

St. Catherine of Siena School Policies



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POLICY NUMBER: 1.0 SUBJECT: Non-Discrimination

Original Approval:10/1/2019 Revised Board Approval: 1/5/2021 Pastor Approval: 2/2/2021

St. Catherine of Siena School admits students of any sex, gender, race, religion, color, national, and ethnic origin to all rights and privileges, programs, and activities generally accorded or made available to students at the school. All students, regardless of religious affiliation, are expected to participate in all non-sacramental religious activities of the school.

POLICY NUMBER: 2.0 SUBJECT: Admission Policy

Original Approval:12/6/2011 Revised Board Approval: 8/31/2020 Pastor Approval: 2/2/2021

St. Catherine of Siena School is a parish school founded to serve the people of St. Catherine of Siena Parish and is open to all parish families. Non-parish children may be admitted to the school with the approval of the School Administrator and Pastor and under circumstances articulated elsewhere in this manual.

Kentucky Revised Statutes KRS 58.030(2) states that children must be 5 years of age by August 1 of the current year to enter kindergarten and 6 years of age by August 1 to enter first grade.

The following factors will be considered, in priority sequence, for the acceptance of students:

1. Families currently enrolled in the school are guaranteed placement in any grade if they register by the Early Registration Deadline in February. Placement after the February deadline will only be made if room is available and agreed upon by the Principal and the Pastor.
2. Parishioners with students entering Kindergarten or First Grade are guaranteed placement if they register by the early registration deadline in February. Placement after the February deadline will only be made if room is available and agreed upon by the Principal and the Pastor.
3. Parishioners with students in grades 2-8 wishing to transfer from another school into St. Catherine at any time may be accepted if room is available and after a conference with the Principal and/or the Pastor to determine if enrollment is in the best interest of the child and the school community.
4. Non-parishioners with students wishing to enroll or transfer into St. Catherine at any time may be accepted if room is available and after a conference with the

Principal and/or the Pastor to determine if enrollment is in the best interest of the child and the school community. (See opening paragraph)

5. For Kindergarten, in addition to the above, priority will also be given in the following order:
 - Full day students
 - Half day plus students
 - Half day students
6. According to diocesan policy (P5113), prior to enrollment of a student transferring from another elementary school to St. Catherine of Siena School, the administrator must have received a transcript or diploma from the school of last attendance and shall verify that the school of last attendance considers all financial responsibilities of the family to be satisfied.

POLICY NUMBER: 3.0 SUBJECT: Class Size

Original Approval: 1/7/2014

Revised Board Approval: 9/1/2020

Pastor Approval: 10/6/2020

For grades 3-8, classes will be limited to no more than twenty-eight students to one teacher. Kindergarten – grade 2 will be limited to no more than twenty-four students. If enrollment for Kindergarten is 18-24 students, a part-time instructional assistant will be employed.

When numbers exceed the above specifications, the administrator and Board of Catholic Education will decide what course to follow.

POLICY NUMBER: 4.1 SUBJECT: Fees and Tuition

Original Approval: 1/6/2013

Revised Board Approval: 1/5/2021

Pastor Approval: 2/2/2021

Tuition Costs: Tuition costs depend on whether or not a family has “Active Parishioner” status. A family not having “Active Parishioner” status will pay full, or out-of-parish, tuition; those families having “Active Parishioner” status will pay the reduced, or in-parish, tuition. Having “Active Parishioner” status means that a family completes and returns a stewardship form each year, attends Mass regularly, and contributes regularly to the financial support of the parish or helps out in some volunteer capacity in the parish. This information will be monitored by the parish office. Those who do not meet these criteria will be sent a notice regarding their status. If a family continues to not meet these criteria they will be asked to meet with the Pastor who will determine if a change to out-of-parish tuition rates is warranted.

Families who are new to the parish will pay out-of-parish tuition rates for six months after registering in the parish. Under certain circumstances, the Pastor may waive the six-month waiting period. Families who join the parish and register for school during the Parish Open Registration period in January will be eligible for in-parish tuition rates for the upcoming school year, provided they meet the requirements in the above paragraph.

Tuition Amount: Full and partial tuition rates will be discussed and set annually by the pastor, prior to registration, by the Parish Finance Council, in consultation with the Diocesan Department of Catholic Schools, the Board of Catholic Education, the school administrator and Pastor.

Tuition Payment Schedules: All school registration fees and tuition are processed through the online tuition management service that we use. **No child is considered registered for school at St. Catherine of Siena unless parents have first registered their child with the online tuition management service.** If a family falls more than two tuition payments behind, and arrangements have not been made with the parish office, the parents will be notified that their child(ren) may be withdrawn from the school. No family with outstanding tuition payments will be permitted to register their child(ren) for an upcoming school year. Any special needs concerning fees or tuition must be discussed with the school administrator and/or Pastor before they are due.

POLICY NUMBER: 4.2 SUBJECT: Student Records

Original Approval: 1/6/2013

Revised Board Approval: 1/5/2021

Pastor Approval: 2/2/2021

No student transcript or diploma will be released from St. Catherine of Siena School unless and until all fees are paid and tuition payments for that student are current.

According to diocesan policy (P5113), prior to enrollment of a student transferring from another elementary school to St. Catherine of Siena School, the administrator shall verify that the school of last attendance considers all financial responsibilities of the family to be satisfied.

POLICY NUMBER: 5.0 SUBJECT: Promotion

Original Approval: 3/1/2022

Revised Board Approval: 5/11/2022 Pastor Approval: 5/11/2022

Grades K-3: Promotion from these grades will be based on teacher recommendation, which is determined mainly by a student’s proficiency in religion, language arts and math essential skills, but also by social and emotional maturity. If it is necessary for a student to repeat a grade, either because of immaturity or lack of understanding of the basic fundamentals of these subjects, it is best to retain the student in one of the primary grades. A decision to retain a student in a grade will be made after a conference of teachers, parents, and the administration, with the welfare of the student the top priority.

Grades 4-5: Promotion from these grades will be based on a student’s performance in the four major academic subjects: religion, reading, language arts, and math. A failing grade in one of these subjects must be made up through an approved summer program or through private tutoring arranged by the parents and approved by the principal. If a student does not succeed in demonstrating proficiency in the subject prior to the beginning of the next school year, the school will retain the student in the current grade. A failing grade in three subjects will most likely result in the student being retained. A failing grade in two subjects may result in either the student making up the work as described above or being retained, by discretion of the principal.

Grades 6-8: Promotion from these grades will be based mainly on a student’s performance in the four major academic subjects: religion, reading, language arts, and math, although her or his grade in social studies and science will be taken into account as well. A failing grade in one of these subjects must be made up through an approved summer program or through private tutoring arranged by the parents and approved by the principal. If a student does not succeed in demonstrating proficiency in the subject prior to the beginning of the next school year, the school will retain the student in the current grade. A failing grade in three subjects will most likely result in the student being retained. A failing grade in two subjects may result in either the student making up the work as described above or being retained, by discretion of the principal.

For all grades, a student with an Alternative Learning Plan (ALP) will be evaluated based on their individual plan. Final decisions rest with the principal.

POLICY NUMBER: 6.0 SUBJECT: Extracurricular Activity Eligibility

Original Approval: 3/29/2005 Revised Board Approval: 10/4/2020 Pastor Approval: 2/2/2021

Extracurricular activities are, by definition, outside what is considered the core activity of a student’s education. For a child to be allowed to participate in extracurricular activities, she/he must have a passing grade in all subjects and meet the standards of conduct as set by the administrator. To continue in extracurricular activities, she/he must continue to meet these prerequisites.

Suspension of the privilege to participate in extracurricular activities will be for a minimum of two weeks and will include all practices, games or activities during this period. The administrator will notify the student’s parent(s) and coaches/supervisors at the time of the suspension. After two weeks the suspension will be lifted if the student has passing grades in all subjects and/or has corrected her/his behavior.

If a student’s grade in any subject falls below passing a second time, or she/he commits a serious behavior infraction, the student will be suspended until two successive grading periods show passing grades or corrected behavior.

A student must be in school for the last half of the school day (11:15 a.m. – 2:45 p.m.) to participate in a school-sponsored extracurricular activity that same day. Exceptions will be made for prearranged absences such as dentist appointments and funerals.

POLICY NUMBER: 7.0 SUBJECT: Search and Seizure

Original Approval: 5/6/2005 Revised Board Approval: 8/7/2022 Pastor Approval: 8/7/2022

Property of St. Catherine parish, including but not limited to desks, coat-racks, lockers, cubbies, electronic devices, etc., are subject to search at any time, without notice, for any reason, by teachers, the administrator or pastor, regardless of who may be using them or to whom they are assigned.

The school administrator, in the presence of a teacher or school staff member, may search, at any time, without notice, a student’s or employee’s personal property (backpacks, purses, etc)¹ if there is reasonable suspicion of any of the following:

¹ This includes the request to empty pockets if the need arises.

- The search will produce illegal or harmful items of any kind.
- There is property belonging to another person without that person’s permission.
- There is evidence that a student or employee of the school is violating civil or canon law, board policy, or other parish, school or diocesan policy/rule.

POLICY NUMBER: 8.0 SUBJECT: Student Pregnancy

Original Approval: 3/3/2020

Revised Board Approval: TBD

Pastor Approval: TBD

**This policy is currently being reviewed by the board.*

In addressing the concerns of individuals and families in pregnancy situations, the school recognizes its responsibility as a Christian community to provide for those in need. This philosophy does not condone pre-marital sex. The health and welfare of the mother and father and the life of the unborn child shall be of paramount importance.

A pregnant student attending St. Catherine of Siena School shall be allowed to remain in attendance with the following stipulations:

1. There shall be a conference involving the Pastor (or Pastoral Administrator), the Principal, a counselor (Catholic Charities) if needed, parents, and the student or students involved. The purpose of this conference will be to review the terms of this policy as they relate to the student(s)’s continued enrollment.
2. The mother-to-be (and father-to-be, if applicable) shall refrain from discussing the pregnancy to a point where she/he are disrupting the educational process in any way. At all times, the well being of the entire school community must be considered.
3. The student may be referred for professional evaluation and counseling during the pregnancy at the discretion of the Principal after consultation with the parents.
4. A physician’s statement will be required monthly concerning the status of the pregnancy and the student’s physical ability to attend classes or participate in extracurricular activities.
5. In the event that the student is unable to remain in the classroom setting during the course of the pregnancy or normal post-partum period, reasonable efforts will be made to provide alternative instruction as determined by the principal.
6. After the birth, the student will obtain a medical release from the attending physician prior to returning to class. The child may not be brought to school without prior consent from the principal.

7. The Superintendent of Diocesan schools and the President of the Board of Catholic Education shall be notified of the situation. At all times, the confidentiality of the student(s) shall be maintained.
8. If it becomes known to the administration that a student is considering having an abortion, or has had an abortion, the student and her parents will meet with the pastor to discuss the possibility of her continued attendance at St. Catherine of Siena.

A male student attending St. Catherine who is the father or father-to-be, shall be subject to Items 1, 2, 3, and 7 of this policy.

POLICY NUMBER: 9.0 SUBJECT: Kindergarten Placement

Original Approval: 2/4/2020

Revised Board Approval: 3/3/2020

Pastor Approval: 2/2/2021

When determining morning and afternoon placement for students entering kindergarten, the following guidelines will be used:

1. When registering, all parents will be asked to choose **one** of the following options:
 - A. I would like my child in half-day morning kindergarten
 - B. I would like my child in full-day kindergarten
 - C. I would like my child in half-day kindergarten with selected afternoon add-ons.
2. In addition to placement options, parents will be asked to disclose any pre-existing medical problems or previously diagnosed learning disabilities that would warrant special needs for placement. Medical problems must be accompanied by a doctor's recommendation. These requests are subject to approval by the administrator. No other needs will be taken into consideration.
3. Students with diagnosed needs, described in Item 2, will be placed as requested. All others will be placed as outlined in Item 4.
4. At the conclusion of the Open Registration period,
 1. if less than 75% of registered students have requested full day kindergarten, no further actions will be taken and all requests will be met.
 2. if 75% or more of registered students have requested full day kindergarten, only full day kindergarten will be offered that year. Any parents who requested half day kindergarten will be notified within one week of Open Registration closing and will be given the opportunity to register for full day kindergarten.

POLICY NUMBER: 10.0 SUBJECT: Computer Usage

Original Approval: 11/5/2003

Revised Board Approval: 3/3/2020 Pastor Approval: 2/2/2021

This document establishes the policy for the usage of electronic communication and computer systems at St. Catherine.

Below is a list of unacceptable uses for the computers. Any violation of these uses will result in a student's loss of computer privileges for a time to be determined by the school administration. Other discipline measures may be included based on the type and severity of the infraction. In the event of vandalism, the student will be responsible for paying to have the damaged hardware or software replaced or repaired. All disciplinary actions will be determined and implemented by the school administration.

1. **Inappropriate Content:** Students may not use their school assigned computer or assigned online account to create, view, or print any type of inappropriate content including profanity, alcohol, vaping, drugs, or pornography, etc. This includes using the school computers for email or chat rooms unless part of a teacher designated project.
2. **Tampering with Hardware or Software:** Students may not tamper with any of the hardware or software programs or files on the network or computers. This includes any tampering with student desktops, network or student files, mice, keyboards, monitors, printers, PC's etc. Examples include deleting/changing files or adding internet-based programs.
3. **Vandalism:** Students may not purposefully cause damage to any computer hardware, software, etc. for any reason. If something is accidentally damaged the student is responsible for immediately informing the teacher or computer lab monitor.
4. **Unassigned Computers:** Students may not use nor take possession of any computer that was not assigned to him/her at the start of the school year unless directed by the teacher.
5. **Cyberbullying:** Students may not make use of electronic information or communication devices, whether or not on school property or with school devices, to engage in an intentional electronic act or series of acts directed at another student or students that is severe, persistent, or pervasive, and has the effect of doing any of the following:
 - substantial interference with the student's education
 - creation of a threatening environment
 - substantial disruption to the orderly operation of the school.

POLICY NUMBER: 11.0 SUBJECT: Wellness Policy

Original Approval: 4/5/2022 Revised Board Approval: 4/13/2022 Pastor Approval: 5/4/2022

St. Catherine of Siena is committed to promoting a healthy and well-rounded lifestyle for all its students by providing nutritional education, opportunities for physical movement daily and annual health screenings. In order to help promote nutrition, parents of students are encouraged to support this effort by sending in healthy food items for student’s snacks and lunches. Exceptions are made for special occasions such as holiday parties and birthdays. Birthday food items sent into the classroom are to be individually wrapped and distributed at the end of the class day to students. Good hygiene is also promoted and taught to all students.

POLICY NUMBER: 12.0 SUBJECT: Dismissal

Original Approval: 1/5/2010 Revised Board Approval: 8/4/2020 Pastor Approval: 2/2/2021

As part of the dismissal policy, all parents will be required to complete a form that will list the days and names of the person or persons responsible for picking up students in grades K-2 as part of their regular pickup routine. Throughout the year, any deviation from this routine must be reported to the classroom teacher and/or the school office (by the parent of the child whose routine will be changed) via note or telephone call.

In the event that the teacher or school is not contacted with a change to the child’s normal routine, the classroom teacher will not release the child until one of the parents has been contacted by the school office.

POLICY NUMBER: 13.0 SUBJECT: Student Supervision

Original Approval: 3/2/2010 Revised Board Approval: 8/4/2020 Pastor Approval: 2/2/2021

In order to insure a safe environment at all times, no student may be on Parish grounds before or after the regular school day without adult supervision.² This includes all extracurricular activities such as the school play, athletics, academic teams, etc. If, for any reason, the responsible adults are not available for the entire length of the activity, the activity must be canceled. Students may not be dropped off before school until a school

² According to diocesan norms, this must be two adults, both of whom are VIRTUS compliant.

staff member is present to supervise. Students who are unsupervised at any time outside of school hours, will be asked to contact parents for immediate pickup.

POLICY NUMBER: 14.0 SUBJECT: School/Parent Communication

Original Approval: 5/2/2017

Revised Board Approval: 8/4/2020 Pastor Approval: 2/2/2021

Open lines of communication are an important means of strengthening bonds between school and home. Below are the forms of communication that will best foster a positive climate for all home/school communications.

Communications from School:

- The school announcements are sent home each Friday explaining important information and events for the following week(s). Occasionally, the family folder is sent home with the youngest student in the family and should be returned to school on Monday.
- Bulk emails are sent out by teachers or school office as needed to communicate specific events, activities, procedural clarifications, etc.
- Teachers and the school office will email or phone parents as needed with class/school wide or individual student information or concerns. For issues where discussion is needed, teachers will contact the parents by phone.
- Teachers will refrain from using any public forum (Facebook, etc.) to discuss any school/class/student issues.

Parent Communications:

- For simple school/student business issues, parents may email the teacher or school office.
- For issues that warrant further discussion, parents are asked to speak directly with the teacher concerned. This may begin with an email requesting a phone or face to face conference. Email alone should not be used for this purpose.
- Parents who wish to speak to the Principal are also asked to call the office to schedule an appointment.
- Parents should refrain from using public forums such as Facebook to discuss class/teacher/school issues, especially in a derogatory tone. Not only is this unproductive, it also degrades our school in the public eye. Parents may be contacted by the school principal or pastor if it is brought to their attention.
- Parents may not start a blog using the name of the school in any way.