

**EARLY CHILDHOOD  
PROGRAM  
FAMILY HANDBOOK**



**2017-2018  
SCHOOL YEAR**

**400 CODIFER BLVD.  
METAIRIE, LA 70005  
WWW.SCSGATORS.ORG  
504-831-1166**

## ST. CATHERINE OF SIENA SCHOOL

This handbook has been prepared with just one purpose in mind, to help the students achieve success and happiness in our school family. It contains basic information about school policies and procedures. Adherence to these regulations will help all of us work smoothly together in the best interests of your children and St. Catherine. **We ask parents to read this handbook and to consult it during the year when in doubt regarding certain points. Each year, parents are required to sign a statement stating that they have read the handbook and are expected to follow its guidelines.**

### THE BEGINNING OF ST. CATHERINE

St. Catherine of Siena Parish holds the distinction of being the first parish church established in the Metairie area. In 1921, Archbishop John Shaw established St. Catherine of Siena as an independent parish with a chapel on Labarre Road and the Rev. James Furlong as Pastor.

St. Catherine of Siena School is the parochial school of St. Catherine of Siena Parish. The school opened in 1926 and was staffed by the Sisters of Charity of the Incarnate Word from San Antonio, Texas. The Sisters were not new to the area as they were already teaching at St. Francis deSales School on Second Street in New Orleans, with a Provincial House on Prytania Street.

The school opened for grades one through six with four teaching Sisters, and an enrollment of approximately 120 students. Each year a grade was added, and the first class graduated on June 5, 1929, with fourteen students. The school population grew over the years until it reached its peak in 1960 with 1660 students and a staff that included 13 nuns and 19 lay teachers. The school's enrollment is consistently at 900 students.

The school consists of six separate buildings all joined by covered walkways. The auditorium, pre-kindergarten, and Kindergarten classrooms are located in the Msgr. Barrett Complex, which was dedicated in 1991. The junior section, established in 1965, houses classrooms for grades I through 7 and the school offices. The Sr. Imelda building, has classroom facilities for third grade, a large library, and 4 pre-Kindergarten classrooms. The cafeteria facility, gym, art and music classrooms, are located between the junior and senior buildings. The Incarnate Word Building completed in 1966; it houses pre-kindergarten classrooms, a CYO room, and two offices for the counselors. Major renovations were made in 2002-2003 to the school plant. There was an expansion of the cafeteria along with a second floor addition, which provides a teachers' lounge, an elevator, and direct indoor access to the gym and Senior Building. In 2005, an art room and new computer room were added to the school building, and the office area was extended. In 2017, major renovations and restructuring were made to create a middle school wing.

### SCHOOL SYMBOL

The school symbol consists of an unbroken circle that symbolizes God's unending love for us and His constant importance to our country, to our home, and to our school community. The cross reminds us of the mystery of the Holy Trinity and assures us in times of trouble. The darting tongue of fire issuing upward bears testimony to the spiritual and intellectual illumination imparted through education as well as the warmth and care extended in service. The flame also symbolizes vitality and inspiration, which have guided St. Catherine of Siena school and parish for more than eighty five years and which will continue to distinguish its service to God and people.

### **MISSION STATEMENT**

The mission of St. Catherine of Siena Catholic School is to provide a community of faith that fosters academic excellence and a foundation for a Christ centered life.

### SCHOOL BELIEFS

1. Student learning, both religious and academic, is the chief priority of the school.
2. Students should develop a moral, ethical, and spiritual foundation to serve as a basis for character building.
3. Students need to develop a strong foundation of fundamental skills which will be implemented in solving problems, formulating ideas, and self-expression.
4. Curriculum and instructional practices should incorporate a variety of learning activities and assessment techniques to accommodate differences in learning styles.
5. Students need to be educated in competent and responsible use of modern technological trends for the future.
6. The teaching staff should be caring, sensitive, and willing to learn new methods in order to teach the whole child: spiritually, cognitively, emotionally, and physically.
7. Students learn best in a safe and comfortable environment, which promotes academic excellence and fosters a positive self-image.
8. Students are guided to use strong communication skills to resolve personal conflicts peacefully.
9. The school should encourage and provide opportunities for students to become involved in community programs and activities.

### **PHILOSOPHY**

The philosophy of St. Catherine of Siena School centers on forming youth capable of assuming their responsibilities in society while facilitating a multi-faceted approach to excellence in education that recognizes individual student needs in a disciplined yet loving environment. In attaining the skills necessary to assume these responsibilities, it is essential that students develop a positive self-image and find happiness and success in

a nurturing educational environment. As students are involved with interesting materials, challenging questions, and meaningful experiences, they become independent thinkers increasingly accountable for their own learning. In this atmosphere, students develop a love for learning that they will continue into their adult lives enabling them to grow into responsible, productive Christian citizens, thereby realizing their full potential.

### **ACCREDITATION**

Saint Catherine of Siena School is accredited by AdvanED, a national accreditation association, and is approved by the State of Louisiana Department of Education. St Catherine of Siena is a member of the National Catholic Educational Association (NCEA), Association for Supervision and Curriculum Development (ASCD), Louisiana Middle School Association (LMSA), National Middle School Association (NMSA), and Louisiana Federation of Citizens for Educational Freedom (CEF).

### **ADMISSION/REGISTRATION POLICY**

St. Catherine of Siena is open to all children regardless of religion, race, sex, color, nationality, or ethnic origin; however, priority preference will be given to children of the Roman Catholic religion. All rights, privileges, programs, and activities are available to all of our students. Students are eligible for Pre-Kindergarten Three if they are three years old by August 1. Students are eligible for Pre-Kindergarten Four if they are four years old by September 30. Students are eligible for Kindergarten if they are five years old by September 30.

**Registration does not guarantee the possibility of a place in the school if the school is not able to serve the needs of the student. There is an Individual Needs Committee (INC) to consider student academic concerns as professionally recommended.**

St. Catherine of Siena will accept students as they fall into the following:

1. Siblings of present students.
2. Children of families living in SCS parish who are registered, participating and contributing.
3. Children of families living outside SCS parish boundaries who are registered, participating, and contributing.
4. Children of families who are new contributing parishioners who recently moved into the parish.
5. Children of St. Catherine of Siena Alumni
6. Catholic students without a parish school
7. Out-of-parish students

In the case of a student transferring from another Archdiocesan Catholic school, the principal will investigate the status (academic, financial obligations and discipline) of the student by conferring with the previous principal, and by reviewing the report card and pertinent records. The students and parents may be required to have an interview with the administration of the school.

## **NEW STUDENT ADMISSION REQUIREMENTS**

**Copies of the following certificates are required for entry into all grades and must be presented at the time of registration:**

- Birth Certificate
- Baptismal Certificate (Catholic only)
- Immunization Records (see Health Records)
- Church Support Envelope Number (If member of St. Catherine Parish)
- Social Security Number
- Report Card (if applicable)
- Divorced or separated parents must supply a court certified copy of the custody section of the divorce or separation decree to the school office
- Any additional pertinent records

**To foster the opportunity for students to grow individually in an academic setting, SCS will always separate “multiples” (twins, triplets, etc.)**

### **CUSTODY NOTICE**

**It is the responsibility of the custodial parent to furnish the school with a copy of the custody section of the divorce decree. This school abides by the provisions of the Buckley Amendment with respect to the rights of the non-custodial parent. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. This also applies to guardianship.**

### **PARENT – TEACHER COMMUNICATION**

Open communication between parents and a child's teacher is encouraged. As a parent, we ask that you keep the teacher informed of any changes in your child's physical or emotional state. Likewise, the teachers are responsible for keeping you informed of any changes noticed at school. Important points to remember:

- (1) A parent who criticizes a teacher, in front of the child, undermines the teacher's authority and likewise, teachers are never to criticize a parent in the presence of a student. Open communication is the best preventative measure for all involved.
- (2) To contact a teacher, please use the teacher's email account, send a note to school via your child, or call school and leave a message for the teacher.
- (3) All problems should be solved at the lowest level whenever possible.
- (4) If a problem occurs the line of discussion is:

- a. Teacher
- b. Counselor and/or Disciplinarian
- c. Assistant Principal
- d. Principal

Please be advised that only signed or in person communications will be acted upon. No response will be made to any anonymous message.

### **SCHOOL-HOME PARTNERSHIP**

The administration and faculty of St. Catherine School are only delegates of the parents undertaking those phases of education that can be carried on more effectively in school. In the best interest of the child, all involved in the education process must work together.

It is of utmost importance that parents or guardians cooperate closely with the school in this task. The fact that the child is registered in St. Catherine School indicates that the rules and regulations have been examined and accepted by parents and guardians. Therefore, we expect that the judgment of school authorities concerning the education and discipline of the students will be rightfully understood and supported by the parents or guardians as an effective means of home and school training.

**When there is evidence of the lack of a working partnership between the school, the parents, and the student, the school reserves the right to ask for the student's withdrawal.**

### **PARENTAL INVOLVEMENT IN THE ACADEMIC SUCCESS OF CHILDREN**

- Begin the learning process at home - more learning takes place in the first five years of a child's life than during the rest of his/her lifetime.
- Read to your child daily - this will certainly develop a love and interest in books.
- Instill in your child a good self-image and confidence.
- Talk to your child about school - show an interest in your child's work.
- Teach your child that sharing, taking turns, verbalizing, and making decisions are important daily survival skills.
- Encourage your child to play and be creative.
- De-emphasize television - with the exception of a few well-chosen educational programs. Most television viewing has no value in a child's learning process and impedes development.
- Restrict computer placement in your home to an area visible by you at all times.

## MONEY COLLECTIONS

Permission from the administration is required for collecting money for special school events. Collection of money for a non-school sponsored activity is prohibited on school grounds. In any case where money is submitted to school for a sanctioned activity, please send checks. DO NOT SEND CASH.

## FINANCES

All tuition for the upcoming school year must be paid in FULL by the designated date set by the school.

REGISTRATION FEES AND OTHER FEES ARE NON-REFUNDABLE. School tuition is refunded on a pro-rated basis.

1. between August 1 and the 1st full day of school ---- a tuition only refund less any administration costs
2. within the 1st 9 weeks ---- 75% tuition only refund
3. within the 2nd 9 weeks ---- 50% tuition only refund
4. within the 3rd 9 weeks ---- 25% tuition only refund
5. within the 4th 9 weeks ---- no refund

Tuition may be paid in personal check, credit card, money order, a cashier's check, or by bank draft through First Bank & Trust. Tuition and fees are to be paid May 1- May 15. Tuition can be paid at the school office (400 Codifer Blvd., Metairie, LA 70005). All families must either pay tuition in full to SCS or set up a loan through First Bank and Trust by May 30. Failure to do so will result in the student's removal from the school roster.

First Bank's Archdiocesan Tuition Loan Program will provide loans to parents who want to finance all or part of their children's education. These loans will have a ten (10) month term, beginning in July and maturing in April. The loan will have a fixed rate of interest and the interest will be computed on a simple interest basis. Loans must be secured by June 1. If a loan is not made by June 1, a 9 month loan can be given, but with a 10% down payment.

The first loan payment is due in July by the date selected by each loan applicant. **If loan payments are behind 45 days, borrower will receive a reminder phone call. For your child to begin school in August the loan must be current. The 1st and 2nd payment MUST be made.**

**If parents choose to cancel a loan, the parents are responsible to notify the bank on or before JUNE 15. The parents are responsible for the outstanding principal, interest, late fees, or other charges accrued and charged against the school's account.**

At the end of the loan year, any outstanding loan balances are charged to the school. **In the event that your loan balance is charged back, you will not be allowed to take out a loan in the next school year.** It is the responsibility of the parents to be sure that all payments are paid on time to the bank/school and that the school is kept informed about the current loan status.

**By enrolling your child/children at St. Catherine of Siena School, you are agreeing to meet all financial obligations the school sets forth.**

### **PARISHIONERS ONLY:**

A parishioner is a person who has registered with the parish, regularly attends Mass, and contributes to the financial support of the parish in accordance with the Stewardship Program of St. Catherine of Siena. The Stewardship Program asks parishioners for continuous support of the parish mission in proportion to their family income. Weekly envelopes are available through the church office and contributions are recorded weekly. Church records are reviewed annually. To qualify as a parishioner for the purpose of school tuition you must have contributed a minimum of \$500 (for 1 child attending SCS) or \$700 (for 2 or more children attending SCS) for the PREVIOUS CALENDAR YEAR.

**To receive supporting status for the 2017-2018 school year, parents must contribute in the regular collection during the calendar year, January 1- December 31, 2017 as follows: 1 child- Total contribution \$500 +, 2 or more children- Total \$700 + (Only contributions to the regular collection are used to determine support. Contributions to the building fund or archdiocese collections do not count toward support. Please call the parish office at 835-9343 to find out your year to date contributions so that you can take care of any shortfall before December 31, 2017.)**

Questions concerning tuition and fees should be directed to the Bursar in the School Office at 831-1166.

### **ARRIVAL**

PreK 3 arrival is from 7:50-8:30. Parents will park in the parking lot behind the church and will walk their child to the gate behind the Sr. Imelda building, where a teacher will be present to meet students.

PreK4 and Kindergarten may be dropped off on the Barrett Complex ramp from 7:50-8:30. If you arrive after 8:30, you must take your child to the office to get a tardy slip. The teacher or the assistant will escort your child to the classroom.

Students in grades 1-7 who have siblings in PreK3, PreK4, or Kindergarten may bring their siblings onto the yard with them starting at 7:45. The older sibling is responsible for the care of the younger sibling and is responsible for bringing him/her to the younger sibling's classroom at the 8:20 bell. Students in grades 1<sup>st</sup> -7<sup>th</sup> are not allowed to be dropped off on the ramp.

Parents are allowed to walk their child(ren) to the ramp.

**For the safety of the children and teachers, the use of cell phones is not allowed on the ramp.**

**Please drive up as far as possible on the ramp and wait for the teacher to open the car door. Each child should be ready by having his/her belongings in hand.**

**For the safety of the children, all children must exit the door on the passenger side (no exceptions).**

### **DISMISSAL**

PreK 3 students are dismissed on the church ramp from 2:40-3:00. Parents will enter, by car, into the parking lot behind the church and proceed to the ramp between the church and parish office and exit to Bonnabel Blvd and turn right.

PreK4 students are dismissed on the Barrett ramp from 2:40-3:00. Any child not picked up by 3:00 will go to aftercare in the school cafeteria. Children who have older siblings will wait with a teacher in the cafeteria where they will meet their siblings at 3:30 and then proceed to the carpool line, after care, Barrett ramp, or church gate.

Kindergarten students are dismissed from the ramp from 3:05-3:20. Any child not picked up by 3:20 will go to aftercare in the school cafeteria. Children who have older siblings will wait with a teacher in the cafeteria where they will meet their siblings at 3:30 and then proceed to the carpool line, after care, Barrett ramp, or church gate.

In the event of a change in dismissal, parents must call the school office by 2:15. Any phone calls received after 2:15 will not be delivered to the teacher. All children not picked up at dismissal will be sent to aftercare. Parents should not email teachers mid-day for a dismissal change.

**For the safety of the children and teachers, the use of cell phones is not allowed on the ramp.**

**Every car on the ramp must have a sign hanging from the rear view mirror with the child's first and last name in large bold letters.** We use the same dismissal procedure rain or shine.

If you have a child or multiple children who need help buckling into car seats, we ask

that you pull up to the stop sign on Bonnabel Blvd. to buckle them in. **It is a liability for the teachers and the school to buckle children into car seats.** This will also help keep the ramp flowing smoothly for those parents waiting behind you.

Parents are allowed to walk to the ramp to pick up their child(ren).

### **EARLY PICK-UP**

A student will not be released early from school without the knowledge of his/her parents and the school office. Verbal instructions from students are not sufficient notice.

### **MONTHLY 2:30 DISMISSAL**

On Wednesdays, school is dismissed at 2:30 p.m. for faculty meetings. On these days:

PreK 3 students are dismissed from the Church ramp from 1:40-1:55.

PreK 4 students are dismissed from the Barrett ramp from 1:40- 1:55.

Kindergarten students are dismissed from the Barrett ramp from 1:55-2:10.

### **12:00 DISMISSAL**

PreK 3 students are dismissed from the Church ramp from 11:10-11:25.

PreK 4 students are dismissed from the Barrett ramp from 11:10-11:25.

Kindergarten students are dismissed from the Barrett ramp from 11:25-11:40.

### **ATTENDANCE**

Absences should be limited to real illness or death in the family. Family vacations should be planned within the holiday dates listed on the school calendar. Local events and festivities should not interfere with school attendance.

Recent changes by the State Board of Education now require **elementary students to be in attendance at school a minimum of 167 days each school year.** The school is required to keep an accurate record of daily attendance, absence, and tardiness. If a student is absent without an excuse, **or the school has reason to suspect the validity of an excuse, the parents will be called in order to verify the absence.**

**Notification of five or more absences will be sent home at the end of each nine weeks.**

**Any student coming to school after 8:30 is tardy. Any student coming to school after 9:00 will be marked as a half day absence.**

**PreK3 and PreK4 students leaving before 2:15 will be marked as a half day absence.**

**Kindergarten students leaving before 2:35 will be marked as a half day absence.**

**Attendance regulations specify that if a student has a communicable disease or has been absent five (5) consecutive days, a physician's statement is required for the student to be readmitted to school.**

## **BEFORE/AFTER SCHOOL CARE PROGRAMS**

BEFORE-SCHOOL CARE Begins at 7:00 a.m.

**(No children accepted before 7:00 a.m.)**

AFTER-SCHOOL CARE Available when ramp ends.

Information for school care is available upon request from the school office at 831-1166.

Before and After School Care supervision is provided for students who are enrolled in St. Catherine of Siena School. **Both programs function under the same disciplinary rules and policies that are in effect for the school.** Any parent who wishes his/her child(ren) to attend one of these programs must fill out an application form and send in the registration fee for each child. Forms can be obtained from the school office or from the supervising teacher.

**Any student not picked up by the grade level dismissal time is sent to “After School Care” in the cafeteria and the parent is charged accordingly. It is the parents’ responsibility to make all payments on time.**

**Parents have the option of pre-paying by the semester for “Before/After School Care.” To be considered current, monthly payments are due the first day of the month; weekly payments are due the first day of the week; daily or drop-ins are due the day the student(s) attends.** For disciplinary reasons, the student may also be dismissed from the program. The final decision regarding students enrolled is left to the discretion of the administration.

## **STUDENT RECORDS**

A **CUMULATIVE RECORD** is permanently maintained on each student in fireproof files. The cumulative record follows each student during his/her school career. Information placed on the cumulative record includes the accurate recordings of yearly attendance and academic achievement.

**When a student transfers from St. Catherine to another school,** the first responsibility of the parent(s) is to pay all financial obligations owed to St. Catherine. Parents are then to give their **written** consent to have the records of the student(s) sent to the transfer school. Upon receiving this request from the transfer school, the cumulative record or the transcript of the cumulative record is photocopied and mailed to the school of transfer.

**The Administration and faculty members are not to write letters of recommendation for students transferring to another school.**

## **PARENT-TEACHER CONFERENCES**

Parent-teacher conferences will be scheduled twice during each school year. These meetings are short, so if additional time is desired, kindly contact the teacher through voice mail, email or write a note for an appointment. In addition, If you are unable to attend a parent-teacher conference and feel you need a conference, you are requested to contact the teacher asking for a special appointment. **DO NOT TELEPHONE THE TEACHER AT HOME. Ad hoc and impromptu conferences at the grocery, social functions, schoolyard, cafeteria, etc. should not occur.** If a concern is worthwhile, it is worth a scheduled conference. Scheduled conferences put emphasis on the concerns and the child's well-being.

## **REPORT CARDS**

PreK3 and PreK4 progress reports are issued twice a year. Kindergarten report cards are issued four times a year.

## **PROMOTION POLICY**

All children who successfully complete the work of a grade are promoted to the next grade. All phases of the child's development contribute to his/her advancement. Children mature at their own rate. Growth cannot be hurried. **Children who require more time to find their own place in the school program should be given that time. It is important that the students, their parents and their teachers consider this as an extended time for growth, rather than failure.**

## **MINOR ADJUSTMENT/STUDENT EVALUATION GUIDELINES**

St. Catherine of Siena does not provide special education services or facilities. The school, the administration, the faculty, and the staff are required only to make reasonable, minor adjustments in the school's education program to attempt to accommodate special needs of the student(s). The nature and extent of such minor adjustments is within the sole discretion of the administration of the school.

Should the administration of the school determine in his/her own discretion that minor adjustments in the school's education program have not resulted in the best interest of the school and/or of the child/student, and that the child/student should be in a more appropriate learning environment, then the administration may ask the parent to withdraw the child/student from the school and/or the student will be removed from the rolls of the school and/or not allowed to re-enroll.

**Registration does not guarantee a place in the school if the school is not able to serve the needs of the student.** There is an Individual Needs Committee (INC) to consider student academic concerns as recommended.

Any parent or educational consultant/psychologist who requests a teacher to fill out an evaluation on any student **must** obtain permission from the administration. **Parents**

**must complete and sign a school form authorizing the school to release information and/or to speak with an educational consultant.** Information will be mailed directly to the consultant. Parents should provide an addressed stamped envelope to the school for this purpose. **Under no circumstances will evaluation paperwork be given directly to the parent.** Student evaluations must be finalized on or before the last day of school. **The final decision regarding minor adjustments guidelines and student evaluation and testing is left to the discretion of the administration.**

### **SCHOOL COUNSELING PROGRAM**

Counseling services are provided as part of the overall school program. The program consists of a variety of services and activities, including individual and group counseling, parent and teacher consultation, classroom guidance, information services, and referral assistance to other programs and services in the community. The primary services of the school counselors are to provide direct assistance to the students. For this reason, a major portion of the counselor's day is scheduled with services for the children. Parents or school personnel may refer students to the school counselors; students may refer themselves as well. Unfortunately, school counselors are unable to provide intensive long term counseling services or testify in court in child-custody matters. **The school counselors work in conjunction with specialists, not as a substitute for them.**

### **HEALTH RECORDS**

#### **COMMUNICABLE DISEASE CONTROL POLICY**

The Louisiana Department of Education will work cooperatively with the Louisiana Department of Health and Human Resources for the prevention, control, and containment of communicable diseases.

Students are expected to comply with the required immunization schedule. After parental notification that a student's immunization is not up-to-date, the principal, under Revised Statute 17:170, is required to exclude a student from school until evidence has been presented that the required immunization program is in progress.

A school record of health shall be maintained on each student according to the schedule approved by the State Department of Health and Human Resources.

The **minimum immunization requirements** for each child to remain in school are:

- 4 DTP (Diphtheria, tetanus, pertussis combined)
- 3 Oral Polio (last dose must be administered on or after the 4th birthday)
- 2 MMR doses (1 AT 15 months; 1 after the 4<sup>th</sup> birthday)
- 1 Rubella (German Measles)
- The last DTP and Polio must have been given AFTER THE 4TH BIRTHDAY
- HEB (3-shot series) for all new students
- HIB flu
- 1 Varicella vaccine (chicken pox)

A parent shall provide satisfactory evidence of current immunization against meningococcal disease and any other age appropriate vaccine as a condition of entry into sixth grade. Any student who has attained the age of eleven years or who is entering a grade other than grade six shall provide satisfactory evidence of current immunization against meningococcal disease and any other age appropriate vaccine as a condition of entry into that grade (pursuant Acts 152 and 342, Louisiana State Legislature).

### **PERSONAL HYGIENE**

**Children must be “potty trained” to attend St. Catherine of Siena’s Early Childhood Program and must be able to attend to their own personal hygiene including washing hands. “Pull-ups” are not permitted. In case of a potty accident, you will be called to come change your child or pick them up. Staff members are not allowed to assist/change children’s clothing or wipe/clean them.**

Completely toilet trained means that the child:

- -is comfortable wearing underwear
- -recognizes the need to use the bathroom
- -expresses the need to use the bathroom and will do so when asked or taken
- -uses the toilet unaided
- -wipes him/herself after using the toilet
- -flushes the toilet and can wash his/her hands
- -must remain dry during and waking up from nap/rest time

### **ACCIDENTAL INJURIES**

In case of a serious accident, we will make an attempt to contact you. If we cannot reach you, we will call the child’s physician. If necessary, we will also activate 911. **It is absolutely essential that you keep all phone numbers, emergency numbers, or other pertinent information concerning your child correct.** A record of minor accidents is kept and reported to you when you pick up your child.

### **HEALTH/ILLNESS**

Early Childhood children are not careful in preventing the spread of germs, so we need your help. If a teacher detects any symptoms, she will call you to pick up your child. In case of measles, mumps, chicken pox, etc., we may need a doctor’s release form before your child may return to school.

**Please do not send children to school if they have fever, a contagious disease or condition, or had been sick or running fever during the night especially vomiting. We do not have facilities or personnel to care for sick children. It takes much time and many arrangements to send them home. We often hear "I was not feeling well, but my mother told me "I had to go to school." Or I was sick all night, and my mother told me "I had to go to school." The decision to send a sick to child to school exposes classmate and teachers to the same illness.**

First Aid permission/emergency information forms are sent home with the students in the beginning of the school year. They must be completed and returned to school in order to administer basic care. **Without written permission from the parents, no first aid can be administered.**

- Students who are ill or have been ill should remain home not only to regain their strength and good health but to prevent the spread of illness among other students and staff members.
- A written note from a physician is required for re-admittance of those students who have been absent for five or more days or who have had a communicable disease or surgery. This note must be presented to the teacher and **MUST** be maintained on file in the office.

**GUIDELINES TO DETERMINE IF YOUR CHILD SHOULD STAY HOME TO RECUPERATE FURTHER ARE AS FOLLOWS:**

Fever- Fever is defined as an oral temperature greater than or equal to 100.5 degrees F. If your child has a fever (as defined), your child needs to remain at home UNTIL your child is "fever-free" (an oral temperature less than 100.5 degrees F) for **24 HOURS WITHOUT the use of anti-fever medications** such as Acetaminophen (Tylenol) or Ibuprofen (Advil, Motrin).

Vomiting and/or Diarrhea- **If your child has been ill with vomiting or diarrhea your child MAY NOT return to school until he/she is able to tolerate 2 typical meals of solid food without symptoms of vomiting or diarrhea; additionally, your child may not return to school until 24 hours have elapsed without the above symptoms.**

- Parents should inform school officials regarding any physical handicap or injury that may prevent a student from participating in physical education and other activities. If necessary, this information will be kept confidential.

**• DO NOT SEND STUDENTS TO SCHOOL SICK AND TELL THEM TO CALL HOME IF THEY GET WORSE. KEEP YOUR CHILDREN AT HOME IF THEY ARE SICK.**

- Students requiring the use of crutches or the elevator during school hours must have the permission of the administration and a physician's note on file in the school office.

- St. Catherine of Siena has a **NO NIT POLICY** regarding Head Lice. A parent will be called to school to pick up their child if a child has evidence of head lice, nits, or egg casings. **The administration will determine if screening of other students for possible infestation is necessary.** If a child at school has been identified with head lice, an informational handout will be sent home to parents as needed. Students with evidence of head lice should remain home and receive treatment before returning to school. All evidence of nits or egg casings must be removed in order for the student to return to school. Any child with head lice must be examined and cleared by the school personnel, or other designated school personnel, before being readmitted to class. **If your child has head lice, the parent has the responsibility of notifying the school office.**
- **In the event that Lice returns more than once for the same child, the child must receive a certificate that they are lice free from a certified professional.**

### **SCIENCE SAFETY POLICY**

We believe that you should be informed regarding the school's effort to create and maintain a safe science classroom/laboratory environment. With the cooperation of the instructors, parents, and students, a safety instruction program can eliminate, prevent, and correct possible hazards. You should always be aware of the safety instructions that your student will receive before engaging in any laboratory work.

Your signature on the final page of this handbook indicates that you have read this policy, are aware of the measures taken to ensure the safety of your student in a science classroom/laboratory, and will instruct your student to uphold his/her agreement to follow all rules and procedures in the science classroom/laboratory.

Students will review safety rules and instructions with their science teachers at the beginning of the school year.

### **EMERGENCY RECORDS**

Emergency numbers are kept in the school office and in the first aid room indicating information as to how and where to contact parents in case of emergency. **PLEASE NOTIFY THE SCHOOL OFFICE (831-1166) AND THE TEACHER IF YOU OR ANYONE YOU HAVE LISTED ON THE FILE HAS A TELEPHONE NUMBER CHANGE.** We must know whom to contact in case of illness or accident.

### **MEDICATION**

**St. Catherine of Siena School staff members and/or teachers are never allowed to issue medication to any student.**

School personnel will make allowances as necessary for the administration of Acetaminophen (Tylenol), Ibuprofen, (Advil/Motrin) and/or Diphenhydramine

(Benadryl) **ONLY with oral consent from the parent/guardian at the time of administration.**

Please let the teacher know if your child is taking any medication that might affect his/her behavior in school.

**It is the parent's responsibility to notify the school of a student's allergies through use of the First Aid Form which is distributed at the beginning of each school year.**

**If a student requires the use of an EpiPen, it is the parents' responsibility to notify the school through the First Aid Form. Additionally, it is the parents' responsibility to provide the school with a current EpiPen, and to replace and dispose of any expired EpiPen. We encourage parents to supply an EpiPen to aftercare if he child attends aftercare regularly. Additionally, we highly encourage that another EpiPen be given to your student's homeroom teacher. The school cannot administer another student's EpiPen to your child.**

### **STUDENT INSURANCE**

Student accident insurance is a **secondary coverage** for students during school hours, when going to and from school, and on all school-sponsored activities. This insurance is available on a group basis and is included in your school registration fee. **If students are injured at school or in a school sponsored function, they must see a doctor within twenty days of the injury. The school must be notified within three (3) days of that injury.**

For the insurance company to honor a claim, the proper claim form must be filed with the insurance company regarding the accident. The parents are responsible for obtaining a claim form from the school office and for filing the necessary claim with the insurance company. **Benefits will be payable for covered expenses that are not recoverable from another plan providing medical expense benefits.**

### **EMERGENCY CLOSING**

In the event of an emergency, St. Catherine will follow the emergency procedures of the Jefferson Parish School System and the Archdiocese of New Orleans Schools regarding the cancellation of school. Official announcements concerning emergency closing of archdiocesan schools will be made during the local news on radio (105.3 FM/AM 870) and on local television (WWL-TV). **It is not necessary to call the school office to confirm closings if they have been announced by these local stations. In the event SCS has an emergency which directly effects our school, notification will be sent to all parents' phone numbers that we have in our electronic database.**

## **BIRTHDAYS**

Party invitations may be given out at school only when all boys, all girls, or the entire class is included. Every child's feelings must be considered at all times. Your teacher will provide information on how you can celebrate your child's birthday in the classroom.

## **STUDENT DELIVERIES**

Students should not bring balloons to or receive balloons in school at any time. Students may not bring crowns, sashes, hats, or other accessories of the sort. Students may not receive celebratory deliveries of any kind.

## **SCHOOL PARTIES AND NON-SPONSORED SCHOOL EVENTS**

Permission from the administration is required for school parties. **For non-sponsored parties, dances, trips, etc. invitations may not be distributed in the classrooms or on the school grounds, unless all students or all students of the same gender in the class are invited. The name "St. Catherine of Siena School/SCS" should not appear on any invitations, plaques, T-shirts, class trips, etc. that are not sponsored by the school.**

## **SCHOOL UNIFORMS**

**PROVIDED BY SCHIRO'S and SCHUMAKERS**

**SHOES BY PONSETTI'S AND SCHIRO'S**

The school uniform represents the school and the ideals it upholds. All students are expected to comply with the uniform regulations every day of the school year. Uniforms must be neat and clean and are not to be over or undersized. The administration will make final decisions concerning the appropriateness of grooming, uniform, and outerwear.

**As a general reminder, all personal property should be marked with the owner's name and homeroom to facilitate the return of any lost items.**

### Boys:

<p><b><u>PK and K</u></b></p>	<ul style="list-style-type: none"><li>*Navy short or long-sleeved knit shirt with "St. Catherine of Siena" screened on the left chest</li><li>*A plain white undershirt may be worn</li><li>*ELASTIC WAIST khaki uniform pants or knee-length <b>shorts</b>; shorts may be pleated or non-pleated. <b>NO</b> cuffed, and/or baggy <b>pants</b></li><li>*Solid white crew socks</li><li>*Outerwear consists of either a navy SCS sweatshirt or navy cardigan (additional outer garments should be worn over, not in place of, SCS outerwear) or mostly navy jacket or sweatshirt when appropriately sized SCS gear is not available.</li><li>*VELCRO solid black tennis shoes</li></ul>
-------------------------------	--

### Girls:

<p><b><u>PK and K</u></b></p>	<ul style="list-style-type: none"><li>*Plaid uniform dress</li><li>*Solid white crew socks or ruffle socks</li><li>*Navy blue or white footed stockings or leggings for cold weather</li><li>*Outerwear consists of either a navy SCS sweatshirt or navy cardigan (additional outer garments should be worn over, not in place of, SCS outerwear) or mostly navy jacket or sweatshirt when appropriately sized SCS gear is not available.</li><li>*VELCRO navy "Mary Jane" shoes</li></ul>
-------------------------------	--

### **OUTERWEAR**

In regards to outerwear for students in PreK-3, Pre-K4, and Kindergarten, please have students wear sweaters, sweatshirts, and jackets that are predominantly navy blue in color both at recess and in the school buildings, even if these items do not carry the "St. Catherine of Siena" wordmark.

## HAIRCUT AND COSMETICS (GIRLS)

No highlights or hair color is allowed. Hair accessories must be kept simple and in keeping with the school color scheme. No cosmetics or make-up of any kind should be worn by students during the school day.

## HAIRCUT (BOYS)

Male students must have a neatly groomed, moderate haircut that must not extend below the top of the collar of the school shirt in the back, not hanging in the student's eyes in the front, be neatly cut above and around the ear, and is not excessively bushy.

## JEWELRY

Boys and girls may wear a small link chain with a religious medal or cross. Girls may wear one small earring per ear lobe in gold, silver, or solid colors of the uniform. Boys are not permitted to wear earrings of any type. SCS does not allow students to wear "silly bands". Students should wear only one bracelet per wrist.

## "GATOR DAY" DRESS CODE

On "Gator Days" (previously known as "dress down days"), all students are allowed to wear an SCS shirt or their PK/K class shirt, jeans or shorts (of an appropriate length- use the "fingertip" rule- no "Soffees"), and Velcro tennis shoes (no Crocs, sandals, or boots). PreK3 students must wear velcro school shoes always. These "Gator Day" policies extend to any "dress down day" offered by SCS, unless otherwise stated.

## DISCIPLINE

Children are expected to behave in an appropriate manner. We expect cooperation between home and school.

In order to provide our students with the excellent educational climate they deserve, each classroom teacher has developed a Classroom Discipline Plan. This plan will be discussed with your child in class, but it must be reviewed with him or her before signing and returning the form concerning the discipline plan. The Classroom Discipline Plan correlates with the Discipline Policy of the School. The same discipline plan is followed in activity classes.

**Biting and other forms of physical aggression will not be tolerated. Reoccurring incidents will incur administrative disciplinary action.**

**The school administration may find it necessary and reserves the right to send a student home if or when a student causes physical harm to himself or to another student and/or when the student causes extreme disruption to the learning environment.**

## **PRAYER SERVICES**

Prayer Services are scheduled for most religious holidays and special occasions. Parents are invited to join their children at Prayer Services. Parents are to refer to the school calendar and weekly bulletin for the Mass and Prayer Service schedules.

## **NAPTIME**

Children in the Early Childhood Program have nap time each day. Children are expected to observe this quiet time.

## **FIELD TRIPS**

Field trips and special activities provide pleasant and valuable experiences as well as reinforcement in the academic areas. Notification will be sent home when field trips and special activities are planned. Please return field trip permission slips and field trip money on a timely basis. **No siblings are permitted on field trips.** This is for the safety of the children on the field trip; it is difficult to watch the school age child as well as a sibling. **PK 3 does not attend field trips.**

Field trips planned with an **EDUCATIONAL OBJECTIVE** are permitted and encouraged with proper supervision. Permission in writing must be obtained from parents of students who wish to go on scheduled trips. Information to the parents will include the date, purpose, and destination of the trip, the expense, and means of transportation and probable time of return. Clarification on insurance will be given to parents when private vehicles are used. The principal may refuse permission for a student to attend a field trip due to poor conduct or academic grades. A standard field trip permission form is used.

## **CAFETERIA**

The cafeteria is maintained as a vital part of the health program of the school. A well-balanced lunch is offered at a reasonable price. Your child is expected to eat lunch every day, either the lunch served in the cafeteria or a lunch brought from home. For a child to function properly in the afternoon, he/she must have a nutritious noon meal. If packing a lunch please provide eating utensils. PreK3 students eat in their classroom. PreK4 and Kindergarten eat in the cafeteria.

The lunch program is governed by the Federal (U.S. Department of Agriculture) and State Department of Education regulations, as well as policies that the local board of education deems necessary. The pre-approved monthly menu adheres to federal, state, and Archdiocesan guidelines and is sent home monthly and posted on the school's website.

Students bringing their own lunch should adhere to the following guidelines: "Any food or beverage consumed by children or adults in the food service department during the meal period will be limited to a food or beverage item normally served in the lunch meal." (Policies of Operation: LA Department of Education). **Soft drinks, commercially**

**wrapped or fast food containers, carbonated drinks and glass are not allowed and should not be sent from home or brought to school for the student.**

There is a reduced or free lunch for anyone who comes under certain income guidelines. Forms for receiving these lunches are distributed to students upon request of parents at registration. Only the administration and the cafeteria manager know names of the children receiving free or reduced lunches.

Parents are to keep money in their child's account so that they can receive lunch each day.

### **VISITORS/VOLUNTEERS**

For reasons of safety and security, all parents and visitors are asked to enter the school building only through the glass doors nearest the front office. All must sign in for authorization to enter the school buildings. Parents should not go to classrooms except in cases in which a previous appointment has been made with the teacher.

Unannounced or unscheduled visits to the classrooms are disruptive to the teaching/learning environment.

All visitors to our campus are required to sign in and receive a visitor's pass. Depending on the type of visitor pass issued, the visitor will be asked to leave his/her driver's license with the receptionist for the duration of the visit.

These procedures are in effect in order to provide a safe and secure environment for your children. **For the safety of all students, the Archdiocese of New Orleans requires that all volunteers who will be the sole supervisor of any number of students (without a faculty member present) must complete the Safe Environment Program and the required background checks.**

### **SNACK**

We will have a monthly "**Snack Day**" calendar. Separate information will be sent home with your orientation packet. You are required to send nutritious snacks for the entire class approximately once a month. Juice or milk will be provided by the school.

### **HANDBOOK**

St. Catherine of Siena administration reserves the right to amend this handbook for just cause. Parents will be promptly notified in writing if changes are made.

**The principal is the final recourse and reserves the right to amend this handbook at any time. Parents will be given prompt notice of changes.**

*You can discover more about a person in an hour of play than in a year of conversation.  
-Plato*



## SCS POLICIES SHEET

**(Do not detach any part of this page; return it, completed to school tomorrow; return one page per student enrolled)**

---

Student Name: \_\_\_\_\_ Homeroom: \_\_\_\_\_

I have read, understand, and agree to abide by the policies set forth in the **Parent/Student Handbook**.

Parent's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date: \_\_\_\_\_  
*(only students in Grades 1 and up need to sign their own name)*

---

### PERMISSION TO PUBLISH WORK/PHOTOS

I (check one) \_\_\_\_\_ DO/ \_\_\_\_\_ DO NOT give permission to St. Catherine of Siena School to release for publication my child's name and/or likeness, work and/or photograph to media outlets and the St. Catherine of Siena School website, which appears on the Internet and World Wide Web. I hereby further release, indemnify, and hold harmless St. Catherine of Siena School, the Roman Catholic Church of the Archdiocese of New Orleans, their directors, officers, agents, priest(s), employees, and insurers from any and all claims and/or damages on behalf of myself and my child arising from the publication of my child's name, photograph, work, or likeness on St. Catherine of Siena School's website, which appears on the Internet and World Wide Web.

Parent's Signature \_\_\_\_\_  
Date: \_\_\_\_\_

---

### PERMISSION TO WALK HOME FROM SCHOOL

I, hereby, give my student(s): \_\_\_\_\_  
permission to walk home from St. Catherine of Siena School on any scheduled school day.

Custodial Parent's Signature: \_\_\_\_\_