

St. Catherine of Siena School Handbook

BACKGROUND

St. Catherine of Siena School is a Catholic elementary school in Fort Thomas, Kentucky. The School is part of the Diocese of Covington School System and is under the direction of the Diocesan Superintendent of Schools, the Pastor, the Principal, and St. Catherine's Board of Catholic Education.

MISSION STATEMENT

The mission of St. Catherine School is to provide quality Catholic education by helping each student to reach their full potential spiritually, physically, and academically, according to the Catholic faith.

PHILOSOPHY

St. Catherine of Siena School shares, with the family, the educational mission of the Church and strives to bring each child to an awareness of the uniqueness and value of self and others. As a Christian community, the school is organized to foster the total development of its members in accordance with the gospel message.

OBJECTIVES

To carry out this philosophy we will strive:

- 1) To provide opportunities to worship, to teach doctrine, to build community and to serve.
- 2) To assist students in learning to make reflective application of Christian values to contemporary issues.
- 3) To develop a deepening sense of peace and justice towards self, neighbor and the world.
- 4) To promote a total educational program of the highest caliber which fosters the spiritual, moral, intellectual, social, emotional and physical growth of the school community.

PARISH PLEDGE PROGRAM

St. Catherine of Siena School does partial tuition for members of the parish. The operational budget for the school is provided from the general revenue of St. Catherine of Siena Parish. All parish families are asked to make a pledge in support of the parish.

CUSTODY

The office needs, in writing, any existing information regarding custody and visitation rights for your children. Unless we have documentation to the contrary, the school will deal only with the custodial parent. Kentucky law provides that "the custodial parent may determine the child's upbringing including his/her education." Legal counsel has advised that the non-custodial parent may have access to the child's records under one or more of the following conditions:

1. Access is granted by divorce decree.
2. The custodial parent has given permission for limited or total access to the child's records.
3. A court order has been issued granting access of the child's records to the Non-custodial parent.

Documentation granting or refusing access to the student's records will be kept in the student's file.

CURRICULUM

A continuing objective of St. Catherine of Siena School is to meet the needs of the individual students and to provide a learning environment that is challenging, stimulating and in accordance with Diocesan Curriculum Guidelines and the Kentucky State Program of Studies. Students are instructed in a variety of ways to meet the needs of the various learning styles present. Direct instruction in Religion, Language Arts and Math are the predominate mode still allowing group and individualized instruction as feasible. The concept/inquiry approach is used in Social Studies and Science, placing emphasis on hands on learning. Teachers and volunteers provide music and art programs. Opportunities to experience Fine Arts Programs are provided throughout the year. Computer skills are taught to all students with an emphasis on applying technology to increase interest and expand learning. Physical and health education are an integral part of the total education process, helping each child become a healthy, happy and productive individual.

SPIRITUAL DEVELOPMENT

The parent holds the right and the responsibility for the spiritual development of his/her child. The uniqueness of a Catholic school lies in its explicit effort to complement and reinforce this role of the parent. Christian values become a vital part of the total curriculum. Students attend Mass weekly at an all-school liturgy. Parents are always invited and encouraged to participate in these liturgies. Sacramental preparation is highlighted in the second and eighth grades with Reconciliation, Eucharist and Confirmation programs for students and parents. The students in grades two through eight are given the opportunity to receive the sacrament of Reconciliation twice (Fall and late Spring) throughout the year. Religion classes are taught regularly along with opportunities for private and group prayer, and service activities.

COMMUNICATION

Open lines of communication are an important means of strengthening bonds between school and home. A school bulletin is sent home each Friday explaining important information and events for the following week(s). The family folder is emailed or sent home with the youngest student in the family and should be returned to school on Monday. If a problem arises or you need clarification about a classroom issue, parents are asked to first speak directly with the teacher concerned. Parents are asked to call the school office (572-2680 or 572-2681) or send a note or email requesting the teacher to contact them to discuss the situation. Spontaneous and unannounced visits cannot always be accommodated. Parents who wish to speak to the Principal are also asked to call for an appointment.

COURTESY

Respect for human dignity is a hallmark of Christian behavior and is expected from every person, whether child or adult. Students are to consider it a matter of personal honor to show courtesy and thoughtfulness at all times to the faculty, staff, volunteers, and maintenance personnel, all guests and to each other. This courteous interchange must also be evidenced by the respect with which the students are treated.

STANDARDS OF BEHAVIOR

A school is an institution where learning is foremost. To promote this goal, there must be a proper atmosphere in which to learn. Students are to respect the rights of everyone in the school. They must accept each other's individuality so that each is free to achieve his/her potential. These standards extend to all phases of school activity. The following is a list of appropriate behaviors and expectations:

In Church - The students should recognize that church is the Temple of God and act reverently. They must try to realize the spiritual gifts to be granted from listening to God's Word, partaking of the Eucharist, and singing God's Praises. In this same respect, students must wear their school uniform to church including a school sweatshirt.

In the Classroom - The student is expected to contribute to the proper learning atmosphere by following the classroom rules and by:

1. Being an attentive listener.
2. Participating in discussions and sharing ideas.
3. Developing good study habits.
4. Cooperating and becoming actively involved in group projects.
5. Completing assignments.
6. Refraining from disrupting the educational process in any way.
7. Refraining from treating any other person in a way which diminishes that person's dignity
8. Complying with the teacher's directions in a respectful manner.
9. Working with a positive attitude.

Within School Property - The student is expected to use learning materials properly and help keep materials in good condition. Hardback textbooks must be covered at all times. Students must reimburse the school for lost or damaged textbooks or property. Students are expected to respect both the school property and neighboring property. Chewing gum is not permitted on the premises of St. Catherine of Siena School during the school day.

On the Playground - The student will use the time on the playground for relaxation and enjoyment and allow others to do the same.

The students will keep in mind the following:

1. Respecting proper authority is required at all times.
2. Rough playing which tends to cause personal injury or damage to personal property/clothing is not permitted.
3. Throwing snowballs is never allowed.
4. Placing paper and trash in proper containers is expected.
5. Remaining on the playground and not re-entering the building is required unless a student obtains a teacher's permission.
6. Playing fairly and being good "sports" is expected.
7. Asking a teacher before retrieving balls from the street or over the fence is the rule.
8. Responding to the bell that signals the end of play is required. Students are to stop playing, to walk to the designated line-up area, and to take their places quietly.

DRESS AND PERSONAL APPEARANCE

All students must be in the regular school uniform. The uniform code is as follows:

Boys

Navy blue, uniform style dress pants. Must be dark blue (fade resistant), with plain pockets, no logos, etc. Do not buy Old Navy, Dockers, etc. style brands. These are not acceptable.

Students in grades 3-8 must wear a belt.

White or light blue collared shirts - oxford, permanent press, knit or plain white

Dark Blue or White Turtleneck shirts may be worn under uniform shirts or sweatshirts.

No emblems or logos of any kind may be worn. Students may not wear underarmour.

All T-shirts worn under school shirts must be plain white.

Solid hunter green or navy blue cardigan or pullover sweaters. No emblems or embroideries of any type are permitted.

Navy, brown, or black belts. Belts must be enclosed in the belt loops and may not dangle in front of the pants.

Navy, hunter green or white socks. Socks may not have any emblems or contrasting colors.

Only School uniform sweatshirts (Blue, Green or Grey) may be worn during the school day (this includes church). No hooded sweatshirts or other outerwear may be worn during the school (this includes out of uniform days).

Shoes - Sturdy dress or casual shoes including gym shoes may be worn. No open toe or open back shoes may be worn.

Navy Blue Uniform shorts may be worn during the 1st and 4th quarter (this includes out of uniform days). The principal will announce any exception to this time period. Shorts may not be shorter than 3 inches above the knee.

Boys are not to have any part of their body pierced. All hair should be of natural color and traditional cut, off of the face, and well kept. No coloring or is acceptable.

Girls

Uniform jumpers purchased from school-selected company or from uniform exchange.

Uniform skirts may be worn for Grades 6,7,8. Skirts may not be shorter than 3 inches above the knee.

White or light blue uniform blouses -round or pointed collars, permanent press.

Dark Blue or White Turtleneck shirts may be worn under uniform shirts or sweatshirts.

No emblems or embroideries of any type are permitted on school shirts or T-shirts worn under school shirts.

Solid hunter green or navy blue cardigan or pullover sweaters

No emblems or embroideries of any type are permitted.

Navy, brown, or black belts – Belts must be enclosed in the belt loops and may not dangle in front of the pants.

Navy, hunter green or white socks - Socks may not have any emblems or contrasting colors. Girls may also wear navy or white tights with the jumper.

Only School uniform sweatshirts (Blue, Green or Grey) may be worn during the school day (this includes church). No hooded sweatshirts or other outerwear may be worn during the school (this includes out of uniform days).

Shoes - Sturdy dress or casual shoes including gym shoes may be worn. No open toe or open back shoes may be worn.

Navy Blue Uniform shorts or skorts (navy blue or uniform plaid) may be worn during the 1st and 4th quarter (this includes out of uniform days). The principal will announce any exception to this time period. Shorts and skorts cannot be shorter than 3 inches above the knee.

During cold weather, girls may wear hunter green, black or blue leggings or solid color sweat pants. The leggings should have no lace on the bottom and should reach the ankles. The sweats can be solid blue, black, green, white or gray and worn under their skirts or jumpers to and from school or during recess. Sweats may not be worn during school or to Liturgies. No "pajama" type bottoms are allowed at any time.

Jewelry, makeup, and other accessories should be kept to a minimum so as to not cause a distraction. Girls may only have their ears pierced, no other body piercings are acceptable. Hair color should be natural with traditional cut, no coloring is acceptable.

The principal will make decisions regarding fads, trends, or other attire that may pose a distraction to the learning environment or a health or safety risk to the students.

On out of uniform days students should wear clothes that are appropriate for a Catholic school. No open toed shoes, "short" shorts, spaghetti straps, tank tops or any clothing with inappropriate logos or writing may be worn.

During Cold Weather we will still have outdoor recess unless the temperature goes below 20 degrees. Students are expected to bring appropriate coats, hats, gloves, etc. to school and wear them as they go to lunch. No one will be allowed back in the building to get forgotten items due to supervision issues.

Physical Education Uniforms - Due to Covid-19 protocols, all students should wear navy blue gym shorts or sweatpants and a plain white t-shirt or a St. Catherine/colts t-shirt. Shirts need to have sleeves. They should wear it to school and all day so they do not have to change for gym class. □ Students are not permitted to wear tank tops, sleeveless shirts, or "short" shorts. Please keep in mind that the students will be bending and exercising in these clothes, so they should fit comfortably and cover well. □ Students should not wear jewelry during gym class. □ Deodorant may be brought to gym class to reapply after class. □ Gym shoes that support the foot and fasten (tie or velcro) must be worn during class. □ Socks should be uniform colors and must be seen above the entire shoe. Kindergarten- The kindergarten students wear navy blue gym shorts or sweatpants and a plain white shirt with sleeves. They may wear it to school in the morning so they do not have to change clothes. They should wear gym shoes and no jewelry on gym days.

Bookbags - Due to safety concerns, students may not have the "rolling bookbags" They are tough on the steps and are a hazard for students walking in a line. Bookbags should be carried on the shoulders.

SCHOOL DAY

Classes begin at 7:50 a.m. for all students. Children may not be dropped off at school earlier than 7:25 and should not be left unattended. There is no supervision for any children before 7:25. Children may enter by the parish center or front doors before 7:45. Students arriving between 7:45 and 7:50 must use the front doors of the school. All children must be in their homerooms by 7:50 or will be counted as tardy. Late arrivals are to report to the school office for a tardy slip before going to the classroom. If a child is tardy to school three times, parents will be contacted for explanation as to the reasons for the tardiness. Further tardies will result in the child being required to stay after school to "recover" this time (students may be kept out of recess). Continued tardiness may also result in truancy charges being filed.

Dismissal is at 2:45 p.m. The school is not responsible for students who play on the school property when school is not in session.

ATTENDANCE

Parents should see that their children's attendance at school has priority over all other activities. Regular attendance is vital to successful progress. If a child is absent from class for illness or another legitimate reason, the parent must notify the school by calling the office before 8:30 a.m. Books and assignments for children absent from school should be requested early in the day and picked up after school or given to an assigned student. Kentucky attendance laws require that children who are absent from school present to their homeroom teacher on the day they return to regular classes, a note, signed by the parent or guardian, which states the date

and reason for their absence. Students are only allowed 3 unexcused and/or 10 excused absences per year without direct consultation with the principal. If a student's absences exceed these numbers parents will be contacted and truancy charges may be filed. Any further absences must be accompanied by a doctor's excuse unless otherwise noted by the administration. The primary purpose for this policy is to see that the student, through regular attendance, is successful in school.

If students need to leave class early, they should present to the teacher, during homeroom, a note signed by the parent or guardian that verifies the reason. Parents who need to pick up children for appointments, illness or any other reason must come to the school office and sign their child out. Students will always be dismissed from the school office. Please try to schedule all appointments for after school when possible. The best interests of the child are served by regular attendance in class. If a special event necessitates taking a child out of school for a day or more, the parent or guardian must send separate notes to the principal and the teacher giving the reason and dates for the absence. The principal will determine if the absence will be excused. Teachers are not required to prepare lessons and assignments ahead of time for prearranged absences, so it is important for your child to ask a classmate to keep track of homework and classroom notes and lessons. When your child returns to school, he/she must make arrangements with the teacher for completing all missing work within three days of returning. If the work is not completed, a grade of zero may be given. In all cases, the parent assumes responsibility for assisting the child in keeping up to date on material covered during the absence so that the child, the teacher, and the class are not prevented from moving ahead upon return.

Weather Delay - If for any reason classes must be canceled or delayed due to bad weather, parents will be contacted using the Community Safe system. In addition to this, delays and closings will be posted in the local media.

TRANSPORTATION

Students either walk to school or rely upon private transportation. To insure the safety of all students, the following directions are to be followed.

DROP OFF

1. Enter driveway on Rossford Avenue nearest the church. Do not enter through the exit area of the parking lots.
2. Proceed straight toward the bottom parking lot. Please pull up as far as possible before stopping to let students out in order to avoid traffic tie-ups on Rossford Avenue.

PICK UP:

1. For after-school pick up, drive in the proper entrance and park in the parking rows, either in front of the building, for grades K-5, or down in the lower level, for grades 6, 7, and 8 while waiting for students to be dismissed. **DO NOT ENTER THROUGH THE EXIT AREA OF THE PARKING LOTS.** Please do not block the driveway or park in the fire zone directly in front of the building. Be cautious and watch for children walking around or in front of cars.
2. All students will be dismissed at 2:45.
3. Parents, volunteers, and other visitors are not to park in such a way as to interfere with playground movement. Please do not park in the handicapped area next to the classrooms in the lower parking lot. Children's safety is our number one concern with these directives.

Walkers:

1. Students who walk to school must observe proper crosswalk areas, and follow traffic rules.
2. Students should be respectful and attentive to the traffic patrols and student patrols.
3. Bike riders must "walk" their bikes on the playground during school hours and immediately before and after school when cars are present.
4. All bicycles must be parked and locked in the bike racks during school hours. Mini-bikes, scooters, and skateboards are strictly forbidden on St. Catherine's property at all times.

BUILDING SAFETY AND VISITOR PROCEDURES

During the school day, all exterior doors, except for the front entry, will be kept locked. All visitors must report to the main office. All visitors must sign-in and receive a volunteer type badge. No one, for any reason, may enter the building by the Parish Center doors during the school day. Students should never open the Parish Center doors for anyone during the school day. Volunteers or visitors will only be allowed in the school if the teacher is aware that they are coming and they have checked in and received a badge. If you wish to speak to a teacher during the school day, please call and make an appointment (see Communication). This includes before and after school and during lunch. No parent should enter the building or cafeteria to talk with a teacher without first checking into the school office.

HOMEWORK

Homework is given as a help to students and an extension of the classroom. Assignments involve out of class experiences. They are geared to the needs, interests, and abilities of the students. In addition to their value of helping students explore or reinforce material presented in class, another value of home assignments is to help students develop good study habits. Homework teaches self-discipline: students must learn to budget time and exert themselves, realistically, to meet deadlines. Under the heading of home assignments, students are expected to do research and to write and/or rework papers. Homework, however, is not always written. Students are frequently expected to review notes taken in class, work on projects, read books, watch a specially assigned TV program, memorize needed facts, or study for a test. Parents would do well to show interest in these broader aspects of home assignments and to support the student's accomplishments as faithfully as they usually check on the more traditional written homework. It is recommended that students have a set time and place to do homework in order to set up a daily routine. Parents are encouraged to check and sign homework assignment books daily. The amount of homework varies according to grade level, the nature of the assignments, and the ability of the student. Every attempt is made to see that the amount of time spent is reasonable. Please consult with the teacher if you observe, over an extended period of time, that your child is spending an excessive amount of time on homework or if your child claims he/she has none.

REPORT CARDS

Report cards will be sent home approximately every ten weeks or four times a year. Progress reports are sent at mid-quarter for students in grades one through eight. Parents are asked to sign the reports and return them to school. Scheduled conferences between parents and teachers will be held during one or more grading periods. Other conferences for clarification, questions, and discussion may always be scheduled. At the end of the second grading period, letters will be sent home to parents whose child is having academic difficulty. These letters will be followed by a conference with the teacher and the principal to develop a plan to help the child. By identifying problems early in the year, we hope to avoid future problems and retentions. In all aspects of grading, we encourage good communication between the principal, parents, teachers and students.

GRADING

All grades except Kindergarten use the letter grading system (A, B, C.). The kindergarten report card is different because it measures social skills and appropriate readiness skills for the kindergarten students. We encourage parents, teachers and students to communicate well to make sure the grading system is clearly understood.

TESTING

Standardized tests are administered annually. This testing originates both from Diocesan and state offices. Parents will be informed of the reasoning behind the testing and an explanation of results when they come in. Teacher designed tests and other forms of assessment will be administered throughout the school year to track student progress.

PROMOTION/RETENTION POLICY

It is the philosophy of St. Catherine of Siena School to look at all aspects of a child's education and then make a decision on what is best for the child in regards to retention or promotion. In grades K-4 conferences will be held for students having academic difficulty. These conferences will include the teacher, parents, administrator and resource teacher if involved. The purpose of the conference will be to consider all factors and then decide whether to promote or retain the child. Conferences will be held during the 3rd quarter and again at the end of the year. The final decision will rest with the administrator.

Students in grades 5-8 must successfully pass Religion and three of the four core subjects (Math, Science, Social Studies and Language Arts) to be promoted to the next grade level. Other factors such as age, behavior, special needs, etc. will be considered in the evaluation process. Notices will be sent during the 3rd quarter by the administrator, for any child who is in danger of being retained. All efforts will be made to see that the child is successful. The administrator will discuss the possible retention of a child with the teacher and parent, with the final decision being made by the administrator. Students in grades 5-8 who have failed one of the core subjects will be required to pass a summer school program approved by the administrator in order to be promoted.

8TH GRADE PROMOTION

Ceremonies marking the successful completion of the work required of eighth graders at St. Catherine of Siena School will take place at the end of the school year. There will be a simple religious ceremony and a reception. The student must successfully complete the course of studies in order to participate in the promotion ceremonies.

LIBRARY

A part-time librarian operates the school library. Every class is scheduled to use the library each week. Books are checked out during the library period and are to be returned the following week. Books may be renewed once. If a book is lost or damaged, the child is responsible for its replacement. If a student has a book overdue, no other books may be checked out until that book is returned. If you have a problem with a book and its content or would like to suggest book titles, please feel free to contact the principal or the librarian.

CAFETERIA

St. Catherine of Siena School has a hot lunch program subsidized by the government. Government and diocesan regulations are followed. Students may choose to purchase the hot lunch or bring their lunch from home. The cost of hot lunch is determined at the beginning of each school year. Milk and a la carte items can also be purchased. The students are not permitted to bring soft drinks in cans or bottles to school. Lunches brought to the school after 8 a.m. should be labeled with the child's name and taken to the cafeteria.

Absolutely no fast food is to be brought to students at any time during the day.

Cafeteria Regulations - In order that the lunch period can contribute to the children's socialization, all students should:

1. Behave properly at the table and use acceptable table manners.
2. Dispose of waste paper, food scraps, etc. in the proper containers, leaving the eating space clean for others.
3. Eat food only in the cafeteria.
4. Speak in a conversational tone of voice.
5. Treat each other and all supervising adults with courtesy and respect.

BOARD OF CATHOLIC EDUCATION

The Board of Catholic Education is a discerned group of the parish that works with the Pastor and the Principal, in formulating policies for the educational programs of the parish. St. Catherine's Board represents all areas of education: early childhood, parish school, out-of-school religion programs, and adult education. The Board of Catholic Education meetings are usually the 1st Tuesday of the month in the School library. The meetings are open to parishioners.

ST. CATHERINE SCHOOL PARENT TEACHER ORGANIZATION (PTO)

The School PTO is a vital link of communication between the home and the school. Parents are urged to join and take an active part in this important group in the school community. Meetings are usually the fourth Tuesday of the month. The School PTO encourages fund raising and provides special programs and needs for the school and cafeteria. The School Forum, conducted at the close of the business meeting, is the place where important issues are presented, by the principal, in an open discussion type format. The PTO also does many things for the school and staff including assigning Room Parents and Secret Angels and having Staff Appreciation lunches, dinners, and other events throughout the school year.

ST. CATHERINE BOOSTER ASSOCIATION

The St. Catherine Boosters encourages, promotes and finances sporting activities, and playground equipment for St. Catherine School. Their intent is to provide an opportunity for as many students as possible to develop good moral character, while maturing physically through the participation in organized sports. Parents are welcomed and encouraged to become active in the St. Catherine Boosters. Meetings are usually the second Thursday of each month in the Undercroft.

EXTRACURRICULAR ACTIVITIES

St. Catherine School offers a variety of extracurricular activities to its students. The Booster Association sponsors the following sports teams for the students; Spring and Fall Soccer Leagues, Volleyball, Basketball and Cheerleading. In addition to these programs, many other activities are available including a school play, academic competitions (Governor's Cup, Quick Recall), Youth Choir, and a Chess Club.

FIELD TRIPS

The teacher, in consultation with the principal, will arrange field trips that relate to specific units of study or provide enrichment for the students. Parents or guardians must sign and return the permission slip from the school before any student is allowed to leave the school premises. Students generally wear school uniforms unless the nature of the field trip calls for another type of dress. Usually there is an extra fee charged to cover transportation and entrance fees. Field trips are privileges afforded to students; no student has an absolute right to a field trip. The student is still responsible for coming to school if not privileged to attend the field trip. The parent will be informed of his/her child's loss of the field trip privilege and the reason for such action.

EXTRACURRICULAR ACTIVITY SUSPENSION POLICY

Education is not limited to classroom experiences; it is derived from all opportunities that contribute in any way towards personal and social growth. It is a privilege to participate in extracurricular activities. With every privilege, there is corresponding responsibility. At any time, a student may be declared ineligible to participate in extracurricular activities at the discretion of the administrator.

Extracurricular eligibility with regard to academic progress will be determined at each of the established grading periods (progress reports and report cards).

To be eligible to participate in extracurricular activities sponsored by St. Catherine of Siena School, students in grades 4-8*;

1. Must have no "F's" in the core subjects (Math, Science, Social Studies and Language Arts) and Religion.
 2. Must meet the standards of conduct as set by the administrator, and have no serious behavior infractions.
- Suspension of the right to participate will be for a minimum of two weeks and must include all practices, games or activities during this period. The administrator will give notification to the parents and coaches/supervisors at the time that the student is suspended. After two weeks, the student must present proof of satisfactory progress to the administrator. If satisfactory progress has been made, the suspension will be lifted. Otherwise, the suspension will continue until satisfactory progress has been made. Upon returning to extracurricular activities, the student must continue to pass. If a student is failing a second time, the student will no longer be eligible for extracurricular activities until satisfactory progress has been shown on two successive grading periods (as determined by progress reports and report cards).

If a student has been absent from school, or left early due to illness, she/he cannot participate in extracurricular activities on that day.

The administrator may make exceptions for special circumstances.

*In grades 1-3, if a student is failing, a conference will be used to determine if suspension is in the best interest of the child. The conference will include the parent, teacher and school administrator. If a suspension is justified, suspension dates will begin at the date of the conference and last for the required two weeks.

BIRTHDAY PARTIES

Student birthday treats may be brought to school with prior approval from the teacher. These should be healthy (meeting the new wellness policy) and can only be distributed to your immediate class. Invitations to parties, which are held outside of school, may only be distributed at school if the entire group is invited; for example, all boys, or all girls, or the entire class. These may only be distributed outside of class time and with the permission of the teacher.

TELEPHONE

The school telephone is for business only. Neither students nor teachers may be called to the phone during the school hours unless there is an emergency. Students may not use the phone for unnecessary phone calls. Calling home for homework, gym clothes, permission to visit another student after school, etc. is not permitted. Emergency situations will always be addressed. No student may use the phone in the Parish Center for any reason during the school day and only after school with permission from a teacher or sponsor.

COMPUTER USAGE

Computers are meant to allow for technology integration within the regular curriculum. Students must limit computer usage to teacher mandated activities. Misuse of the technology by uses such as internet browsing and email or Facebook by students is strictly prohibited. Students who are caught using the computers in an inappropriate manner will be removed from the computers for a length of time specified by the administrator.

CELL PHONES

Students are not permitted to carry cell phones during the school day. We realize some students rely on this form of contact for after school events. If that is the case, the cell phone should be turned off at all times and kept in his/her backpack during school hours. If a student is caught using a cell phone during the day, the cell phone will be confiscated and held until parents can get it from the administrator.

LOST AND FOUND

Lost clothing and articles are a continual problem. Students' names should be on everything they bring to school. A "Lost and Found" basket is kept at school and emptied periodically with the items going to charity. The students are discouraged from bringing unnecessary and/or valuable articles to school. Electronic devices such as I-pods, Blackberries, CD players, radios, games, laser pointers, and skateboards may not be brought to school. The school cannot be responsible for lost or broken articles. Items will be confiscated and sent to the principal's office.

HEALTH AND SAFETY

Every year the school coordinates vision, hearing and scoliosis screening for the students. Other health related screenings might be conducted. An emergency file is kept on each child for the sole purpose of enabling the school to reach someone in the event of illness. Parents are responsible for supplying information on this sheet and keeping the information up to date. Hospitals will not treat children without parental permission, and it is important for school personnel to be able to reach the parent or guardian in case of emergency. In accordance with state regulations, aspirins, Tylenol, cough drops, or any other non-prescription medication will not be dispensed to any student without written permission from parents. Students may not bring non-prescription medications of any kind to school. If a child needs to take a non-prescription medication, the parent or guardian must bring the medicine to the office with a note dictating time and dosage to be given to the child. This will allow the office personnel to give the child the medicine as needed. The same will apply to cough drops but will be distributed by the classroom teachers. If a student is required to take prescription medication, the above information and the medication, in the original bottle, must be given to the school

secretary. Students must report to the office at the appropriate times to take their medication. It is the responsibility of the student to come to the office for prescription medication.

No student may give medication of any kind, prescription or non-prescription, to any other student for any reason.

TORNADO DRILLS

Tornado drills are practiced periodically. In the event of a tornado watch, the weather will be monitored. In the event of a tornado warning, students will leave their classes and go to the designated places remaining there until the warning is lifted.

FIRE DRILLS

Fire drills are conducted as required by state regulations. Annual inspections by local and state officials insure that our procedures and buildings meet state and local fire codes. Each teacher explains the procedures for fire drills at the beginning of the school year. For the safety of all, the students must proceed in an orderly and quiet manner when evacuating the building during a fire drill.

RIGHT TO AMEND

Statements in the handbook are subject to amendment with or without notice. The school will attempt to keep you informed of all changes as soon as is practical; however, some changes might be necessary immediately due to unforeseen circumstances.