Saint Catharine of Siena School
2330 Perkiomen Avenue
Reading • Mt. Penn, Pennsylvania 19606
Phone: 610-779-5810 Fax: 610-779-6888
Email: altbscs@ptd.net
Website: www.scsreading.org

STUDENT HANDBOOK OF POLICY

This handbook contains certain policies and procedures of Saint Catharine of Siena School. It is intended to serve as a guide to the school's policy and procedure for the benefit of the school and its students. Saint Catharine's reserves the right to deviate from literal compliance with the terms hereof, where the school deems it necessary in the interest of the school and its students.

STUDENTS AND PARENTS MUST COMPLY WITH THE SCHOOL'S POLICIES AND PROCEDURES IN ORDER FOR THE STUDENT TO ATTEND SAINT CATHARINE OF SIENA SCHOOL.

2026-2027

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OUR SCHOOL LOGO - front cover

Saint Catharine of Siena School is a faith community focused on "nurturing children in Christ" and "educating them for success." The book symbolizes the Bible which contains the word of God and guides us through our faith journey. The book also represents the textbooks that are used in the education of the students. The circle symbolizes the unity within the school community. The cross reminds all that Christ is the reason for SCS School, the Unseen, but ever-present Teacher in all classes, the Model for the faculty and the inspiration to all students.

SAINT CATHARINE OF SIENA MISSION STATEMENT

Saint Catharine of Siena School is a culturally diverse faith based community rooted deep in tradition with a vision for the future. We work together to provide a quality education, support various learning styles, and develop the whole child in a Christ-like environment so that the students can become who God meant them to be.

PHILOSOPHY

Saint Catharine of Siena School is a faith community whose primary mission is to teach the Gospel message. Creating a safe, nurturing, and Christ-centered environment entails profound reverence for God, self, and others. Students are trained in Christian discipleship through the practice of the virtues. Mindful of the presence of Christ in each person, the faculty and students recite the school pledge together each morning.

"I believe that Jesus is present in each of my classmates and all of my teachers;
therefore, all my actions will show my respect for Jesus."

Knowing that parents are the primary educators of their children, the faculty maintains effective communication with parents for the growth and development of their students. The faculty works with the School Board, the Development and Marketing Committee, and the Home and School Organization to develop a strategic plan in order to serve the needs of the students and to ensure the future growth of Saint Catharine of Siena School.

WE BELIEVE:

We believe the Saint Catharine of Siena students are…

- Diverse
- Caring & generous
- Hard-working & successful
- Prayerful

We believe the Saint Catharine of Siena staff is…

- Dedicated & Committed
- Faithful
- Encouraging & Supportive
- Inclusive

We believe the education at Saint Catharine of Siena is…

- Faith-based
- Rigorous & Challenging
- Rooted in tradition
- Evolving
- Differentiated in instruction
- Develops the whole child
- Meaningful with tasks that engage students
- Is provided in a positive learning environment that allows students to feel comfortable and confident as learners

ADMINISTRATION PROCEDURES

A. ADMISSIONS

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

1. Registration

a. Pre-Kindergarten: A child must be 4 years old ON or BEFORE October 15 of the incoming year.
b. Kindergarten: A child must be 5 years old ON or BEFORE October 15 of the incoming year.
c. First Grade: A child must be 6 years old ON or BEFORE October 15th of the incoming year. The child must have completed a formal Kindergarten program for acceptance into First Grade.

Necessary Documents for Registration.

- Birth certificate (If you reside in the Exeter School District, an additional copy of the Birth or Baptismal Certificate must be presented to be attached to a form requesting bus transportation.)
- Baptismal certificate – even if baptized at Saint Catharine of Siena
- Copy of child's Social Security
- Grades 1 – 8 Copy of current report card

If a student has received special education services, including speech/language therapy, the student's parent/guardian must notify SCS personnel that the student participated in such services. A copy of the ER and IEP may be requested. If the parent/guardian cannot produce the required copies or the reports, the reports will be requested from the child's public school special education office.

- Pre-kindergarten/Kindergarten – If a child has received Early Intervention (EI) Services, a copy of the Evaluation Report (ER) and Individualized Education Plan (IEP) must be provided.
- Non-refundable registration fee
- Physical Exam – required for entering Kindergarten and Grade 6
- Grade 7 – Students need 1 meningitis vaccine.
- Complete immunization records due by the first day of school but no later than December 31 of the year entering school. – The Commonwealth of Pennsylvania has mandated that all children entering the **Pre-Kindergarten or Kindergarten** present documented proof that the following immunizations have been received:

  4 Dtap 3 HIB 4 Prevnar 1 Varicella 1 MMR
  2 Hepatitis A 3 Hepatitis B 3 Polio (and 1 additional between ages 4 – 6)

  After the basic series of Oral Polio Vaccine, Diphtheria and Tetanus, booster shots are due between four and six years of age. This should be followed by a Diphtheria-Tetanus booster between fourteen and sixteen years of age with a subsequent booster every ten years. Please inform the school nurse, in writing, when boosters are given.

2. Priority Order of Acceptance

1. Active Catholics registered at Saint Catharine of Siena Parish
2. Active Catholics registered at another parish without a Catholic school
3. Active Catholics transferring from a Catholic school that has closed
4. Active Catholics transferring from another Catholic school with permission of the Pastor/Principal
5. Non-practicing Catholics
6. Non-Catholics

3. Admission of Non-Catholics

Non-Catholic students may be admitted to our school under the following conditions:

- Adequate facilities and space are available
- Students will participate in "religion"core classes and various liturgical celebrations during the school day.
- The parents/guardians accept and support the philosophy, goals, objectives, and regulations of the school.
- The parents/guardians agree to assume responsibility for all financial obligations.

4. Acceptance of Students

Kindergarten – Students have the Early Prevention of School Failure (EPSF) Screening.
Grades 1 – 8 – Copies of all school academic and discipline records, standardized testing, including IEP if pertinent, are reviewed. Students have an Ability and Achievement Screening prior to acceptance. ***All new students are accepted with a probationary period of six months.***

While the school does not discriminate against students with special needs, a full range of services may not always be available to them. Decisions concerning the admission and continued enrollment of a student in the school are based upon the student's emotional, academic, and physical abilities and the resources available to the school in meeting the student's needs.

Parents or guardians who feel that their student may need a minor adjustment to enable him/her to participate in the general education curriculum of the school should consult the student's teacher and/or the principal to determine how best to meet the student's needs.

Be prepared to submit medical documentation to verify both your child's disability and the nature and extent of the requested minor adjustment.

B. ATTENDANCE/ABSENCES

1. School Hours and Absence

The school hours are: 8:00 a.m. – 3:00 p.m. (K – 8)
The school hours are: 8:20 a.m. – 2:20 p.m. (Pre-K) – Full day program
The school hours are: 8:20-Noon (Pre-K)--Half day Program

Regular attendance and punctuality are essential for a student's academic success.

Parents should report absences and late arrivals by calling school (610-779-5810) between 7:00 – 8:00 a.m. A message may be left on the school answering machine prior to 7:30 a.m.
The State of PA requires a parent note of excuse for every absence, and a Doctor's note if the child is out three or more days. Multiple unexcused absences may incur detention.*
Saint Catharine of Siena follows the current CDC guidelines for COVID related symptoms and positive test results.

2. Early Dismissal of Individual Students

Students who need to leave school prior to regular dismissal time must give a written parent note to the homeroom teacher. Any student who is leaving early will be dismissed from the school office. The parent or guardian must report to the school office first and sign the "Early Dismissal" book. Parents are encouraged to make appointments for their child after school hours. Students who leave school prior to 1:00pm will be considered absent and will become ineligible for perfect attendance. Sports practices and games should be scheduled after school hours. If a student needs to leave early due to sports practices or games, the student is responsible for all missed school work and assignments. Students leaving for BCHS JH sports must have written notes for early dismissal.

For the safety of your student, written notes stating who is responsible for your athlete's transportation to the sporting event are mandatory.
Parents will not be permitted to enter the building. They must remain in the vestibule. The parents are responsible for signing out their child located in the vestibule.

3. Emergency Closings or Delayed Opening

If inclement weather or some other emergency necessitates a school delay and/or closing, it will be announced on TV and radio, posted on the school website (www.scsreading.org), and sent out via the emergency communication system (Facts) and Facebook. Late arrivals and early dismissals will be announced through Facts.

Transportation is based on the school districts' schedules. In the event that Saint Catharine of Siena School is open and the public school districts are experiencing a delay, the parent may provide transportation or follow the school district transportation schedule. If Saint Catharine of Siena School has a delayed opening and the school district is opening at their regular time, bus transportation will be provided at the regular time. Those students may arrive early if needed. Be sure to have a plan in place in the event that school would be dismissed early due to bad weather or some other emergency.

Online Flexible Instructional Days

PA Act 64 of 2019 allows for an alternative to the 180 day school day requirement when the school building is prevented from being opened for a variety of reasons. The Flexible Instructional Day (FID) Program is a tool available to be used as an alternate approach to delivering instruction if a circumstance arises when the school cannot be in session for a variety of reasons.

A Flexible Instructional Day is an option for schools when at least one of the following occurs:

- A disease epidemic
- **A hazardous weather condition**
- A law enforcement emergency
- The inoperability of school buses or other equipment necessary to the school entity's operation
- Damage to a school building
- Another temporary circumstance rendering any portion of a school building unfit or unsafe for use.

For each Flexible Instructional Day, students must receive instruction in each of these content areas:

- High School: English, Foreign Language or alternative six major subject, Mathematics, Science, Social Studies and Theology
- Elementary (K-8): Reading, Language Arts (English), Mathematics and Religion.

Grades 5-8 must also include Social Studies and Science.

- Assignments should be 20-30 minutes per subject
- Students must submit work no later than 48 hours beyond Flexible Instruction Day to potentially receive full credit for any assignments. .
- Students who do not complete and submit work within the required time frame will not receive credit for the assignments and will be marked absent.

Students will either complete assignments asynchronously or attend virtual lessons when a FID is scheduled. Students in grades Kindergarten through 8 are expected to log in to Google Classrooms for their HR/MS first period check- in/attendance by 9:00 am and to see what their

assignments and zooms, if needed, will be for the day. It is in the students best interest to complete the assignments because incompletion of their assignments could affect the students grade. Students are responsible for completing the assignments prior to the due date. Assignments will be assessed and entered into our online gradebook.

Notice will be sent via Facts, WFMZ, ABC Channel Six News, Facebook, and our Website.

Delayed Opening – If a two-hour delay is called, Saint Catharine of Siena School will open at 10:00 a.m. If an early dismissal was scheduled on a day with a two-hour delay, Saint Catharine of Siena School will stay in session until regular dismissal time at 3:00 p.m. (2:30 p.m. for all day Pre-K). The early dismissal will be rescheduled. If a three hour delay is called, Saint Catharine of Siena School will open at 11:00 am. Lunch will be served; however, we encourage your child to pack if a three hour delay is called.

4. Emergency Contact Forms

The Emergency Contact Form needs to be updated yearly. When a parent cannot be reached, the school will contact the adults listed on this form. Please complete the form and return it to school as quickly as possible. If an address, email, phone number, or person to be contacted is changed throughout the year, the parent is responsible to inform the school office of the new information.

5. Lateness K-8

A student who arrives late for school (after 8:00) must:

a. enter through the Main Office. A parent must sign them in.
b. present a note from his/her parent explaining the reason for the lateness,
c. present the note to the teacher in the class.

Consistent unexcused lateness will be considered parental neglect, which will be reported to the local school district for further investigation. Lateness affects a student's attendance record and interferes with the student's learning.

****(5 unexcused times late = detention to be served the Thursday following the 5th tardy)**

6. Vacation Policy

The planning of family vacations is strongly discouraged while school is in session. The parent must contact the Principal in writing prior to the absence explaining the reason. The parent must contact the teacher for assignments and homework and make arrangements for any missed tests. Generally, teachers will not send work or books with a student on vacation unless arrangements are made with the classroom teacher. It is the responsibility of the student to complete all missed assignments. If work is given prior to the trip it must be completed upon return.

C. CHANGE OF FAMILY INFORMATION

If a family has a change of address, telephone number, email, custody or parental rights during the year, the parents or guardians are required to notify the school office with the new information.

D. COMMUNICATIONS (also see Family Communications Envelope)

Effective communication assures a positive relationship between the home and school. Several modes of communication are utilized to help keep parents informed of policies, activities,

upcoming events, and student progress. Weekly digital newsletters(Smores) are sent home via email and text messaging. Regular forms of communication include this handbook, a monthly calendar of events, flyers, school webpage, parent-teacher conferences, Home and School Organization Meetings, report cards and failure notices or progress reports, and email. Parents may email the faculty via the school email.

If parents have a concern about their child's progress or other classroom information, please contact the teacher by email. If the matter is not resolved, please schedule another conference with the principal and the teacher.

E. DAILY SCHEDULE 2026-2027 School Year

The daily schedule is as follows:

7:30 a.m.	Office is opened	
7:50 a.m.	Prayer bell for faculty	
8:00 a.m.	Prayers and school pledge	
8:00-8:15 a.m.	Pre-K drop off	
8:20 a.m.	All Pre-K students should be in class.	
Lunch	11:10 – 11:35	First Lunch – Grades 3, 4, 5
	11:40 – 12:10	Second Lunch A – Grades 1 and 2
	11:55 – 12:25	Second Lunch B – Kindergarten
	12:35 – 1:05	Third Lunch – Grades 6, 7, 8
	*Recess will be scheduled according to playard availability.	
2:20 p.m.	Pre-K dismissal	
2:45	Prayers	
3:00 p.m.	**Commuter line begins. Parents may enter the lot when directed to do so by a staff member. Park and wait for students to exit.**	
*11:20	Early Dismissal for Pre-K	
*11:55-12:00	Prayers and Early Dismissal (K – 8)	
12:10	**Commuter line begins.**	

*Early Dismissals are noted on the annual and monthly calendars.

F. FAMILY COMMUNICATION

For the current School year, the communication folder will be sent home digitally through *Smores. Parents are asked to also check book bags and folders regularly for any communication. In an effort to reduce paper usage, weekly information will be posted on the school webpage. Any communications, forms, money, etc. that are brought to school are forwarded to the school office through the homeroom teacher. Students should not be instructed to deliver items directly to the office. Please make sure all monies are in an envelope and labeled.

G. FIELD TRIPS/CLASS TRIPS

The purpose of every class trip is to broaden the intellectual, cultural, and social experiences of each child. **Field trips will be billed through FACTS Management. Because the fee charged to the family for the field trip is determined by the total cost including bus transportation divided by the number of students in the class, refunds will not be given.**

There will be no overnight field trips or activities. The parent/guardian must provide written permission for each trip in order for the student to participate. A diocesan field trip parent consent form must be signed by the parent/guardian and the student. Class trips are planned at the discretion of the teacher and principal. Field trips are a privilege which can be taken away if a teacher deems it appropriate. If tuition is in arrears or if the proper medicines for a student are not provided by the parent, i.e. Epipen, a student will not be permitted to go on the field trip. If a parent/guardian does

not wish a child to attend the trip for any reason, the parent should notify the child's teacher in writing. **Refunds will not be given.** If the student does not attend school on the day of the trip, he/she will be marked absent. Any adult who serves as a chaperone for a field trip, must have completed all diocesan background checks and signed all required forms. NO EXCEPTIONS

H. FIRE DRILLS & EMERGENCY PROCEDURES

Fire drills are conducted regularly throughout the school year. The students are instructed to leave the building quickly and in silence when the alarm rings according to directions posted in each area. The students are also instructed and practice for other types of emergencies. If the students need to evacuate the building, the formerSaint Catharine of Siena Chapel and the Antietam School District building is the designated meeting area. If the school needs to go to "Lock-Down Stage," no one will be admitted into the building until the dangerous situation is resolved.

If students need to be dismissed due to a crisis or emergency situation, they will only be released to parents or designated adults on the emergency contact form. Local law enforcement officials will direct parents to the meeting place. Information will be given over the radio/TV or through the emergency communication system (Facts).

I. GUIDANCE PROGRAM

Saint Catharine of Siena School employs a part-time state certified elementary school Counselor. The parents, teacher, or principal may request that a student work with the school counselor as circumstances dictate.

1. Instructional Support Team (IST)

IST is the process used to help individual students who are having academic, social, behavioral or emotional difficulties. The process usually begins after parents and teachers have tried various ways of helping the child, yet the concerns remain. The principal, school counselor, or teacher may suggest an IST meeting to explore the child's strengths and needs and to create a plan of support for the child. IST is a confidential process involving adults working together for the benefit of the student. The IST process is also the way in which the school implements the diocesan accommodations/modifications program as set forth by the Inclusive Catholic Education directives for those students meeting the eligibility criteria.

At IST meetings, the team considers the development of the whole child. Each meeting is different because each child and her/his needs are unique and different. Meetings are generally attended by the child's parents, teacher(s), and school counselor; the principal, and BCIU reading specialist may also attend. In addition, outside therapists and any other professionals working with a student may participate in an IST meeting. The team meets periodically to assess the child's progress with the IST plan and to modify that plan as necessary. Recommendations or modifications will be shared, as appropriate, with all the teachers and staff who interact with the child during the course of the school day.

2. Individual Counseling

A school counselor may work with individual students who present with personal, social, emotional, and /or academic concerns. Students may be referred by teachers, parents, and the principal. Some students will self-refer. The school counselor will engage students in the helping process by being mindful of developmental needs as well as the student's right to respect and a nonjudgmental attitude. School counseling is not intended to be a long-standing therapeutic process.

For situations in which a student presents with serious emotional needs, the school counselor and principal will work with the student's family to secure appropriate outside therapy.

3. Counseling Groups

A variety of small counseling groups are offered throughout the school year. Groups meet during lunch/recess periods. All first grade children are afforded the opportunity to participate in a friendship group to enhance the development of appropriate social skills. Other groups include: friendship groups for older students, particularly when new students join the class; parental separation/divorce and other loss (e.g., death) groups, study skills groups, special siblings support group (for students who have a sibling with a diagnosed disability); girls' groups (for older female students with the purpose of enhancing communication and relationship skills and reducing relational aggression behaviors); self-control groups (for children with attention disorders); and other groups as requested by faculty and/or administration.

J. GOVERNMENT PROGRAMS

The following programs are available to SCS through the government:

Government support personnel

State	Act 89	Remedial Reading & Mathematics - BCIU

Government Services

State	Act 90	Student workbooks and testing curriculum
	Act 195	Student textbooks and workbooks
	Act 372	Busing (1972) provided by local school districts
	Health	Nurse's services – two 5 hour days per week – Ten hours provided by Antietam School District per week

The teacher will contact the parents if a child is eligible for speech, remedial, or enrichment programs. Parents may request testing to see if their child qualifies for enrichment.

K. HEALTH

1. Medical Records

The Commonwealth of Pennsylvania has mandated that all children entering **Pre-Kindergarten** present documented proof that the following immunizations have been received:

4 Dtap	3 HIB
4 Prevnar	1 Varicella
2 Hepatitis A	3 Hepatitis B
1 MMR	3 Polio (and 1 additional between ages 4 – 6)

Kindergarten – 12th Grade Requirements

4 Tetanus (1 dose more after 4th birthday)
4 Diphtheria (1 dose on or after 4th birthday)

3 Polio	2 Mumps
2 Measle	1 Rubella
3 Hepatitis B	2 Varicella or evidence of immunization

Grade 7 – Students need 1 meningitis vaccine and Tdap (tetanus booster)

After the basic series of Oral Polio Vaccine, Diphtheria and Tetanus, booster shots are due between four and six years of age. This should be followed by a Diphtheria-Tetanus booster

between fourteen and sixteen years of age with a subsequent booster every ten years. Please inform the school nurse, in writing, when boosters are given.

- State mandated physical examinations are required in Kindergarten and 6th grades.
- Dental exams are required in Kindergarten, 3rd, and 7th grades.

Each child, Kindergarten through 8th grade, has vision, height, and weight checks every year. Children in Kindergarten, 1st, 2nd, 3rd, and 7th grades have their hearing checked. When doing all these screenings, a notification is sent home to parents if there is a correction needed; i.e. vision and hearing. Parents need to have these corrections done by a doctor of their choice.

2. School Nurse

A nurse is provided by the Antietam school district two days per week and by SCS three days per week. The nurse is responsible for checking the height, weight, hearing and vision of every child and for making a referral to parents when problems are found. The nurse maintains all health records. Care given in the school is limited to first aid in accidents or illness until the parents can be reached to take the child home, to the doctor, or to the hospital. In an emergency, the nurse will arrange to have the student transported to the hospital.

3. Accident/Illness at School

Accidents or unusual illness occurring at school are reported immediately to the nurse, principal or main office personnel. When a student becomes ill or has an accident, the parent or guardian is contacted. If the parent or guardian cannot be reached, the emergency contact will be called. Emergency cards are kept on file for each student. It is the parent's responsibility to ensure that an up-to-date emergency number is on file in case of an emergency during the school day.

4. Allergies

SCS is a nut free school. Parents must inform the school nurse, classroom teacher, and office staff of their child's allergies and specific response. If the allergy includes any food items, the cafeteria staff should be included in the information. Provisions can be made for a "nut-free" table in the cafeteria, when needed. The school maintains a latex free environment; therefore, latex balloons are not permitted in school.

5. Medications/ Fevers

It is generally recommended that prescription medicines be given to the student before and/or after school in accordance with the physician's directions. In those rare instances where the medication must be given during the school day the following applies:

- Prescription and non-prescription over-the- counter medications must be in the original container with a note from the parent and physician to include: name of student, name of medicine, dosage, time of administration, dates to be given, and reason for medication.
- Students requiring medical attention must report to the nurse. No medications should be placed in lunch boxes or school bags for students to self-administer. All medications must be taken to the nurse's office.
- Students should be kept home if they are not free of symptoms or fever free for 24 hours without medication (Tylenol or ibuprofen), or if they are vomiting or have diarrhea. If a child is sent home with a fever, the child cannot return to school until the child is fever free for 24 hours without medication.
- **Any changes to a child's medication must be reported to the school nurse.**

LICE

At any time during the school year, the school nurse may inspect any student for head lice. If nits or lice are identified during inspection, then:

- The student will be excluded from school immediately.
- The parent or guardian will be called to come to the school to pick up the student. It will be the responsibility of the parent or guardian to transport the student home before the end of the school day. The student will not be permitted to ride the school bus due to added risk of other students acquiring lice.
- Verbal instructions, as well as written instructions, will be provided to the parent and student before the student leaves the building. It is the parents' responsibility to follow these instructions and rid the student of lice so that the student may be readmitted to school. These instructions will include treatment as well as management of the student's environment and prevention.
- Siblings and close contacts will be examined throughout the school and excluded as necessary.
- After treatment has been completed and ALL nits have been removed from the head, the student should be accompanied by the parent or guardian to the school and not ride the bus. The nurse must inspect the student prior to readmission.
- In order to ensure that the nurse will be available to inspect the student, the parent should call the school nurse to make an appointment. Upon inspection, the student is found to have nits or lice, the student will be denied admission to school until all nits are removed.
- After the student has been cleared to return to classes, the nurse will continue to check for nits because of the risk of re-infestation if the student's environment was not properly treated. The student will be checked as often as deemed necessary by the nurse.

If any question pertaining to your child's health arises during the year, please call the school nurse at **610-779-4431 (direct line) or 610-779-5810 ext. 39**. When the nurse is not in school, the school staff or nurse volunteers care for sick or injured students. It is very important for parents to keep emergency information and phone numbers current. A sick child cannot be sent home without notifying the parent or alternate emergency contact.

L. HOME AND SCHOOL ORGANIZATION (HSO)

Parents of students attending Saint Catharine of Siena School are expected to be active members in the Home and School Organization. Dues are paid on an annual basis through FACTS. The objectives of this organization are:

1. to promote the religious, educational, and cultural welfare of the children of Saint Catharine of Siena School;
2. to bring into closer relationship the home, the Church and the school by fostering and promoting cooperation and communication between parents and teachers in the training of the children;
3. to bring together a complete functioning of all civic and educational facilities that are or can be made available;
4. to raise funds for the school and supply academic and scholastic needs in classrooms;
5. to arrange assemblies for the students in consultation with the principal and faculty.

M. INSURANCE

Since July 1, 1990, the Diocese of Allentown has implemented a student accident program for any student attending kindergarten through grade eight. The cost of this program is paid by the school. Claim forms, as well as a description of the coverage, may be obtained at the School Office.

N. LUNCH

The Saint Catharine of Siena lunch program is directed by the Cafeteria Manager Cafeteria Staff. Each month the students are provided with a lunch calendar and have the option to buy lunch daily. When ordering lunch, the students must place the order prior to Morning Prayers and Announcements. Students should bring a packed lunch on the days they do not wish to buy lunch. Payment for lunch is set up as a pre-paid system. Parents need to send a check or cash which is deposited to the student's account. When the amount in the student's account is low, a notice is sent to the parents for the next payment. Prompt payment of the account is important so that your child can continue to order lunch. Once their account is negative by thirty dollars your child can only buy a pre-selected offer, or they must pack.

Expectations of the Students in the Cafeteria, Classrooms, and Outside Dining Areas

1. To eat lunch using proper table manners
2. To remain in seats during lunch, except to dispose of trash
3. To be respectful at all times
4. To remain in the cafeteria, classroom or outside dining area during the allotted time.
5. To make sure their trash is collected and disposed of in a proper manner
6. To go to the recess yard in a quiet line.

*** IMPORTANT**

- Students are not permitted to consume food or drink outside during recess times
- Students may not enter the building once the lines have gone to the recess yard unless it is an emergency. The student must have the supervising teacher's permission. Then, the student reports to the office.

Expectations of the Students at Recess

1. To include all students in games and activities
2. To play fairly, safely, and respectfully
3. To use appropriate language
4. To remain in the play area under the supervision of the assigned adults
5. To report to adults any inappropriate words or hurtful actions of a student or suspicious activity
6. To follow the teachers' directions at the end of recess
7. To wash hands/sanitize hands upon entering the building.

O. PARTY INVITATIONS / Birthday Treats / Class Parties

Children may bring party invitations to school only when they are inviting every classmate (all boys or all girls) to the party. Students should inform their homeroom teachers that they have the invitations and ask the teacher for permission to distribute the invitations. Otherwise, invitations should be mailed from home. Class parties or treats must be coordinated with the classroom teacher with sensitivity to the children who have allergies and with sensitivity regarding storage ***(freezer and refrigerator are not available for safe storage of birthday treats)*** Balloons, flowers, and other deliveries for students should be sent to the home and not to school.

P. RELEASE OF A CHILD/STUDENT RECORDS – CUSTODY ISSUES

A child will not be released to a parent/guardian who does not have physical custody without the written consent of the custodial parent/guardian. It is the obligation of the custodial parent to alert the school to any restrictions regarding the child. Unless a court or custody agreement specifies otherwise, each parent/guardian with legal custody is entitled access to all school records of the child. Without a subpoena or court order, school records of the child(ren) may be disclosed only upon written consent of the parent/ guardian with legal custody.

Q. RELIGIOUS ACTIVITIES & SACRAMENTAL PROGRAM

The Diocese of Allentown prescribes the Religion curriculum for all Catholic schools which is incorporated in the Loyola "Christ Our Life" textbook series. The religion curriculum for students in grade two includes preparation for the sacraments of Reconciliation and Holy Eucharist. At the end of grade seven, students begin their preparation for the Sacrament of Confirmation. In grade eight, students complete their preparation for and receive the sacrament of Confirmation. Parents of children in these grades are required to take an active part in preparing their children for the reception of these sacraments. This includes being sure that their family attends and participates in Sunday Liturgy.

The students have the opportunity of attending the 8:30 a.m. Mass each Friday and at 8:30 a.m. on Holy days that occur on school days. Each grade is assigned to participate as the lectors and gift bearers. The Siena Singers lead the music and the Siena Ringers (bell choir) enhance the music each month. The parish priests arrange for the Sacrament of Reconciliation during the school year. During Lent the students attend the Stations of the Cross after the 8:30 Mass.

Prayer is an essential part of each school day. The students are taught the formal prayers of the Catholic Church and have the opportunity for shared prayer, spontaneous petitions, and praying the rosary in class. The school community prays together at the beginning and end of the school day. The students pray before lunch within their individual classrooms and after lunch in the cafeteria.

R. SAFETY REGULATIONS/ EMERGENCY COMMUNICATION PLAN FOR PARENT NOTIFICATION AND REUNIFICATION 3270.27(a)(3)/3270.27(a)(4)

To ensure the safety and well-being of all students the following regulations must be followed:

1. All outside doors are locked throughout the day.
2. All visitors and volunteers must report to the school office, sign-in and procure a badge to wear while on school property.
3. Students must be signed out at the office to leave prior to dismissal time.
4. Students must follow the class roster and attend assigned classes throughout the day.
5. Students should travel with a "buddy" when leaving the classroom on an errand, especially if they need to go from the main building to the gym building and vice versa.
6. Students should walk, not run, at all times within the school building or in moving from one place to another on the school premises.
7. Entry is not permitted into the school building before school in the morning, at recess or lunch, or after dismissal at any time, unless a member of the school staff gives explicit permission to do so. Entry should be through the school office. If a student forgets a book or materials needed for homework after dismissal, the student may retrieve the book or materials until 4:00 p.m. The student must enter via the school office or Door #7. After 4:00 p.m., the student will need to get the necessary information from his/her classmates.
8. No student may leave the school premises at any time without permission. Every student must stay within the established boundaries when outdoors for lunch recess.

In the event of a true emergency, the Emergency Notification Process will be as written in our SCS Health and Safety Protocols and Procedure and as follows:

Initial Notification:
In the event of an emergency, the facility will immediately use the **FACTS All Call Parent Alert System** to notify parents as soon **as it is safe and appropriate to do so**.

- Parents will receive a text message, email, and/or phone call providing the following information from the School Principal or the Administrative Assistant:

- Nature of the emergency.
- Current status of the facility (e.g., evacuation, lockdown, shelter-in-place).
- Instructions on actions to take (e.g., stay tuned for updates, do not approach the facility if unsafe).

Backup Communication Method:
If the FACTS All Call system is unavailable, the following methods will be employed:

- Manual phone calls using an updated parent contact list.
- Posting updates on the facility's website and social media pages, if safe and appropriate.

Ongoing Updates During the Emergency: Facility staff will provide periodic updates as it is safe and appropriate to do so using the FACTS All Call system to ensure parents remain informed throughout the emergency. These updates will include:

- Any changes to the situation.
- Instructions that will ensure the safety of the children and staff.
- Reassurance of the children's safety.
- Expected timeline for further updates.

Emergency Conclusion and Reunification Process

- **Notification of Emergency Conclusion**:
  Once the emergency has ended, the facility will notify parents via the FACTS All Call system or via social media and website with the following details:
    - Confirmation that the emergency has ended.
    - Instructions on how and when parents can safely reunite with their children.
- **Reunification Process**:
    - Parents will be directed to a designated reunification site, which will be clearly communicated in the FACTS message.
    - At the reunification site, staff will verify each parent or guardian's identity using pre-approved lists and identification before releasing children.
    - Facility staff will remain available to answer parent questions and assist with the reunification process.

S. SCHOOL BOARD OF LIMITED JURISDICTION

Saint Catharine of Siena School Board consists of the pastor, principal, and appointed members. The School Board advises and assists the pastor and principal in areas of policy, finances, marketing and development, and strategic planning. All local policies established must comply with the policies established by the Diocesan Board of Education.

T. SPORTS PARTICIPATION

Saint Catharine of Siena CYO is a parish entity under the direction of the pastor and must adhere to the regulations of the diocese. The CYO oversees the extracurricular sports program for the students in Saint Catharine of Siena School, Saint Catharine of Siena PREP, and home-schooled parish children.

Participating in sports activities is a privilege since those involved represent the school and the parish. In order to participate, students must:

1. have a permission slip signed by each of their teachers and the principal prior to the start of registration;
2. maintain a passing average in *all* academic subjects (including special subjects offered by the school);
3. have satisfactory **effort and conduct**.
4. If an athlete is absent due to illness, they may not participate in practice or contest that day.

If a student receives a failure warning during any quarter, sports participation may continue; however, the coaches will be notified. If the student receives a *failure* on the report card, the CYO Academic Policy of suspension from a particular sport will go into effect immediately. **If a student demonstrates gross misconduct, disrespect or has received several discipline referrals, then the principal holds the right to remove that student from participation in any activities until improvement is shown.** The CYO Board and the Principal will determine the length of the suspension. These rules will be strictly enforced.

U. SMOKING – DRUGS - ALCOHOL

The school premises are a smoke-free and drug-free environment. No smoking, vaping, alcohol or possession or use of drugs is allowed in the school building, the gym, or on the grounds around the buildings. Use or possession of alcohol by minors is illegal. Appropriate authorities will be contacted in the case of a minor in possession of or using alcohol, drugs, or smoking paraphernalia. Appropriate authorities will be contacted in the case of any person violating the drug-free school zone.

V. STUDENT COUNCIL

The purpose of the Student Council is to promote student leadership throughout the grades. The eighth grade students hold the executive positions of President, Vice-president, Secretary, and Treasurer to which they are elected by the faculty and upper grade students.

Student Council members must maintain satisfactory grades in all academic subjects, effort, and conduct. An unsatisfactory grade will warrant the student's removal from Student Council until the grade is improved. All members of student council are expected to sign and adhere to the Council Code of Contact. Violation may result in removal.

W. TELEPHONE-SCHOOL OFFICE – CELL PHONES

The telephone in the school office is for business use only. A student may use the school phone only in the case of an emergency with the permission of the Principal/Office Staff. Permission will not be given to a student to call home for forgotten supplies or to communicate social plans. Please do not request that a child phone home during or after school for any reason. If parents must change their mode of transportation, **please call the office and email all teachers and the office before 2:30 p.m.** and a message will be sent to the child before the end of the day. Urgent messages for students will be relayed to them from the school office. Students will not be called to the phone during class time. Teachers may not take calls during class instructional time.

CELL PHONES

Students in grades 5 – 8 may bring cell phones if needed for after school activities or for safety reasons traveling to and from school. If a student is younger than fifth grade, the parent must send a written letter to the principal explaining the reason the child needs to bring a cell phone to school. **All cell phones and electronic devices must be turned off once the student arrives in the school building; therefore, do not message your child.** The cell phone must be handed in to the homeroom teacher at the beginning of the school day and kept for safekeeping until dismissal. Cell phones are not permitted for use during school hours or during after school activities. It is the student's responsibility to collect the cell phone at the end of the day. **If a student disregards this policy, the cell phone will be confiscated, there will be disciplinary action and a $10.00 fee will be collected through facts**. **This policy is in effect for students staying for after-care and after school activities. Cell phones must be off and away during after-school activities. Students staying for after-school activities may only use their cell phone at the conclusion of the activity with the permission of the adult supervising the activity.**
Multiple infractions will result in a parent conference. The electronic device will be returned during this conference.

ELECTRICAL/HAND HELD DEVICES -(I-pods, I-pads, Nooks, Kindles, wearable technology, apple/smart watches, Smart eyewear and any non-school technology devices) --Personal technology devices are not permitted to be used in school. Though older students sometimes have a cellphone for the bus, the item must not be out during the school day. The school assumes no responsibility for these items should they be lost or broken. All such items must be handed in to the homeroom teacher upon arrival and returned to the student at the end of the school day. The device will be confiscated and a $10.00 fee will be collected for disregarding this policy. **Students may only use school-issued technology devices. This includes students staying for after-care and after-school activities.** Multiple infractions will result in a parent conference. The electronic device will be returned during this conference.

X. TRANSPORTATION

I. Bus Riders

School bus transportation is provided by the state for children living beyond one and one-half miles from the school. Children living within this radius must either walk or be transported by car.

The following regulations must be observed by those riding the public school bus:

a. Students must ride the bus that is assigned by the school district. Please do not request permission to ride another bus or to invite a non-rider onto the bus. Students are not permitted to ride a school district bus unless the child is registered in that district.
b. Bus riders are not permitted to walk home or to carpool unless written permission is sent to the child's homeroom teacher.
c. Students riding the bus must be seated at all times. They shall remain seated until the bus has come to a full stop at their destination.
d. Students must, at all times, keep entirely within the bus. Unruly conduct will result in losing the privilege of riding the bus. Parents will then have to provide transportation.
e. Students must enter the building directly upon disembarking the buses.
f. Kindergarten, first, and second grade students must have an index card stating the means of transportation to and from school for at least the first two weeks of school. If the child travels on the bus, the name and number of the bus is needed, for example, Exeter 23 or Oley. This is necessary for the first day of school.
g. When disembarking the bus in the morning, students should enter the school through the designated door and come directly to the cafeteria.
h. At dismissal time, buses will be called over the PA. Students must walk quietly in line when their bus is called and come directly to the assigned door of school. A faculty member will dismiss the students to their correct bus.
i. Parents should contact their local transportation school district office for concerns about transportation.
j. Students must adhere to all safety and mitigation measures as directed by school and school district while riding the bus.

II. Car Riders

A. MORNING PROCEDURES

1**. Grades K-8:** dropped off by the lower side entrance (door #2) school between 7:30 and 8:00. Please be sure to move quickly and carefully to expedite the drop-off. Drivers should then exit by 24th Street. (Pre-K students who are dropped off between 7:30 and 8:00 should follow this procedure.) K – 8 students arriving after 8:00 should enter by the main office.

2. **Pre-K**: dropped off by door #2 between 8:15 and 8:25. Staff will be available to help children out of the cars and into school. After 8:25 the parent will need to bring the child into the office by door #1.

B. DISMISSAL PROCEDURES (subject to change)

- **Dismissal Procedures:**
    - Aftercare will be called to the side seating area in the cafeteria.
    - Saint Catharine of Siena will also provide staggered pick up times for dismissal.
    - PreK will be dismissed at 2:20 pm from door #2.
    - Prayers will begin at 2:50 pm.
    - Commuters will be dismissed directly from classrooms. **Commuter line will begin at 3:00 pm.** Parents will be permitted to enter the parking lot at 3:00 pm. Early dismissal students will be permitted to dismiss directly after afternoon prayer once a teacher is able to supervise their exit. Family numbers will then be called via walkie talkie to permit a staggering exodus of commuters through the building. Students will be directed to exit via door #7.
    - Street Walkers will be dismissed at 3:00 pm under the supervision of a teacher at door #2. They will be escorted to 24th Street.
    - Little busses will be dismissed upon arrival in an organized fashion starting at 2:50 from door #2. Students will utilize stairwell #9 and exit through hallway to door #2.
    - Big buses will be dismissed before commuter dismissal. Students will be directed to exit building through door #7, and walk up the hill to 23rd street under the supervision of a staff member.
    - ***All times may be adjusted in order to ensure safe dismissal procedures.**

Y. TUITION/FINANCIAL POLICIES

Tuition rates are established by the School Finance Committee in conjunction with the School Board, the Parish Finance Committee, and with the approval of the Pastor.Saint Catharine of Siena Parish subsidizes the difference between the tuition and the actual cost of education for each student. Therefore, all families are asked to support the parish through their weekly offertory contributions, their attendance at Mass each Sunday, and their participation in parish activities. Active and registered parishioners of St. Catharine of Siena are eligible for an additional tuition subsidy as determined annually by the School Finance Committee in conjunction with the School Board, the Parish Finance Committee, and with the approval of the Pastor,

Current tuition rates are available in the school office and on the website. Tuition payments must be kept up to date throughout the school year. Failure to comply with tuition obligations may result in withholding of report cards and may jeopardize re-enrollment status for the following school year. That said, it is St. Catharine of Siena School's goal to try to make a Catholic education attainable to as many families as possible within our financial limitations. Families who encounter and/or anticipate difficulties in meeting tuition obligations should contact the Principal and/or the Pastor as soon as possible so that appropriate arrangements and options may be discussed.

Each school family is required to EITHER 1) participate in the SCRIP program or 2) pay the buy-out option. Information packets about the SCRIP program are distributed to each family at the beginning of the school year. Through the SCRIP program, our Families earn tens of thousands of dollars of tuition credits each year. The SCRIP program is also a source of significant income for our school each year thanks to local and national vendors. There is no cost to our families in order to

participate in the SCRIP program. However, Families who do not comply with their SCRIP obligations, may be assessed the difference between the buy-out fee and amount of SCRIP Tuition Award earned at year end.

As required by the Diocese, the Saint Catharine of Siena tuition and financial aid document collection program is outsourced to an independently run Tuition Collection Agency – FACTS Tuition Management Systems.

Financial Aid is available. All financial aid applications must be completed via FACTS by April 15th for the following year. Financial aid determinations will be communicated by approximately June for the upcoming school year. Applicants who meet the eligibility for EITC/OSTC funds will be granted scholarships as availability of funds allow. Applicants who do not meet eligibility for EITC/OSTC funds, but who meet the criteria for financial aid as determined by FACTS, will be granted privately-funded scholarships as availability of funds allow.

Refund Policy: Paid tuition may be refunded on a prorated basis, if a student withdraws during the school year. However, withdrawal does not eliminate a student's responsibility for tuition obligations already incurred. Re-Enrollment for the following school year may be denied if the previous year's tuition is not paid in full. Final report cards may be held if tuition is in arrears and a payment plan has not been submitted to the pastor. If a family has financial difficulties during the year, please contact the principal or pastor to discuss a payment plan.

Tuition Assistance and EITC-OSTC scholarship funds are processed on-line through FACTS. Tuition assistance, EITC and OSTC scholarship funds, and private scholarship funds are distributed to qualifying families as availability allows.

Active SCS Parishioner Scholarship:The Active SCS Parishioner Scholarship is offered to registered parishioners of Saint Catharine of Siena Parish who have been registered for at least one year. Attendance of forty liturgies throughout the current year is requested to receive the Scholarship for the following school year. Parents must submit forty envelopes (financial donation is optional) to the parish collection basket each time attendance at mass is achieved.

Z. VISITORS/VOLUNTEERS

For the safety of all of our students, faculty, and staff the following regulations apply to visitors and/or volunteers to school:

1. Visitors

Visitors are welcome by appointment only. To arrange for a visit, visitors should contact the school office. All visitors must report to the school office and sign in the Visitor's Log when entering the building. Visitors will be given an ID badge to wear while in the school. Visitors must sign out at the school office. Parents coming to school to bring forgotten articles or to relay messages should come to the school office. Tours of the school for parents of prospective students can be arranged through the office. The Advancement Director staff member will conduct the tour.

2. Volunteers

The assistance of volunteers is greatly appreciated and encouraged. We recognize the invaluable assistance given by our students' families which helps in building a strong learning community. Volunteers assist in some of the following ways: Library Aides, Lunch Aides, Recess Monitors, Homeroom Aides, Field Trip Chaperones, Field Day Helpers, and Classroom Activities.

Parents are urged to take an active part in their child's education by volunteering whenever and wherever possible. Volunteer forms are sent home in the August school packet. Parents need to fill in this information and return it to school with their youngest child. In order to provide a safe environment for all students and faculty, volunteers must follow the diocesan guidelines.**GUIDELINES CAN BE FOUND AT SCSYOUTH.WEEBLY.COM**

VICTIM ASSISTANCE COORDINATOR

The Diocese of Allentown provides assistance to anyone who, as a minor, was sexually abused by a priest, deacon, or employee/volunteer of the Diocese/Parish. Parents, guardians, children, and survivors of sexual abuse are invited an encouraged to contact the Diocese of Allentown for more information about this program. The fullness of compassion should be extended to these victims by the Church.

To learn more about the Diocese of Allentown Youth Protection Programs, Sexual Abuse Policy, and Code of Conduct, please visit www.allentowndiocese.org and click on "Youth Protection" in the upper right-hand corner of the page.

DIOCESAN VICTIM ASSISTANCE COORDINATORS:

- 1(800) 729-9209
- allentowndiocese.org/youth protection

DIOCESAN SAFE ENVIRONMENT COORDINATOR:

- Mrs. Pam Russo, Telephone: (610) 871-5000, ext 2204

AA. TECHNOLOGY

Parents are required to sign the School Acceptable Use Policy to permit students to use the Internet in school as part of their academic pursuits. Teachers supervise students' use of the Internet for educational purposes and the school utilizes a filter to limit students' access to allowable Internet sites only. The Acceptable Use Policy, updated in August 2026, is included at the back of this handbook.

Parents are urged to monitor their child's use of technology outside of school to ensure their child's safety and well-being, to guide their child's use of Internet sites that are age-appropriate, and to provide rules of etiquette in social networking.

In following our school Pledge:

"I believe that Jesus is present in each of my classmates and all of my teachers; therefore, all my actions will show my respect for Jesus."

Each student will be expected to maintain good character both during school and outside of school. This includes any posting, use or manipulation of websites, blogs, social media, networking sites, etc. Comments, posts or use of social media in a way not becoming of good character may be grounds for consequences at Saint Catharine of Siena School.

It is understood that a student's off-campus conduct is a significant part of his/her record as a Saint Catharine of Siena School student. Therefore, the student's conduct must be consistent with the standards and ideals of this school.

Conduct unbecoming a student at Saint Catharine of Siena, be it against the set rules and regulations of the school or against the moral teachings of the Catholic Church, will warrant disciplinary action in the student's continued enrollment at Saint Catharine of Siena School and/or in relation to his/her continued participation in the activities of Saint Catharine of Siena School. The privilege to represent Saint Catharine of Siena School in any school activity or function can and will be denied if misconduct warrants it.

BB. USE OF SCHOOL GROUNDS / PROPERTY

School grounds and property are permitted to be used for school and parish purposes only. Other groups wishing to use any building or property must get permission from the Pastor through the Parish Secretary, **this includes the usage of the gymnasium.** If given permission, the person/group will be required to follow Diocesan regulations regarding insurance coverage and all other policies.

CC. USE OF STUDENT PICTURES

Students' pictures will be used in the school yearbook. Parents are required to sign the Diocesan Release Form to permit use of their child's pictures for the school website, newsletters, brochure, social media sites, articles for publication, or marketing purposes.

AFTER SCHOOL CARE

Saint Catharine of Siena offers an After Care Program from 3:00 PM- 5:45 PM*, and from time of dismissal to 5:45 PM* on early dismissal days, providing a safe and caring environment for our children. This service is offered on request and has an hourly fee.

For more information and to inquire about rates, please contact the school office. A separate handbook is available for the After Care Program. All Aftercare payments will be made through the FACTS Prepay Accounts. **All school regulations and policies, including those pertaining to cell phones and technology devices, are in effect while students attend After Care.**
***Subject to change**

UNIFORM DRESS CODE

Uniforms / Dress Code

- From the beginning of school until the first Monday in November and from the first Monday in April until the end of the school year, students have the option of wearing the Spring/Summer Uniform.

- From the first Monday in November until the first Monday in April, students are required to wear the Fall/Winter Uniform.

Flynn & O'Hara Uniforms **and** ***Land's End*** are the distributors for our school uniform.
Sneaker Villa is the distributor for the gym uniform.
Please put your child's name in all pieces of clothing.
Pre-K and Kindergarten wear the Gym Uniform throughout the school year. (See Gym Uniform below.)

BOYS: GRADES 1 – 8

Fall/Winter Uniform

- Dress navy blue uniform slacks (worn at the waist)
- Belt – Black, navy, or dark brown leather
- Navy blue V-neck sweater or sweater vest with school insignia
- Light blue long-sleeved oxford shirt
- Navy blue tie
- **Grades 6-8 have the option to wear the Land's End red/blue striped tie**
- Plain Navy blue or black socks (must cover the ankle)
- Shoes: Grades 1 – 8 Brown or Black dress shoes (oxfords or bucks), Hey Dudes(solid black, brown or gray) no sneakers
- Sneakers are only to be worn with gym uniform
- **NO KICKBALL JACKET. KICKBALL JACKETS ARE ONLY FOR GYM DAYS.**

Spring/ Summer Uniform

- Dress navy blue uniform slacks or uniform shorts
- Belt – Black, navy, or dark brown leather
- Light blue short-sleeved or long-sleeved golf shirt with school insignia
- Plain Navy blue or black socks (must cover the ankle)
- Shoes: Grades 1 – 8, Brown or Black dress shoes (oxfords, bucks) Hey Dudes (solid black, brown or gray) no sneakers
- Sneakers are only to be worn with gym uniform
- **NO KICKBALL JACKET**

GIRLS: GRADES 1 – 4

Fall/Winter Uniform

- Blue plaid jumper (the length - not more than 2 inches above the knees) with school insignia patch
- Light blue long-sleeved uniform blouse (rounded collar)
- Navy blue V-neck cardigan sweater, or round collar neck sweater with school insignia
- Navy blue knee socks or blue tights
- Shoes: Blue or black Mary Janes, bucks, saddle shoes, Hey Dudes (solid black, brown or gray) no sneakers
- Sneakers are only to be worn with gym uniform
- **NO KICKBALL JACKET**

Spring/Summer Uniform

- Dress navy blue one-panel or double-panel uniform skort (not more than 2 inches above the knees) Can also be navy blue elastic skort.
- Option: Blue plaid jumper with light blue short-sleeved blouse (rounded collar)
- Option: Land's End Polo dress with school logo
- Light blue short-sleeved or long-sleeved golf shirt with school insignia
- Navy blue knee socks
- Shoes: Blue or black Mary Janes, bucks, saddle shoes, Hey Dudes (solid black, brown or gray) no sneakers
- Sneakers are only to be worn with gym uniform
- **NO KICKBALL JACKET**

GIRLS: GRADE 5 ***Depending on your child's growth during this transitional academic year, your grade five student may wear either the primary school jumper or the middle school two-panel uniform skorts for the fall/winter uniform.***

GIRLS: GRADES 6 – 8

Fall/Winter Uniform

- Navy blue two-panel uniform skort (not more than 2 inches above the knees)
- Blue Plaid skirt (not more than 2 inches above the knees)
- Blue Pants
- Light blue long-sleeved button-down collar blouse
- Navy blue V-neck cardigan sweater or v-neck vest with school insignia,MUST BE TUCKED IN

- Navy blue knee socks or tights
- Shoes: Blue or black Mary Janes, bucks, saddle shoes, Sperry's. Hey Dudes (blue, black, or gray solid color)
- Sneakers are only to be worn with gym uniform
- NO KICKBALL JACKETS

Spring/ Summer Uniform

- Navy blue two–panel uniform skort (not more than 2 inches above the knees)
- Blue Plaid skirt
- Light blue short-sleeved or long-sleeved golf shirt with school insignia
- Navy blue knee socks
- Shoes: Blue or black Mary Janes, bucks, saddle shoes, Sperry's, Hey Dudes (blue, black, or gray solid color)
- Sneakers are only to be worn with gym uniform
- NO KICKBALL JACKETS

BOYS AND GIRLS GYM UNIFORM

Spring/Summer Uniform

- Black regulation gym shorts – with school insignia (students may not wear spandex under the gym shorts.
- Red regulation (cotton or moisture wicking) T-shirt – with school insignia
- Plain White socks – must cover the ankle
- **"Modestly styled or simple" white, gray, blue, or black sneakers with white or black laces (No light-up sneakers or high-tops)NO BRIGHT COLOR SNEAKERS**
- ****Pre-K and K are requested to wear Velcro straps instead of laces.**

Fall/Winter Uniform

- Black sweatpants (Grades Pre-K – 5) – with school insignia
- Black warm up pants (Grades 6 – 8) with school insignia
- Red sweatshirt (Grades Pre-K – 5) – with school insignia
- Black jacket (Grade 6 – 8) – with school insignia
- Black regulation gym shorts – with school insignia
- Red regulation (cotton or moisture wicking) T-shirt – with school insignia
- **"Modestly styled or simple" white, gray, blue, or black sneakers with white or black laces (No light-up sneakers or high-tops) NO BRIGHT COLOR SNEAKERS**
- White socks – must cover the ankle

GENERAL REGULATIONS

- Shirts are to be tucked in at all times.
- Slacks/Shorts (no stripes, plaids, jeans, or trousers with outside pockets, tight or gathered cuffs)
- Socks are to be plain–no logos or sport socks
- Shoes are Brown or Black dress shoes, no sneakers

- Shoe laces must be tied at all times and not simply tucked in the shoe / sneaker.
- Out of safety, nails should be short and clean
- **Fingernail polish, make-up, eye shadow/liner, and mascara are not permitted. Eighth Graders may only have nails done for Baccalaureate Mass and Graduation Ceremony.**
- Jewelry – One Catholic religious necklace is permitted, worn under clothing.(No rings and no bracelets)
- Girls –Pierced earrings are permitted (Post, not dangling or hoops)
- Boys – Earrings are not permitted

Boys Hair Style Clean shaven, and hair should be neat and clean-cut and not touching the highest point of the collar or hanging down into the eyes, natural hair color only. No fad styles or cut hair designs are permitted. This applies to color fads as well as unusual cuts, such as spikes, tails, Mohawks, etc.

Girls Hair Style: Hair should be neatly groomed and natural color only. Outlandish fad styles are not permitted. Streaked or dyed hair is not permitted. Small hair bands, bows, ribbons may be worn. Bandanas, scarves and other hair coverings are not permitted.

Violations of the school uniform will be noted on the Uniform Violation Form. The parent is required to sign and return the form to the teacher. The student is expected to correct the violation by the next day. If not corrected the parent will be required to bring the corrected uniform to school. If violation continues, demerits will be given.

Out of Uniform Days

Occasionally students will be permitted to "dress down" either as a reward for an announced reason, to participate in a fund-raiser for a designated cause, or to celebrate an event. Clothing should be modest, neat and clean without holes or "rips," inappropriate language, or inappropriate graphics. Please, no concert tee's. The following guidelines should be followed for out of uniform days.

Permitted:

Girls: Jeans, gym pants, slacks (no stretch slacks), capris, skirts(uniform length), dresses(uniform length), blouses, T-shirts or other appropriate tops, socks, shoes or sneakers

Leggings may only be worn with a skirt or dress of uniform length.

Uniform length shorts may be worn during summer/spring uniform.

Not acceptable: Tank tops, halters, spaghetti straps, short-shorts, leggings (see exception above), holes in clothing, inappropriate graphics or words, concert tee's, flip-flops, or sandals. (ex. include crocs, UGG slippers, open heel or open toe)

Modesty is the guiding virtue. On an "out of uniform day" if a student is dressed inappropriately, the student will be required to either call the parents to bring the school uniform and change or obtain a uniform from the uniform corner.

Used Uniforms

Parents can donate **clean uniforms** or obtain used uniforms through the Uniform Exchange. The service is maintained by parent volunteers. Please be respectful of the space and help keep it organized.

ACADEMIC POLICIES

Saint Catharine of Siena will implement the following policies and procedures in the Catharine of Siena Handbook and the policies and procedures outlined in the addendum for live and distance learning environments.

Saint Catharine of Siena School follows the Curriculum Guidelines established by the Office of Education for the Diocese of Allentown in conjunction with the Department of Education for the State of Pennsylvania. Saint Catharine of Siena School is accredited by the Middle States Association and is in compliance with all standards.

All students take the following courses on a regular basis: Religion, Language Arts (includes English grammar and writing, Spelling, Handwriting), Math, Reading (includes Vocabulary and Phonics), Science, and Social Studies.

Students have the following classes on a weekly basis: Art, Computer, Library, Music, Physical Education.

1. Books and Materials

Every student must carry his/her books to and from school in a suitable book bag. All books must be covered, with the exception of copybooks. All covers must be neat and clean and free from inappropriate material. Books, copybooks, and materials are to be properly identified with a child's name, school, and room number. No other writing is permissible on book covers.

All lost or damaged books must be paid for in full by the student. A charge will be made at the rate at which the books were purchased by the school. Students are expected to take care of their personal belongings, their books and their clothing. They are also asked to help care for the school buildings and the adjoining property through respectful use. Any malicious damage will necessitate compensation.

All school devices are the property of Saint Catharine of Siena School. Families are responsible for the cost of repair and replacement of the device if damaged, lost or stolen, or broken.

Text books, with the exception of Religion books, are provided by the state of Pennsylvania through Acts 90 and 195.

2. Class Participation

Students are expected to:

- give attention and respect to the teacher at all times.
- show respect and concern for other students by a willingness to share and to take turns.
- actively participate in class by responding orally or in writing as circumstances dictate.

3. Homework

Homework refers to an assignment made by a teacher that will positively reinforce a concept presented in class. Homework includes both written and study assignments, and should be done by the student independently. While this does not preclude parental help or interest, the assignments should not require undue parental assistance or supervision. Parents have the responsibility to provide an atmosphere conducive to study and to exhibit a real interest in the accomplishment of their child's assignments. Ample time is allotted for the completion of out-of-class research assignments or projects.

Students learn and work at different rates. Therefore, the following time per night is a **guide** for homework, which includes both written and study assignments:

Grades 1 and 2 30 minutes
Grades 3 and 4 45 minutes
Grades 5 and 6 60 minutes
Grades 7 and 8 90 minutes

The objective is not time, but the extension of learning beyond class time. In the event of absence or suspension, the student is required to make up work designated by the teacher. If a student has forgotten a book or other materials that are needed for homework, the student may return to the classroom via the school office until 4:00 p.m. After 4:00 p.m. the classrooms are locked and students are not permitted to return to the classroom to retrieve forgotten books or other items. ***Students are responsible for proactively contacting the teacher at a respectable time if a situation arises and homework cannot be completed.***

4. Honor Recognition*

At the end of each marking quarter, students are recognized for their academic achievement of Honor Roll. The following guidelines are used for grades 3 – 8.

First Honors: Student must have at least a 90 in all major subjects (Religion, Reading, Mathematics (includes Accelerated Math), Language Arts, Science, Social Studies, and Spelling). Students must have a minimum of an S in Effort, Conduct, Physical Education, Art, Music, Computer, and Library.

Second Honors: Students must have at least an 85 in all major subjects as listed above and a minimum of an S in all effort and conduct and all minor subjects listed above.

****Students enrolled in the Enrichment Program must also receive a minimum of an S in Conduct and Effort for the grading period in the Enrichment Program in order to be eligible for First or Second Honors. Those students who do not meet the minimum requirements of an S in conduct and effort will not be eligible for Honor Roll.***

5. Parent-Teacher Conferences

Conferences are scheduled during the first trimester report period for Grades K to 8. Parents may request a conference throughout the year by sending a note or email to the teacher, or calling the school office and making the request. CONFERENCES MUST BE SCHEDULED IN ADVANCE.

6. Preparation for Class

Each student is responsible to have all required materials for class and to complete all class assignments and homework on time. Failure to do so indicates a lack of serious preparation for class. The teacher will assess the daily performance of students which includes class participation and neatness and completeness of work in copybooks and on worksheets.

7. Use of ChatGPT or Other Sources of AI in Academic Performance

As technology evolves and becomes more sophisticated, it is understandable that we are uneasy about actual and anticipated challenges such as ethics, plagiarism, and students handing in AI-generated essays as their own.

Because the development of technology will not slow down enough for us to honestly think about—and plan for—its implications, we will do our best to explore this uncertainty and proper usage ***as a tool to guide students*** in their academic journey (such as the writing process and researching), not as a tool to use for "copy and paste" another's work as their own.

If students do not act according to the rules, regulations, and values of Saint Catharine of Siena School and the Diocese of Allentown regarding ethics, plagiarism, ChatGPT, and other sources of AI to complete assignments, disciplinary actions will occur. Please see addendum, effective August3, 2025.

8. Promotion or Retention

Student progress is monitored throughout the school year. During the first trimester, the parent/guardian is informed of the student's academic, social and emotional progress. By mid-year, the teacher will contact the parent/guardian of a student who continues to experience difficulty, to discuss the possibility of retention and support services. By mid-May, the teacher(s) will schedule a follow-up meeting with the parent(s)/guardian(s), school counselor, and principal. If retention is indicated, the parent(s)/guardian(s) will receive an official notification, which must be signed and returned to the school administration. Failure of the parent to sign the form does not prevent the student from being retained.

Promotion or retention is at the discretion of the administration in consultation with the teacher.

9. Report Cards

Report cards are distributed three times a year. They should be examined carefully by both parents to review the academic progress and development of their child. The marking system is explained on the cards. Reports should be signed by at least one parent and returned to school promptly. The parents or teacher may check a request for a conference on the back of the report card. Progress Reports are mailed home halfway through each marking period to inform parents of low grades, impending academic failures or behavioral concerns. The Diocesan Grading Scale is as follows: A: 93-100 B: 85 – 92 C: 75 – 84 D: 70 – 74 F: 69 and lower. The Diocesan Grading Codes are as follows: O: 97-99 VG: 90-96 G: 85-89 S: 75-84 N: 70-74 U: below 70

10. Testing

Standardized testing (STAR Assessments) is given according to the directives from the Office of Catholic Education - Diocese of Allentown. Testing takes place three times a year (September, January, and April/May). **Parents are urged to not make appointments for students or to plan family trips during this time so that all can be present for the testing.**

11. Accelerated Math

Saint Catharine of Siena provides an accelerated math program for students in grades five through eight. The accelerated math program progresses quickly and gives less time for guided practice. It has more homework than the traditional math class. Students recommended for accelerated math **need a solid grasp on elementary math** (numerical fluency, wholes & parts, proportional reasoning and number sense), they also need to be responsible enough to handle the extra workload independently. Students failing to work to potential according to the accelerated math guidelines will not be recommended for accelerated math the following year.

Saint Catharine of Siena's Accelerated Math Committee follows the following guidelines when considering students for the accelerated math program:

Students entering Fifth Grade:

- Allentown Diocesan Criteria
    - Math teacher recommendation
    - Excellent work ethic
    - Excellent classroom behavior

    - Above average performance and advanced proficiency on STAR Math Benchmark Assessments (this does not include homework grades, participation grades)
- **Completion of Summer Program**

Those entering Sixth Through Eighth:

- Math teacher recommendation
- Excellent work ethic
- Excellent classroom behavior
- Above average performance and advanced proficiency on STAR Math Benchmark Assessments (this does not include homework grades, participation grades)
- Completion of Diocesan Benchmark grade level at 90% If goal is obtained of 85%, then the Diocesan Benchmark above grade level will be given to the student to determine summer program
- Completion of Diocesan Benchmark above grade level at 85%
- Registration should be finalized by May 31st.
- **Completion of Summer Program**

12. Enrichment Program

A student with an IQ score in the superior range of ability (typically a score of 130 or above) may be identified as needing enrichment as a modification to his/her regular education program. If a student is identified, Saint Catharine of Siena Guidance, in conjunction with the BCIU, will utilize multiple criteria to assess whether a student qualifies for enrichment. These assessments include:

- A full psychological evaluation
- A year or more above grade achievement level in one or more subjects as measured by standardized tests.
- An observed or measured rate of acquisition/retention of new academic content or skills.
- Demonstrated achievement, performance or expertise in one or more academic areas as evidenced by excellence of products, portfolio, or research, as well as criterion-referenced team judgment.
- Early and measured use of high level thinking skills (Guilford/Bloom's Taxonomy), academic creativity, leadership skills, intense academic interest areas, communication skills, foreign language aptitude or technology expertise.
- Documented, observed, validated or assessed evidence that intervening factors such as English as a second language, learning disability, physical impairment, emotional disability, or socio/cultural deprivation are masking above high average abilities.
- Your student's progress will be monitored in the enrichment program with trimester progress reports. Conduct and Effort will be noted on the trimester report cards. Those students who do not meet the requirement of S in conduct or effort for the enrichment program will not be eligible for Honor Roll.

12. Graduation

Eighth grade students who have completed the prescribed course of study and maintained a suitable discipline record are eligible for graduation. All financial obligations must be met or payment arrangements made with the Pastor/Principal in order for a student to participate in Graduation. The final report card may be held for tuition in arrears. Procedures for graduation are determined by the Administration and the eighth grade teachers.

13. Closing Exercises

Participation in closing exercises is a privilege, not a right. Saint Catharine of Siena School has the right to deny any student from participating in closing exercises if, in the view of the School, the student's conduct or academic or disciplinary records indicate that the privilege should not be extended. All financial obligations must be met for students to receive the final report card.

CODE OF CONDUCT

1. Discipline

Saint Catharine of Siena School believes that self-discipline is fundamental to life. Discipline is a necessary reflection of the Philosophy of a Catholic School, which attempts to develop a fully committed Christian - a Christian committed to the observance of just rules and regulations based on the Ten Commandments, which will assist the individual in responding to his/her responsibilities and obligations to himself/herself and others. Students are expected to follow the Code of Conduct during the school day, riding on the school bus, at After-Care and all after-school activities, on field trips, and at all school sponsored events or activities.

The disciplinary procedure for PRE-K, Kindergarten and Grade 1 is usually handled individually by the classroom teacher. Depending on the severity of the action further discipline by the principal may be required.

The disciplinary procedure for Grades 2 to 8 is handled by the individual teachers. Students may receive individual teacher detention and/or school detention, which is held weekly. If a child receives a detention, the parent(s)/guardian(s) will be informed prior to the day of the assigned detention. If the student fails to attend, a second detention may result.

2. Disciplinary Demerits and Detention

If students in Grades 2 through 8 are not acting in accord with the rules and regulations of Saint Catharine of Siena School, they will be issued a demerit for that action. Demerit slips must be signed by a parent/guardian the evening it is issued and returned to the issuing teacher or the homeroom teacher the next day.

As a guideline for the classroom teacher in the issuance of a demerit, a list of conduct infractions (although not all-inclusive) that violate the Discipline Code follows. These discipline areas are deemed to be less serious in nature; however the students are held accountable for their actions. These infractions may warrant a demerit and continual violation will result in a detention.

*In the following areas (Academic/Other) a total of **5 demerits** will result in an after school detention:*

a. Not prepared for class - not having proper supplies or books for class.
b. Unsigned test papers/mark sheets - tests and mark sheets must be returned within one school day or the day assigned by the teacher.
c. Carelessly completing written and/or incomplete homework

*In the following area (Behavioral) **5 demerits** will result in an after school detention:*

d. Improper behavior - including, but not limited to disturbances in class/ playground/lunchroom; i.e. throwing food or other items, unnecessary noises, etc.

e. Improper behavior - note passing, slamming books, unnecessary talking to oneself or others, loud, boisterous sounds, any disruption deemed by the classroom teacher to interrupt the educational process
f. Gum chewing/eating in class - Gum is not permitted on campus, including the school/gym/church/parking lot. Snacks may be eaten only at the designated time.

The following is a listing of actions that will result in **an immediate detention**. It is not an all-inclusive list of conduct that violates the Discipline Code.

g. Cheating - the taking or giving of schoolwork that is not one's own including AI
h. Inappropriate use of technology
i. Irreverence/Disrespect - any improper attitude displayed towards any teacher, staff member, volunteer parent, administrator or fellow student; irreverence in church
j. Abusive language - any inappropriate language or racial or ethnic slurs used on school premises
k. Forgery - handing in any paper (school assignments, tests, permission slips, etc.) signed by anyone other than a parent or guardian or handing in a paper written by someone else.
l. Invading the privacy of another's desk - teacher or student.
m. Plagiarism – copying someone else's research or writing without giving proper credit; using Chatgbt, AI or other website sources to copy and paste.
n. Vandalism/Damaging any school, church or personal property
o. Out of bounds - any student who is in the wrong place at the wrong time.
p. Cutting class
q. Bullying
r. Uninvited invasion of another student's space/physical fighting
s. Other - any other behavior that warrants attention not specified on the above list.

When a student receives a detention form, the parent/guardian must sign it on the night issued. It must be returned the following day to the student's homeroom teacher. A parent signature indicates that the parent/guardian has seen the detention slip. If the signed slip is not returned a parent will need to come to school and sign the slip. The teacher will call or email the parent to inform them of the reason for the detention and to plan together how the student might improve the situation. If a student receives a second detention, a parent-teacher conference is required. The student should be present for part of the conference and an Action Plan for Improvement must be signed by the teacher, parent, and student. A copy of the Action Plan is sent to the Principal.

3. Suspension

In-School or Out-of-School Suspension will be issued based on the seriousness of the action of the student and the effect on the school community. It is the decision of the Principal in conjunction with the teachers of the student.

Three disciplinary detentions will warrant a school suspension depending on the severity of the infraction. Suspension may lead to dismissal. The Principal will inform the parents/guardians of the seriousness of suspension and seek their immediate cooperation in a corrective program designed to resolve the student's problem, if possible. If a student is suspended but not dismissed, the student may be required to have psychological or psychiatric clearance before returning to school. Serious infractions may result in an immediate suspension or dismissal. This applies when students are on campus, on a school bus, or at any school-sponsored function.

The following unacceptable conduct that will result in an immediate suspension from school includes, but is not limited to the following:

a. Constant insubordination; blatant disrespect for authority - to any adult in the building.

b. Violent behavior - any fighting or behavior that causes physical injury.
c. Bomb scares or triggering other false alarms
d. Possession and/or use of drugs, narcotics, tobacco, vapes or alcoholic beverages on campus or on bus. Lawful authorities will be contacted where required.
e. Smoking/vaping
f. Stealing
g. Repeated intimidation, bullying, harassment or threats of any kind
h. Possession of any weapon- possession of any item which may present a danger to others in school or out. No guns, knives, laser pens or any other weapons are permitted on school grounds at any time.
i. Profane/obscene language or gestures or engaging in immoral conduct.

These categories do not cover every possible situation. The administration will determine which behavior is inappropriate. Discipline issues regarding other students will not be disclosed due to privacy, compassion and respect for the student and family.

4. Harassment

The School follows the Diocese of Allentown Policy prohibiting harassment, including sexual harassment. Sexual Harassment refers to any unwelcome sexual attention, sexual advances, and requests for sexual favors or other verbal, visual or physical conduct of a sexual nature. Sexual Harassment is unacceptable conduct and will not be tolerated. Any student or parent/guardian who is determined to have violated this policy will be subject to appropriate disciplinary action up to and including police involvement and dismissal of the student. A complete copy of the policy is maintained in the school office and can be found on the diocesan website.

5. Bullying and Cyberbullying Policy

Saint Catharine of Siena School strives to provide a safe, positive learning environment for each student. Our school motto emphasizes the importance of respect toward all teachers and students in imitation of Jesus Christ.

We recognize bullying as any repeated aggressive behavior that intentionally hurts another person physically or mentally. Bullying includes any word, or behavior, or action that inflicts or threatens to inflict physical or emotional injury or discomfort upon another person's body, feelings, or possessions. Cyber-bullying can include any electronic threats, posting of inappropriate or demeaning pictures or words, or spreading false information via email or other electronic means, or use of the internet, social media, blogs, etc in a way that defames or negatively affects another person. Any instance of Bullying or Cyberbullying will be dealt with immediately.

To maintain a Christ-centered school which is safe and free from bullying and violence we pledge to:

- Recognize that all people are created in Christ's image.
- Follow the school pledge and show respect in all words and actions.
- Empower students to recognize and report bullying and cyber-bullying behaviors.
- Intervene and strictly enforce rules and consequences in a consistent manner.
- Educate the school community including parents on establishing a positive school climate.
- Tolerate no bullying or cyber-bullying in our school.

School Wide Goals:

- Include all students in school activities such as recess, lunch and small groups.
- Respect the personal space and belongings of others.
- Speak, write, and/or send only respectful words to and about others.

- Show respect and courtesy toward each other.

Teachers have the authority and responsibility to maintain discipline in the classroom. Students are under the supervision of many teachers during a given school day. Each teacher will have his/her own requirements and students must learn to abide by them.

Each student is expected to show respect, good manners, courtesy, and consideration for others and to follow all school rules. Through the formation of Christian character and the practice of the virtues, students strive to imitate Jesus Christ and demonstrate Christian behavior at all times. Any behavior that interferes with the student's progress or another student's progress is not acceptable.

While traveling to and from school, while on school sponsored trips or sport activities, students are expected to be on their best behavior and show consideration for others at all times.

All adults working with students will be aware of the expectations for behavior. If they notice any inappropriate behavior they will advise the student of the expectations. If a student chooses to ignore the advice given by an adult, the teacher will be notified. Consequences will be managed by the teachers and/or principal.

Teachers are expected to report bullying and cyber-bullying behaviors to the principal once they are aware of the situation. If a child informs his/her parents of an occurrence of bullying or cyber-bullying, the parents are expected to alert classroom teachers who, in turn, will report it to the principal.

Consequences

If a student chooses not to act responsibly and respectfully, according to the expectations above, the following consequences will occur:

- Verbal correction and re-direction to act responsibly
- Time out from the activity or play (especially at recess)
- Referral to the school counselor to work on improved behavior and choices
- A letter or phone call to the parents explaining the behavior and the consequences
- Parent & student conference with teacher and/or principal
- A loss of privileges at school - Some privileges include but are not limited to: special activities, assemblies, treats, field trips, sports, etc.
- Detention
- Suspension
- Other consequences will be at the discretion of the Administration.
- Consequences will not be disclosed to other parents or students.

These categories do not cover every possible situation. The administration will determine which behavior is inappropriate. Discipline issues regarding other students will not be disclosed due to privacy, compassion and respect for the student and family.

6. Procedures for Student Suspensions

Parents/Guardians of the student will be informed by a phone call or in writing of the suspension as soon as possible. Suspensions will be implemented at the discretion of the Principal.

Following suspension, parents or guardians will be interviewed by the appropriate school official. Students removed from the school community will not be readmitted before a parent interview has been conducted and all other conditions for re-admittance have been satisfied.

Parents and students are to sign a formal agreement in which they signify their understanding and agree to assume responsibility for future behavior. Where possible, a student will be referred to a counselor or a teacher for counseling. Signed agreement of parents and a written report of the suspension will be filed in the student's record.

According to Pennsylvania State Law, Act 26, if/when a student transfers to another school, the school will request a copy of a student's disciplinary record. Specifically, the law pertains to suspensions or expulsions for drugs/alcohol and weapon offenses, and any other act of violence while on school property.

7. Dismissal - After two (2) formal suspensions, a student may be dismissed.

Students who are dismissed may apply for readmission after one full year. School Administrators will determine whether re-admittance is appropriate. In certain instances the infraction may warrant immediate dismissal. School Administrators reserve the right to dismiss any student at any time where the School Administrators consider the conduct of the student or parent/guardian to be inconsistent with School policy, the good of the School community or Catholic teachings. Parents/Guardians of the student will be informed in writing of the dismissal as soon as practicable.

8. Parent/ Guardian Involvement

Parents and guardians must weigh seriously their obligation to educate their children in an atmosphere of love and respect for God and others. The home is the first school of the social virtues essential to any well-ordered society.

Active cooperation of parents and guardians is expected and required as follows:

- Sending their child to school clean, and properly dressed and fed.
- Assisting their child's spiritual, academic, and moral development through careful attention to his/her report card, supervision of home study and behavior, and cooperation with the School in matters of activities, recreation, academics and discipline.
- Overseeing their child's activities outside of school, especially with their use of technology, could impact the teaching/learning process in school.
- Sending a written explanation each time their child is absent from school.
- Setting a good example by personally refraining from any activity that would violate School policy, Catholic teachings, Christian virtues, or the law.
- Participating at Mass each Sunday and contributing to the Parish
- Taking an active role in the Home and School Organization.

ADDENDUM August 2016

Anti-Hazing Policy

The Diocese of Allentown prohibits any form of hazing of or by employees, volunteers or students.

Hazing is defined as: "Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person, or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of this definition, any activity as described in this definition upon which the initiation or admission into

or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding". (PA Act 2016-31)

Any student who experiences some form of hazing or staff member who becomes aware of hazing should report it to the school administration. Any staff member who permits or encourages hazing will face disciplinary action, including possible dismissal. Any student who engages in hazing is subject to discipline, up to and including expulsion, depending on the seriousness of the offensive conduct. Every elementary and secondary school shall promulgate this policy to parents and provide a copy to all athletic coaches and moderators of activities in accordance with Pennsylvania state law.

Superintendent's Regulation - Adopted: August 1, 2016

AI Policy for the Office of Education
Diocese of Allentown

Purpose:

"Technological progress is part of God's plan for creation, but people must take responsibility for using technologies like artificial intelligence to help humanity and not harm individuals or groups. "Like any tool, AI is an extension of human power, and while its future capabilities are unpredictable, humanity's past actions provide clear warnings (Vatican 2025, p.103)

This policy addresses guidelines for the proper management and responsible use of Generative
AI in the Diocese of Allentown's educational environment.

Definitions:

AI literacy – the ability to understand, use and interact with AI systems effectively, efficiently
and responsibly.

Artificial Intelligence (AI) – technology designed to mimic human intelligence, such as analyzing data, recognizing patterns and making decisions.

Generative Artificial Intelligence (Generative AI) – an advanced subset of AI that is capable of generating new content from learned data and pattern recognition across various
mediums such as text, code, images, audio and video data. Generative AI is the focus of this
Policy.

Open-source AI – AI tools and resources that are built on publicly accessible platforms and use
and share data among all users who access the platform, both within and outside of the district.

Authority:

The Office of Education directs that the use of Generative AI in the educational environment shall be limited to approved educational purposes and shall comply with applicable state and federal laws.

Schools should be thorough in their research of the AI programs' Privacy Policy to check for compliance with government regulations such as the American Disabilities Act

(ADA), the Children's Internet Protection Act (CIPA), the Children's Online Privacy Protection Act (COPPA), before introducing AI programs for student use.

Office of Education and school policies related to acceptable use of computers and network resources, student and staff conduct, copyright protections, student records, personnel records, bullying and cyberbullying, nondiscrimination and harassment, data security and staff and student expression must be adhered to.

Note: ***Many of these AI programs require users to be at least 13 years of age for use.***

Ethical Considerations:

Diocesan schools shall prioritize the educational value in the use of Generative AI tools and resources and will take measures to mitigate associated risks.

The Office of Education shall provide additional training, when needed, and address accessibility needs to provide equitable access to Generative AI tools and resources for students and staff including, but not limited to, individuals with disabilities and English Learner students.

The Office of Education prohibits the use of Generative AI in making decisions regarding employee recruitment, hiring, retention, promotion, transfer, evaluation, demotion or dismissal.

The Office of Education prohibits the use of Generative AI in making final determinations on student assessments and evaluations

The Office of Education directs that students at all grade levels receive age-appropriate instruction on the proper use of AI tools, encompassing fundamental principles such as the necessity of proper human supervision, critical thinking, and skepticism regarding accuracy.

Such instruction should aim to empower students with the knowledge and skills needed to navigate the increasingly prevalent presence of AI technologies in their academic and personal lives. By fostering a culture of responsible and informed use, students will be better equipped to navigate AI tools effectively while understanding their limitations and ethical implications.

Academic Honesty:
The Office of education permits the use of AI detection tools as an aid to identify potential academic integrity issues, but prohibits reliance on results from AI detection tools as the sole determination of

academic integrity.

The Office of Education recognizes the capacity of AI to complete many student assignments. In doing so, AI has the potential to upend traditional academic honesty and plagiarism standards.

It is the responsibility of all teachers to provide students with notice of whether AI use is permitted on a particular assignment or project.

Current Limitations of AI:

Biases and Misinformation**:** AI can only learn from its source(s), and prompts, so it may perpetuate biases or misinformation, known as hallucinations. The implicit bias of the generative AI is a part of the data it has access to. The user needs to ensure that AI-generated content is always reviewed and edited by humans.

Privacy & Security: Schools are responsible for safeguarding individuals personal data and ensuring AI systems handle data responsibly and ethically. Deep fake technology has potential for misuse. It poses significant challenges in maintaining trust, integrity, and fairness in educational settings.

Lack of Emotional Intelligence: AI systems may be able to imitate or recognize human emotions, but they cannot truly feel or understand them. AI uses algorithms to produce text, audio and/or video. Generative AI does not think, and does not have emotions, AI takes input and calculates an output.

Limited Creativity & Critical Thinking: Reliance on AI can limit the user's experience and skills to generate innovative ideas themselves. This can lead to less creative and critical thinking opportunities to grow for our students.

Conclusion

These policies emphasize the importance of using AI to serve human potential and aspirations, aligning with Pope Francis' message that AI should enhance, not compete with, human capabilities.

Source:

Vatican. (2025, January 28). *Antiqua et Nova (ancient and new): Note on the relationship between artificial intelligence and human intelligence*. Vatican Press.

Addendum Adopted August 21, 2026

2026-2027 Acknowledgement and Agreement by Parents and Students

By signing this document, we acknowledge not only the receipt of the Saint Catharine Siena School Handbook, but also acknowledge that we have read, understand, and agree to be governed by the handbook and its addendums. We will uphold the ideals of Saint Catharine of Siena School to the best of our ability.

Date:_____

Parent/Guardian Signature(s)

_____
_____

Student Signature(s)

_____
_____
_____
_____
_____

Please return to the school office by 9/4/2026. This may be sent with the youngest child in the family. Thank you for your support in this matter.

Saint Catharine of Siena, pray for us.