused in any other way, locker privileges may be revoked. School is not responsible for items missing from lockers. Students may not open another student's locker without permission. All students are responsible for the care and organization of their locker.

Lost and Found

Any unclaimed, unlabeled clothing or books left on campus are placed in the lost and found container, which is located next to the playground. If unclaimed by the end of each trimester, unlabeled uniforms are collected for recycling and other items are sent to charities. It is recommended that students' belongings be clearly labeled with full name.

Lunch and Snacks

Food and beverages are to be eaten at mealtimes in the Lower School quadrangle where the picnic tables are located. **Glass bottles** are not allowed on the school grounds. Gum is forbidden on campus, on school-sponsored field trips, and at off-campus events.

We are striving to provide an appealing menu of healthy foods in our hot lunch program. We ask that parents consider healthier alternatives when bringing in classroom treats and that such treats be **pre-approved and coordinated** with the teacher. We ask that candy, soda, or other items of questionable nutritional value not be brought into the classroom. We strongly encourage families to consider choosing birthday treats and classroom party menus that limit excessive sugar and fat.

It is the expectation of school that for special events where less healthy foods are traditionally offered, such as the Carnival, fundraisers, and class celebrations, efforts will be made to provide nutritious choices. **It is the general responsibility of our entire school community to strive for proper nutrition in all of our activities.**

Birthdays

Please be sensitive when your child has a birthday party that does not include the entire class. Mail invitations so that no one's feelings are hurt. **Student lockers may not be decorated for birthdays on the inside or outside.** Arrangements must be made with the classroom teacher in grades 1–5, and with the advisor in grades 6–8 for the distribution of birthday “treats.” No party favors or goodie bags may be given to the students. Children may not bring birthday gifts to their friends on their birthday. All birthday treats for grades 1–5 are shared during lunch, afternoon recess or at 3:00 p.m. before dismissal. Middle School birthday treats are shared during advisory. All Lower School students are recognized at Assembly.

Boundaries

Students may not cross School Road, leave Lower and Middle School facilities, unless accompanied by a Lower or Middle School faculty or staff member, or go to unsupervised or non-designated areas of campus. This policy is designed for student safety and disregarding these rules is extremely dangerous. Students who go to off-limits areas without written permission from a parent or teacher are given a detention hour. Supervised areas where Lower and Middle School students can play are the playground area, the Lower and Middle School quad between the buildings, and the track/field when it's not being used.

Change of Address

Should you have any change in your address or phone number during the year, please let us know immediately so that prompt communication can continue between you and the school. Simply inform the Lower and Middle School Office in writing with the new information. We will see that all are informed. **It is important that you always give us this new information promptly!**

Campus Rules

Students must:

- respect their belongings, the belongings of others, and all school property.
- keep textbooks, book bags, lockers, and desks well organized and free of graffiti and stickers.
- stay on the school grounds within the boundaries where a Lower or Middle School faculty or staff member is supervising.
- refrain from running, especially in passageways, to the lunch line, and to or from the PAC and Chapel.
- knock on the faculty room door if they need to enter.
- never bring food or drink past the designated lunch area.
- remain seated in designated areas for dismissal.
- follow directions of **all** teachers.
- obey all emergency drill instructions.
- wait to be accompanied to and from the gym at all times (K–grade 5).
- never chew gum.
- keep their cellphone in their backpack.
- use their cell phone according to school rules, before 7:50 a.m. and after 3:45 p.m. unless given permission by a teacher. If permission to use the cell phone is given by a teacher, the call must be made in the presence of the teacher who gave permission. **Inappropriate use will result in the confiscation of the cell phone.**
- Students with accommodations to use cell phone in class must keep cell phone in pencil case until given permission by a classroom teacher.
- Students may not enter a classroom without a teacher being present.

Standards of Behavior

Our goal is to maintain a classroom atmosphere, which stresses clear communication of educational goals, seriousness of purpose, and the joy of learning. Each teacher establishes guidelines and expectations of behavior, which promote mutual respect and dignity within the classroom, not allowing the behavior of one student to interfere with the learning of other students in the classroom.

Santa Catalina Lower and Middle School faculty members view all actions as potential lessons in the broader curriculum of life preparation and, therefore, strive to turn transgressions into positive lessons. All children are part of the classroom community, and as such, they all need to work together to solve classroom issues. Faculty members and students attempt to solve behavior problems in a way that is effective and meaningful.

If a disciplinary problem persists, faculty and administration initiate measures beginning with conferences with the student(s) involved and their parents, progressing through disciplinary probation, and ending with the possibility of suspension or expulsion.

Parents are encouraged to schedule conferences with faculty members, the Director of Middle School, or the Head of Lower and Middle School if they wish to discuss specific discipline cases of which they have first-hand knowledge or general expectations

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and policies concerning behavior and discipline. Results of specific disciplinary actions are not made public to Lower and Middle School families unless the Head of Lower and Middle School deems it is in the best interest of the community to do so.

Employee-Student Interactions

Our Policy

Santa Catalina School encourages close, warm relationships between students and teachers and other staff. At the same time, it is important that each employee's conduct is at all times professional. Employees must maintain appropriate boundaries between themselves and students to ensure that they avoid even the perception of inappropriate conduct. Some activities may seem innocent from an employee's perspective, but can be perceived as flirtation or sexual insinuation from the perspective of a student or parent.

The objective of this policy is not to restrain positive relationships between employees and students, but to prevent relationships that could lead to, or may be perceived as, sexual misconduct.

Employees must ensure that they do not cross the boundaries of a professional teaching relationship.

Unacceptable Behavior

Below is a list of examples of conduct that may involve inappropriate crossing of the boundaries of the professional relationship:

- Giving gifts to an individual student that are of a personal or intimate nature;
- Unnecessary physical contact with a student in either a public or private situation;
- Intentionally being alone with a student on campus or away from the school without parent or supervisor permission;
- Making, or participating in sexually inappropriate comments;
- Sexual jokes, stories, or jokes/comments with sexual innuendo;
- Seeking emotional involvement with a student for an employee's benefit;
- Discussing an employee's own personal troubles or intimate issues with a student;
- Becoming involved with a student so that a reasonable person may suspect inappropriate behavior;
- Inappropriate use of social media with or about students;
- Excessive attention toward a particular student;
- Sending emails, text messages, or letters to students of a personal nature if the content is not about school activities; or failing to keep parents informed when a significant issue develops about a student.

Duty to Report

If an employee finds him or herself in a difficult situation related to boundaries, the employee should ask for advice from a supervisor or the Head of School. When any employee becomes aware of another employee crossing appropriate boundaries with a student, the employee must report the matter to the Head of School. In some circumstances, employees will also have the duty to report such conduct in accordance with the mandated reporter requirements.

Violations of School Policy

Violations of school policies fall into three groups: severe infractions, major infractions, and minor infractions.

Severe infractions are taken very seriously at Santa Catalina Lower and Middle School and are as follows:

- Physical violence toward other students
- Misuse, abuse, vandalizing, or theft of school property or the property of others
- Serious academic dishonesty: plagiarism, cheating on a significant assessment
- Lying

Continued next page

- Using, possessing, transporting or selling illegal drugs, alcohol, weapons, or other controlled substances on or off campus
- Intimidation and/or harassment/cyber bullying on and off campus
- Use of profane language
- Participation in unwanted physical contact
- Disregarding safety regulations or procedures (especially during emergency drills)
- Serious disrespect of authority
- Serious misuse of technology

Major infractions are grouped as follows:

- Behavioral misconduct; including but not limited to class disruption, rudeness, disrespect of others, violation of classroom policies and procedures
- Leaving the boundaries of Lower and Middle School grounds without permission or in the company of faculty or staff
- Academic dishonesty: copying classwork and homework
- Repeated violation of campus or classroom rules
- Failure to attend homework circle when assigned
- Inappropriate use of technology
- Disrespect of authority

Minor infractions are grouped as follows:

- Classroom disruption
- Tardiness, before school and to class
- School uniform dress code violations including Chapel Dress (Violations may result in the loss of the next free dress day. Expect unannounced uniform checks.)
- Failure to come to class with needed materials
- Unauthorized candy/food outside of lunchtime
- Chewing gum on campus

When a child commits a minor infraction, the referring teacher and the student's advisor are expected to make the child aware of their behavior and determine an appropriate consequence.

When a child commits a major infraction, the referring teacher, the student's advisor, and the Director of Middle School are expected to make the child aware of their behavior and determine an appropriate consequence(s). The child's parents are contacted regarding the child's behavior and consequence(s).

When a child commits a severe infraction, the student is referred to the Head of Lower and Middle School and the Disciplinary Committee. The child's parents are contacted regarding the child's behavior and consequence(s).

Discipline Policy

Discipline (derived from the word "disciple") really means to teach and to instruct. When children learn—to hit a ball, to read a book, to tie shoelaces—readiness is the key. The same is true when teaching discipline.

At the Santa Catalina Lower and Middle School, we possess a strong belief in the power of positive reinforcement and encouragement. We praise students' accomplishments and positive changes in the classroom. Between the ages of six and nine, students become much more independent and are guided primarily by encouragement and praise for their good behavior and by experiencing consequences for their unacceptable behavior.

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Good discipline is based on a teacher's knowledge of his or her students and the developmental stages of those students in the classroom. In the primary grades, when a student commits an infraction, he/she receives a verbal warning. In the primary grades, if the infraction continues, the student is removed from the situation. If the infraction is habitual or severe, the teacher confers with the parents by telephone or a note to suggest possible solutions for correcting the problem. In the intermediate grades, if after a reasonable number of verbal warnings have been given but the infraction continues, the teacher in any subject area may give a detention period. The detention period for fourth and fifth grade students is 30 minutes from 3:30–4:00 p.m., under the supervision of the Director of Middle School.

Middle School Discipline Policy

Detention

In the Middle School, the most effective form of discipline must be immediate, consistent for all students, and clearly laid out. Detention is conducted weekly under the supervision of the Director of Middle School.

Middle School Discipline Committee

In cases of egregious behavior, a student may be immediately suspended or expelled from Santa Catalina Lower and Middle School upon decision of the Discipline Committee.

The Discipline Committee is composed of the Head of the Lower and Middle School and the Lower and Middle School Administrative Team. A teacher is chosen by the offending student as an advocate/representative.

Cases of severe nature will warrant immediate disciplinary action in which the Committee will convene within 24 hours, or the next weekday. Discipline infractions, as described in the severe infractions section, or any action that is deemed severely inappropriate or counter productive to the school's philosophy, results in immediate activation of the Discipline Committee.

If a student violates the school rules to the extent that the Discipline Committee must convene, the student's advisor and parents are immediately informed. The student, and a teacher selected by the student, confer about the nature of the infraction. The student and the teacher then meet with the Discipline Committee. The Discipline Committee considers all aspects of the infraction and makes an informed decision resulting in disciplinary action.

Suspension

If a student is suspended from class or from school, the student is responsible for all homework and class work assigned during suspension but the work will not receive full credit or may receive no credit. If suspension is necessary, the Head of Lower and Middle School and the Discipline Committee determine the length of suspension. A parent meeting takes place to determine the conditions under which the student may return to school, and the conditions are put into writing. **The student may lose eligibility for the honor roll.**

Academic Integrity

A student must produce honest examples of his/her work in order to practice skills, to demonstrate progress in understanding, and to be evaluated by a faculty member. Therefore, any act of academic dishonesty including cheating and plagiarism is viewed as being in direct opposition to the greater goals of Santa Catalina Lower and Middle School and results in immediate disciplinary action up to and including disciplinary probation, suspension, or expulsion.

Cheating includes but is not limited to handing in another student's work as one's own, copying or using another student's responses, or providing/using information regarding quizzes, tests, exams, homework or projects, in a manner not specifically approved by a faculty member.

Plagiarism includes but is not limited to using the words, thoughts, or implied ideas of another authority without properly citing the written, spoken, or recorded work from which the information was taken. For more information concerning how to properly cite the work of other authors, please see an English teacher.

Student Honor Agreement

All students sign a copy of the Student Honor Agreement during the first week of school.

As a student at Santa Catalina:

I respect myself and other people as individuals.

I respect the property of others.

I value my school as a place to learn, to grow in spirituality, and to improve myself.

I will strive to always be honest, kind, and caring.

I know that I am responsible for what I say and do to other people, for accomplishing my own work, for being cooperative and positive in manner, for being loyal to my school and my peers, and for showing good sportsmanship at all times.

Santa Catalina Lower and Middle School students represent the school on and off campus.

Homework and Study Skills

It is impossible to predict exact time requirements for homework due to individual learning styles, but the following guidelines are used.

Homework is not assigned on Friday and due the following Monday.

The following table shows the average amount of homework given per night to students in grades 1–8:

Grade	Time spent per night	Grade	Time spent per night
1	20 minutes	6	2 hours
2	30 minutes	7	2 hours
3	45 minutes	8	Up to 2 1/2 hours
4	1 hour		
5	1 1/2 hours		

These are average times. Be mindful that times may vary depending on the assignment and the rate at which the student works.

The acquisition and further development of successful study habits are essential for the full development of a student’s academic potential. Although the amount and frequency of homework assignments varies according to the grade and particular subject, study and home preparation may be required for each academic subject at various times during the school year. The amount of homework and its level of sophistication increases with each successive grade.

Parents are encouraged to ensure that a proper study atmosphere and a consistent time frame are provided for their child. During homework time, the student should be in a quiet place that is conducive to thinking and concentrating. Disturbing noises (radios, television, etc.) may create an environment that does not provide for the acquisition of good habits of study. Homework is checked daily by the teacher to ascertain that it is both complete and acceptable. Failure to complete homework assignments can and will adversely affect the student’s grade.

Grades 6, 7, and 8

In grades 6–7, the average for homework is two hours of study per night, and the grade 8 average is 2.5 hours, depending on the time of year and the student’s study habits. Middle School teachers coordinate a regular testing calendar so that students do not have more than two major tests or school projects due on any given day. No more than three tests or major assignments are to be given in the same week per grade level. Also, there are no major assignments or projects due within the first three school days after a long school holiday. Term papers and projects assigned in addition to, not instead of regular homework, do not necessarily occupy class time and must always involve constructive use of student’s time.

After the first “transition” month of school has passed, parents are requested to notify the Advisor (grades 6–8) if their child is experiencing difficulty completing homework regularly.

Homework Requests: Grades 1-8

Homework requests must be made to the **Lower and Middle School Office** by 10:00 a.m. and may be picked up in the **Lower and Middle School Office** after 3:45 p.m.

Assignment Notebook/Planner

Students in grades 4–8 are **required** to use the **Assignment Notebook/Planner** provided by the school. All Middle School students receive a Santa Catalina planner. Grade 6 students are required to use the school planner. Grade 7 students may choose to purchase an alternate paper planner. Grade 8 students may use the school planner, or a paper or digital planner of their choice. All Middle School students are expected to demonstrate to their advisor and teachers that they consistently and accurately record school assignments and activities.

Late or Missing Assignments

Any homework assigned by a Santa Catalina Middle School teacher is expected to be meaningful to the core content or skills of the subject. Because of this, late or missing homework can negatively affect a student’s learning and cause him or her to fall behind classmates. To prevent this, homework is considered late if it is not handed in when collected by the teacher, unless previous arrangements have been made, or the student had an excused absence that made completing the homework impossible.

Students who fail to turn in a completed assignment on time are assigned Lunchtime Homework Circle during lunch recess that day, or in the case of an afternoon class, the next day. Parents, advisors, and school administration are informed of attendance. Students are assigned Homework Circle even if they hand in the work prior to lunch. They attend the entire session even if they finish the work before the session ends. Homework Circle is staffed by a faculty member. In some cases a teacher might prefer to have a student finish the homework with him or her—this an alternative to assignment to Homework Circle, but policies regarding notification and timing is the same.

Late homework loses points according to the assigning teacher’s policy and **is not accepted after the unit or chapter assessment has been given.**

The number of days missed as excused absences constitutes the number of days allowed for makeup work. It is the student’s responsibility to contact each teacher on the day of return to school. Please note that homework should be retrieved online or by contacting a peer anytime during the missed days.

If finishing or handing in an assignment or other work is not possible because of the length or seriousness of an illness, the student and teacher will work together upon the student’s return to plan due dates. Parents are encouraged to call the school or contact teachers with any concerns regarding student illness and make-up work as soon as they are able to do so.

If a student becomes ill on the day a long-term assignment or project is due, the work must be delivered to the office before 10:00 a.m. so that the student may earn full credit. Technology problems are not an excuse for late work. Students must plan in advance.

Standards for Written Work

Cursive handwriting is taught in grade 3 and is expected of all students. Students are asked to write legibly and to make their letters of suitable size (1/2" space).

Santa Catalina Intermediate and Middle School students use cursive writing, word processing, and a standard format for assignment headings as follows:

Full Name
Class, Section
Today’s Date
Assignment Title

Testing Policy

Quizzes are relatively brief evaluations of recent material. They are not announced in advance or scheduled. They should take 10 to 15 minutes; anything lasting longer is considered a test.

Tests are longer, more significant examinations of cumulative content. They are announced and are scheduled on the Homework Calendar. **Major writing assignments and projects** are assigned in addition to, not instead of regular homework, and do not necessarily occupy class time and must always involve constructive use of student's time.

Students with documented learning challenges may request and receive additional time and/or considerations in all testing circumstances.

Educational Records Bureau Testing

Each year students in grades 2–8 participate in the Educational Records Bureau (ERB) standardized testing program for aptitude and achievement. This year, ERB testing is scheduled for February 15-19, 2021. Students with documented learning disabilities may request and receive additional time and/or considerations in all testing circumstances.

Academic Standards

Honors

Students are awarded Honors if they achieve a grade average of 89.5 or above.

High Honors

Students are awarded High Honors if they achieve a grade average of 94.5 or above.

Distinctions at Graduation

Three distinctions are awarded to graduating students based on the cumulative percentage from grades 6, 7, and 8.

100.0 - 95.0	With Highest Honor
94.9 - 92.0	With High Honor
91.9 - 88.0	With Honor

Grading

The school year is divided into trimesters. Students in PreK through grade 3 are not issued letter grades and receive a report card at the end of each trimester. Grades 4–8 are issued report cards at the end of each trimester. Letter grades are issued in core academic subject areas in grades 4–8. Advisors must be notified of any sudden and/or continuing drop in a student's grades. The advisor, parents, and Head of Lower and Middle School must be notified of any potential failure, including parent notification in the case of a test, quiz, or project grade of C- or an overall grade of a C- or lower.

Beginning in the fourth grade, students receive grades as follows:

A	100 - 94.5	B-	82.4 - 79.5	D+	69.4 - 66.5
A-	94.4 - 89.5	C+	79.4 - 76.5	D	66.4 - 62.5
B+	89.4 - 86.5	C	76.4 - 72.5	D-	62.4 - 59.5
B	86.4 - 82.5	C-	72.4 - 69.5	F	59.4 - 0

Parent Conferences

Parent conferences are scheduled twice a year to discuss student progress. In PreK– grade 5, conferences are held with the student's homeroom teacher. In grades 6, 7, and 8 conferences are held with the student's advisor, parents, and students. Middle School students are **required** to attend conferences with their parents.

Academic Probation

Any student who receives a term grade of D+ or below may be placed on academic probation. The student's academic advisor will meet regularly with the student and review weekly work. If academic probation extends for a second trimester, a parent conference will be held to determine whether or not, or under what conditions, the student should continue in school.

Graduation and Promotion

If a student receives a final grade of F at the end of any trimester, a parent conference will take place to determine the conditions for course make-up and promotion or retention.

Advisory Periods

Middle School students attend advisory groups three times a week. Students meet in small groups with a faculty member, who will serve as their advisor for the entire school year. In the advisory period, students may explore any needs they have, both academic and personal. This may encompass current curricular expectations, assistance with organization and study skills, personal conflicts that may be causing difficulty, homework assignments, the status of any long term projects, etc. Advisors are also available to meet one-on-one at a student's request.

The advisee period is a highly beneficial resource that we are delighted to offer each student and which we feel can be of great value. The size of the group allows the advisor to address needs on an individual level and to keep the parents informed of any issues that are arising. To maximize the results, parents should become well acquainted with their child's advisor and establish a frequently used open line of communication for the year.

Parents and students formally meet with their child's advisor at the beginning of the year for an orientation conference and then twice during the year for parent conferences. During conferences, the advisor represents various subject area teachers and together with the student, will inform the parents of the child's progress in each subject. Parents are urged to make an appointment to meet with individual subject area teachers if they need further clarification about their child's report.

Student Senate

Representatives are chosen from grades 4–8 to participate in Student Senate.

Student Senate meets on Mondays from 2:55-3:25 p.m. during Clubs and Student Organizations.

- Students seeking nominations must be reliable leaders who represent their peers fairly and equitably. Only current seventh graders may run for Executive Office (President, Vice President, Secretary, or Treasurer). Only current sixth, seventh, and eighth grade students may apply for Student Senate Commissioner positions. Students seeking nomination to run for office must have Middle School faculty approval. A confidential faculty review of those students submitting essays is held to determine eligibility. When submitting the application, the student must be willing to accept the decision made by the review. Students seeking the office of president must participate in Student Senate, as that is the first priority. Because of this obligation, the student in the office of president may participate but not be a lead member in another club.
- Officers and representatives are expected to take responsibility, work diligently, be good school community citizens, and maintain the healthy, positive spirit of student government at Santa Catalina.
- Student Senate members maintain a B average in order to remain qualified for their office. If a student does not maintain a B average in the five core subjects at the end of a given trimester or if a Student Senate member receives a detention hour, the appropriate administrator reviews the issue. If a Student Senate member's grades or conduct is found to interfere with Student Senate participation, he/she is expected to step down from the office held. If a Student Senate member's behavior is found to be egregious (as outlined on page 12) he/she is expected to step down from the office held. If a Student Senate member repeatedly fails to follow uniform guidelines the appropriate administrator will review the issue.

After-School Sports Program

Students in grades 6–8 may participate in the after-school sports program. We compete in soccer, volleyball, flag football, basketball, golf, tennis, and track and field. All students who wish to participate and their parents must attend the mandatory parent/player meeting offered prior to the season in which they are playing.

Students and their parents are asked to sign a contract agreeing to the conditions of play.

- Middle School students who arrive after 10:00 a.m. may not participate in extracurricular activities for that day.
- Students must maintain a C average.
- In order to play on the day of a game, students must have dressed out and participated in their P.E. class.
- Students sign the Student Athlete Honor Agreement at the mandatory parent/player meeting.

Student Athlete Honor Agreement

As a student athlete at Santa Catalina:

I respect my teammates, my opponents, and myself.

I respect the property of others.

I value the athletic field as a place to learn, to grow athletically, and to improve myself.

I will strive to always be honest, kind, and caring.

I know that I am responsible for what I say and do to other people, for being cooperative and positive in manner, being loyal to my school and teammates, and for showing good sportsmanship at all times.

Communication

Santa Catalina Lower and Middle School encourages parents to discuss progress, concerns, and problems with appropriate members of the faculty. Most student-related problems can be resolved through parent-teacher communication. When parents wish to contact a teacher, they should call the school during normal hours. They may leave a message by telephone or email and the teacher will call back within 24 hours, or the following weekday.

If parents are concerned with any particular matter, **the teacher is the first person who should be contacted**. Every effort should be made by both parties to resolve the question at that level. Should the parents feel that some further attention is required, it is recommended that in the Primary / Intermediate grades the unresolved issue should be directed to the Head of Lower and Middle School. **Please refrain from calling other parents regarding children's behavior or classroom concerns**. In the Middle School, parents should contact the student's advisor. If the issue cannot be resolved with the advisor, parents, and teacher, it will be directed to the Head of Lower and Middle School.

In the academic year, recurring communications from school are distributed electronically to all families eliminating the paper copies of newsletters and calendars. We have a section exclusively for parents of Santa Catalina students at santacatalina.org. Our handbooks are available on our website.

Communications containing school information occasionally are mailed home. Announcements of activities and reminders about procedures and special events are either electronically communicated or sent home. Additionally, each grade sends home pertinent information on a regular basis.

All faculty and parent communication that is to be sent home **MUST** be approved by the Head of Lower and Middle School.

Child Study Team

Santa Catalina Lower and Middle School seeks to recognize the unique potential of each student. We therefore believe that teachers should plan instruction based on the needs of the individual children in each class. Because of the wide variation in abilities that can be found in a typical classroom, the teacher is supported by the Child Study Team. Recommendations made by the Child Study Team do not obligate the school to provide a range of services that are not otherwise available to students at the school.

The team is an interdisciplinary group of professionals which convenes in order to gather and evaluate relevant information about the learning and behavioral needs of students. It provides assistance to these students and their teachers by planning a program of classroom modifications for children whose differences in learning style affect their achievement and/or the classroom atmosphere. The Child Study Team reviews the concerns of the teacher or parent, observes the child, and works with the teacher. The Child Study Team may make recommendations for remediation when indicated.

The Child Study Team may recommend diagnostic testing. The school provides a list of resources from which the family may choose. It is the responsibility of the family to complete the testing in a timely manner and also to share all results and recommendations arising from the testing. If a family does not choose to follow through with the recommendations of the Child Study Team, it compromises the school's ability to meet the needs of the child and may jeopardize the child's position at Santa Catalina Lower and Middle School.

Tutoring

If tutoring is deemed necessary for a student by the school, the Head of Lower and Middle School, in conjunction with the Child Study Team, facilitates the coordination of the student's program with a tutor. In this case, a tutor is engaged as a temporary employee of Santa Catalina Lower and Middle School. The Head of Lower and Middle School, in conjunction with the Child Study Team, handles all arrangements. Preparation of materials is the responsibility of the tutor who works with the classroom teacher. The Head of Lower and Middle School determines the best time(s) for the tutoring to take place.

No student may be tutored in school facilities on campus who is not recommended for tutoring by the Child Study Team.

School policy necessitates that tutoring, which has been arranged privately between a parent and a tutor on behalf of a student, must occur outside the facilities of Santa Catalina School. If parents choose to engage a tutor privately, the program of studies is the sole responsibility of the parents and the tutor.

Library

Library Guidelines

The library is a place for study, research, reading, and browsing. Students are asked to respect the atmosphere of quiet, which prevails in the library, and to take pride in the care of the facility. Each Primary and Intermediate class has at least one reserved time each week to visit the library for the library program as well as class and individual student work. Middle School students visit during class, study hall, or at the discretion of their teachers to choose materials or do library research.

The Lower and Middle School librarian provides a program designed to teach information literacy and research skills as well as develop life-long reading habits. Activities include story telling, instruction in information literacy, book talks, research, plagiarism, Internet safety and literary celebrations. The librarian is also available throughout the school day for individualized research assistance.

Using Computers in the Library

The library has computers available for students to search the library catalog, for research, or to access their Google Apps account. The Acceptable Use Policy for the library computers is on display in the library.

Entrance and Foyer/Food and Drink

Students enter and leave only through the main entrance of the library. All other exits are for fire emergency only.

Food and drink (including candy or gum) are not allowed in the library. Arts and craft projects may not be constructed in the library. The foyer is the formal entrance to the library and an art gallery. It should not be used as a meeting or study place.

Lost Library Items

If a library item is lost or damaged, the student and family are responsible for paying the cost of replacing and processing the book.

Library Hours

Main Library hours are 8:00 a.m.-5:30 p.m., Monday-Friday.

Students wishing to be in the library after dismissal must be accompanied by a parent or be in the Lower School After-School Program.

Students may use the library at recess, during class with the teacher's permission, and during lunch.

Students may use the library for research purposes after school within the following guidelines:

- Any student may use the library from class dismissal until 3:15 p.m.
- After 3:15 p.m., students in K–grade 3 must be accompanied by an adult in order to remain in the library.
- After 3:30 p.m., students in grades 4–8, may remain in the library until 5:30 p.m.
- Students in grades 4–8 attending After School Library must report to the Lower School playground and sign in with the library supervisor who will then accompany students to the library.
- A student's parent or responsible adult is then required to sign out the student upon his/her departure. Students should not leave the library after signing in unless they are leaving with their parents or responsible adult.
- All students in grades 4–8 must be signed out by their parents or responsible adult by 5:30 p.m.

Lower School Library hours are 8:00 a.m.-3:15 p.m., Monday-Friday.

Students should not be alone in the library. A librarian or teacher/aide must be present.

Instructional Technology Philosophy

Introduction

Santa Catalina School provides computing, networking, and other instructional technology resources for use by students, employees, and, in a limited way, for the families of these groups. The use of instructional technology resources must be a reflection of the Santa Catalina School mission and values. Use should be limited to educational purposes and business-related activities, as much as possible.

All existing laws (federal and state) and school regulations and policies apply, including not only those laws and regulations that are specific to instructional technology resources but also those that may apply generally to professional standards and/or personal conduct. The laws, regulations, and policies described in, but not limited to, the school's handbooks and *Employee Guidelines* are hereby referenced and form the basis of this policy.

Instructional Technology Policy

This policy, and subsequent guidelines and rules, refers to all instructional technology resources owned, maintained, or provided by Santa Catalina School, including but not limited to:

- **Devices**, such as computers, Chromebooks, iPads, handhelds, MP3 players, printers, portable memory storage devices, calculators, VOIP telephones, cell phones or other electronic communication devices, smart watches/wearables, or digital cameras;
- **Campus infrastructure**, such as the campus local area network, wireless network, servers, and Internet service;
- **Contracted vendor services**, such as the school-provided Google Apps for Education account, Schoology, or other contracted vendor services such as Blackbaud or Veracross;

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- **Third-party services**, such as Dropbox, cloud storage services, social media platforms, text messaging, instant messaging, or other accounts established in the normal course of school business and/or as representing Santa Catalina School.

All students and employees of Santa Catalina School, including associated family members, are covered by this policy. All personal and/or network devices, services, or vendor applications are covered by this policy. This policy covers activities that are either school-related or non-school-related, whether on campus or off campus. Nothing in this policy is meant to limit lawful discussions and activities. Laws around all types of instructional technology resources continue to change. As the school is made aware of a specific change in the law, all users will be notified of the changes as soon as is practicable.

Expectation of Privacy

At any time and without prior notice, Santa Catalina School reserves the right to monitor, inspect, copy, review, and store any and all usage of digital information and instructional technology resources provided by Santa Catalina School. Because all electronic files and instructional technology resources remain the property of Santa Catalina School, no user should have any expectation of privacy regarding such materials.

Acceptable Use

All persons using Santa Catalina School instructional technology resources will:

- Uphold Santa Catalina School's mission and values;
- Use digital information and instructional technology resources to support and abide by the school's published policies and procedures contained in, but not limited to, the *Employee Guidelines*, *Upper School Family Handbook*, *Upper School Honor Agreement*, *Lower and Middle School Family Handbook*, and/or the *Lower and Middle School Student Honor Agreement*;
- Support and abide by subsequent policy statements promulgated by the school;
- Prevent unauthorized access by maintaining the security of their unique login information;
- Not use digital information resources to do anything illegal or in violation of:
 - Federal or state laws or regulations;
 - Federal, state, and/or school regulations or policies specific to the use of digital information resources, but also those that apply more generally to professional standards and/or personal conduct;
- Follow (if a student) established rules regarding the appropriate use of digital information resources in or out of class; and,
- Avoid misusing, or allowing others to misuse, Santa Catalina School's digital information resources, including the examples of misuse below.

Examples of Misuse

Users are responsible for understanding that misuse of instructional technology resources provided by Santa Catalina School includes but is not limited to:

- Interference with the normal functioning of computers, digital media, and/or computer networks, including damaging or stealing computers, peripheral devices, or other digital resources;
- Accessing, modifying, or deleting files and/or data that does not belong to you;
- Viewing, transmitting, downloading, or distributing any pornographic, threatening, vulgar and/or obscene materials;
- Sending or publishing any bullying or harassing messages and content;
- Accessing dangerous information that, if acted upon, could cause damage or harm to others;
- Violating copyright laws, patent protections, or license agreements;
- Saving and/or downloading inappropriate files to any part of the network, including but not limited to music files, movies, video games, and programs or applications that can be used for illegal and/or malicious purposes; and,
- "Hacking" and other illegal activities in attempt to gain unauthorized access to restricted files, other computers, or digital information resources.

Activities will not be considered misuse when authorized by appropriate school officials for security or performance testing.

Use of Email Protocols

Email is not intended to be the primary form of communication between and among people in our community. Email is a useful tool, but it should never replace personal interactions and face-to-face communications where time and circumstances allow. It is our protocol to respond to emails within 24 hours, or the following weekday.

Each employee and each student in grades 4-12 has an account and a “username” address to access the Santa Catalina School email system administered by Santa Catalina School using the Google Apps for Education platform. Each account owner, or the guardian of a student under 18 years of age, is responsible for all activity under that account. Always assume that email is not private.

An employee communicates with a student using both the student’s and employee’s Santa Catalina email account. Each person receives an account when first enrolled or when beginning employment for the school. Students in PreKindergarten through grade 3 are not issued email accounts, but the accounts have access to other Google Apps, notably Calendar and Drive.

Consequences of Violation of this Policy

Misuse of digital information resources provided by Santa Catalina in violation of this policy will result in disciplinary action: in the case of employees, up to and including termination of employment; in the case of students, up to and including dismissal from school. Users may also be held personally liable for any violations of this policy.

Warranties

Santa Catalina School makes no warranties of any kind for the digital information resources it is providing. The school is not responsible for the information that is retrieved via any digital information resources. The school is not responsible for any damages users may suffer, including loss of data, resulting from delays, non-deliveries, or service interruptions. The school is not responsible for personal property used to access school-provided digital information resources.

Nothing in this policy is meant to limit lawful discussions and activities. Laws around all types of digital information resources continue to change. As the school is made aware of a specific change in the law, all users will be notified of the changes as soon as is practicable.

Social Networking Sites

Our approach as educators is to assist students in the use of technology in an appropriate and safe manner. Our aim is to see that students are educated to use technology safely and productively. Therefore, the school does not block social networking sites such as Facebook and students are permitted to access these in accordance with the guidelines listed above.

- All students are expected to exercise caution and good judgment while using these sites.
- Students should use extreme care when posting information online that identifies themselves as students at Santa Catalina School; being mindful of the lack of control one has over online information.
- Students are welcome to “like” the Santa Catalina Lower and Middle School Facebook page and follow the school’s Instagram and Twitter accounts, and the school recognizes that some limited professional interaction may take place in that forum.
- Correspondence with a faculty member should occur via email using both the student’s and the teacher’s Santa Catalina email account.

Parent Groups

A very enthusiastic and actively involved parent body supports Santa Catalina Lower and Middle School.

Room Parents help teachers in each classroom with holiday activities, special events and celebrations. The Room Parents also play a key role in the Lower and Middle School Carnival and the Annual Benefit Celebration, both annual fundraising events. It is the responsibility of the Head Room Parent to act as liaison between the teacher and other parent volunteers. The **Head Room Parent** contacts the classroom teacher at least **two weeks** in advance to establish guidelines for each party. Then the Head Room Parent coordinates with the volunteers in charge of each party. The teacher’s wishes for the party **must**

be respected. It is the desire of Santa Catalina Lower and Middle School that we place less emphasis on the appearance of the party and more on the **feeling** that is created inside the child as the holiday is celebrated.

Santa Catalina Parent Association is a service organization that supports families and faculty of Santa Catalina. Annual events include the faculty and staff appreciation luncheon and the sale of used uniforms.

Because of the annual yearbook publication, which all children receive, Memory Books may not be produced. Also, solicitation for Memory Books, teacher and room parent gifts is not allowed.

Fieldtrips

If you are selected to be a chaperone, you must follow the chaperone guidelines provided at orientation.

All chaperones for overnight trips must complete a Live Scan.

Chaperones must remember that they as well as the students in their care represent the school. The deportment of both adults and students must always be in keeping with school standards of propriety and dignity, and the responsibility carried by adults to give appropriate example to students must never be overlooked. Faculty and/or chaperones may not consume alcoholic beverages when they are accompanying a school-sponsored trip.

Emergency Procedures

Santa Catalina School maintains a comprehensive emergency plan that is standardized to meet the requirements of Monterey County police and fire officials. In addition to mitigation efforts aimed at reducing the impact of a crisis on campus, this plan details our response in the case of fire, earthquake, or other natural or man-made disasters that may occur. Additionally, the plan details our response in the case of a shelter-in-place or lock down scenario, where students, faculty, and staff take shelter in a secure location. Some of our drills are required by law, while others we do as a best practice in our effort to ensure safety in the case of an emergency situation.

Santa Catalina uses the Blackboard Connect communication system in order to communicate effectively with parents, families, or emergency contacts in the case of an event that impacts our campus. The Blackboard Connect communication system will send you a message via telephone, and/or text message, and/or email. All parents are enrolled in the system using information which you provided for the school-maintained database. If you notify us about a change in your database information, such as your email address, cell phone number, or home telephone number, the information is updated automatically in Blackboard Connect.

Although the occasions are rare, an emergency, such as an earthquake, could occur while your child is at school. We understand the anxiety that this causes for both students and parents. The most reassuring things for you to know are that **your child will be well cared for, and we will help your child contact you as soon as possible.** Our school emergency plan has been commended both locally and statewide. The plan has specific responses for earthquakes, fires, or other situations.

Each year, students and faculty review the emergency procedures and participate in drills to familiarize themselves with the proper responses and procedures.

Earthquake Bags

On the first day of school, students bring earthquake bags to school to use in any situation that prevents students from safely returning home. The earthquake bags are a zippered backpack, **labeled with the child's name**, containing the following required items:

1. One can of soup or canned food
2. One can of juice (no glass containers)
3. Granola bars or trail mix
4. A family photo, a note from parents*
5. A small stuffed animal*

6. A lightweight blanket*
7. A change of clothing*

The school has an adequate supply of drinking water in storage, and each classroom has an emergency kit. Unless otherwise directed before the last week of school, the food is donated at the end of the year. **In the event that you purchase an Earthquake Food Kit, you must still provide a zippered earthquake bag for your child. Please include items with an (*).**

Lower and Middle School Uniform Policy

School uniforms are symbols of community membership and good grooming. Students are required to wear the school uniform and shoes, which need to be clean and neat.

Boys

PreKindergarten & Kindergarten

- Navy blue uniform shorts
- Navy blue sweatpants to be worn over shorts in cold weather
- White turtleneck
- Yellow collared short sleeve polo shirt from Dennis Uniform
- Shirts must be tucked in
- Solid navy blue Dennis Uniform sweater
- Solid navy blue, black, or white socks
- **NO “tennis socks” of any kind**
- Navy blue Santa Catalina polar fleece
- Practical school shoes (solid brown, blue, black, or saddle shoes; no sandals)
- Sneakers: white, navy blue, or black practical tennis shoes are preferred – non-marking, no “light-up” shoes; high tops may be worn if your child can manage them independently. All shoes should be clean and in good condition.
- Navy blue hooded sweatshirt with “Catalina” across the front chest (uniform-approved sweatshirt only)
- 1/4 zip pullover with Santa Catalina logo (uniform-approved pullover only)
- Navy blue down jacket with Santa Catalina logo (uniform-approved jacket only)
- Navy blue soft-shell jacket with Santa Catalina logo (uniform-approved jacket only)

Grades 1-3

- Navy blue corduroy or navy blue twill trousers – not baggy
- Navy blue uniform shorts from Dennis Uniform
- Black or brown solid belt
- Yellow collared short sleeve shirt from Dennis Uniform
- White turtleneck (no logos)
- **Shirts must be tucked in**
- Solid navy blue Dennis Uniform crew neck sweater
- Navy blue Santa Catalina polar fleece
- Solid navy blue, black, or white socks
- **NO “tennis socks” of any kind for Grades 1-3**
- Practical school shoes (solid brown, blue, black, or saddle shoes; no sandals)
- Sneakers: white, navy blue, or black practical tennis shoes are preferred – non-marking, no “light-up” shoes. All shoes should be clean and in good condition.

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- Navy blue hooded sweatshirt with “Catalina” across the front chest (uniform-approved sweatshirt only)
- 1/4 zip pullover with Santa Catalina logo (uniform-approved pullover only)
- Navy blue down jacket with Santa Catalina logo (uniform-approved jacket only)
- Navy blue soft-shell jacket with Santa Catalina logo (uniform-approved jacket only)

Grades 4 & 5

- Navy blue corduroy or navy blue twill trousers – not baggy
- Navy blue uniform shorts from Dennis Uniform
- Black or brown solid belt
- White cotton polo shirt (no logos)
- White turtleneck (no logos)
- **Shirts must be tucked in**
- Solid navy blue Dennis Uniform crew neck sweater
- Navy blue Santa Catalina polar fleece
- Solid navy blue, black, or white socks
- **NO “tennis socks” of any kind**
- Practical school shoes (solid brown, blue, black, or saddle shoes; no sandals)
- Sneakers: white, navy blue, or black practical tennis shoes are preferred – non-marking, no “light-up” shoes. All shoes should be clean and in good condition.
- Navy blue hooded sweatshirt with “Catalina” across the front chest (uniform-approved sweatshirt only)
- 1/4 zip pullover with Santa Catalina logo (uniform-approved pullover only)
- Navy blue down jacket with Santa Catalina logo (uniform-approved jacket only)
- Navy blue soft-shell jacket with Santa Catalina logo (uniform-approved jacket only)

Grades 6-8

- Navy blue corduroy or navy blue twill trousers – not baggy
- Navy blue uniform shorts from Dennis Uniform
- Black or brown solid belt
- White cotton polo shirt (no logos)
- White turtleneck (no logos)
- **Polo shirts must be tucked in**
- Solid navy blue Dennis Uniform crew neck sweater
- Navy blue Santa Catalina polar fleece
- Solid navy blue, black, or white socks
- No show tennis socks (grades 6-8 ONLY)
- Practical school shoes (solid brown, blue, black, or saddle shoes; no sandals)
- Sneakers: white, navy blue, or black practical tennis shoes are preferred – non-marking, no “light-up” shoes. All shoes should be clean and in good condition.
- Navy blue hooded sweatshirt with “Catalina” across the front chest (uniform-approved sweatshirt only)
- 1/4 zip pullover with Santa Catalina logo (uniform-approved pullover only)
- Navy blue down jacket with Santa Catalina logo (uniform-approved jacket only)
- Navy blue soft-shell jacket with Santa Catalina logo (uniform-approved jacket only)

Girls

PreKindergarten–Grade 3

- Navy blue Middy dress (yellow ties tied)
- Solid navy blue Dennis Uniform sweater
- Navy blue Santa Catalina polar fleece
- White turtleneck (under dress in cold weather)
- Solid white or navy blue crew or knee socks or tights (no patterns)
- Solid navy blue Dennis Uniform leggings (worn under uniform)
- Bike shorts for under uniform (solid navy blue only)
- **NO “tennis socks” of any kind**
- Practical school shoes (solid brown, blue, black, or saddle shoes – close toed, rubber soled shoes; no sandals, platforms or heels)
- Sneakers: white, navy blue, or black practical tennis shoes are preferred – non-marking, no “light-up” shoes. All shoes should be clean and in good condition.
- School uniform plaid headbands (may wear solid navy blue, yellow, or white)
- Navy blue hooded sweatshirt with “Catalina” across the front chest (uniform-approved sweatshirt only)
- 1/4 zip pullover with Santa Catalina logo (uniform-approved pullover only)
- Navy blue down jacket with Santa Catalina logo (uniform-approved jacket only)
- Navy blue soft-shell jacket with Santa Catalina logo (uniform-approved jacket only)

Grades 4 and 5

- Kieran plaid jumper (item #013180-903 only)
- White short or long sleeve blouse
- Plain white polo shirt with collar or white turtleneck (no logos)
- Solid navy blue Dennis Uniform crew neck sweater
- Navy blue Santa Catalina polar fleece
- Solid white or navy blue crew or knee socks or tights (no patterns)
- Solid navy blue Dennis Uniform leggings (worn under uniform)
- Bike shorts for under uniform (solid navy blue only)
- **NO “tennis socks” of any kind**
- Practical school shoes (solid brown, blue, black, or saddle shoes – close toed, rubber soled shoes; no sandals, platforms, heels or “high soled” shoes)
- Sneakers: white, navy blue, or black practical tennis shoes are preferred – non-marking, no “light-up” shoes. All shoes should be clean and in good condition.
- School uniform plaid headbands (may wear solid navy blue, yellow, or white)
- Navy blue hooded sweatshirt with “Catalina” across the front chest (uniform-approved sweatshirt only)
- 1/4 zip pullover with Santa Catalina logo (uniform-approved pullover only)
- Navy blue down jacket with Santa Catalina logo (uniform-approved jacket only)
- Navy blue soft-shell jacket with Santa Catalina logo (uniform-approved jacket only)

Grades 6, 7 and 8

- Kieran plaid skirt or skort
- Plain white polo shirt with collar, or white turtleneck (no logos)
- **Polo shirttails tucked in with waistband visible**
- Solid navy blue Dennis Uniform crew neck sweater

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- Navy blue Santa Catalina polar fleece
- Solid white or navy blue socks or tights (no patterns)
- Solid navy blue Dennis Uniform leggings (worn under uniform)
- “No show” tennis socks (grades 6-8 only)
- Practical school shoes (solid brown, blue, black, or saddle shoes – close toed, rubber soled shoes; no sandals, platforms, heels or “high soled” shoes)
- Sneakers: white, navy, blue or black practical tennis shoes are preferred – non-marking. All shoes should be clean and in good condition.
- School uniform plaid headbands (may wear solid navy blue, yellow, or white)
- Navy blue hooded sweatshirt with “Catalina” across the front chest (uniform-approved sweatshirt only)
- 1/4 zip pullover with Santa Catalina logo (uniform-approved pullover only)
- Navy blue down jacket with Santa Catalina logo (uniform-approved jacket only)
- Navy blue soft-shell jacket with Santa Catalina logo (uniform-approved jacket only)

Chapel Dress (to be worn on designated days)

Wear your best uniform, uniforms should be clean and neat; **no Santa Catalina polar fleece or sweatshirts; no tennis shoes.**

- **Boys:** Navy blue Dennis Uniform crew neck sweater only; Navy blue shorts (PreK and K only); navy blue long pants (grades 1-8); collared short sleeve polo shirt; dark dress socks; black or brown leather belt (grades 1-8); and leather black or brown dress shoes
- **Girls:** Navy blue Dennis Uniform crew neck sweater only; Navy blue Middy dress with yellow ties (PreK-grade 3); Kieran plaid jumper with collared short sleeve white polo shirt (grades 4-5); Kieran plaid skirt or skort with collared short sleeve white polo shirt (grades 6-8); navy blue knee socks; and leather black, brown, or blue dress shoes
- **If a student forgets to wear Chapel Dress, it is a dress code violation - minor infraction.**

Free Dress Guidelines

Announced “free dress days” are an opportunity for students to wear something other than their school uniform, a day to wear something more expressive and informal, yet always appropriate in a school/work environment.

Clothing must not be too tight, too short, or too revealing. Dresses and tops must have straps that are at least 2” wide. No off-shoulder tops or exposed bra straps.

- No spaghetti straps
- No exposed midriff
- T-shirts in good taste (no offensive language)
- No flip-flops
- No makeup, nail polish or fake nails
- No torn or ripped jeans
- No leggings without a tunic, skirt, or dress (length of tunic, skirt, or dress must cover bottom)
- No yoga, athletic leggings, or pajama/sweat pants
- No short shorts or rompers for girls

Uniform Notes

- Students are required to wear the school uniform.
- Uniforms must be clean, neat, and in good repair.

- Uniforms are worn during the school day and to all school functions unless permission is given by the Head of Lower and Middle School for “free dress.”
- **Physical education sweatshirts to be worn in P.E. classes only.**
- Bicycle shorts may not show below the hemline (must be navy blue only).
- Make-up, lip application, nail polish/applications, and fake nails are not permitted. Jewelry in moderation only. Subject to administration approval (1 pair of stud earrings, 1 necklace, 1 bracelet). Girls may not wear multiple earrings. Boys are not allowed to pierce their ears.
- Students should not color treat their hair. This includes highlights, dying, or applying Sun-In. A student will be sent home and will not be readmitted until the color is returned to its natural state. The absence(s) are considered unexcused. Boys must wear their hair above the top of the ears, and the length of hair may not touch the collar of the shirt or cover their eyes. Buzz cuts may not be any shorter than 1 mm.
- **Please clearly mark all clothing with the student’s name.**
- Skirts MUST be within three inches above the top of the knee.
- Hats are not part of our uniform; however, if a child must wear a hat outside for protection from the sun, it may only be a Santa Catalina baseball cap.
- **Students who are out of uniform may be sent home.**

Our uniform company is: Dennis Uniform Company
 1282 Oddstad Drive, Redwood City, CA 94063
 650.299.9623 ■ dennisuniform.com

Physical Education Uniform

It is required that students in grades 3–8 be dressed every day in regulation uniform for Physical Education classes. Students not in P.E. uniform may not participate. Participation is essential to successfully completing the Physical Education requirement of the Lower and Middle School. In grades 3-8, if a student does not have their PE uniform, they must check a clean “loaner” uniform out from the designated coach/teacher and check it back in at the end of class.

Excuses from Physical Education participation are of two types:

1. Short-term: 1-5 days requires a written note from the parent;
2. Long-term: more than one week requires a written note from a doctor.

If a student does not participate or continues to be out of uniform for two days, the student and parent will be notified. On free dress days from the regular school uniform, a student must wear the regulation P.E. uniform for Physical Education. **Note: P.E. sweatshirts are to be worn in P.E. classes only.**

PreK-Grade 2

No physical education uniforms required.

Physical Education classes: Athletic shoes only (non-marking for gym use).

Grades 3–8

Physical education uniforms required.

Physical Education Classes

- Athletic shoes (non-marking for gym use), shin guards, and all-purpose cleats (optional).
- Shorts: Navy blue with logo
- T-shirt: Gray with logo
- Sweatshirt: Navy blue with logo (optional)
- Sweat pants: Navy blue with logo (optional)

Swim Classes

- Bathing suit (girls - **one piece**), towel, swim cap, or ponytail holder for long hair, and goggles.

Optional: duffle bag to carry your physical education uniform

Physical Education uniforms may be purchased from: Dennis Uniform Company
1282 Oddstad Drive, Redwood City, CA 94063
650.299.9623 ▪ dennisuniform.com

Some uniforms will also be available for purchase in the school bookstore.

Notes

**2020-2021
Lower & Middle School
Family Handbook
ADDENDUM**

In early June, Monterey County received preliminary approval and guidance for reopening schools for the 2020-2021 academic year. We are using guidance from the Monterey County Health Department, the California Department of Public Health, and the Centers for Disease Control and Prevention to design the school day and the organization of our teachers and classrooms in order to align as closely as possible to these recommendations. We are also adhering to all current requirements from the California Childcare Licensing Department for preschool-aged students for operation during the COVID-19 pandemic. Continued monitoring of information from all of the above departments will inform any changes to the following procedures.

All procedures listed below are also informed by Santa Catalina's Mission and our commitment to the education and nurturing of the whole child based on the research and guidance from the school's advisory committee of physicians, architects, trustees, and school leaders which was established earlier this spring:

Daily Procedures and Policies

Arrival and Dismissal

- Masks
 1. PreK-Grade 2: Students must wear either a mask or a clear face shield.
 2. Grades 3-8: Students must wear a mask.
- The school will conduct daily wellness checks for all teachers and students including:
 1. Temperature screening
 2. Symptom screening
- Modified drop-off and pick-up procedures:
 1. All students will remain in carline to receive wellness checks (as listed above) by faculty/staff before entering the classroom.
 2. Carline will begin at 7:30 a.m. First academic period will begin at 8:15 a.m.
 3. Carline pick-up times will begin at 3:15 p.m.
 4. At this time, no visitors will be permitted in school buildings.
 5. We ask parents to remain in cars and **WAIT** in line for their turn in carline to exit the campus.
- At this time, no lockers will be used—all students will keep individual supplies in their backpacks or containers provided in classrooms.
- At this time, no hot lunch will be offered. Students are required to bring their own lunches, snacks and water bottles to school.

Parent Communication

- Parent/teacher communication should be via email or phone call.
- Please call the Lower and Middle School Office to arrange:
 1. Early or late pick-up or drop-off
 2. Delivery of late assignments, materials, or lunches
 3. Pick up of homework for absent students
- Parent/teacher conferences will take place either in person or virtually. Format to be determined at the time of scheduled conferences.

Safety Procedures

- Full-time registered nurse has been added to nursing staff and will be on duty during school hours.
- Enhanced janitorial and cleaning procedures, including:
 1. PreK classroom teachers adhering to all cleaning requirements outlined by CCL for the environment and

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materials used by preschool children.

2. Trained staff will conduct daily cleaning of surfaces and common areas using approved disinfectants
- Special training by the school for all faculty and staff in the following areas:
 1. Personal protection
 2. Group protection
 3. Physical distancing guidelines and daily screening practices
 4. COVID-19 information: Specific symptom identification
 - Windows and doors will remain open during school hours for ventilation.
 - At this time, all field trips or large group gatherings are postponed.
 - Small cohorts of up to 14 children maximum (12 for PreK) with the same teachers each day.
 - Middle School specific subject teachers will travel to each cohort.
 - Shared rooms for differentiated math and Spanish instruction will be thoroughly cleaned between each class.
 - Middle School students will be required to wear their masks while walking to and from each shared classroom.
 - Additional hand washing stations will be located throughout campus.
 - Students will not change into P.E. uniforms (grades 3-8).
 - At this time, no after-school library or enrichment classes (past 3:15 p.m.) will take place.
 - Libraries only opened to scheduled classes and assigned cohorts.
 - Middle School athletics will take place when it is determined that it is safe to do so.
 - All private music lessons will take place virtually outside of school hours.
 - Visual guides for moving around campus, including marked pathways, reminders of 6-foot physical distancing and designated entry and exit doors will be in place.

It is important that families understand that even with all of these precautions in place, as a result of being on campus, your child may be exposed to COVID-19 and contract the disease; your child may transmit the disease to others, including members of your household; and, as a result, your child and household members may experience COVID-19 symptoms and may require isolation, quarantine, and hospitalization.



Santa Catalina
Lower and Middle School

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