



**PARENT/STUDENT HANDBOOK
2024-2025**

Dear Families,

This Parent-Student Policy Handbook governs the expectations of parents and students of the school. The policies, benefits and rules contained in this handbook may be changed from time to time as church or school policy dictate.

I invite families to note the diocesan Statement on Parental Partnership in Education at the start of this handbook. Strong home/school collaboration is essential to your child's personal and academic growth at St. Catherine's, and we look forward to partnering with you this school year.

If and when provisions are changed, the school will, as soon as possible, provide you with replacement pages for those policies that have become outdated. If any parent or student has any questions regarding the policies and rules of the school, they should feel free to contact the principal.

Sincerely,
Katie Knight
Principal



Diocese of Manchester Catholic Schools Statement on Parental Partnership in Education

Parents are the primary educators of their children; this is an essential tenet of the Catholic faith¹. We, the teachers and administrators of the Diocese of Manchester, consider it our privilege to work alongside you in the education and formation of our Catholic school students.

When you choose to partner with our Catholic schools, we both commit to a collaboration of effort and good will, opening the door to a world of goodness, truth and beauty. Your child will experience the transformative effect of God's love in his or her life and you will be amazed at the ways it touches others, both in and outside of school.

Parents have both the right and duty to act as role models – physically, mentally, and spiritually – and a good example is the strongest teacher. Your personal relationship with God and your active involvement in the school community will influence the ways in which your child relates to God and others. It will enhance their education and create the next generation of societal leaders. The Catholic values and Christian behavior taught in our schools will take root in your child if they are also demonstrated at home. The Diocese of Manchester Catholic Schools will provide resources throughout the year which will seek to support and affirm your responsibility as the first educator of your child.

In our schools, we gladly welcome students of all faiths, at all stages along the journey to faith, and we need parents to support us according to our mission. Catholic schools will continue to be transparent about expectations, curriculum, and every aspect of our committed partnership. Students may not “opt out” of religion class, Mass, rosary, or any other of the Catholic practices that distinguish our Catholic schools from their secular counterparts. It is for the benefit of every child, in a true spirit of evangelization, that devotions are taught and required for all students.

During their formative years, your child needs constant support at home as well as at school to develop his or her moral, intellectual, social, cultural, and physical endowment. Parents and teachers must trust the sincerity of the efforts of their educational partner in the quest to nurture and challenge each student to reach his or her potential. We follow the Catholic principle of subsidiarity; that is, concerns should always be brought, first, to the staff member, teacher, or administrator that the parent has the concern with. It is vital that both parents and teachers model respect. Open and two-way communications between family and school are foundational to your child's growth and accomplishment.

Students are naturally eager to grow and learn. Sometimes, in the process of maturation, new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and structure. At times, your child may perceive structure as restrictive. However, we believe appropriate boundaries and limits provide children with much needed guidance and security. It also provides the best learning environment, where everyone can learn free from distraction. As a partner, we will work alongside you, to uplift you in your role as primary educator, while creating an atmosphere where students can best be readied to achieve academic and personal success.

Nothing is more important, or more beautiful, than the task of forming knowledgeable, kind, effective and moral citizens of tomorrow. We are honored to have earned your trust, encouraged by your strong commitment, and we look forward to working alongside you.

¹ [Catechism of the Catholic Church §2223](#)

Mission Statement

St. Catherine of Siena School, deeply rooted in its Catholic faith, fosters spiritual development, academic excellence and a commitment to serve others.

School Philosophy

St. Catherine of Siena School is first and foremost a Catholic school. Our students are children of God, made in His image and likeness. By virtue of this, we are called to help each child reach their full potential and be, in the words of our patron saint, who God meant them to be. At St. Catherine of Siena School, students receive the intellectual, spiritual and moral formation needed to develop a mature relationship with God and others. St. Catherine of Siena School, through its committed faculty and staff, nurtures a faith community that reaches beyond the school building.

Belief Statements

- We believe that our Catholic faith drives our mission as a school.
- We believe our students are called to live fully the Gospel message.
- We believe that a quality education forms the whole child: spiritual, moral, intellectual, social, emotional and physical.
- We believe that all students deserve a safe and nurturing environment.
- We believe our students should be given the opportunity to develop their unique talents and abilities.
- We believe our students are being prepared to become lifelong learners, contributing members of society and saints.

Accreditation

St. Catherine of Siena School is accredited through the New England Association of Schools and Colleges (NEASC).

Notice of Non-Discrimination Policy for Schools of the Diocese of Manchester

The Catholic Schools of the Diocese of Manchester, mindful of their primary mission to be witnesses to the love of Christ for all, admit students of any race, color, national and/or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at the school. The Catholic Schools of the Diocese of Manchester do not discriminate on the basis of race, color, national and/or ethnic origin, in administration of their educational policies, admissions policies, scholarship programs, and athletic and other school-administered programs.

Notice of Nondiscriminatory Policy as to Students

St. Catherine of Siena School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

POLICIES

ACADEMIC INTEGRITY

Students are expected to do their schoolwork to the best of their ability. Cheating, in any form, is not tolerated.

Cheating is defined as presenting someone else's ideas, words or information as one's own or giving unauthorized assistance to someone else's work. Unless authorized by a teacher, the following examples are considered cheating:

- a. Using "crib" notes, looking at someone's paper, having someone else write a paper
- b. Copying homework, giving or receiving answers, allowing someone to copy work, test, etc.,
- c. Presenting information as one's own without giving credit to the source.
- d. Receiving more than 25% assistance on a book report or project from a parent, guardian or sibling
- e. Using AI tools such as ChatGPT, Speechify, etc. to generate answers or written assignments

To maintain a culture of integrity, generative AI tools should not be used in the completion of assignments unless a teacher specifically authorizes their use. If authorized, generative AI tools should be used only with the explicit and clear permission of the teacher and only in the manner allowed by the teacher. If used as a resource, it must be referenced and cited as such.

Parents are encouraged to help enforce our policy of academic integrity by ensuring that the work received is truly the work of the student.

Cheating will result in an automatic zero on the assignment. This is a serious infraction.

ADMISSION AND REGISTRATION

Enrollment/re-enrollment for the upcoming school year opens for current families on Nov. 1; applications for new families open Dec. 1. All enrollment takes place through the school website. A copy of the child's birth certificate, a record of completed immunizations, a medically verified plan for completion of immunization, or a medical or religious exemption, as well as a record of a physical exam by a physician are mandatory. (Immunization Law 1-1-88)

Required Forms for Registration

In order to process your child's enrollment, the following registration forms and information must be submitted before your child is accepted into St. Catherine of Siena School:

New Students

1. Completed Application Form
2. Tour and/or interview with parent and child

If accepted, new students will submit the following (some items may be requested for review during the interview process):

1. Completed Registration Form along with non-refundable registration fee
2. A copy of the Birth Certificate
3. A copy of Baptismal Certificate (if applicable)
4. Signed "General Records Release Form" (students entering K-6)
5. A record of completed immunizations, a medically verified plan for completion of immunization, or a medical or religious exemption, as well as a record of a physical exam
6. A copy of the most current custodial agreement/parenting plan (if applicable)
7. A copy of the most current IEP/504 (if applicable)

New families will set up an account with FACTS tuition management via our school website.

New families seeking tuition assistance will need to submit their information to FACTS by the deadline published by the school office in order to be considered for tuition assistance.

New families will then read, sign, and return a Tuition Agreement/Enrollment Contract to the school by the deadline published by the school office.

Returning Students

1. Completed Registration Form along with non-refundable registration fee
2. A record of completed immunizations, a medically verified plan for completion, or a medical or religious exemption, as well as a record of a physical exam
3. A copy of the most current custodial agreement/parenting plan (if applicable)

Families seeking tuition assistance will need to submit their information to FACTS by the deadline published by the school office in order to be considered for tuition assistance.

Families will then read, sign, and return a Tuition Agreement/Enrollment Contract to the school by the deadline published by the school office.

Immunization Requirements

Immunization records must be submitted to the school health office as determined by the NH State Department of Health and Human Services, either at the time of application or re-enrollment to St. Catherine of Siena School. The school nurse tracks immunization records and will inform a family if their student is unable to attend school due to lack of immunization records. The health office will have current Department of Health and Human Services school immunization requirements available for families. St. Catherine of Siena School allows for medical and religious exemption per RSA 141-C:20-c.

ADVISORY BOARD

The advisory board is comprised of the pastor, parents and community members at large. The board assists the principal in advancing the mission of the school. Meetings are held monthly as needed.

ALCOHOL/DRUG POLICY

St. Catherine of Siena is a drug-free school zone. Alcohol, tobacco, e-cigarettes, any form of drug or tobacco paraphernalia, and all illicit drugs are strictly prohibited on school property. Failure to comply will result in serious disciplinary action and reporting to law enforcement.

ASBESTOS MANAGEMENT

In accordance with the EPA's Asbestos Containing Materials in Schools Rules (40 CFR Part 763 Subpart E) inspection of St. Catherine of Siena School by an accredited inspector takes place every three years, and an accredited Management Inspector has developed a management plan for this facility. The plan is available for public inspection during school hours in the Principal's office and at the Diocesan Administration Offices.

ATHLETIC POLICY

1. All athletes must be academically eligible. (See Extra-Curricular Activities)
2. If an athlete is absent from school, he/she may not participate in any athletic event that day. In the event that the absence occurs on a Friday or the day before a break, he/she may not participate in any athletic event that weekend or break.
3. All athletes are representatives of the school. When traveling, all are expected to behave respectfully and courteously. At home games, we - students, parents and staff - are all ambassadors, creating a welcoming atmosphere to the visiting teams and guests. It is expected that all students participating in athletics at St. Catherine's exhibit the character and sportsmanship that is consistent with our mission as a school. Students who do not do so will not be permitted to continue as part of the team.
4. All athletes will be issued a uniform. Uniforms are to be worn for games only. Although most uniforms are on loan, some uniforms must be bought. The athlete is responsible for the uniform loaned to him/her. All uniforms must be returned to the school in good, clean condition within two weeks after the last game.
5. All athletes must be picked up within ten minutes after any practice or game. Any athlete who is not picked up on time will not attend the next game, meet or tournament.
6. All athletes must have current annual physical and medical release forms, as well as any other required forms, on file with the school. Lack of updated medical information will result in an inability to participate.
7. All athletes need parental permission to participate in any of the programs and must sign the Student Athlete Agreement as a prerequisite to participation.
8. Students are eligible to participate only on those St. Catherine of Siena School athletic teams which are consistent with their biological sex.

ATTENDANCE

Regular attendance is important to your child's success in school. When your child is absent or tardy, please email the homeroom teacher by 7:45 a.m. Personal illness, family illness and a death in the family are excused absences; all other absences will be logged as unexcused.

Prolonged absences: If a student has an extended absence due to illness, parents should inform the nurse and principal, and contact the teacher to arrange for collection of missing work. School policy normally allows a student one day to make up work for each day of absence due to illness.

Chronic absenteeism is defined as 18 days or more missed in a school year for any reason. If a student is chronically absent, parents/guardians must meet with the principal to formulate an attendance plan for the student. Chronic absenteeism may result in retention.

It is not school policy to give out assignments ahead of time, as teachers cannot accurately gauge which assignments they will get through in advance. Students will have one day for each day missed to complete all written work after he/she has returned to class. After that time, no credit will be given.

Vacations during school time are discouraged. However, in the event that this does occur, parents are requested to inform the principal before leaving and to contact each teacher to arrange for make-up work upon return.

Punctuality is a sign of respect. All students are expected to be at school on time. Chronic tardiness and/or early student dismissal will impact student grade(s) for the first or last block of the day.

Early dismissal from school requires prior notification from a parent or guardian. All students will be dismissed from the front office. Students may not be dismissed regularly just prior to dismissal as a means to avoid the car line.

AFTER SCHOOL PROGRAM

St. Catherine of Siena School offers an After School Program, which begins the second week of school and is operational when school is in session. Days when after school care may not be available will be announced in advance so that families may make arrangements. After school is available to students in Pre-K3 through sixth grade, Monday through Friday from 2:15 p.m. - 5:30 p.m., with the exception of school vacations, holidays, professional development days and early release days.

The after school program offers a safe and happy environment where students can complete homework and enjoy supervised play time. Our faculty works together to provide individual attention and security in an atmosphere of respect and understanding.

If your child/children participates in after school activities, i.e. basketball, drama, etc., and he or she attends the after school program until the activity begins (or after the activity has ended), the family will be charged the program fees.

AFTER SCHOOL PROGRAM FEES:

One Child:	\$17.00
2 or More Children	\$25.00

The after school program ends promptly at 5:30 p.m. If you pick up your child later than 5:30 p.m. you will be charged a late fee. The fee is \$10.00 for every five minutes that you are late.

The after school program telephone number is 669-8073.

After school will be billed after use through Renweb. If a balance is more than 30 days in arrears, the child/children will not be allowed to use the After School Program until the account is paid in full.

ARRIVAL

An arrival and dismissal procedure is clearly outlined at the beginning of each school year. It is designed with the safety of the children and respect for the neighborhood in mind. It must be observed by all, as the signing of this handbook is agreement to follow the rules outlined herein. As a school, we make every effort to be good neighbors, and we ask that anyone dropping off or picking up – as members and representatives of our school community – show that same respect for those who share our neighborhood and one another.

Students may not be dropped off prior to 7:20 a.m. Teachers are not on duty until 7:20 and unsupervised children may not be present on school property. This is a safety and liability issue, and is non-negotiable.

Children in grades 3 – 6, along with their siblings, will be dropped off on the Hemlock Street sidewalk and exit out to Webster Street. Parents of children in grades K – 2 will drive onto Russell Street and drop off at the side entrance. All children should exit the vehicle on the school side and not on the street side. Please assist the children in this safety procedure.

Cars leaving the drop-off line must wait their turn to depart and not cut out into oncoming traffic. Students remain in the front parking lot upon arrival until the bell is rung, whereupon they will enter the building with their teachers.

Drop off and pick up for Pre-Kindergarten students takes place through the Pre-K door. Parents should drive into the back parking lot and circle around to the Pre-K door, where the teacher on duty will escort children to the classroom. We ask that parents/guardians refrain from parking on North Street in accordance with the no parking signs.

DISMISSAL

Students in K – Gr. 2 will be dismissed at the Russell Street entrance. Parents will enter Russell Street from Webster Street and exit onto North Street. Should traffic back up on Webster Street, continue up to turn on any of the perpendicular streets and take the first right onto Carnegie Street. Vehicles on Russell Street will alternate with cars on Carnegie to advance for pick up, following the direction of the teachers on duty. Students with their siblings in grades 3 – 6 will be dismissed from the main entrance. Parents will

line up in the main parking lot of the school. Parents will line up in the playground on the blue diagonal line and exit through the church parking lot onto Webster Street, following the directions of the teachers on duty. Parking is not permitted on North Street.

Please be mindful that New Hampshire law (Env-A 1100) restricts idling vehicles. The maximum idling time limit if the temperature is above 32 degrees is five minutes, between -10 and 32 degrees it is 15 minutes, and there is no time limit if the temperature is below -10. Please do not arrive for drop-off or dismissal excessively early.

BIRTHDAY/PARTY INVITATIONS

To avoid hurt feelings, invitations can only be given out to students in the classroom if these are non-exclusive (all boys, or all girls, or the entire class). Invitations must be mailed if only a few children are invited. In lieu of birthday treats, which are problematic for student food allergies, students may utilize a dress down day on their birthday. If the birthday falls on a mass day, we ask that the student dress down the day after.

BOOK CARE/SCHOOL PROPERTY

Students are responsible for the proper care of all school books, supplies and furniture supplied by the school. Students who deface or damage school property will be required to pay restitution or replace the item. This behavior is subject to disciplinary action.

All books used in the academic year, with the exception of books purchased by the students, are loaned to the students. Students are not permitted to mark or scribble in school textbooks. Lost or damaged books must be paid for by the family of the student responsible for the loss or damage. School bags are required for carrying books to and from school.

BULLYING

St. Catherine of Siena School is committed to providing all students with a safe school environment in which all members of its community are treated with respect. Protecting against and addressing bullying is critical for creating and maintaining a safe, secure and positive school climate.

Bullying behavior is viewed as being in direct opposition to the mission of St. Catherine of Siena School and in conflict with the fundamental teachings of the Catholic Church. Students are expected to treat each other with dignity and respect, and are entitled to freedom from any kind of harassment. It should be clear that no form of harassment will be tolerated.

Definitions

According to NH RSA 193-F, bullying means a single, significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another pupil which:

- Physically harms a student or damages the student's property; or

- Causes emotional distress to a student; or
- Interferes with a student's educational opportunities; or
- Creates a hostile educational environment; or
- Substantially disrupts the orderly operation of the school.

According to the same RSA, cyberbullying means bullying conduct (as defined above) that is undertaken through the use of electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones, computers, electronic mail, instant messaging, text messaging, electronic readers, video games and websites.

Bullying and cyberbullying shall not be tolerated and are hereby prohibited. St. Catherine of Siena School reserves the right to address all forms of prohibited conduct and, if necessary, impose discipline for such misconduct that occurs on or is delivered to school property or a school-sponsored event on or off school property; or occurs off of school property or outside of a school-sponsored activity or event, if the conduct interferes with a pupil's educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event.

A student found to have knowingly made a false accusation of bullying may face disciplinary action at the discretion of the Principal.

Retaliation or false accusations against a victim, witness, or anyone else who in good faith provides information about an act of suspected bullying or cyberbullying is prohibited. Any student found to have engaged in retaliation against those described above shall be subject to disciplinary action. If an alleged victim or any witness expresses to the Principal or other staff member that he/she is fearful of retaliation, the Principal shall develop a plan to protect that student from possible retaliation.

Any student who believes that he/she has been the victim of bullying should report the act immediately to a teacher or to any other school employee. Any student who has knowledge of or observes bullying of another student is encouraged to report the bullying to a teacher or to any other school employee. If a student is unsure whether an incident learned of or observed may constitute bullying, the incident should be discussed with a teacher or another school employee.

Any parent, guardian, or school volunteer who suspects, has witnessed, received a report of, or has information that a student may have been subjected to bullying is encouraged to promptly report such incident to the Principal.

Any teacher, staff member, or school employee who suspects, has witnessed, received a report of, or has reliable information that a student has been subjected to bullying or suspected bullying as defined above shall promptly report such incident to the Principal.

The Safe Environment Office at the Diocese has a bullying hot-line. The number is (603) 663-0178.

CAMERAS

Video surveillance cameras operate to increase the safety and security of our campus. Parents and students are not permitted to view other students on the cameras under FERPA.

CHILD ABUSE

To ensure the safety and well-being of students enrolled at St. Catherine of Siena School, it is the policy of the Roman Catholic Diocese of Manchester to comply with the requirements of RSA 169-C especially C: 29, 20, 31, and NH CODE OF ADMINISTRATIVE RULES ED 510.01, in reporting suspected child abuse and neglect.

Further, it is our policy to cooperate with NH Division for Children and Youth Services, child protection social workers and law enforcement agencies in the course of investigations into child abuse and neglect as outlined in RSA 169-C. In all instances of a student being interviewed, the principal and/or a faculty member will be present to protect the rights of the student.

CUSTODIAL/GUARDIAN INFORMATION

Issues of Child Custody: The school requires that the custodial parent annually files a court-certified copy of the custody section of the divorce decree or a court-certified copy of the custody decree with the school. If no such copy is on file, school officials will presume that both parents have custodial rights.

School staff will ensure that children are released only to the appropriate parent according to the court-mandated custody agreement. However, parents must accept the primary responsibility for such arrangements and should instruct their children as to which parent should have physical custody of them on any given day.

Rights of Non-Custodial Parents: Non-custodial parents have the same rights as custodial parents to inspect the records of their children and receive school communication, unless a court order to the contrary is on file with the school.

DIOCESAN POLICIES

Diocesan policies, regulations, and practices are published by the Diocese of Manchester and are available on the diocesan website and upon request.

DISCIPLINE CODE

Part I: Student Responsibility

St. Catherine of Siena School expects students to exhibit an age-appropriate maturity in personal integrity in all his/her actions and dealings at all times.

The administration and faculty are present to help each student grow and mature in a school environment conducive to learning. The faculty and staff of St. Catherine of Siena School and the parents of all students must witness and communicate appropriate behavior to the children. The following discipline policy is in effect while students are in attendance at school, activities sponsored by the school or on school property.

Rules should be in line with these objectives:

1. To maintain order
2. To protect the rights of others
3. To provide a healthy and safe environment necessary to the successful operation of the school.

Part II: Disciplinary Actions

Under most circumstances, teachers will manage discipline in their classrooms (or in the after school program) and will communicate with parents when appropriate. The aim of discipline is to help students understand the inappropriate behavior and improve moving forward.

When a student requires more serious consequences, either because of the degree or the frequency of the infraction, he or she will be referred to the principal.

Depending on the seriousness of the problem, the principal may elect one or more of the following disciplinary actions:

1. **Withholding of Privileges:** For example, if a student acts poorly in the cafeteria, the privilege of eating in that setting may be withheld. Privileges may be withheld for similar infractions of discipline.
2. **Suspension:** The temporary exclusion of a student from school attendance.
3. **Expulsion:** The termination of a student's enrollment at the school. At any time the principal reserves the right to dismiss a student whose behavior is undesirable in attitude and general conduct or whose continuation in the school is detrimental to him/herself, his/her fellow students or the learning environment.

The principal has the authority to suspend a student following the clear violation of written rules. In the event of a suspension, the parents will be contacted and asked to remove the child immediately from school. Transportation for the child will be the responsibility of the parents. Parents will be responsible for ensuring that the school work is completed at home during the suspension period. The principal will determine the suspension period. In most cases, the suspension will not exceed five school days. It is important that the school and home work together to support the student. Periodically reviewing the discipline code with your child will help reinforce the importance of consistent parameters in developing positive social skills and a caring supportive community.

DRESS CODE

In order to maintain uniform appearance and proper comportment throughout the school day and at school events, all students must follow the dress code expectations. Students must adhere to the dress code of their biological sex while on campus and while representing the school at outside functions. Modesty is expected at all times. Out of respect for themselves and others, all students are to present

themselves in a neat and clean manner. In the event that a student is not wearing part or all of the required uniform, the parents will be contacted to bring the proper attire to school. Enforcement of the dress code is primarily the responsibility of parents/guardians.

For girls, jewelry is limited to one pair of stud earrings and a simple necklace. Makeup is not permitted. Nail polish is must be clear or light pink. Acrylic, press-on or any other kind of fake nail is not permitted. Excessively long nails are not permitted. Girls cannot come to school with hair that is dyed with an unusual color scheme (for example, red, yellow, green, blue or purple tints or tips). Temporary tattoos of any kind, including henna tattoos, are not permitted.

Boys cannot come to school with eccentric hair styles (including mohawks, man buns, cornrows, hair designs); hair length cannot exceed below the collar. Boys cannot come to school with hair that is dyed with an unusual color scheme (for example, red, yellow, green, blue or purple tints or tips). Temporary tattoos, including henna tattoos, of any kind are not permitted. Boys may not wear jewelry other than a watch or religious medal.

Students are not permitted to wear hoodies or jackets over their uniform in the building other than St. Catherine's spirit wear and those offered through the school page of the Lands' End website. Students will be asked to remove non-dress code hoodies and jackets in the building. Hoodies are not permitted at mass; students should be in church uniform with dress shoes.

The code is outlined below. Uniform pieces with the school logo are to be purchased exclusively through Lands' End (access via the school website).

PRE-K

Boys:

- WHITE or NAVY KNIT SHIRT (short or long sleeve)
- NAVY SWEAT SHIRT

- NAVY SWEAT PANTS
- NAVY MESH SHORTS

Girls:

- NAVY JERSEY DRESS (short or long sleeve)
- WHITE or NAVY KNIT SHIRT (short or long sleeve)
- NAVY SWEAT SHIRT
- NAVY SWEAT PANTS
- NAVY MESH SHORTS

GRADES K-3

Boys:

- WHITE or NAVY KNIT SHIRT (short or long sleeve)
- NAVY SWEATERS

- KHAKI PANTS
- KHAKI SHORTS

Girls:

- NAVY JERSEY DRESS (short or long sleeve)
- WHITE PETER PAN COLLAR SHIRTS (Required for Formal Uniform)
- WHITE or NAVY POLO SHIRTS (short or long sleeve)
- NAVY SWEATER

- BELT
- WHITE OXFORD SHIRT (required for formal uniform)
- NAVY TIE (required for formal uniform)

- PLAID JUMPER
(Required for formal uniform)
- KHAKI SKORT
- KHAKI PANTS

NAVY HOSIERY:

Opaque or Cable Knee Socks
 Opaque or Cotton Ribbed Tights
 Solid navy leggings

GRADES 4-6

Boys:

- WHITE or NAVY KNIT SHIRT
(short or long sleeve)
- NAVY SWEATERS
- KHAKI PANTS
(required for formal uniform)
- KHAKI SHORTS
- BELT
- NAVY, GREY OR BLACK SOCKS
- WHITE OXFORD SHIRT
(required for formal uniform)
- NAVY TIE
(required for formal uniform)

Girls:

- WHITE OXFORD BLOUSE
(Required for Formal Uniform)
- WHITE or NAVY KNIT SHIRT
(short or long sleeve)
- NAVY SWEATER
- NAVY SKIRT
(Required for Formal uniform)
- KHAKI SKORTS
- KHAKI PANTS
- NAVY HOSIERY:
 Opaque or Cable Knee Socks
 Opaque or Cotton Ribbed Tights
 Solid navy leggings
- JACKET (Grade 4-5-6 ONLY)
- NAVY SHORT

FOOTWEAR

Black or brown dress shoes for both boys and girls are required with the church uniform. Dress shoes or sneakers may be worn on other days. Sneakers must be a solid color with no patterns or graphics. No high tops (including basketball shoes), no brightly colored, neon or light-up sneakers are permitted. All footwear must be properly laced and tied at all times and must stay securely on the foot. Crocs, backless shoes, ballet shoes/slippers, flip-flops, high heels and fashion boots are not allowed.

DRESS DOWN DAYS

Occasionally, the school allows students a dress down day. All clothing worn must be appropriate and not show offensive images or sayings. Clothing advertising Victoria's Secret or other stores not suitable for elementary school children is not permitted. Skirts/dresses must be knee length. Shorts must have a 7 inch inseam and may only be worn if 50 degrees or warmer. Leggings may not be worn as pants; a tunic

top or dress must be worn with leggings. Bike shorts, spandex pants or shorts, and compression pants or shorts may not be worn. Pants should not be ripped or torn. Pajama pants may not be worn as pants. Flip flops, slippers or backless shoes may not be worn. Sleeveless shirts, tank tops, cold-shoulder shirts/dresses, crop tops/midriff revealing shirts and transparent tops are not permitted.

Enforcement of the dress code is primarily the responsibility of parents/guardians. Parents/guardians will be called to bring alternate clothing if a student is not in dress code.

WINTER CLOTHING CONSIDERATIONS

Families should assume that outdoor recess will occur each day and should plan accordingly in outfitting their child for play outdoors.

When it is cold, students are expected to wear appropriate outer garments, including coats, hats and gloves/mittens. Additionally, girls must have their legs covered for recess – i.e. tights, sweatpants or leggings that can be worn under their skirt.

Students who do not wear the appropriate garments will spend both recesses indoors at the office, and a note will be sent home to the family. Given staffing constraints, students do not have the option to choose indoor recess. During the snowy, winter months, students must wear boots to school and bring their school shoes (or gym sneakers on PE day) with them in a bag to change into at school.

In order to play in the snow, students must be outfitted with the following: boots, coats, hats, and gloves/mittens. Please write the child's name or initials in each piece of clothing.

ELECTRONIC DEVICES

Students are not allowed to bring electronic devices, toys, radios, iPads, iPods, Apple watches, cell phones, or any device which allows them internet/communication capabilities to school. Should a student possess an electronic device in school, it will be held in the principal's office until the end of the day and the parents informed.

Exceptions to this include: educational assistive technology deemed necessary from a student's action plan or technology which supports a student's medical needs. Please note that St. Catherine of Siena School is not responsible for damage, theft, security or maintenance of these devices.

EMERGENCY CONTACT INFORMATION

Families are responsible for maintaining emergency contact and pick-up information in Renweb. Complete names and phone numbers of individuals to contact in the event of emergency must be listed by the first day of school and those contacts should be updated as necessary throughout the school year. Students will not be released to anyone not listed by parents/guardians as having permission to pick-up.

EMERGENCY MANAGEMENT PLAN

St. Catherine of Siena School has an established Emergency Management Plan. A copy of this handbook is on file in the office and specific classroom directions are provided in a folder to the teachers. This folder is visible near the entrance to the classroom. Regular announced and unannounced drills of

different emergency situations will occur throughout the school year.

EMERGENCY SCHOOL CLOSING

In the event that school is canceled or delayed, an announcement will be made through Renweb (email and text), on the school's Facebook page, and on the WMUR website. Parents/guardians, please ensure your Renweb settings enable these notifications.

EXTRACURRICULAR ACTIVITIES

To participate in any extracurricular activities (i.e. clubs, mini courses, sports) students must remain not only in good academic standing, but must also show effort and maintain good conduct. The school reserves the right to prohibit a student from athletics and extracurriculars if academics and conduct are not prioritized.

FACTS FINANCIAL AID ASSESSMENT PROGRAM

At St. Catherine of Siena School it is our goal to keep tuition as low as possible while operating the school in a fiscally responsible fashion. In recognition of the financial challenge parents have in providing a quality education for their children, we allocate a portion of our annual budget to provide financial assistance for qualifying families.

Families in need of financial assistance are required to complete an application and submit the necessary supporting documentation along with a \$30.00 non-refundable application fee through FACTS by May 1st each year. Applicants can apply online by logging on to the school website and clicking the FACTS link under the *Admissions* tab. Once an online application has been completed the following information will need to be sent to FACTS to complete the application process:

- Copies of your federal tax returns including all supporting tax schedules.
- Copies of your W-2 forms for both you and your spouse.
- Copies of supporting documentation for Social Security income, Welfare, Child Support, Food Stamps, Worker's Compensation and TANF.

FACTS is an independent, third party company that conducts financial analysis to determine your family's financial need. Please be assured that financial information is handled in strict confidence. While financial need is the first criteria on which awards are determined, returning students are given priority over new enrollees.

We do believe that the family should be the first resource for funding their children's education. Each family is expected to pay a portion of the cost of their student's education or seek out resources apart from financial aid to fulfill their obligation to the school. In order to be considered, all financial obligations must be current and student registration for the following year must be complete (including payment of registration fee). Due to a limited budget and the growing number of families requesting assistance, all qualified need may not be met. Financial assistance is awarded for tuition only and does not cover milk, lunches, after school program or any other incidental expenses.

All students who apply for financial assistance must be accepted and registered for the school year. In order to be assured of consideration, families must be timely and thorough in completing the application process. An application is considered complete only when FACTS Grant and Aid Assessment Program has received all supporting documentation. Failure to provide all of the necessary information needed to complete the application process may result in your family not receiving financial assistance.

All families applying through FACTS Grant and Aid must also apply for both Scholarships, ETC and EFA at Children's Scholarship Fund at nh.scholarshipfund.org.

CSF application open in early February, and must be completed by their deadline to receive the maximum EFA funding.

FACTS Grant and Aid application must be completed by May 1st of each year to be considered for school financial aid. Be sure to upload the most recent year end Federal Tax forms including W-2's, the full form 1040 and all schedules filed with the return, and any other forms of financial assistance received from all sources. All household income earned by adults in the household must be included.

All school aid is awarded pending until the finalization of aid received from all other sources. Families receiving EFA funding must forward the email from Children's Scholarship Fund that states the September EFA installment amount to: finance@scsnh.com

FACTS agreements will be finalized once the September EFA installment email is received.

FAMILY EDUCATIONAL RIGHT TO PRIVACY ACT (FERPA) AND CONFIDENTIALITY

FERPA accords families with particular rights as pertains to a student's schooling and records. With exceptions as prescribed by law, personal information such as a family's address and contact information cannot be given out to other parties without the express permission in writing of the family. Additionally, student academic records, which include any graded work, must maintain a chain of custody that includes only the student, family and relevant members of the school faculty.

FIELD TRIPS

Field trips, approved by the principal, are encouraged as part of our students' educational experience. In order to ensure the safety of the children, the chaperone/student ratio will be kept as high as possible. Parents are encouraged to volunteer as chaperones for school field trips. Field trips may require an additional fee.

Inappropriate conduct and/or lack of effort on a student's part may result in the loss of a field trip privilege. When a student is suspended from a field trip or school activity, he/she remains in the care of the parent. The student will spend the day at home.

If families opt to keep their child home from school on the day of a field trip, this will count as an unexcused absence.

GRADE SCALE

A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-
97- 100	93 - 96	92 - 90	89 - 87	86 - 83	82 - 80	79 - 77	76 - 73	72 - 70	69 - 67	66 - 63	62 - 60

GRADE LEGEND for Non-Numerical Assessments

E – Exceeds grade level expectations. Student masters and applies skills independently in most academic situations, demonstrates active participation in all learning activities, and produces sophisticated work.

M – Meets grade level expectations. Student consistently applies skills to assigned work, completes assignments with appropriate effort, and actively participates in most learning activities.

P – Progressing towards achieving grade level expectations. More reinforcement and practice of grade level skills is necessary for meeting grade level expectations. Skills are developing with additional support.

I – Making insufficient progress towards grade level expectations. Significant amount of academic support is needed to develop skills.

GRIEVANCE POLICY

St. Catherine of Siena School will work with families to resolve any concerns they may have about policies, school events and situations as they arise. In the event a parent disagrees with a school policy or with a situation that has occurred during a school-related activity, the parent will set up a time after or before school to meet with the teacher to discuss the problem. If the parent is dissatisfied with the outcome of the meeting with the teacher, he/she should make an appointment with the Principal to discuss the issue. In the event the parent is still dissatisfied after meeting, a formal letter describing the nature of the grievance should be sent to the Pastor and Superintendent of Schools. The Pastor and Superintendent of Schools will address the concern as appropriate. This policy also applies to complaints concerning bullying, teacher misconduct, tuition refund and the use of child restraint and seclusion practices in accordance with NHED rule Ed 403.01(a)(16).

HARASSMENT

Church personnel must not engage in physical, psychological, written or verbal intimidation or harassment of any person at any time, particularly those served and other church personnel.

Church personnel must not discriminate against any individual on the basis of race, color, national origin, gender, religion, sexual orientation, age, physical or mental disability, pregnancy, or military or veteran status, except where such status is a legitimate qualification in accordance with civil and Church law.

Harassment can occur as a result of a single severe incident or a pattern of conduct that results in the creation of a hostile, offensive, or intimidating work environment. Harassment can be indirect and can take place even when the offender does not intend to offend, intimidate, or otherwise do harm. Whether conduct is considered to be harassment is based, in part, on whether a reasonable person under the circumstances would view the conduct as creating a hostile, offensive, or intimidating work environment.

Church personnel are required to report harassment, including sexual harassment, in accordance with the reporting policy contained in the Code. Church personnel are prohibited from retaliating against individuals who make good faith reports of harassment.

All faculty, staff and volunteers are required to participate in diocesan training on harassment.

HEALTH

Please ensure that children stay home when sick in order to prevent the spread of illness. Parents will be contacted to pick up should their child exhibit symptoms of illness during the school day.

Chronic health problems or known allergies should be brought to the attention of the principal and health office in order to determine a plan and communicate to relevant staff.

Injuries which occur on school property will be communicated to parents/guardians through the health office.

If a student has a fever or communicable illness, he/she must remain at home until the period of contagion has passed.

- a. A child with a fever should not come to school until his/her temperature is normal without fever reducing medication
- b. Diarrhea and Vomiting: If your child has vomited or experienced diarrhea during the night, do not send him/her to school that morning. The child must be symptom-free for 24 hours before returning to school.
- c. Parents/guardians should communicate with the school nurse when in doubt about a specific illness and the timeframe for a child's return to school.

The office of School Health Services, NH Division of Public Health Services has strict rules and regulations regarding the administration of medication to children during school hours. When possible, a medical regimen should be scheduled at home so that the child will not require medication during school hours.

Self-medication by the students is not permitted at St. Catherine of Siena School. All medications, including over the counter, must be administered through the health office. Parents must obtain a

Medication Release Form from the office to be signed by both the doctor prescribing the medication and the parent. The forms must include the name of the drug, dosage, and the time of day the medication is to be given. The medication must be submitted to the school office in the original prescription container. The State of New Hampshire (RSA 541-A11/74) has mandated this policy. The staff at St. Catherine of Siena School abides by the rules set forth by the NH Department of School Health, and therefore will not administer any medication to a child without a doctor's written permission form and a parent's written consent.

HOMEWORK

Homework should reinforce what is taught in class. Homework will be meaningful and serve a valid purpose if it:

- Provides essential practice in needed skills
- Trains students in good work habits
- Affords opportunity for increasing self-direction
- Enriches and extends school experiences
- Helps children learn to budget time
- Acquaints students with out-of-school learning resources
- Promotes growth in responsibility

Generally, homework guidelines will increase in ten minute increments for each grade level, for example, 10 minutes in first grade, 20 in second, etc. Some children may take more or less time depending on their ability and concentrated effort, and work completion during the school day.

Internet Acceptable Use Policy

The computer network at St. Catherine of Siena School and its use is not a right, but a privilege. Services provided by St. Catherine of Siena School require students and adults to act in a considerate and ethical manner, and to accept responsibilities and obligations in regard to school policy, as well as State and Federal laws.

All student work performed or stored on the school network is the property of St. Catherine of Siena School. The network administrator can monitor communications, review files and transactions, and perform other system checks to ensure integrity of the network and to acknowledge responsibility. System users should not have any expectation of privacy regarding any of their activity, online or otherwise.

Staff is asked to report security risks or violations immediately to the technology coordinator, including, but not limited to, receiving messages that are inappropriate.

St. Catherine of Siena School has taken precautions to restrict access to prohibited internet sites using internet filtering software. This is to help protect students from harmful content on the internet, and regulate student use of the Internet so they do not harm other students, or interfere with the school's instructional program.

Students who fail to abide by this policy may lose their privilege to use the network and related technology for a defined period of time. School administrators, network administrators or other authorized employees may monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Said staff members reserve the right to examine, use and disclose any data found on the school's networks in order to further the health, safety, discipline or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and may furnish evidence of a crime to law enforcement. Refusal to cooperate in such supervision and monitoring may result in disciplinary action.

Actions that are NOT permitted when using the computer network and related technology, that may also be applicable to off-campus behavior that materially and substantially disrupts order in the school (interferes with class work, involves substantial disorder, or interferes with the rights of others):

- Accessing, using, or copying non-legal versions of copyrighted software.
- Plagiarizing the work of others.
- Accessing files and data which are not your own, which are not publicly available, or for which you have no usage rights.
- Intentionally accessing, transmitting, receiving, copying, and creating offensive messages, pictures or other work. In the case of inadvertent access, the site/image/writings should be deleted immediately, and notification made to the network administrator.
- Any unauthorized personal or interpersonal communication using email, IM, chatrooms, blogs, etc.
- Computer piracy.
- Vandalizing or tampering with hardware and software programs or other resources, including terminal settings.
- Interference with or disruption of computer systems and networks and related services, including, but not limited to, the propagation of worms, viruses and Trojan horses.
- Access to social media, and other personal entertainment during the school day.
- Viewing, copying, using, modifying another's password, data, files, networks or trespassing by other means to gain access or use. You may only use your assigned account.
- Performing actions that deny others access or use of a computer or the network.
- Downloading software, internet sites, or copyright protected materials onto school computers/terminals.
- Use of proxy sites to gain unauthorized access to unauthorized websites, in an attempt to circumvent security software.
- Using resources to further acts that are criminal or violate the school's code of conduct.
- Use for commercial purposes—selling, advertising or otherwise conducting business.
- Blogging or other behaviors displayed over the Internet that are illegal, offensive, or otherwise deemed inappropriate.
- Refusing to allow authorized school personnel to examine electronic devices and the use of same, to ensure adherence to this policy.

- Encrypting communications or files to avoid system security review

LIBRARY

All children visit the library on a class-scheduled basis. Children are allowed to check out books for one week. Students are responsible for loaned books and will be responsible to pay for any lost or damaged.

LOST AND FOUND

Lost and found articles are to be brought to a designated “lost and found” area. If money is found, it should be brought to the office. Neither money nor valuables should be left in desks. Periodically, the office will clean the lost and found area and donate unclaimed items. It is the responsibility of each student to claim lost items in a timely manner. In addition, the school is not responsible for lost, stolen or damaged property belonging to students, parents, faculty and staff.

LUNCH

Lunch menus are emailed to families each month, and ordered and paid for online. Failure to submit your order and payment by the date requested will result in your child not receiving lunch for the month. The school is unable to extend the order period.

OBLIGATION TO REPORT

To ensure the safety and well-being of students enrolled at St. Catherine of Siena School, it is the policy of the Roman Catholic Diocese of Manchester to comply with the requirements of RSA 169-C especially C: 29, 20, 31, and NH CODE OF ADMINISTRATIVE RULES ED 510.01, in reporting suspected child abuse and neglect as well as to report bullying. Further, it is our policy to cooperate with NH Division for Children and Youth Services, child protection social workers and law enforcement agencies in the course of investigations into child abuse and neglect as outlined in RSA 169-C. In all instances of a student being interviewed, the principal and/or a faculty member will be present to protect the rights of the student.

Reporting Requirements of Adults under New Hampshire Law: In accordance with New Hampshire law, any adult who has reason to suspect that a minor has been abused or neglected must personally report the suspicions to the Division for Children, Youth and Families (“DCYF”) at (800) 894-5533.

Reporting Requirements of Church Personnel: Church personnel who have reason to suspect that a minor has been sexually abused by other church personnel have additional reporting obligations. When the alleged victim is a minor, in addition to reporting to DCYF, church personnel must immediately personally report the suspicion to local law enforcement and to the Delegate for Ministerial Conduct at (603) 669-3100. When the alleged victim no longer is a minor, church personnel must immediately personally report the suspicion to the Delegate for Ministerial Conduct at (603) 669-3100. Church personnel may seek the advice or assistance of their pastor, principal, or supervisor if doing so does not unduly delay the report.

PARENT/SCHOOL COMMUNICATION

Communication between home and school is essential to a student's success. Teachers will communicate concerns and observations to parents/guardians and parent/guardian concerns should be addressed first with the teacher; if resolution is not met, the principal should be contacted.

Please note that teachers are not always able to respond to emails between the hours of 7:30 a.m. and 2:30 p.m., as students are the first priority. It is not the expectation of the school that teachers respond to email at night or on weekends. It is expected that teachers will respond as promptly as possible. If there is an urgent matter, such as a change in pick-up plan for your child, please call the office at 603-622-1711.

Parent-Teacher conferences are scheduled during the year as part of the trimester report card process. If, at any time, a parent has questions or concerns about the child's educational experience, he/she should arrange for a conference with the teacher.

Regular weekly communication between home and school is accomplished by way of the weekly newsletter sent each Friday. Families are also encouraged to visit the St. Catherine of Siena website, Facebook and Instagram frequently for additional information about programs and events.

PHYSICAL EDUCATION

Students are required to participate weekly in the school's physical education program. For the students to be excused from the program, a written directive from the child's physician is necessary. Parents are asked to send a written request if they wish their child to be excused from gym for any length of time.

PHOTOGRAPHS

Photographs of students may appear on the school web site or in other publications, such as the yearbook. Parents who do not wish their child's photograph to be placed in public media must indicate such on the photo permission form.

PRAYER

Prayer will be said at the following times:

- Before school (said over intercom as a school community)
- Before lunch
- At the end of the school day (said over intercom as a school community)
- Weekly Mass and Rosary attendance
- Liturgical celebrations: Advent, Stations of the Cross, Coronation of Mary, etc.

Students who do not share our Catholic faith must remain respectful during prayer.

PROMOTION AND RETENTION POLICY

A student will be promoted to the next grade based on his/her record of academic achievement, school attendance, and social/emotional maturity. Before a final decision is made to retain a student in the current grade, a conversation between the teacher, principal and guardians will take place.

A recommendation to retain a student will be made by the teacher and the principal and communicated to the parent prior to the end of the school year. The principal has the right to refuse to accept a student back to the school if the child does not meet the criteria for promotion listed above.

REFERRAL PROGRAM – A Great Way to Reduce Tuition!

Referral Program Purpose: The purpose of the referral program is to reward current St. Catherine of Siena School families for increasing and sustaining enrollment at St. Catherine of Siena School.

Referral Tuition Reduction Definition: A tuition reduction of \$500 will be credited to current families of St. Catherine of Siena School who successfully recruits and/or refers a new student to St. Catherine of Siena School. The award will be applied after December 30 of school year. The program is based on every child not families, i.e. if a family has three children and they all enroll, the family that refers them will receive a \$1,500 tuition reduction for the school year.

Referral Program Eligibility:

- The referring family must have a currently enrolled student at St. Catherine of Siena School.
- The referred family may not have attended St. Catherine of Siena School in the past three years.
- In order for the referring family to be eligible for the award, they must complete and submit the referral family certificate (attached) to the school office. Certificates will be accepted throughout the year. The certificate is available in the school office or downloaded from our website. Although the referral will be accepted throughout the year, the referring family must complete the referral family certificate prior to the referred family enrolling at St. Catherine of Siena School.
- Once a family is referred to St. Catherine of Siena School, a school representative will make contact with the referred family to invite them to an Open House, tour the school, offer an opportunity to shadow in class, or provide additional information about the school.

All families referring one or more new families to the school, will receive a total discount of 500.00 off tuition each year. The discount of \$500.00 will be applied to the last FACTS monthly payment of the year. The referral form must be completed by the new family and include the name of the referring family to be awarded the discount.

RELIGIOUS EDUCATION

Faith formation is an integral part of our curriculum and is developed in keeping with the emotional and spiritual development of the child. Lived doctrine permeates every aspect of the life of the school. While St. Catherine of Siena School provides ongoing religious education and catechesis, the celebration of the

sacraments takes place in each child's respective parish community. Individual parishes are responsible for all sacramental preparations of children attending our school.

All students are required to participate in all liturgies, classroom prayer and other aspects of the spiritual life of the school. The teaching of religion is a content subject in which all students must participate. We remain respectful of students' diverse religious backgrounds but maintain our identity as a Catholic community.

REN WEB – Student and Family Information Management System

All parents are required to maintain a RenWeb account.

ACCESSING PARENT WEB

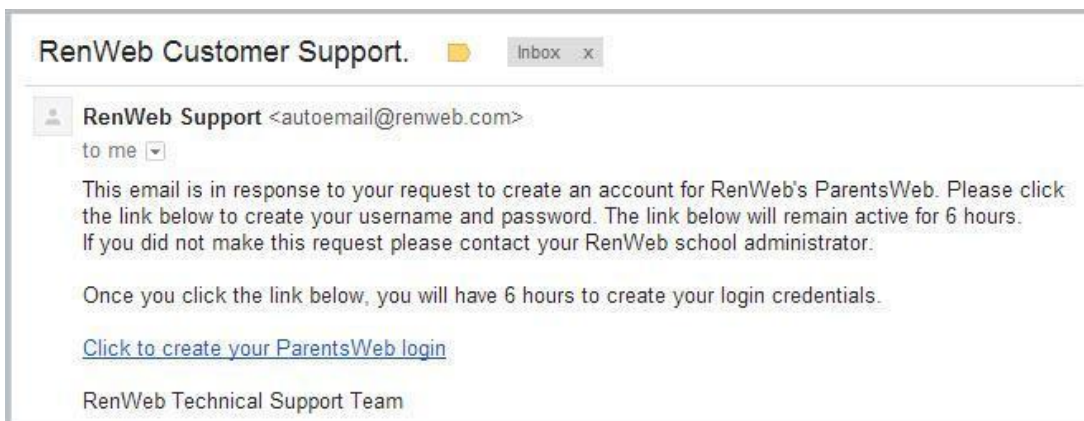
Ren Web School Management Software gives you an opportunity to get more involved in your child's academic progress and future success.

Ren Web's Parent Web is a private and secure parents' portal that will allow parents to view useful school information specific to their children, while protecting their children's information from others. You can also communicate with teachers and other school staff online whenever necessary. All you need is an Internet-capable computer. Ren Web also has an app if you would like to download on your mobile device. The app does have a cost.

Here's how to access our easy-to-use **Ren Web Parent Web**:

- Make sure that the school has your email address in Ren Web.
- In Internet Explorer, Firefox, Chrome or Safari, go to <https://www.renweb.com/rwlogin/ParentsWeb-Login.aspx?District=scs-nh>
- Type the school's **District Code scs-nh**
- Click **Create New Parents Web Account**.

Type your email address and click **Create Account**. An email will be sent which includes a link to create your Parent Web login. The link is active for only 6 hours.



- Select the **Click to Create your Parent Web login** link.
- A web browser displays your **Name** and Ren Web **Person ID**.
- Type a **User Name**, **Password**, and **Confirm** the password.

Change/Create Password				
Name	Person ID	User Name	Password	Confirm
Callie Johnston	11519	<input type="text" value="cjohnston"/>	<input type="password" value="*****"/>	<input type="password" value="*****"/>
<input type="button" value="Save User Name and/or Password"/>				

- Click **Save User Name and/or Password**.
A message displays at the top of the browser, "**User Name/Password successfully updated.**"

User Name/Password successfully updated.				
Change/Create Password				
Name	Person ID	User Name	Password	Confirm
Callie Johnston	11519	<input type="text" value="cjohnston"/>	<input type="password" value="*****"/>	<input type="password"/>
<input type="button" value="Save User Name and/or Password"/>				

- You may now log in to Parent Web using your new User Name and Password.
- Parent Web allows you to access and modify:
 - o Progress reports, reports cards at the end of each trimester
 - o School events and lunch calendar
 - o Demographic/medical/emergency information for your child
 - o Monthly lunch orders for your child (this option will be, as usual, available for one week each month)

REPORT CARD/GRADING POLICY

Teachers evaluate students according to their ability and effort. Evaluation reflects the student's progress in attaining desired educational goals. The evaluation process is designed to benefit the student and to promote learning. Report cards are issued three times throughout the year for Gr. 1-6 and twice a year for Pre-K and Kindergarten. Parents/guardians always have access to their child's grade through RenWeb.

RESTRAINT AND SECLUSION POLICY

Restraint and Seclusion

RSA 126-U: 1-14, Ed 1200, and Ed 400 require that St. Catherine of Siena School address the use of restraint or seclusion of students. No student shall be restrained by a staff member unless it is necessary for a short period of less than five minutes as a last resort to protect that student or others from

imminent danger of serious bodily harm. Any such limited restraint must be reported to the principal before the end of the school day. No student will be secluded without adult supervision.

For the purpose of the policy and any accompanying procedures, the term “restraint” means bodily physical restriction, mechanical devices, or devices that immobilize a person or restricts the freedom of movement of the torso, head, arms, or legs. It includes mechanical restraints, physical restraints, and medication restraint used to control behavior in an emergency or any involuntary medication.

Restraint will not be used as a punishment for behavior of a student.

Restraint will only be used to ensure the immediate physical safety of any person or persons which there is substantial and imminent risk of serious bodily harm to the student or others.

Restraint shall not include the following:

1. A brief touching or holding to calm, comfort, encourage, or guide a child, so long as there is no limitation on the child’s freedom of movement.
2. The temporary holding of the hand, wrist, arm, shoulder, or back for the purpose of inducing a child to stand, if necessary, and then walk to a safe location, so long as the child is in an upright position and moving toward a safe location.
3. Physical devices, such as orthopedically prescribed appliances, surgical dressings and bandages and supportive body bands.
4. The use of seat belts, safety belts, or similar passenger restraints during transportation of a child in a motor vehicle.
5. The use of restraint techniques by a person to defend himself/herself or third person from what the person reasonably believes to be the imminent use of unlawful force by a child, when the person uses a degree of such force which he or she reasonably believes to be necessary for such purpose and the person does not immobilize a child or restrict the freedom of movement of the torso, head, arms, or legs of any child.

SECLUSION

For the purpose of this policy and any accompanying procedures, the term “seclusion” means the involuntary placement of a child alone in a place where no other person is present and from which the particular child is unable to exit, either due to physical manipulation lock or other mechanical device or barrier.

Seclusion should never be used as a form of punishment for the behavior of a student.

RESTRAINT AND SECLUSION POLICY

Seclusion shall not include:

1. The voluntary separation of a child from a stressful environment for the purpose of allowing the child to regain self-control, when such separation is to an area a child is able to leave which is supervised by an adult.
2. Circumstances in which there is no physical barrier between the child and any other person or the child is physically able to leave.

In the event of physical contact with students who are actively combative, assaultive, or self-injurious, the principal will notify parents immediately to come and pick up their child.

PLEASE NOTE: A school employee has a duty to report a violation of RSA 126-U when that person has reason to believe that the action of another constituted a violation of RSA 126-U and misconduct or suspected misconduct, pursuant to Ed 510.

RIGHT TO SEARCH POLICY

All desks, storage cubbies and lockers are the property of St. Catherine of Siena School, not any individual student, and are therefore subject to search at the discretion of school administration and faculty at any time. A request may be made by school administration and faculty to search personal property such as bags, pocketbooks, backpacks, pockets, etc. upon the establishment of reasonable suspicion that items of contraband (including but not limited to alcohol, tobacco, e-cigarettes, any form of drug paraphernalia, or illicit drugs) or any items potentially injurious to the health and safety of students or faculty may be found on the student's person or in their possession.

School personnel have the right to question a student regarding suspicion of possession of alcohol, tobacco, e-cigarettes, any form of drug or tobacco paraphernalia, illicit drugs or any items potentially injurious to the health and safety of students or faculty. Failure to comply with a request to search or answer cooperatively will result in a call to the parent/guardian of the student. The Principal may choose to send the student home immediately in the event of a failure to comply. If the situation is of an emergency nature, St. Catherine of Siena School reserves the right to conduct such searches without prior permission from the student.

STUDENT RECORDS

Educational Records

St. Catherine of Siena School keeps all educational records required by state law. The school complies with the provisions of the Family Educational Rights and Privacy Act (also known as the Buckley Amendment). Parents have a right to inspect the educational records of their children. Upon request, parents may review the records in the presence of the principal or his/her designate. All requests to review records should be made in writing at least forty-eight hours in advance of the review.

Health Records

Health records, as mandated by the state, shall be kept for every student. These records shall be sent to the next school upon the student's transfer.

SOCIAL MEDIA

St. Catherine of Siena School operates school social media accounts. Families and friends of the school are invited to visit and "like" the pages. Students under the required age of these social media sites should not interact with these accounts. As our commitment to child safety is unwavering, we ask that parents refrain from posting pictures of other students without parental approval, nor should the pictures be tagged. If something offensive is found on the page, please notify the office immediately.

As the school prohibits the use of personal devices and social media use/texting while on school property, it is not responsible for monitoring the content of any student social media accounts or text feeds outside of school and expects that parents will closely monitor any such communication for appropriateness. If the school becomes aware of activity in violation of its policies, the school will make the family aware and may request for corrective action to be taken. Students are never to request to "friend" or "follow" a teacher or staff member.

SUPERVISION

The school is open from 7:20 a.m. to 5:30 p.m., Monday through Friday during the academic year. The schoolyard is open to students at 7:20 a.m. Students may not be dropped off before teachers report for supervision duty. The school is not legally responsible for students being dropped off in the schoolyard before the teacher reports for supervision duty. At the end of the school day, students are expected to be picked up through the established pick-up routine by 2:20 p.m. Students who remain at school at 2:20 p.m. will be placed in the after school program and will be billed accordingly.

TARDINESS

Promptness is a self-discipline promoted at Saint Catherine of Siena School. Parents should reinforce this habit by making sure their children attend school on time each day. A conference with parents will be called for repeated tardiness.

TELEPHONE

Students should not receive telephone calls during school. Families may call the office during the day if there is a problem that needs immediate attention. Due to school responsibilities, the teacher or principal may not be able to return the call immediately; therefore, patience in setting appointments or in expecting a return call is requested.

TESTING

Standardized testing is administered in the spring in accordance with the policy of the Diocese of Manchester. Classroom teachers for grades 2 – 6 will administer tests.

TRAFFIC CONTROL

Vehicular traffic is not permitted in either the main or back parking lots during school hours. The school communicates extensively on drop-off and pick-up procedures, and the signing of this handbook indicates each family's agreement to follow those procedures for the safety of all. The school makes every effort to be a good neighbor, and asks that our parents share in our respect for those who surround our school property.

TUITION/FEES

A yearly, non-refundable registration fee is due upon registering your child. Promptness is requested for tuition and other fees. After school program and Camp Siena are invoiced weekly; the hot lunch program is paid at the beginning of each month; and milk is paid at the beginning of each school year. We have established the following policies regarding tuition and fees in compliance with Diocesan policy:

FACTS (Fast Automatic Cash Transfer System) is an automatic payment plan that provides you with ease, convenience, and low-cost way to budget your financial obligation for tuition. Equally important, it removes the school from the bill collecting process and allows us to concentrate on the task of educating children.

Please review your FACTS account for the conditions of service. Families have two options in paying for their tuition which are as follows:

Option 1: Pay all tuition and fees in a single payment. Due on or before July 5th.

Option 2: FACTS monthly payment plan. Payments are budgeted over 11 months, beginning in July. Payments can be made on the 5th or the 20th of the month.

If you are an existing family on FACTS every year your account will be re-enrolled for the next school year. If you are a new family or changing from one-payment to the FACTS monthly plan you will need to set up your FACTS payment plan. Please visit the school's website and click on the FACTS logo to create your account.

The following language is found on the annual Tuition Agreement/Enrollment Contract:

- I/We understand that my/our obligation to pay the fees for the full academic year is unconditional; and that in withdrawing a child from the School, I/We am/are responsible for remaining tuition costs. Tuition and fees paid in advance are not able to be refunded.
- I/We understand that fees or tuition outstanding from a prior academic year must be resolved before re-enrollment.
- I/We understand that completed tuition assistance applications are due by May 1st each year.
- I/We understand we must maintain a current FACTS agreement as directed by Saint Catherine of Siena School and must make all tuition payments through FACTS.
- I/We agree to fulfill all financial obligations by the required due dates.
- I/We agree to support the school's fundraisers.
- Saint Catherine of Siena believes that a positive and constructive working partnership between the School and student's parents (or guardian) is essential to the fulfillment of the School's mission. Therefore, the School reserves the right to discontinue enrollment,

withdraw an offer of enrollment or re-enrollment, and place restrictions on my or other family members' involvement or activity at School, on School property, or at School-related events, if the school concludes that the actions of a parent or guardian do not allow for a positive and constructive relationship with the School. The decision of Saint Catherine of Siena School in these matters shall be final.

- I/We understand that the school may terminate enrollment of the student and initiate collection proceedings if an outstanding balance is unpaid or delinquent. I/We understand and agree that I/we will be held responsible for all costs, expenses, and interest at the current legal rate, including but not limited to, attorneys' fees, collection agency fees, and court costs incurred by the school in connection with any proceeding to collect an unpaid balance.
- I agree to promptly reimburse the School for all expenditures incurred by the School as a result of my domestic legal disputes, including, but not limited to: disagreements about my child's education or placement; divorce proceedings; custody proceedings; and/or modifications of custody proceedings. Costs incurred may involve reasonable attorneys' fees/costs to prepare for and/or attend depositions, trials, or hearings; communication with me or my counsel, guardians ad litem, or attorneys ad litem; to respond to subpoenas; to draft letters or motions; and to perform research. Costs include the cost of copying documents, providing records, engaging substitute teachers or temporary employees, computerized research, and travel expense. I agree to reimburse School for such fees/costs within thirty (30) days of School billing me for such expenses.
- I/We understand that in signing this Enrollment Contract for the coming academic year, I/We agree to accept the rules, policies, and regulations of the School, including, but not limited to, the rules concerning payment of tuition and fees.
- I/We agree to allow my child's photograph, image, and voice to be used by the school in the school's publications, promotional materials, website, and by the media covering school events without compensation and without prior notice.

If a student is withdrawn prior to the start of the school year, a 10% tuition penalty will be assessed against any prepaid tuition prior to issuing a refund.

Payment for items such as field trips, extended day program, lunch, activity fees, etc. are billed through the Renweb Family Portal. No refunds are available on payments made to the office.

All After School program fees will be billed through FACTS incidental billing and the family portal account must be set to Auto Pay to use the After School program.

All student activity fees including athletic, field trips, poster board fees and club fees will be billed through FACTS incidental billing and the family portal account must be set to Auto Pay to pay the fees.

FACTS assesses a penalty for insufficient funds and late payments.

VOLUNTEERS

Volunteers working with our children are required to submit a volunteer application to the office, submit a background form for notarization and complete the diocesan child safety training online. If a different background check form based on residence is required, please visit the diocesan website.

VOLUNTEER GUIDELINES

Volunteers are considered to be representatives of the school and are asked to consider confidential whatever they may see or hear while on assignment in the school. This would include discussing a student's behavior or progress with anyone in or outside of the school.

Suggestions and opinions are always welcome. It is the professional staff, however, that are held responsible by law for the decisions that are made regarding the instruction of students and school management. Therefore, volunteers are asked to work under the direct supervision of the school's professional staff.

VISITORS

All visitors, including volunteers, must enter the school through the main entrance and sign in at the main office prior to going anywhere else in the school.

ACKNOWLEDGEMENT OF RECEIPT OF PARENT-STUDENT HANDBOOK

The Parent-Student Handbook is an important document intended to help you become acquainted with the School. This Handbook will serve as a guide; it is not the final word in all cases. Individual circumstances may call for individual attention, however, most decisions are made for the common good.

Please read the following statements and sign below to indicate your acknowledgement of the Parent-Student Handbook which may be found on the school website. Return this signed document to the Principal.

I have received a copy and understand it as my obligation to read the Parent-Student Handbook. I understand that the policies described in the Handbook are subject to change at the school's sole discretion at any time.

I understand that my signature below indicates that I have read and agree to abide by the above statements and the online Parent-Student Handbook and its appendices.

This form will remain on record for the school year.

St. Catherine of Siena reserves the right to amend this handbook at any time during the course of the school year. Parents will be promptly notified in writing if changes are made.

Signature

Date