



ST. KATHARINE OF SIENA SCHOOL COMMUNITY HANDBOOK 2026-2027



Welcome to another year at St. Katharine of Siena School!

Rooted in our Catholic faith, our school community is dedicated to nurturing the whole child - spiritually, academically, socially and emotionally. The Community Handbook outlines our policies and routines, helping us partner with your family to ensure a safe and successful year.

Please note that this handbook is a living document, and any updates will be shared directly with our community.

TABLE OF CONTENTS

1. Philosophy
2. Parental Role
3. Admissions
4. Tuition and Fees
5. Attendance
6. Emergency Closings
7. Communication
8. Discipline
10. Responsible Use Policy for Technology
11. AOP AI Policy
12. SKS Bring Your Own Device Program
14. School Violence and Weapon Possession
14. Harassment
16. SKS Protect
18. Uniform Code
21. Family Information
23. Health Concerns
28. Safety
31. Lunch
32. Student Life
35. Volunteer Opportunities
36. Transportation
38. Addendum with Annual Forms

PHILOSOPHY

At St. Katharine of Siena School we believe that each child is a unique person, loved by God and involved in a lifelong process of personal development, learning, and growth in our Catholic faith. Parents are the most influential teachers of their children. The faculty works in partnership with the family, extending and enriching the values and education a child receives at home. Dedicated teachers and staff model and share their faith and knowledge in a nurturing, respectful and spiritual environment.

Our school family is a community of Christians who care about others. With Jesus as model, each child will grow in the realization that a Christian is a person of faith, prayer, and service. An atmosphere of intellectual growth, curiosity, and respect for knowledge shall help each child to develop his talents to the fullest, share these talents joyfully, take pride in worthwhile accomplishments, appreciate the distinct gifts of others, and rejoice in their successes.

St. Katharine of Siena School fosters the moral, spiritual, intellectual, emotional, and physical growth of its members in a spirit of dedication, freedom, and love based on the gospel message. The students are encouraged to become responsible leaders. They are supported as they grow in wisdom, age and grace to assume their roles as informed, responsible citizens of our Church, our country and our world.

Mission Statement

Guided by the teachings of Jesus Christ, St. Katharine of Siena School is a vital part of the St. Katharine of Siena parish community educating students in kindergarten through eighth grade. We are committed to spiritual formation and academic excellence through an engaging and nurturing learning environment that seeks to develop the whole child, integrating our Catholic faith and values of compassion, service, and respect for all God's people while developing a personal relationship with Jesus Christ.

Catholic education directs our children to a lifetime of accomplishment, fulfillment and faith in action. This handbook is designed to assist both students and the families in understanding the high expectations of the school. The policies expressed in this document will promote a unified student body and an effective educational environment. This book is a guideline and is not intended to address every situation that arises. It is offered, however, as an indispensable tool. Please read and consider it in the spirit which gives it life: a profound caring for our students' well being and trust in their potential.

PARENTAL ROLE

The home is a child's first classroom, and parents are their most important teachers. It is within the family that the values needed for a good and faithful life take root—values of love, respect for God, and care for others. By guiding children each day in faith and virtue, parents lay the foundation for everything students learn at school. Choosing a Catholic education is a beautiful sacrifice—one that honors God and strengthens our community. Family support of the school's mission, rules, and procedures helps create a safe, consistent, and nurturing environment for all students.

Our partnership grows stronger with families who:

- Promote Catholic values at home by attending Sunday Mass, the Sacrament of Reconciliation, and opportunities for prayer with and for our school community
- Model kindness, respect, and integrity in their words and actions
- Stay informed by reading school communications and following procedures
- Support their child's learning by encouraging good study habits, reviewing assessments and report cards carefully, supervising home studies
- Identify and nurture the child's special interests and talents
- Cooperate with the school in matters of activities, recreation and discipline
- Send students to school prepared to learn by ensuring they are sufficiently rested, nourished, clean and neatly dressed
- Provide notification when a child is absent, late or has a dismissal change
- Participate in school events, liturgies, and service opportunities
- Get involved by volunteering with the Home and School Association
- Communicate openly and respectfully with teachers and staff

ADMISSIONS

St. Katharine of Siena School is operated under the auspices of the Catholic Bishop of Philadelphia, a corporation sole, in the Philadelphia Archdiocese.

All schools in the Archdiocese admit students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students in these schools.

St. Katharine of Siena School will not discriminate on the basis of sex, race, color, national or ethnic origin in the administration of educational policies, loan programs, athletic, or other school-administered programs.

Enrollment Priority – Grades K to 8

1. Children of families currently enrolled in St. Katharine of Siena School,
2. Children of parishioners in St. Katharine of Siena Parish,
3. Children of non-parishioners where a Catholic School is unavailable,
4. Non-Parishioners/Non-Catholics

School Age

- **Kindergarten** - Children entering kindergarten must be five years of age on or before September 30 of the admission year.
- **First Grade** - Children must be six years of age on or before September 30 of the admission year and have successfully completed Kindergarten.

Before acceptance, the following documents are required:

- State certificate of live birth as evidence of age,
- Certificate of Baptism if the child was not baptized at St. Katharine of Siena,
- Record of compliance with the State of Pennsylvania and local health regulations, with all appropriate immunizations,
- All pertinent academic information and educational testing from the last school attended, as well as the prior year's report card (for students applying for admission to grades 1 through 8) and
- Registration fee (see tuition and fee information on sksschool.org)
- Teacher Recommendation Form
- A work sample may be requested by the principal or incoming students in grades 1 to 8.

TUITION AND FEES

Tuition

Tuition is billed through FACTS, our online tuition management system. Payment schedules can be arranged on the FACTS payment portal on the parent dashboard.

Fees

The following is a list of typical annual fees:

- activity fee for each homeroom
- stationery and “specials” fee
- graduation/8th grade fee
- field trips
- extracurricular activities, clubs and sports
- registration fee for enrollment
- Home and School dues

ATTENDANCE

Arrival time at school begins at **7:45 a.m.** **We cannot be responsible for any student entering the building before this time.** There will be supervision of the children in the cafeteria between 7:45-8:10 a.m. The start of the school day is 8:10 a.m. **Students arriving after 8:10 a.m. are late.**

Students in kindergarten through fourth grade enter school and go directly to the cafeteria. Students in fifth through eighth grade report directly to their homerooms.

Lateness

Lateness and irregular attendance interfere with student progress. It is vital, therefore, for all students to be present and on time every day. Parents must report lateness on Pick Up Patrol before 7:30 a.m. if the student will be late. A late arrival (after 8:10 am) must be acknowledged by a note from the parent, physician, or dentist indicating the reason for the lateness. After 8:10 a.m. bus delays are the sole exception for an excused absence.

Unexcused lateness may include: student overslept, missed the bus, etc. Parents will be contacted for a family meeting to discuss making up missed work and/or create an attendance support plan.

Absence

Parents are required to report absences on Pick Up Patrol before 7:30 a.m. **This is to be done for each day that the student is absent. Upon a student's return to school, and before readmission to class, a note must be presented to the homeroom teacher.** Children absent for three or more consecutive days are required to present a physician's note. **A student who is absent from school due to illness may not participate in athletic practices, events or games scheduled for that day.**

Appointments & Early Dismissal

Please make a sincere effort to schedule doctor and dental visits after school hours or on school holidays. If an appointment or early dismissal during the day is unavoidable, parents must submit an early dismissal request via Pick Up Patrol prior to 2:00 p.m. To minimize classroom disruptions, parents should wait in the main office for their child to be called down and complete the required sign-out form. All pick-ups must occur prior to 2:00 p.m. For safety reasons, students may not walk home unaccompanied to attend appointments.

Vacations

We discourage vacations during the school session because absences hinder student progress. Parents planning a vacation which requires a child's absence from school must provide a written note to the school principal and teacher(s) at least two weeks prior to the vacation. For grades 5-8, all subject teachers must be notified as well as homeroom teachers. It is the student's responsibility to make up the work missed during these absences upon return. Teachers are not required to give advance assignments. All tests missed during vacations will be administered before school, after school, or during student's lunch hour.

Emergency Closings

FACTS

Our emergency and informational contact system is built into our Student Information System known as FACTS. Every family can be contacted within minutes. The FACTS Parent Alert System is used to communicate school closings, delayed openings and important school information via email, text or phone call. Please make sure your phone numbers are current. **We also post any closing information on the school homepage at sksschool.org and on social media.**

During inclement weather, please be aware that bus transportation follows your local school district. **All students need to be aware of their family's emergency procedures and familiar with contingency plans. As a back up to FACTS, please tune into 6ABC and CBS 3 (KYW) for the school closing and weather related information.**

Since we draw from a number of school districts, we close in the following priority:

- If Radnor school district is closed, our school is closed.
- If Radnor is open and a few of the districts are closed, we are open and you must decide whether to supply transportation or have your child miss school (excused absence).
- The decision to close is based upon the principal's and pastor's discretion and information supplied by the school districts transporting students to SKS.

COMMUNICATION

School Homepage

All information, forms, and flyers are available on the website. Our website is updated on an ongoing basis and announcements are found on the homepage.

Lunch Ordering

Monthly lunch ordering is available through the Yay Lunch app. It is the parent's responsibility to complete the online lunch order according to the deadline set by the Lunchroom Coordinator.

Pick Up Patrol

Absences, late arrivals, early dismissals or dismissal changes must be reported on Pick Up Patrol. All parents will receive login information for the parent portal. For student safety, we cannot accommodate a dismissal change after 2pm on the day of the change.

Parent-Teacher Conferences

Parent-teacher conferences are scheduled in the fall, during the first trimester, and on an as-needed basis during the school year. Kindergarten conferences are scheduled in January or beforehand if needed.

Appointments with Teachers

A parent may request a conference by sending an email to the teacher. The courtesy of advance notice is expected, and scheduling an appointment is essential. A parent who has an academic or disciplinary concern is encouraged to discuss the issue directly with the teacher. If a mutual agreement cannot be achieved, then an meeting with the principal may be scheduled.

School-wide Email Communications

We use our FACTS Parent Alert System for bulk email purposes as well as emergency phone calls and texts. Please ensure your email address is updated on your FACTS family profile to ensure delivery of notices. It is vital to check for school emails to stay updated on school events and information.

Several teachers use class communications through email and blogs. Please make sure to review them to stay up-to-date.

Google Classroom

Several teachers use Google Classroom and post assignments there. Your student is given login information at the beginning of each school year, and you will receive information on the site at Back-to-School Night.

Homework Packets

Younger grades that do not use online classroom platforms send homework packets or written communications home to parents as well as class emails. Please check your student's backpack on a regular basis for any paperwork that comes from these classrooms.

BEHAVIOR POLICY

Our behavior policy is grounded in our Catholic faith, the Gospel message of love, and the belief that every person is created in the image and likeness of God. We strive to form students not only academically, but also in character, virtue and respect for all. Our goal is to create a safe, nurturing environment where all students can learn, grow, and thrive.

Guiding Principles

1. **Respect** - We honor the dignity of every person as a child of God. All members of our school community – students, staff, and families – are called to treat one another with kindness, courtesy, and compassion in both words and actions.
2. **Safety** - We are committed to providing a safe, orderly, and peaceful environment where every student can learn and thrive. All policies and procedures are designed to protect the physical, emotional and spiritual well-being of our school community.
3. **Teaching** - Discipline is an extension of our mission to teach and form our students in virtue. Misbehavior is a chance to guide children toward making better choices, developing self-control, and learning how their actions impact others.
4. **Positive Behavior Reinforcement** - We encourage positive behavior through praise, merits, leadership opportunities, golden tickets, helping students grow in confidence.
5. **Forgiveness** - We believe in the power of mercy and reconciliation. Mistakes are opportunities for growth, and we encourage students to seek forgiveness, offer apologies, and extend grace to others.

Partnership with Parents

We recognize that parents are the primary educators of their children. As such, we see discipline as a shared responsibility between home and school. Together, we form a team in guiding children toward moral and spiritual maturity. To support this partnership, we will use our **Student Information System, FACTS**, to communicate both **merits** and **demerits** so parents are informed of their child's behavior, whether exemplary or in need of correction.

Merits

A merit is awarded to recognize positive behavior that goes above and beyond expectations and reflects Gospel values. Examples include:

- Demonstrating exceptional kindness or compassion toward another person
- Showing leadership or initiative in service or classroom activities
- Displaying perseverance and responsibility in academics or conduct
- Exemplifying respect for teachers, peers, or school property in a notable way
- Living out Catholic values in word and deed in a way that inspires others

Demerits

A demerit is given when a student's behavior fails to meet school expectations and disrupts the learning environment or community. Examples include:

- Disrespectful or unkind language or actions toward others
- Repeated failure to follow classroom or school rules including dress code
- Dishonesty (e.g., lying, cheating, or plagiarism)
- Disruptions of class or school activities
- Carelessness or disregard for school property

Disciplinary Actions

For consistent misbehaviors of minor offenses (up to 3), students will receive:

1. Conference with Parent, Teacher, and/or Principal
2. Disciplinary Detention (reflection time after school)

For serious offenses or consistent misbehaviors, it may be necessary to implement one or more of the following measures:

1. Conference with Parent, Teacher, and/or Principal
2. Disciplinary Detention (reflection time after school)
3. Disciplinary Probation (temporary suspension from extracurricular activities)
4. Suspension (in-school or out-of-school)
5. Expulsion (dismissal from school to protect safety and order)

Serious offenses include but are not limited to verbal abuse, possession and/or use of weapons, drugs, alcohol, inhalants, cigarettes, theft, leaving the school grounds without permission, harassment or bullying of students, destruction of school/student property, incidents involving police, unacceptable use of technology or the internet both on and off school property, or threats of any kind.

Restorative Practices

In keeping with our Catholic belief in forgiveness and redemption, disciplinary measures will be accompanied by **restorative practices** that encourage reflection, responsibility, and reconciliation. These may include:

- **Apologies and Reconciliation:** Students are encouraged to offer sincere apologies—verbal or written—and seek forgiveness when appropriate.
- **Acts of Service:** Students may perform service tasks that repair harm (e.g., helping clean an area they disrespected) or contribute positively to the community.
- **Prayer and Guidance:** Time for prayer or Scripture reflection may be incorporated, helping students invite God's grace into moments of growth.
- **Mentorship/Check-Ins:** Regular check-ins with a teacher or counselor to provide support, encouragement, and accountability.

By pairing discipline with restorative action, we guide students toward healing, virtue formation, and living out Christ's message of love and mercy.

No set of policies or guidelines can cover every conceivable situation that may arise at school or in the school community. Each situation will be handled with the goal of ensuring the safety and well-being of the student and the school community in accordance with the Mission of the School.

To that end, the handbook does not limit the St. Katharine of Siena School team from the authority:

- to be flexible in addressing situations,
- to deviate from the normal rules and procedures, and
- to appropriately address individual circumstances as they arise in the manner deemed most appropriate by the School and in the best interest of the student and the community.

RESPONSIBLE USE POLICY FOR TECHNOLOGY

Technology is a valuable educational tool. All Archdiocese of Philadelphia schools will educate all students about appropriate online behavior including interacting with others on social networking websites and in chat rooms, cyber bullying awareness and response to ensure appropriate use of technology, including video conferencing platforms. The policy outlined below applies to all technology use including but not limited to internet use. The Responsible Use Policy for Technology (RUP) applies to all students, faculty, administrators, staff, volunteers or community members allowed access to school technology resources.

[Click here for the updated policy for 2026-27](#)

THE ARCHDIOCESE OF PHILADELPHIA AI POLICY

This AI Policy serves as a companion to the school's broader Responsible Use Policy (RUP). While this document provides specific guidance on generative technology, it does not supersede the RUP. Both policies work together to ensure academic integrity and ethical use of all digital resources. We are reminded of Pope Leo XIV's encyclical, *Magnifica Humanitas* (2026) that "It will always be human intelligence, with its conscience and freedom, that guides technical innovations and responsibly determines their uses and limits." By anchoring our technical advancements in this truth, we ensure that our deployment of artificial intelligence remains aligned with our faith, our values, and our commitment to forming responsible digital citizens.

[Click here for the policy for 2026-27](#)

ST. KATHARINE OF SIENA BRING YOUR OWN DEVICE PROGRAM (BYOD)

St. Katharine of Siena Bring Your Own Device Program (BYOD)

St. Katharine of Siena has a BYOD Program for 6th through 8th grade, however other teachers in other grades may encourage the use of a device for classroom use.

Please note: **Cell phones or smart watches may NOT be used as a BYOD device. Laptops, iPads, Chromebooks and tablets are acceptable devices. Cell phones are to be turned off and kept inside a student's backpack during the school day. They may only be used by a student during the school day with the explicit permission of a faculty/staff member. Cell phones are not permitted on a student's possession during school hours. Please be aware of the consequences if found in violation of this policy.**

The following guidelines in conjunction with the AUP Policy are to be followed for the BYOD program:

- Devices are permitted on school grounds from 7:50 a.m. to 3:30 p.m. A device may be used for educational use only with teacher permission. Those two rules go hand in hand. Examples of violations would be listening to music (including study hall), texting, making phone calls, or taking pictures.
- ANY teacher/staff or staff member has a right to check any student's device at any time on school grounds.
- Students are to be on school wifi and not their personal wifi account or data.

BYOD Consequences for misuse

First Offense:

- Demerit
- Confiscate device; device given to principal until picked up by a parent.
- Loss of BYOD privileges for three (3) full school days.

Second Offense:

- Detention
- Confiscate device, device given to principal until picked up by a parent.
- Loss of BYOD privileges for the entire school year.

Student Printing Policy

Each grade is assigned a specific print station. Printing can be done at the following locations:

- 7th and 8th grade will print only from those 4 homeroom classrooms.
- Grades 2nd to 6th grade will print from the 2nd floor hallway.
- Grades k and 1st will print from the 1st floor printer in hallway.
- Any printing from the STEM lab is to be printed from the printer in the lab.
- Any student printing from another printer outside of his/her assigned area is out of bounds and will receive one demerit as a first offense.
- Second offense will be loss of printing privileges here at school for the school year.

SCHOOL VIOLENCE & WEAPON POSSESSION

St. Katharine of Siena School complies with Act 26 of 1995. Act 26 creates a mandatory one year expulsion for the possession of weapons on school property, including buses and school sponsored events. It requires the parent to provide a sworn statement upon registering their child in school as to whether the child had previously been suspended or expelled from another school. Act 26 mandates schools to maintain records on acts of violence and weapon possession and to forward student discipline records when a student transfers to another school.

HARASSMENT

It is the policy of St. Katharine of Siena School and Parish that harassment in any form is unacceptable conduct which will not be tolerated. Anyone who feels that he or she is a victim of harassment should report the matter to a teacher, counselor or school administrator. Anyone who is uncomfortable for any reason in reporting to the school may report the matter to the appropriate parish advisory board member. Anyone who engages in harassment and violates this policy will be subject to appropriate sanctions, up to and including expulsion. The harassment of any member of St. Katharine of Siena School's administration, faculty, staff or students by anyone will not be tolerated. Compliance with the directives of the Archdiocese of Philadelphia and St. Katharine of Siena School is unequivocal.

Prohibiting Harassment, Intimidation, Hazing, or Bullying, etc., as outlined in Archdiocesan policy

A safe, secure, and respectful educational environment is necessary for students to learn and achieve high academic standards and build appropriate relationships with others. A Catholic School environment refuses to accept any such behaviors. Therefore, acts of harassment, hazing, intimidation and bullying (including cyber bullying and the like) are unacceptable behaviors and are prohibited in our Catholic schools.

School personnel cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under their direct supervision. However, to the extent such conduct affects the educational environment of the school and the rights and welfare of the students and is within the control of the school in its normal operations, it is the school's intent to prevent bullying. Schools must take action to investigate, respond, discipline, and remediate those acts of bullying. Administration, faculty, staff, and volunteers are to demonstrate appropriate behavior by treating others with civility and respect, and being aware of and not tolerating harassment, intimidation, hazing, and bullying, etc. If incidents do occur, students should be able to report and know that the inappropriate behavior will be dealt with promptly and effectively. There will be no retaliation against a victim, reporter, or witness.

According to Section 1303.1-A of the Pennsylvania School Code, non-public school students would be required to follow the bullying policy anytime they are in what is defined as the "school setting."

School setting" shall mean in the school, on school grounds, in school vehicles, or at any activity sponsored, supervised, or sanctioned by the school.

Policy also applies to off-campus behavior that somehow brings discredit or scandal to the school and/or causes substantial disruption to the learning environment.

Policy

Bullying involves actions or words against another person for the purpose of inflicting physical or emotional harm or discomfort or damage to a person's reputation that is intimidating or threatening and affects the learning and school environments. If the bully is threatening harm, a student should tell a teacher or the principal immediately.

Any issues involving harassment, bullying, intimidation, hazing or similar circumstances will be dealt with by the principal and faculty.

Bullying

St. Katharine of Siena School is committed to creating a safe, caring, respectful learning environment for all members of the school community. Bullying in school is strictly prohibited and will not be tolerated. For the purpose of clarity, "school" includes school buildings, school grounds, and school-sponsored social events, trips, sporting events, buses, and bus stops. Bullying also includes cyber-bullying through social media and/or use of the internet, and this will also not be tolerated. Reported incidents of bullying will be investigated promptly and thoroughly by school administration.

Bullying is a pattern of aggressive, intentional or deliberately hostile behavior that occurs repeatedly and over time. Bullying behaviors normally fall into three categories, physical, emotional, and verbal, and may include, but are not limited to, intimidation, assault; extortion; oral or written threats; teasing; putdowns; name-calling; threatening looks; gestures, or actions; rumors; false accusations; hazing, social isolation, and cyber-bullying.

Complaint/Investigative Procedure

All members of the SKS community have the right to protection against bullying behaviors and the right to file a complaint if they believe they have been the victim of bullying behavior. Teachers, staff, and school administrators are responsible for investigating each complaint, determining if the complaint is legitimate in accordance with the above definition, and taking appropriate corrective action. Any student (victim or bystander, parent or another adult) may initiate a complaint by making the school aware of continued incidents.

Intervention/Consequences

Reports of bullying are taken seriously and shall be dealt with quickly and effectively. If a student is found guilty of bullying behavior the consequences shall depend on both the results of the investigation and the severity of the incident. Consequences may include but are not limited to mediation, a parent conference, counseling, suspension, expulsion, or referral to local law enforcement agency.

Cyber bullying

Cyber bullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful email messages, instant messages, text messages, digital pictures or images, or website postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material is often disguised (logged on) as someone else.

Students and community members who believe they have been the victims of such misuses of technology as described in this policy, should not erase the offending material from the system. A copy of the material should be printed and brought to the attention of the school who shall fully investigate all reports of cyber bullying.

SKS PROTECT

Recommended Guidelines for Parents to promote a Safe and Respectful Home and School Environment

In an effort to keep our community one of respect for self and others, we expect our parents to partner with us to protect and guide our children. While you as parents are responsible for your child outside of school hours, some actions that occur outside of school can be damaging to the reputation of other students or the school itself. The following recommended guidelines have been developed by our principal and faculty. Please read and consider implementing the following recommendations:

General

- Good Manners and respect for others should be modeled, taught and encouraged.
- Talking negatively about others, including parents, students or teachers should never be tolerated. Parents should also curtail negative comments about others while their children are present.
- The use of inappropriate or foul language in text or speech should not be tolerated.
- Your children represent you and the St. Katharine of Siena Community. Actions outside of school such as at sporting events, parties or in the town of Wayne should reflect good character at all times. Instances of poor judgment and inappropriate behavior can and do get reported to our school's principal and do impact our reputation as a community.

Technology

- Instances of cyberbullying cannot be tolerated. Cyberbullying is the use of communication technology including cell phones, instant messaging, text messaging, social network sites, etc. to harass others or harm others' self-confidence and/or reputation.
- Recording videos or taking pictures of others without consent is never appropriate; forwarding videos or pictures of others without consent is also never appropriate and is in fact illegal.
- Decide together how you will help protect each other online and set rules that reflect your personal and family values. Decide what activities are okay or not. Be selective about who you interact with online and what information you make public. Sit down with your child regularly to review Internet contacts and activity. Remind your child to never interact with strangers online by meeting them, posting pictures of themselves, giving out personal information, downloading pictures from them (as they may be sexually explicit), and that whatever they are told online may or may not be true.

- Instruct your child never to respond to a message that is suggestive, obscene, belligerent or harassing, even if it is from someone they know.
- Consider a central location for the family computer and monitor online usage for your child. This includes video game consoles that connect to the internet and can be used to communicate through email, instant message, audio chat and video chat.
- Make sure your child is aware that the rules you set for online activities in your house apply wherever they are accessing the internet, including the library, the school STEM lab, or a friend's house.
- Experts recommend that cell phones, laptops, iPads and Apple watches or any other electronic device that allows communication with others should be collected by parents before bedtime and at parties or overnight sleepovers.
- Reinforce the fact that anything one writes or texts using electronic devices can be recorded and forwarded. Also, any actions can be recorded anytime, anywhere by others. Think before you speak or act!

UNIFORM CODE

For pictures and more details please visit:
www.sksschool.org/uniforms

Girls Winter Uniform K-4

Green plaid jumper
Girls Peter Pan Collar Polo with school logo
Navy fine gauge cardigan sweater with school logo
Navy leggings w/ navy socks, navy knee high socks, or navy tights

Girls Spring/Fall Uniform K-4

Green plaid jumper
Girls Peter Pan Collar Polo with school logo
Navy crew socks

Girls Winter Uniform 5-8

Green plaid wrap-around kilt
White short sleeve or long sleeve polo shirt with school logo
Navy 1/4 zip sweater with school logo
Navy leggings w/ navy socks, navy knee high socks, or navy tights

Girls Spring/Fall Uniform 5-8

Green plaid wrap-around kilt
White short sleeve polo shirt with logo
Navy crew socks

Girls Gym Uniform K-8

Blue Gym T-Shirt with school logo
Navy Crew Neck or Hoodie Sweatshirt with School Logo
Navy Open Bottom Performance Sweatpants with school logo
Gym short with logo
Navy or white crew socks

Accessories and Appearance

A cross or religious medal may be worn.
Small post earrings only, no hoops or dangling earrings.
One single bracelet only.
Makeup is not permitted.
Nail polish is permitted, but nails must be short and polish must be a light, neutral shade such as light pink or nude. Press on or artificial nails are not permitted.
Plain, simple barrettes or headbands that complement the uniform are permitted.
Smart watches are not permitted.

Regarding skirt length:
a good rule of thumb is when your child's hands are at their side their kilt/skort should reach their fingertips.

Boys Winter Uniform K-8

Navy twill pants
White Short or Long Sleeve Polo shirt with school logo
Navy ¼ Zip sweater with school logo
Black or brown leather belt for grades 1-8
Navy crew socks

Boys Spring/Fall Uniform K-8

Navy boys' twill shorts or pants
White short sleeve polo shirt with school logo
Black or brown belt for grades 1-8
Navy crew socks

Boys Gym Uniform K-8

Blue Gym T-Shirt with School Silkscreen
Navy Crew Neck or Hoodie Sweatshirt with school logo
Navy Open Bottom Performance Sweatpants with school logo
Navy Basketball style Micro-mesh shorts with school logo
White or navy crew socks

Shoes

Light Brown Buck Oxford Shoes Boys and Girls, K-8
Black or Brown Merrill Moccasins Boys and Girls, K-8
Navy Leather Mary Janes Girls, K-4
Sperry top siders, Boys and Girls, 5-8

Uniform Vendors

All uniforms are available through Flynn & O'Hara.
Online and at Lawrence Park Shopping Center
Gym uniforms also available at Blue Beret in Wayne

Dress Down Day Dress Code

The following dress code is in effect for Dress Down days when scheduled by the school administration:

Students are expected to dress in a modest fashion during dress down days and field trips.

Students may **NOT** wear:

- T-shirt or any other clothing that would be considered offensive or with references to alcohol, drugs or sex.
- Attire, in particular jeans, that is ripped torn or with holes in it
- Flip flops
- For girls: Yoga pants must be accompanied by a tunic length top

Students who are dressed inappropriately for Dress Down days or field trips will be sent to the principal for appropriate disciplinary action.

If a student is using a dress down pass on a school day, they may wear SKS spirit wear. Only three dress down passes per trimester are allowed per student.

FAMILY INFORMATION

Change of Vital Information

A student emergency form listing pertinent family and medical information and emergency contacts is maintained in the health office and the principal's office. This data is vital to the safety and well being of each child. Parents must notify the school office of any change in address, telephone numbers, employment, or other vital emergency information. Parents should also contact the St. Katharine of Siena rectory at 610-688-4584 to update their information with the business office.

Emergency Forms

Emergency forms with parents' signatures are kept on file in the school health office and the main office. In case of an accident at school, first aid will be administered. When neither parent can be reached, persons listed as emergency contacts will be notified. If the parent, guardian, or emergency contact cannot be reached, the principal shall call the police or paramedics and place the matter of necessary and reasonable medical treatment into their hands.

Photo Release Forms

The school reserves the right to publish photos and names on the school website and any printed materials unless the parent opts out of photos of their child(ren) on the photo release form online and submits the student names.

Lost and Found Articles

All students' personal items and school materials must be labeled with name, grade, etc. A lost and found bin is located in the cafeteria. Please have children check this location for any lost materials. The bin's contents will be emptied periodically.

Telephone Use

School telephones are for school business only. Children will be permitted to use the school phone for an emergency only; permission must be granted in the office. We ask that the students check their daily needs each morning – books, lunch, art equipment, etc. Permission will not be given to call home to have forgotten items brought to school. It is our obligation to teach the children a sense of responsibility; careful preparation of all work and supplies is a significant responsibility for grades 5-8. Items brought in during the school day are to be left on the front shelf in the vestibule; they will be delivered to the respective classroom or child will pick up item. Cell phones may not be on or used during school hours without authorization from faculty/principal. A cell phone used without permission will be confiscated. A parent will be requested to pick up the cell phone and a minimum of one demerit will be assigned.

Toys and Games

Students should not bring toys or games to school, including trading cards. Electronic systems (i.e. cell phones, devices, game systems, etc.) may not be used during school hours. The school is not responsible for any personal property brought to school by students.

Transfers

Parents must provide written notice to the principal in advance of their plans to transfer students. Name, address, and telephone number of the new residence and school are needed to complete transfer papers. It is also necessary to sign a release of records form, and to state the reason for the withdrawal. Medical and academic records will be sent to the new school after an official request from the receiving school arrives.

FAMILY INFORMATION

CARES Program

CARES (Children Are Receiving Extended Services) is an after school program open to any student of St. Katharine of Siena School. Full and part time hours (e.g. by the day, month) are available, but the director must be notified in advance to make the necessary arrangements. The program will be open on most full and half days of school, unless otherwise noted. The hours of operation are:

Full days - 3:00 P.M. to 6:00 P.M.

Half Day - 12:00 P.M. to 6:00 P.M.

Information regarding the cost of the C.A.R.E.S. program can be found at sksschool.org.

HEALTH CONCERNS

School Health Program (required by state law)

1. Students must have a complete physical examination before admission to kindergarten, and also before sixth grade. Students new to Pennsylvania schools must have a physical examination, regardless of grade.
2. All students receive annual vision screening by the school nurse.
3. Students may be screened at any time when referred by the parent or teacher.
4. Growth records of height and weight are kept annually.
5. Students in kindergarten through third grade, as well as seventh graders receive hearing screening by the school nurse. Students with a history of hearing difficulties will be tested annually.
6. Students in seventh grade receive scoliosis screening.
7. In the event of serious injury (broken bones, crutches, cast, etc.) upon return to school please advise the faculty, staff and school nurse of any specific medical instructions and physical limitations.

Parents are urged to take their children to their own physician and dentist for examinations to provide continuity of care. The family physician is familiar with the child and is better able to detect any physical changes, may begin immediate treatment as indicated, and will follow through with needed care, immunizations, and boosters.

Immunizations

State law requires, as a condition of entry into school, that all new students be immunized against Varicella (or documentation of student having had varicella), Diphtheria, Tetanus, Polio, Measles, Rubella and Mumps and Hepatitis B. Parents are responsible for these inoculations before the child enters Kindergarten. **Students who are not immunized may not attend school. All health and medical records must be in compliance with Pa. mandates. All new students and those entering Kindergarten and Sixth grade must provide proof of current immunizations no later than September 15th. Any student NOT IN COMPLIANCE will not be admitted to school after Sept. 15th.**

Tuberculosis Test

A Pennsylvania State Department of Health regulation requires that all students entering school for the first time receive a tuberculosis test.

When to Keep a Child at Home

A student should remain at home if any of the following symptoms appear and cannot return until a full 24 hours symptom free:

- diarrhea,
- severe headaches
- excessive coughing,
- fever,
- vomiting,
- lice.

Communicable Illnesses

A student may return to school after having an illness once the following guidelines are met:

- Colds: Please keep your child home if he/she has a fever over 99.6 degrees or is experiencing discomfort that would interfere with his/her ability to perform in school and be a distraction to others. i.e. uncontrollable coughing, severe lack of energy, etc.
- Conjunctivitis (pink eye): Following a diagnosis of bacterial conjunctivitis, the child may return to school after the first 24 hours of prescribed medication. Students with a viral infection may return when eyes are clear.
- Chicken pox: Must remain home until all spots present on the skin are dry and crusted (usually seven days)
- Diarrhea/Vomiting: A child with diarrhea and/or vomiting should stay at home and return to school only after being symptom free for 24 hours.
- Fever: The child should remain at home with a fever greater than 99.6 degrees. The child can return to school after he/she has been fever free for 24 hours (without fever reducing medicine such as Tylenol or Motrin).
- Impetigo: The student may return to school 24 hours after treatment has begun. A doctor's note or proof of prescription is needed.
- Lice (pediculosis): a student may return to class after he/she has had appropriate treatment and been cleared by the school nurse. Once cleared, the child will submit a note to the teacher to be readmitted. The student must be nit free or must return home until nit free.
- Rashes: Common infectious diseases with rashes are most contagious in the early stages. A student with a suspicious rash should return to school only after being seen by a health care provider and cleared with a physician's note.
- Ringworm: Student may return if under medical treatment and the area is covered.
- Scarlet fever: a child may return seven days from the onset or 24 hours after appropriate antibiotic therapy under medical supervision.
- Strep Infection and Strep Throat: Student may return 24 hours after antibiotic treatment has begun under medical supervision.
- COVID: a child may return to school when symptoms are improving, and student is fever free without meds for 24 hours.

These guidelines must be heeded for the well being of the sick child and for the sake of the other students. After an absence of three or more days, the student must present a physician's note.

Please notify the school nurse/school office whenever there is a diagnosis of a contagious disease or lice. There is a better chance of controlling the spread of any disease if alerted to its presence in the school.

Any student in school suffering from fever, vomiting, skin eruption, or unusual swelling will be removed from the classroom until a diagnosis of non-communicable disease is made, or the child is fully recovered.

Medication

All medication should be given at home by the parent whenever possible, such as at breakfast, after school, at dinner or at bedtime. No medication is to be sent to school unless prescribed by a physician for an acute illness, chronic condition, or emergency use. Medication will be given to a student in school only when these items are provided to the school nurse:

1. The physician's order stating student's name, medication, amount and time of dosage and the diagnosis.
2. Medication must have a prescription label on the container.
3. A physician's note is required for any change to the medication.
4. A parent's note allowing the medication to be given.

For the safety of all children, parents must ensure the safe delivery of medication to school. Students are not permitted to carry either prescription or over the counter medication on their person.

SKS Allergy Policy

Increased incidence of life threatening food allergies in pediatric patients and the SKS student body calls us to implement a food allergy policy that protects both the students with food allergies and the SKS student body in its entirety.

This policy seeks to keep the SKS student body safe and helps reduce the risk of anaphylactic reactions to food allergens. It also educates the entire extended school population on the importance of food allergy awareness.

Identification /Safety Plan for Children with Allergies

Children with known life threatening allergies will be identified by parents to school health office, and a food action plan will be provided by family to school nurse prior to start of school.

Food Action Plan Form

- FAP form will be filled out by pediatrician of each child with identified food allergy. Form will state allergy, when to implement plan of care related to exposure and EPI pen order in case of exposure. This form is available on www.sksschool.org.
- EPI pen must be provided along with picture of student for use in nurse's office and in cafeteria. Please check for expiration dates before providing the EPI pen. All EPI pens are to be picked up by parent at close of the school year.

Student Safe Treat box

- Allergy students are given the option to store "safe treats " in homeroom.
- Treats will be used by student in event of a classroom party to avoid risk of allergen exposure. Use of "safe snack" is strongly recommended by school as safest option for allergy students.
- Allergy students may participate in classroom snack if parent gives written (email) permission of snack prior to gathering. Close communication between allergy parent, homeroom teachers and homeroom parents is essential for safety of students.

In the Cafeteria

At St. Katharine's, the health and safety of all students is a priority. We are committed to providing a safe and inclusive environment for students with food allergies while fostering community at mealtimes. General Guidelines

- Inclusive Seating: All students eat together in the cafeteria. There is no separate "allergy table" so that students with allergies are included in the social life of the cafeteria.
- Handwashing and Cleanliness: All students are required to wash hands before and after eating.
- Cafeteria tables will be cleaned and sanitized between each lunch period.
- Safe Food Practices: Students may not share or trade food, utensils, or drinks.
- Allergy-friendly food options are available through the school lunch program.
- Communication: Parents/guardians must inform the school nurse and cafeteria manager of any documented food allergies.
- Allergy lists will be shared with cafeteria staff and supervising teachers to ensure awareness and vigilance.
- Emergency Preparedness: Staff are trained annually on recognizing allergic reactions and administering epinephrine.
- Emergency action plans for students with allergies are on file and accessible.

Guidelines for Birthday Celebrations and Class Parties

To protect student health and maintain instructional time, **no food or non-food items (goody bags, toys, etc.) may be brought to school or distributed in class for individual student birthdays or special occasions.**

If a teacher plans a classroom party for a holiday or special event, he or she will coordinate in advance. All party plans must account for the medical and dietary needs of every student in the classroom to ensure a safe and inclusive environment.

SAFETY

Safety Drills

Fire and severe weather drills, lockdown and shelter in place drills are conducted regularly throughout the school year. Silence is required during all drills so emergency instructions can be heard and followed.

Severe Weather Dismissal

If a severe weather alert or active warning occurs at dismissal time, students will remain safely inside the building until conditions clear or an official dismissal is authorized by administration.

Campus & Grounds Safety

To prevent injury and ensure a safe environment, dangerous or disruptive play - including throwing snow, ice or hazardous objects - is strictly prohibited on school grounds.

Personal Transportation Devices

Skateboards, scooters, rollerblades and electric ride devices are not permitted on school or parish grounds.

Nutrition Education

Objective

The goal of nutrition education is to teach, encourage and support healthy eating by students. Promoting student health and nutrition enhances readiness for learning and increases student achievement.

- Nutrition education will be provided within a school-based program in accordance with Archdiocesan guidelines and academic standards for health, safety and physical education.
- Nutrition education shall provide all students with the knowledge and skills needed to lead healthy lives.
- Nutrition education lessons and activities shall be age-appropriate.
- Nutrition curriculum shall be focused on increasing healthy choices.
- Nutrition education shall be integrated into other subjects and school based activities.
- Lifelong lifestyle balance shall be reinforced by linking nutrition education and physical activity.
- Consistent nutrition messages shall be disseminated throughout the classrooms, cafeteria, and community.
- Nutrition education shall extend beyond the school environment by engaging and involving families and community.

Physical Activity

Objective

St. Katharine's goal is to strive to provide opportunities for physical activity during the school day for all students. SKS shall contribute to the effort to provide students opportunities to accumulate at least 60 minutes of physical activity on most days of the week. That time will include physical activity outside the school environment, such as outdoor play, sports, clubs, etc.

- Students shall participate daily in a variety of age-appropriate physical activities designed to achieve optimal health, wellness, fitness, and performance benefits.
- Age-appropriate physical opportunities, such as recess, before and after school, during lunch, and clubs shall be provided to meet the interests of all students, in addition to planned physical education.
- A physical and social environment that encourages safe and enjoyable activity for all students shall be maintained.
- Extended periods of student inactivity, 2 hours or more, shall be discouraged.
- Physical activity breaks shall be provided for elementary students during classroom hours.
- After-school programs shall provide developmentally appropriate physical activity for participating children.
- SKS shall partner with parents and community members to institute programs that support physical activity.

Physical Education

Objective

Quality physical education instruction that promotes lifelong physical activity and provides instruction in the skills and knowledge for maintaining physical fitness shall be provided.

- Physical education classes shall be the means through which all students learn, practice and are assessed on developmentally appropriate skills and knowledge necessary for lifelong, health-enhancing physical activity.
- The staff responsible for overseeing physical activities shall be properly trained and shall participate in appropriate professional development.
- A varied and comprehensive curriculum that leads to students becoming and remaining physically active for a lifetime shall be provided in the physical education program.
- Students shall be moderately to vigorously active as much as possible during a physical education class. Documented medical conditions and disabilities shall be accommodated during class.
- Safe and adequate equipment, facilities and resources shall be provided for physical education courses.
- Teachers and staff shall not keep students in from recess or out of physical education class as a form of punishment.

LUNCH

The lunch program information is available from the Lunchroom Coordinator

Lunch Period

Lunch time should be pleasant and relaxing for everyone. These guidelines are paramount to the good order of the day and safety of the children.

Grades K-3 - 11:39 - 12:22

Grades 4-8 - 12:24 - 1:07

The faculty, staff and principal may make schedule adjustments as the needs arise.

NOTE:

- *Please avoid dropping lunches off to school mid-day. This causes a distraction to the faculty and to your students.*
- *Doordash, UberEats or any other food delivery service is prohibited.*

Cafeteria Rules

1. Students must enter the cafeteria quietly without running and pushing.
2. Students must remain seated while they eat their lunch.
3. Conversations in the cafeteria must be carried on in low voices so they can hear announcements.
4. Each student is responsible for leaving the lunch area clean. All trash should be put into the trash or recycle containers.
5. Respect and courtesy will be demonstrated at all times toward the school staff, teachers, fellow students and all parent volunteers.
6. Because of allergies, students eating peanut products should be extra cautious and clean their hands.
7. Students are not permitted to drink soda during regular school hours. (7:50am – 3:15pm).

Playground Rules

1. No objects other than Nerf equipment, basketballs or jump ropes are approved for use on the playground.
2. Fighting is forbidden.
3. Assigned play areas are to be used at all times.
4. Under no circumstances may a student leave the playground.
5. When the bell rings, all playing must stop immediately, and students are to go to their assigned lines.
6. Students may not stand on the bases of the basketball nets or hang on the rims of the nets.

STUDENT LIFE

Academics

Catholic education supports the formation of the whole person while maintaining a strong emphasis on academic excellence. We are committed to equipping students with foundational knowledge, critical thinking skills, and disciplined study habits that provide the essential building blocks for future academic and professional success. Through this rigorous preparation, students are empowered to excel in higher education and to make meaningful contributions to their communities and the world. Our students are expected to:

1. Make academics a priority in their life. God, family and school is the correct order of our students' priorities.
2. Be organized, responsible, and accountable. "Plan the work; work the plan."
3. Give consistent daily effort and display a positive attitude.
4. Make good choices; be a good decision maker in and out of the classroom.

Academic Probation

Our students are required to maintain academic, effort, and conduct grades that reflect the high standards of our school. Participation in school related activities such as field trips, CYO dances, and CYO sports requires the student to maintain satisfactory academic standing. Wearing the SKS uniform and representing our school and parish at school related functions is a privilege. Participation is restricted for any student on suspension or disciplinary probation. Likewise, any students who are failing to meet the requirements in effort, conduct, or any subject (major subjects are below a "70" or special subjects are "1"), for a progress report or a report card is ineligible to participate in any CYO sports practices and games, and any school related activity such as, but not limited to, field trips and dances. There must be a minimum of three assessments for a student to be determined as "failing to meet the requirements." Although progress reports are usually given midway through a marking period, they may be given at anytime during a trimester after three student assessments such as test, quizzes, projects, and homework. The academic probationary period is for ten school days. When the student demonstrates improvement, the principal or teacher may initiate permission for reinstatement after ten school days.

Course Failure

Any student who fails a major subject for the school year will be required to fulfill an academic make up requirement in that subject that meets the approval of the school in order to be promoted to the next grade. Any student who fails discipline for the school year will be required to perform a school/community service requirement that meets the approval of the school in order to be promoted to the next grade.

Any student in 8th grade who fails a major subject for the school year will be required to fulfill an academic make up requirement in that subject that meets the approval of the school in order to graduate. Transcripts forwarded to the high school will show either a failure or an incomplete. Once successful completion of the requirement is fulfilled, the transcript will be updated and resubmitted to the high school. Whether that student would be permitted to participate in graduation exercises and related graduation activities is subject to a decision by the principal and pastor on a case by case basis. Any student who fails discipline for the school year will be required to perform a school /community service requirement that meets the approval of the school to graduate.

Homework

Suggested time allotments are as follows:

Grade K - 10-15 minutes
Grades 1 and 2 - 20 minutes
Grades 3 and 4 - 40 minutes
Grades 5 and 6 - 60 minutes
Grades 7 and 8 - 80 minutes

Each teacher's policy will be presented at the September Back to School night meetings. Since each child is a unique individual, the time needed for specific assignments may vary with each student.

Homework is for:

1. Drill and additional practice to strengthen new skills,
2. Completion of unfinished classroom assignments,
3. Completion of short-term or long-term projects,
4. Participation in research activities,
5. Extended reading for pleasure and enjoyment,
6. Completion of work given during a period of absence

Homework is given at the discretion of each teacher and may include weekend assignments, studying, long-term projects and research.

Homework Policy

Homework refers to an assignment made by a teacher that will positively reinforce a concept presented in class and includes both written and study assignments. Parents are asked to check and sign the child's work according to the request of the teacher.

Delaware County Intermediate Unit (DCIU) Services

The DCIU through state government funds offers St. Katharine's the following services:

- Remedial Reading Specialist – 2 days per week for primary grades
- Speech Therapist – 1 day per week
- Guidance Counselor – 1 day per week
- Instructional Support Team (IST) – a collaborative approach involving principal, teachers, parents and DCIU staff to identify and support students who are in academic, social or emotional need.

Honors Math Program

This is an archdiocesan sanctioned program for grades 5-8. Students admitted to the Honors Math program must meet the following criteria:

- Consistent scores of 90 or above in the math composite score of standardized testing (National percentiles used).
- Consistent scores of 80 or above in the reading composite score of standardized testing.
- Evidence of above average performances on Mathematics level mastery tests (Diocesan level testing). Students admitted from other schools should be tested using back copies of level tests. "Above average" is interpreted as a score of 85 or above.
- Consistent grades of 90 or above in Mathematics on the report card.
- Cognitive Skills Index (CSI) in the range of 125 or higher on the Terra Nova Test.
- Faculty Recommendation
- **Students must meet the above criteria in order to be admitted to the HONORS MATH PROGRAM.**

Athletic Ministry

St. Katharine of Siena Parish participates in the CYO interscholastic athletic program for students. The Athletic Ministry directs this program, for which guidelines are prepared and provided for athletes and their parents on the CYO website. This organization is self-supporting and works in complete cooperation with the administration and faculty of St. Katharine of Siena School. Please refer to the CYO link on the school website for all pertinent information and forms.

Library

Students may borrow books from the school library during their weekly visit. Library books will be charged out for one week. Additionally, research and reference materials are available. It is the responsibility of the student to return or renew the borrowed items on the date due. Overdue books have a fine attached; this amount is also the sole responsibility of the student. Replacement charges will be made for lost books.

Textbook Policy

Lost or damaged books are the student's responsibility, and reimbursement is to be made to the school for items placed in the care of the student. Some teachers may require books to be covered.

VOLUNTEER OPPORTUNITIES

There are many ways to support our school as volunteer! All volunteers must have mandatory clearances on file.

Volunteers

All visitors and school volunteers must use the main entrance, record the reason for the school visit on the sign in sheet, and receive a visitor pass. The sign in sheet is located at the school office counter. It is important to know the exact number of children and adults in the facility at any time, but most especially in case of an emergency. For all volunteer opportunities, please refer to the Volunteer Opportunity information at sksschool.org.

Home and School Association

The objective of the Home and School Association, as defined in its by-laws, is the advancement of Catholic education and the welfare of all the school children of St. Katharine of Siena parish; to promote parent-school activities and increase, on the part of its members, interest in educational and civic affairs, and to increase the knowledge of education and its processes on the part of parents and teachers by increasing mutual understanding of children, and by providing an opportunity for parents and teachers to work together for the good of the child.

Homeroom Parents

Homeroom parents work with the teacher to organize activities, welcome new families, and assist at social functions of the Home and School. Homeroom parents' supplies for activities will be paid from the activity fee. Your willingness to become a part of this program will be of vital importance to many children and of great assistance to the faculty.

TRANSPORTATION

Please note the following regarding all forms of transportation:

All children are to be dismissed via bus, walkers, cars or activity groups at the end of the school day, supervised by the faculty. Please make sure your child(ren) are aware of their mode of transportation home each day.

No student should be picked up at the office for early dismissal after 2:00 p.m. at the office for any reason, including appointments, extra-curricular activities, scheduling pickup conflicts at another school, etc. **Any student who needs to leave prior to dismissal should be picked up before 2:00 p.m., and will be called down to the office from class when their parent/guardian arrives at school and signs them out.**

No parent or guardian is to walk in to pick up a student or students in order to avoid car line, or enter the school during dismissal procedures to pick up a child from the cafeteria or classroom. If this occurs, you will be directed to line up with the rest of the cars or wait for your student outside.

Bus Riders

Bus transportation is provided as a service to taxpayers by the transportation department of the school district of your residence. Student information is submitted to the districts in the spring from SKS and the transportation departments for each district set up bus routes and schedules for the next school year. Most districts require completion of the Act 372 form for non-public ridership, and instructions will be sent to school families and incoming new students each spring for the following year. The schedules are sent from the school districts the last week of August to each family with bus assignments, pickup and drop off times and bus stop locations. Any questions regarding the busing of students should be addressed directly with your school district transportation department.

No child is permitted to ride on a different school district bus even with a letter giving parental permission. Neither the bus driver nor the school office can grant permission or assume the responsibility for such change. Certain districts allow children to change stops from the same school bus, this must accompany a parent note and a bus pass from the school office. Please check with your school district to see if they allow this bus change before making arrangements with your child. For any matter regarding transportation, please contact the transportation office of the school district in which you reside.

1. Courtesy, good manners, and promptness are required.
2. Running over neighbor's lawns, ball playing, or destruction of private property at the bus stop is not permitted.
3. Obscene language, gestures, and actions will not be tolerated. Older students should remember that younger, impressionable students are present. They observe and learn from good and bad example.
4. Roughness or teasing of other students (especially younger students) is not acceptable behavior.

Cars

For morning dropoff,

- Cars may drive in the bus loop any time after 7:45 a.m.
- For safety reasons, please do not drop off students on Aberdeen or Windermere Avenues.
- Please do not speed, even if you are late.
- Please do not enter the car line from other intersections besides St. David's and Midland. This is known as "budging" and delays others in the line.
- Please do not exit your car; our faculty and staff will assist your child in exiting your car.

For afternoon pickup,

- Please display your last name on your windshield.
- Do not arrive for carline before 2:40 PM. Cars arriving too early create safety concerns and logistical challenges.
- Follow the designated carline route as instructed. Enter Midland Avenue from St. David's. Do not enter from Aberdeen or Pembroke, and do not make K-turns in driveways to get into the line.
- Do not block intersections, driveways, or crosswalks. Be mindful of our neighbors, pedestrians and other drivers.
- Do not idle next to a parked car.
- Come to a complete stop at all stop signs. Rolling stops are not acceptable.
- Do not park in the neighborhood if your child is a car rider. Walkers must walk home, and car riders must be picked up through the carline.
- Please remain patient and respectful to Radnor Police, our crossing guards, and any staff members who are directing traffic. They are there to ensure the safety of everyone involved.
- Do not exit your car. Faculty and staff will help your child get into your vehicle efficiently.

Bicycles

It is the parent's responsibility to determine their child's readiness to ride a bike to school. Students should know and practice bicycle safety rules before being permitted to do so. Riding bikes to school is allowed for those children in grades 4 and up. Bicycles must be crossed at the corner of Aberdeen and Midland Avenues and be "walked" on all sidewalks bordering the school grounds and on the playground.

Bicycles are placed in the racks and should be locked. The school will not assume responsibility for students who may receive injuries while bike riding or for stolen bicycles. Safety helmets are strongly recommended. Bike racks are located beside the cafeteria of the school building.

Walkers

Students walking to and from school should do so along the safest routes, observing proper safety rules for pedestrians. The crossing guard is on duty at Midland and Aberdeen Avenues. Walkers will cross the street with the assistance of the crossing guard. Students may not cross the street in the middle of the block. For safety reasons, car riders are not permitted to go in the walker line.

ADDENDUM

PARENT STUDENT FORMS

Please review and e-sign the following forms for the upcoming school year. All families should submit their e-signature on the online Annual Forms sent each spring from the school office.

PHOTO RELEASE FORM

I hereby give the Archdiocese of Philadelphia, its successors and assigns and those acting with its authority, the unqualified right and permission to reproduce, copyright, publish, circulate or otherwise use any school pictures of my child produced by the Archdiocese of Philadelphia. This authorization and release covers the use of said school pictures in any published form and any media of advertising publicity.

I also understand that our school may be identified by name and I fully understand that this is a complete release of all claims against the Archdiocese of Philadelphia or any other person, firm or corporation by reason of any such use of such school pictures.

I hereby warrant that I am free to give this permission. I further warrant that the information I have provided is, to the best of my knowledge, true and accurate.

Parent/Guardian should e-sign in online Annual Form sent by school office.

LOAN OF TEXTBOOKS, INSTRUCTIONAL MATERIALS AND EQUIPMENT FORM

Dear Parent/Guardian:

State legislation authorizes the loan of textbooks, instructional materials, and equipment by the Secretary of Education to Pennsylvania children enrolled in kindergarten through grade 12 in non-public and private schools. Our school is now in the process of requesting specific textbooks, materials and equipment to be loaned to your child(ren). The state requires that a parent/guardian of each child attending the non-public or private school individually request a loan of textbooks, instructional materials, and equipment. The request form should be e-signed in the Annual Forms sent from the office each year.

Thank you for your continued assistance and cooperation.

Very truly yours,
Jeanne Mulvanerty, Principal

CERTIFICATE OF INDIVIDUAL REQUEST FOR LOAN OF TEXTBOOKS, INSTRUCTIONAL MATERIALS AND EQUIPMENT

I hereby request the loan of textbooks, instructional materials and equipment in accordance with the Pennsylvania School Code of 1949 for my child(ren) attending St. Katharine of Siena School

Parent/Guardian should e-sign in online Annual Form sent by school office.

**Program is available only to Pennsylvania residents.*

MEMORANDUM OF UNDERSTANDING

Every Catholic school student has a right to be treated as a child of God, with the love and respect that implies, regardless of family circumstances. In like manner, the believing community has the right to an education guided by Catholic teaching and identity, unimpeded by pressures contrary to Church teaching.

As parent/guardian of a student in a Catholic school, I understand, affirm, and support the following:

1. Attending a Catholic school is a privilege, not a right.
2. The primary purpose of a Catholic school education is two-fold: to strengthen the Catholic community in its faith, and to form students in the teachings of Jesus Christ and the Catholic Church.
3. Catholic schools are distinctive religious education institutions guided by the teachings of the Catholic Church. They are not simply private schools offering a positive moral code. Rather, they exist to advance the faith mission of the sponsoring Catholic parish(es), Archdiocese, or Catholic religious community.
4. While Catholic education places a high value on academic excellence and extracurricular achievement, its fundamental priority is fidelity to Catholic teaching and identity.
5. The school and its administration have the responsibility to ensure that Catholic teaching and moral integrity permeate every facet of the school's life and activity and that the school is able to function as a community of faith.
6. In all questions that involve Catholic teaching, morals, and Church law, the final determination rests with the Archbishop.

As a parent/guardian desiring to enroll my child in a Catholic school, I accept this memorandum of understanding. I pledge support for the Catholic identity and mission of this school and by enrolling my child I commit myself to uphold all principles and policies that govern the Catholic School.

Parent/Guardian Signature to be submitted in online Annual Forms sent by school office.

RESPONSIBLE USE POLICY FOR TECHNOLOGY
Catholic Schools of the Archdiocese of

Philadelphia Student Internet Access - Parent Guardian

I hereby release St. Katharine of Siena School and the Archdiocese of Philadelphia, its personnel and any other institution with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the Internet, including but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

I will instruct my child regarding any restrictions against accessing materials that are outlined by the Responsible Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia. I will emphasize to my child the importance of following rules for personal safety.

As the parent or guardian of this student, I have read the Responsible Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia for St. Katharine of Siena School.

I hereby give my permission for my child to use the Internet and will not hold St. Katharine of Siena School or the Archdiocese of Philadelphia liable as a result of my daughter's/son's use of the Internet on school premises. I understand that my child has agreed not to access inappropriate material on the Internet.

Parent/Guardian Signature _____

Date

Parent/Guardian Signature to be submitted in online Annual Forms sent by school office.