



ROMAN CATHOLIC
DIOCESE OF ROCHESTER

STUDENT/PARENT HANDBOOK

SIENA CATHOLIC ACADEMY



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DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS
SIENA CATHOLIC ACADEMY – STUDENT/PARENT HANDBOOK

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*Mission Statement of the Catholic Schools
of the Diocese of Rochester*

The Diocese of Rochester Catholic Schools offer families an authentic Catholic education rooted in the Gospel of Jesus Christ and the teachings of the Roman Catholic Church.

Our schools:

- **Guide** students to be disciples who know and live the Catholic faith;
- **Inspire** a learning community to foster academic excellence; and
- **Empower** young people to fulfill the two great commandments of Jesus Christ by loving God and being service-oriented, responsible, and self-disciplined neighbors to others.

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Mission Statement of Sienna Catholic Academy

Sienna Catholic Academy nurtures the faith and intellect of students in grades six through eight in the Greater Rochester area. Recognizing that every child is a gift from God, Sienna provides academic, spiritual, emotional, and athletic programs that enhance students' lives so that they might reach their full potential. It fosters growth in the theological and cardinal virtues and Christian and civic values. In doing so, Sienna Catholic Academy transforms the lives of its students, its families, its community, and, ultimately, the world.

Belief Statements

Spiritual

We believe learning and living our faith is an essential component of Catholic education promoting the development of a lifestyle committed to prayer and ongoing service to the community.

Academic

We believe students will achieve their potential by asking questions and exploring the world around them. Students will further enhance their learning experience through participation in extracurricular programs.

Social

We believe students and their families, faculty and staff are representatives of our school and their behavior affects our environment and reputation. Therefore, we should behave in a socially appropriate and morally responsible manner at all times. This includes respect for self and others, responsibility, and the practice of the virtues of faith, hope, love, prudence, temperance, courage, and justice.

Sienna Catholic Academy strives to help each student reach his or her full potential. The development of each student as a whole person in a Christ-centered environment makes our school unique.

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1.00 WELCOME

As a community, we desire for our children to grow to be their best selves and to contribute meaningfully to the world. Our efforts to cultivate their potential - academically, spiritually, socially, artistically, and athletically – are the everyday practice of school and home. This handbook contains the policies and procedures that govern their lives at school. It represents our best effort to codify the practices we embrace at Siena Catholic Academy. Read through it once before the school year begins. Over the course of the year, you will undoubtedly use it as a reference.

1.01 STUDENT EXPECTATIONS

1.01.01 ACADEMIC EXPECTATIONS

We have high academic expectations for our students. We offer a challenging curriculum and outstanding instruction that force our young men and women to stretch their minds and expand their horizons. The result is tremendous intellectual growth in two or three short years as our students transition from elementary school to high school.

GRADING

Student grades are represented as numbers/percentage. Letter grades are no longer utilized. Yet the following chart may be used to interpret the meaning of the grade numbering system.

93.0-100.0	= A
90.0-92.9	= A-
87.1-89.9	= B+
83.0-87.0	= B
80.0-82.9	= B-
77.1-79.9	= C+
73.0-77.0	= C
70.0-72.9	= C-
65.0-69.9	= D
Below 65.0	= F

Honors

Honors is granted to students with a minimum 85.0 average in Core Subjects and no grade below 80% in any subject.

High Honors is granted to students with a minimum 95.0 average in Core Subjects and no grade below 85.0% in any subject.

Quarter Grades Lower than 50

In an effort to ensure that students who struggle do not lose hope or the incentive to improve, no quarter grades will be given below 50 in the first three quarters of the year.

Quarter Averages and Final Grades

The average of all quarters will determine the final grade for each subject.

How Course Grades are Determined

Assignments are weighted 50% for summative assessments, 35% classwork, 15% homework.

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SEMESTER EXAMINATIONS

Semester exams are given in major subjects and counted toward the 2nd and 4th quarter grade. All students must sit for any and all exams. If cheating is verified on a semester exam, those involved will receive a zero for their semester exam grade. All exams are stored for six (6) months in the school office, and then destroyed. Parents are free to come in and examine the corrected exams. These exams are updated annually. Parents may not keep or make copies of these exams, according to Diocesan policy.

HOMEWORK

Homework is a meaningful part of the learning experience at Siena. Its purpose is to reinforce newly learned concepts and assist in introducing new materials. Students should expect between sixty to ninety minutes of homework per night.

Parents and Guardians are partners in the educational process and ought to review their student's homework to ensure neatness and completion. As students grow in maturity, they ought to take more personal responsibility for its completion. In the case of absence, homework needs to be completed as soon as possible (within a week after returning to school.)

Homework will be posted on teacher Google Classroom pages on the website daily after 3 PM.

Homework/Classwork

- Homework will count for 15% of a student's grade. The remainder will be determined by summative assessments (50%) and classwork (35%).
- Homework will usually be checked each day.
- Homework is assigned most nights, including weekends.
- Homework is to be done neatly in blue or black ink unless otherwise specified by a particular teacher. Sloppy work will be handed back to be redone.
- Students should file their returned work for use in studying for exams.
- Grading of late assignments beyond one week is up to the discretion of the teacher

ACADEMIC PROBATION

Report cards are issued at regular ten-week intervals throughout the year. Progress reports are issued approximately midway through a marking period. If a student fails two or more courses as indicated on the progress report/report card he/she will be placed on academic probation. This contract is for a probationary period of time to allow the student to seek help and demonstrate academic improvement. Academic probation after a report card or progress report is for two-weeks, at which time a student may petition to be reinstated. Students on probation are prohibited from participating in any extra-curricular school sponsored activities including clubs, dances, sports, and drama productions. The exception from the eighth-grade trip and/or dinner dance is up to the discretion of administration. Their Flex time will be structured.

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ACADEMIC DISHONESTY

Academic honesty is a fundamental principle for all educational institutions and a mark of personal integrity. At the middle school level it is imperative students understand the importance of assuming responsibility for their own work, as well as their contribution to group work assigned by the teaching staff. The transition to middle school is often accompanied by pressure to succeed. It is important to face these pressures and develop productive habits that reflect the highest aspirations of both society and Siena Catholic Academy. Academic dishonesty includes, but is not restricted to, cheating, plagiarizing, and missing class deliberately on the day of a test/quiz/project.

The faculty at Siena Catholic Academy understands the need to educate children about academic honesty within the classroom. Realizing each child is an individual, the staff member handles problems related to academic honesty on an individual basis. It is up to the discretion of the staff member to work with the student and decide at what point to proceed with the formal process outlined below. All instances are reported to the principal or dean of students.

Process for Responding to Alleged Instances of Academic Dishonesty

Step 1. Staff member and student meet to discuss the alleged violation of the academic policy.

Step 2: Staff member completes a discipline referral form and submits it to the Administration.

Step 3: The Administration contacts the student's parents/guardians to inform them of the alleged violation and the proposed consequence. If there is no resolution, the process proceeds to step 4.

Step 4: The Administration will convene a meeting with all parties (including parents) involved to discuss appropriate action.

Penalties for Academic Dishonesty:

1st Offense: Student receives a zero for the assignment or assessment (with the expectation the student may be required to make up the work without credit).

2nd Offense: The student will be placed on academic probation.

3rd Offense: The student may be expelled from the school.

CLASSROOM TESTING AND OTHER STUDENT ASSESSMENTS

Summative and in-class formative assessments will count for 85% of a student's grade. The teachers administer appropriate classroom tests for the subject(s) for which they are responsible. These tests include periodic quizzes, unit tests, and semester tests. Both objective and essay questions are used. Other assessments of a student's understanding of a particular subject may include individual projects, group projects, oral and written reports, labs, book reports, and research projects.

New York State Standardized Examinations

State exams provide an objective measure of student and school achievement. They help us determine areas of our academic program that may need strengthening and they offer us an opportunity to measure our success against other schools in the area. They also aid in the appropriate placement of students and help us identify areas in which individual students may need further assistance.

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The testing program includes:

New York State Assessment Testing in Math and English/Language Arts in grades 6, 7, and 8 and Science in grade 8. Students taking Algebra I and Living Environment in grade 8 will take the NYS Regents exam in the subject.

Advancement to the Next Grade Level/Certificate of Attendance/Diploma

In order to advance to the next grade or graduate, a student must achieve at least a 65 as a final grade in each of the following major subjects at year-end: Humanities, STEM, Religion, Math, Science, Language Arts, and Social Studies. Students must also complete their service requirement as described in section 4.03.

Failures must be remediated. Students may take up to two subjects in summer school and move to the next grade level if they pass that subject. Students who fail three subjects will not be able to return to Siena.

An elementary diploma is given to a student who has satisfactorily completed the Course of Study according to the Diocese of Rochester and State of New York.

A Certificate of Attendance is awarded to a Grade 8 student who is unable to meet the above requirements.

At the end of the third marking period of 8th grade, we will notify parents/guardians of the possibility that a student may not earn a diploma. If a student's grades drop precipitously in the fourth marking period, it may not be possible for us to notify parents/guardians.

Textbooks

If a textbook is damaged during the year, an administrator will determine if the book should be replaced and paid for, or the parent pay one half of the price of the book, and/or repair the book. If a book has been lost, the cost for a replacement book or workbook is the responsibility of the student and parents. Final report cards will be withheld until all textbooks are returned.

We urge students and parents are to examine the condition of textbooks upon receipt and notify the office if the book is damaged.

Placement

The School Counselor, subject teachers, and our AIP teacher advise the Principal on placement of students in advanced courses, the Academic Intervention Program (AIP), as well as establish Accommodation Plans for students with special needs. Criteria for placement vary, but factors that are considered include state test scores, grades, recommendations from previous teachers, scores on diagnostic assessments, existing accommodation plans, and outside evaluations.

The criteria for placement in advanced courses are listed on the Course Selection form distributed in the spring of the preceding year.

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Accommodation Plans

Philosophically, we seek in our academic intervention offerings to address the particular needs of our students in order that they may progress to academic self-sufficiency and to do so with the least possible impact on their regular course work. Offering AIP and Resource classes in place of a foreign language has been one long-standing manner by which we have accomplished this goal with our limited resources.

To further accomplish our goals, we offer the following testing accommodations which **may not apply to a child** if he/she does not receive such accommodations:

- We provide children with only 1.5 times extended time on tests if their plan calls for it. This extended time is fulfilled during his/her lunch period, study hall, or flex so that he/she will be present for all in-class instruction throughout the day.
- For students with alternate test location accommodations, they are sent to a scheduled classroom with, if their plan calls for it, no more than five fellow students.
- In keeping with New York State testing accommodation guidelines, we do not offer abbreviated tests, word banks unavailable to the general population, and other local modifications that alter the construct of the test. This ensures the validity of the tests and prepares students for state and other assessments, such as high school entrance exams and SATs, which do not allow for such accommodations.

1.01.02 BEHAVIORAL EXPECTATIONS

DISCIPLINARY PHILOSOPHY

Discipline is the means by which we regulate our behavior. Ideally, we are able to regulate our own behavior in accordance with our conscience and reasonable social norms and rules. This is self-discipline. Siena students, because of their stage in life, are experiencing conflicting impulses. Parents, teachers, and mentors are responsible for offering guidance in proper behavior to those in their care. We take seriously our responsibility to nurture young people who will one day govern the world. For the time being, they need help governing themselves. Discipline, therefore, should be a process of correction. With progressively vigorous responses to misbehavior, we strive to educate our children with dignity.

CODE OF CONDUCT

- Siena develops students of competence, conscience, and compassion. In light of this, our students will:
- Be faithful to the gospel
- Endeavor to live the virtues of faith, hope, love, prudence, temperance, courage, and justice
- Show respect for all people and property
- Exhibit positive leadership and seek to create a better community and world

Students will **not**:

- be out of dress code
- chew gum
- create graffiti

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- use profanity
- arrive late to class
- disrupt instruction
- smoke or use drugs
- bring weapons
- rough house, fight, harass or bully, or steal

The first six items in this list are examples of minor violations of the Code of Conduct. The remainder are examples of major violations. This list does not exhaust the possible ways students might violate school norms. They should exercise good judgment in their decision-making and ask an adult if they have doubts about the prudence of any particular action they contemplate.

The Diocesan Harassment policy can be found in section 5.06 of this Handbook. Our Drug and Alcohol Abuse policy can be found in section 5.07 of this Handbook. A further explication of the school weapons policy can be found below in this section.

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DISCIPLINARY PROCESS

Administration of disciplinary action is the responsibility of the classroom teacher. Serious infractions will be referred to the Administration. Parents or guardians will be notified of problems with their child's conduct. Parents or guardians who have concerns are asked to communicate with the teacher directly.

In many cases **minor violations** of the Code of Conduct will be dealt with an initial verbal warning and subsequently with detention, disciplinary probation, and ultimately with suspension or expulsion in the case of intransigence.

Major violations of the Code of Conduct (i.e. smoking, drug use, bringing weapons to school, fighting, harassment, or theft) will certainly result in a thorough investigation of the incident and, if warranted, result in detention, suspension, or expulsion.

Disciplinary Probation

All disciplinary actions beyond a verbal warning are referred to the administration for handling. Students who repeatedly commit minor offenses and any major offenses will be placed on disciplinary probation with the consequence that a further violation will result in their suspension or expulsion. Parents/guardians of students placed on disciplinary probation and the students themselves will be notified of this status in writing. A conference will likely precede this step.

Students on disciplinary probation should reflect on and demonstrate appropriate attitude and behavioral improvements. They will be prohibited from attending any extracurricular school sponsored activities including clubs, dances, sports, drama productions, the eighth grade trip and dinner dance, etc.

Suspension/Expulsion

Despite our best efforts to correct with measured responses, there are times or incidents that misbehavior is so egregious that the offending student will be removed from school, either temporarily or permanently.

If the principal deems this to be appropriate in a particular case, he or she will follow diocesan policy, ensuring that the student and parents/guardians are informed of the infraction and penalty and given an opportunity attend and speak at a conference with the administration. A record of all disciplinary conferences is signed by the parents/guardians and kept by the school. Students will not be expelled without consultation with the Department of Catholic Schools. Parents or Guardians can appeal to the Department of Catholic Schools in the case of expulsion.

According to the diocesan *Discipline, Suspension & Expulsion Policy* (Sept. 1, 2004) The criteria for suspension or expulsion are:

1. A student is insubordinate or disorderly, or his/her conduct endangers the safety, morals, health and welfare of others.
2. A student's physical or mental condition endangers the health, safety or morals of him/herself or that of other minors.
3. Due process records validate the student has refused or is unable to cooperate with the school's discipline policy.

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4. The student and parent/guardian must receive written due process notice.

BUS BEHAVIOR

The bus is an extension of school until the student is home. All rules and norms of behavior that apply in the halls of Siena, apply to the seats and aisles of the busses. Students are to demonstrate courtesy, politeness, and modesty in content and volume of speech.

Rules of Behavior:

1. Students are to stay seated.
2. The bus driver is authorized to assign seats.
3. Students must keep their head, hands, and feet inside the bus.
4. Students are not to eat or drink on the bus. They are to keep the bus clean.
5. Students will refrain from writing on or damaging seats or walls of bus.
6. Students will observe their bus driver's safety precautions boarding and exiting bus. They will listen courteously to the driver.

The Administration will deal with any reported misbehavior.

DETENTION

Lunch Detention:

Lunch detention is reserved for lower-level infractions of the Code of Conduct in which the assigning teacher will contact the parent. Students report to the detention room during their lunch period. For every three lunch detentions in a quarter, students will be assigned an after-school detention.

After-School Detention:

Detention will be scheduled at the discretion of the Administration. Children will be released from after-school detention at 3:30 p.m. Parents/Guardians are to pick up their children promptly at that time. Parents/Guardian will be informed of this detention in a timely manner so that they can make arrangements accordingly.

SEARCH AND SEIZURE

School authorities may conduct a search of a student's locker or a personal search of a student when they have reasonable suspicion that drugs, alcohol, tobacco, weapons, illegal items, or other contraband is hidden.

Lockers, desks, and other storage spaces remain the exclusive property of the school. Students have no expectations of privacy with respect to these areas.

Any search is done in the presence of another staff member.

SCHOOL DANCES

School dances are held from 7:00-9:00 p.m. in the gymnasium.

- Students are not to arrive before 7:00 p.m.

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- Only current Siena students are admitted – no visitors.
- Appropriate dress is to be observed. If not, parents will be called to pick up the student. (See the dress code for “non-uniform” days.)
- As a school function, all school guidelines apply.
- Students need to have their rides ready and waiting in the parking lot for pick-up at 9:00 p.m. Please do not ask students to call when they are ready to be picked up. Parents are responsible for chaperoning their children after dances.

STUDENT BULLYING AND HARASSMENT

Siena Catholic Academy does not tolerate bullying or harassment of any kind. As a Catholic school devoted to the virtues of faith, hope, and love, we embrace the dignity of all humans, as creatures made in God’s image.

A complete statement of the Diocesan Student Bullying and Harassment Policy can be found in section 5.06 of this handbook.

WEAPONS

The following is the school weapons policy developed in conjunction with the Catholic Schools Office of the Diocese of Rochester and Brighton Central School District.

No implement that can be construed as a weapon (e.g., gun, knife, large stick, matches, lighter, or the like) will be allowed on school or parish grounds.

In the event a weapon is identified in a student’s possession:

- The weapon will be removed from the student.
- The student will be isolated with an administrator.
- The Brighton Police will be called if in the principal’s opinion the student/participant’s action of possessing a weapon or other article jeopardizes the safety of others.
- The parent will be notified.

The Administrator will then decide on an appropriate response, be it suspension, expulsion, etc. The Diocesan Office will be contacted after these steps have been taken.

1.02 PARENT EXPECTATIONS

PAC (Parent Advisory Committee)

Parent Advisory Committee (PAC) helps coordinate various school events and activities and participates in strategic planning for the school. All parents and guardians are encouraged to actively participate in PAC and complete the volunteer sheet outlining areas of expertise that can support Siena.

REPORT CARDS, PROGRESS REPORTS, AND CONFERENCES

Communication between teachers and parents is vital to a sound educational program. Report cards are posted on *MSP* at regular ten-week intervals throughout the year. Progress reports are posted approximately midway through a marking period. Parent-Teacher conferences are scheduled twice, once each semester. Parents are invited to make an appointment to see a

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teacher whenever they feel it is necessary. Teachers may also call parents for an appointment. (If it is necessary to contact a teacher, please do not call the teacher's home, please call the school office or email the teacher.) The school office must be informed of all school visitors.

CONCERNS

Parents/Guardians with concerns regarding academics should consult the Communication Flow Chart (section 8.01) for guidance on the means of proceeding with a complaint or concern.

VOLUNTEERS

All volunteers at Siena are required to complete the "Creating a Safe Environment" training/retraining at a school, parish or on line. A criminal background check and signed Code of Volunteer Conduct are required. Volunteer drivers must complete a NYS DMV check as part of the criminal background check. Coaches are required to obtain a Temporary Coaching Certificate issued by the State. Information is available from the school's Athletic Director.

WEEKLY SCHOOL COMMUNICATION

Weekly we send an email with items related to the functioning of the school, including the *Siena Newsletter*, informational fliers, and forms. Occasionally we will send paper copies of items home with students. Emails will be sent to the addresses we have in our student management system, *My Student's Progress* (MSP). If you do not have an email address, please contact the main office.

PARENT PORTAL

Our student management system, *My Student's Progress* or *MSP*, is the means by which we maintain students' electronic records. Parents and guardians can access their child's grades in all courses by logging in to the system (<https://rochester.mystudentsprogress.com/MSP/index.cfm>). Parents and guardians should keep their contact information current by logging in and updating their demographic information. Teachers update their grades at least once a week.

AFTER SCHOOL TRANSPORTATION

Due to the differences in School District's policies on the subject and the potential liability involved, Siena Catholic Academy students will NOT be allowed to ride a district bus other than their own district to visit a friend after school. If a student wants to visit another student after school, they must do so by car and with their parents' or guardians' permission.

CLASSROOM VISITORS

Parents and Guardians are encouraged to communicate with teachers via email or phone. On occasion a conference may be necessary. In such cases, parents/guardians call the main office to make arrangements. All visitors must report to the office first. Parents/Guardians should not go to classroom to confer unexpectedly with a teacher before, during, or after school. Visitor badges must be picked up at the main office.

DISMISSAL

For information regarding dismissal times and routines, see "Dismissal" in the following section (1.03)

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1.03 DAILY SCHEDULE AND ROUTINES

BEFORE SCHOOL

Students should come to school prepared to succeed – well-rested, fed, and with their lunch and academic and extra-curricular supplies.

Students should not arrive at Siena before 7:20 a.m. as personnel is not available for supervision. Students need to be in homerooms each day for the 7:45 a.m. prayer and morning announcements.

The following procedures should be used when entering school:

- Students go to their lockers and then their homerooms as soon as they arrive at school.
- Students will be ready for prayer and announcements at 7:45 a.m. in silence.
- Any notes or forms that need to be delivered to the office should be given to their homeroom teachers.
- Late arrival: If a student arrives after 7:45 a.m., he or she will sign in at the main office and receive a pass to homeroom or class.
- Students will use their Flex time after announcements for academic support or to participate in club activities.
- See section 2.06 for further information regarding attendance and tardiness.

BICYCLES

Students who ride must wear helmets and may only ride their bicycles to and from school. Bikers need to arrive on time in the morning and may not leave until after all of the buses have left. Bikes should be locked in the bike rack during the day.

FLEX TIME

Flex time (7:50- 8:15 am) serves two primary purposes: academic and social. Even days are designated for club meetings, though students may study and seek extra help from available teachers. On Even days students will be able to move from one room to another at their discretion, but will not be allowed to congregate in the halls. Odd days are designated for study. Student are expected to spend their time in homeroom. They may seek extra help or attend review sessions with prior approval from the teacher whom they wish to see and with a pass from their homeroom teacher. Students on academic probation will have structured flex and will be required to see particular teachers each week with a sign-off sheet.

TRANSITIONS AND LOCKERS

After periods 2, 5 and 7 students are given five minutes to transition between classes. This extended transitions time is designed so that students may go to their lockers and use the restroom. All other transitions are two minutes in duration and students are expected to go directly to their next class without stopping at their lockers or elsewhere.

LUNCHROOM PROCEDURES

- All students must report to the cafeteria during their assigned lunch period unless they are taking a test or have been assigned a lunch detention.

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- All food must be eaten in the cafeteria.
- Once in the cafeteria, students may sit where they choose, one person per seat.
- Students must maintain a voice level appropriate for dining in a public cafeteria.
- Students may only sit on the chairs, NOT on the tables or windowsills.
- Students must clean up their own table spot and throw out their own trash.
- Students will be dismissed two minutes prior to their next class to go to their lockers.
- At the end of the lunch period, designated staff will dismiss each table, one at a time, provided all trash is thrown in the proper receptacle and the table and floor underneath are picked up and cleaned.
- *Outside* – when tables are clean and floors are swept, staff take the students outside and bring them back in. Students must stay in the designated areas and may not leave the property or re-enter the building until it is time to do so. No contact sports are permitted during lunch. Courtesy and respect are always shown to the lunch monitors and each other.

DISMISSAL

Students are dismissed from their last class at 2:45. Bus riders exit from the gymnasium entrance. Busses depart at 2:50 pm. Walkers, bike riders, and those going home with parents/guardians are dismissed from the main entrance when the busses have departed. Students are not to cross the parking lot until busses have departed.

Parking in the bus lane is prohibited between 7:00-8:00 am & 1:30-2:50 pm. Parking is available during these times in the larger side lot. Parents/Guardians should wait for students outside at their car or in the hallway between the church and school.

Students not riding the bus home must be picked up from school by 3:00 pm. There is no supervision after 3:00 pm except for the following situations:

- Students attending a club meeting, sports practice or are waiting as a team for rides to a game, will be supervised by a faculty/staff member. Parents must pick up their child promptly at the end of the meeting or practice. There is no supervision provided after the event.
- Students who have afterschool detention will be dismissed at 3:30 pm and must be picked up at that time.

Students who wish to attend a school game any time after school must go home and then return at game time.

Early pick up

For a student to be dismissed before 2:45 p.m. or excused for part of the day, he/she must bring a written note from his/her parents/guardians stating the time and reason for dismissal and present it to his/her homeroom teacher. Parents must come to the office to sign out and pick up students for early dismissals. Students will not be called out of class until a parent is present in the office.

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AFTER SCHOOL ACTIVITIES

Students who are staying after school for sports or other after school activities will report directly to assigned, staffed supervised location.

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2.00 SCHOOL ADMINISTRATION

2.01 SCHOOL HOURS

The School Day begins at 7:45 AM and ends at 2:45 PM. For safety and security reasons, students are not allowed to enter the school building or be on school grounds before 7:20 AM or after 3:00 PM, unless attending an authorized school program or function.

2.02 SCHOOL FACULTY & STAFF

Mrs. Patricia Ahern, Administrative Assistant
Email: patricia.ahern@sienacatholic.org

Mrs. Patricia Battisti, Dean of Students
Email: patricia.battisti@sienacatholic.org

Ms. Rebecca Brumbaugh, Science, Technology, Engineering, and Mathematics
Email: rebecca.brumbaugh@sienacatholic.org

Mrs. Kathy Buckert, English Language Arts
Email: kathy.buckert@sienacatholic.org

Mr. Richard Calitree, Religion
Email: richard.calitree@sienacatholic.org

Mr. David Carapella, Principal
Email: david.carapella@sienacatholic.org

Ms. Mary Pat Cleary, Director of Student Support & Counseling
Email: mary.pat.cleary@sienacatholic.org

Mrs. Anne Decker, Academic Intervention/Special Education
Email: anne.decker@sienacatholic.org

Mr. Robert DiFulio, Latin
Email: robert.difulio@sienacatholic.org

Mrs. Diane Gelose, Music/Band/Choir/Health
Email: diane.gelose@sienacatholic.org

Ms. Rita Gupta, Mathematics & Science
Email: rita.gupta@sienacatholic.org

Mr. Ryan Hare, Physical Education
Email: ryan.hare@sienacatholic.org

Mrs. Marilyn Jesserer, Secretary
Email: marilyn.jesserer@sienacatholic.org

Mrs. Sandra Kukuvka, Spanish
Email: sandra.kukuvka@sienacatholic.org

Mrs. Lisa Leverett, Resource
Email: lisa_leverett@bcsd.org

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Mrs. Seana Mancini, Humanities
Email: seana.mancini@sienacatholic.org

Mrs. Dana Ritz, Secretary
Email: dana.ritz@sienacatholic.org

Mrs. Cynthia Richards, Science
Email: cynthia.richards@sienacatholic.org

Mrs. Laura Sherman, Nurse
Email: laura.sherman@sienacatholic.org

Mrs. Linda Stundtner, French
Email: linda.stundtner@sienacatholic.org

Ms. Mary Beth Sullivan, Director of Technology
Email: mary.beth.sullivan@sienacatholic.org

Mr. Ed Toppi, Social Studies
Email: ed.toppi@sienacatholic.org

Ms. Christi Veitch, Art/Business
Email: christi.veitch@sienacatholic.org

Mrs. Kathleen Wilkinson, Mathematics
Email: kathleen.wilkinson@sienacatholic.org

2.03 SCHOOL DRESS-CODE AND UNIFORMS

The purpose of a dress code in a Catholic school is to foster a sense of community and a safe, secure, and productive learning environment. This is a requirement of students at Siena Catholic Academy. Our expectation is that parents will act as partners with the school staff in the enforcement of the dress code. Violations of the dress code policy and their consequences are covered in the section on Behavioral Expectations (section 1.02.2).

Uniform Purchase

Students must purchase a school uniform at:

Stitchworks – 297 Culver Parkway 654-7522

Passantino Sports– 692 Titus Ave. 544-9077

Lands’ End (pants & shirts available only) 800-469-2222 or on website

Uniform Regulations

Students are not permitted to wear uniforms with rips or holes. All uniforms must be clean, modest, properly fitted, and not tattered, dragging, or held together by safety pins/ chains.

Shirts/ Sweaters

- Shirts must be a girls-style white polo (featuring “Siena” on the collar) or unisex polo or button-down Oxford shirt with the Siena logo on the chest.
- Only plain white shirts and undergarments may be worn under the uniform shirt.

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- Shirts must be properly fitted and *tucked in at all times*.
- Siena grey or burgundy zip-up fleece with the Siena logo must be worn daily from November 1st to April 30th as part of the Winter Uniform. Siena khaki shorts may be worn as part of the Fall and Spring Uniform.
- The Siena burgundy tie may be worn with the Oxford shirt.

Pants

- Siena uniform black or khaki pants with SCA monogram tab (purchased from an approved store listed in the uniform purchase section above).
- Pants must be worn on the waist, must not drag below the shoe, be fitted properly, and cannot be altered in any way other than length.
- Siena uniform khaki shorts with SCA monogram tab (purchased from an approved store listed in the uniform purchase section above) may be worn as part of the Fall and Spring Uniform.
- Belts must be worn at all times.

Shoes

- Dress shoes with rubber soles or tied sneakers may be worn.
- No heel may exceed one inch.
- No sandals, clogs, slippers, Uggs, or Birkenstocks are allowed. No boots may be worn during the school day. If boots are worn to school they must be stored in the student's locker.
- Shoes must be properly tied at all times.

Socks

- Must be worn at all times.
- Socks must be visible at all times.
- May be black or white solid only.

Hair

- Must be neat and clean.
- Hair may not be artificially colored (i.e. blue, red, green, etc.).
- Natural colors with subtle natural highlights only are allowed.
- Style should be well groomed and evenly trimmed.
- No design may be shaved into the head.
- Even on non-uniform days no feathers or hair wraps allowed.
- No "extreme" or faddish hair styles as determined by Administration.

Boys' Hair

- Hair must not extend beyond the uniform collar or below the eye brow.
- Must be clean shaven.
- Sideburns may not extend past the lowest part of the ear opening.

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Make up

- No makeup of any kind may be worn by any student.

Jewelry

- Must be appropriate and not distracting to others
- No long necklaces (longer than 16-18 inches) may be worn.
- Modestly styled jewelry, necklaces, and bracelets may be worn.

Earrings

- Boys may not wear any earrings.
- Girls may not wear hoop or dangling earrings, only post earrings.

Head coverings

- No head coverings including hats, hoods, or do-rags may be worn in school at any time.

Bags

- Bags are not to be used except when bringing gym clothes to gym class.

Piercings and Tattoos

- No facial or body piercing is permitted for any student other than pierced ears for girls.
- No visible tattoo.

Gym Uniform (may be purchased at Passantino Sports or Stitchworks):

- Uniform black shorts and a Siena grey and burgundy t-shirt.
- Must be kept clean and may not be shared among students.
- May not be worn under the school uniform on scheduled gym days.
- No jewelry or watches may be worn in gym class for safety reasons.

Non – Uniform Dress Code

We reflect our values in our dress. As a Catholic school, we embrace the values of modesty and safety. Therefore, on dress down days the following dress code applies:

- Clothing that expresses or promotes symbolism inappropriate to Catholic Schools may not be worn. This includes T-shirts with inappropriate or distasteful logos.
- Shirts for boys and girls must completely cover a student from shoulder to waist. This includes when they are reaching up or bending over. A shirt must be long enough that it does not reveal bare skin.
- Pants, shorts or skirts that lie on the hips so skin is shown are not appropriate. Leggings and yoga pants are not acceptable as an outer layer of clothing, but may be worn with acceptable shorts, skirts, dresses, or tops that are no higher than four inches above the knee.
- Siena uniform shorts or PE shorts or skirts may be worn but must be no higher than four inches above the knee.

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- Pants that allow boxers or underwear to show are not allowed.
- Pants with pins, chains etc. are not allowed.
- Torn, tattered, shredded or unkempt clothing is not allowed.
- Crop tops, tank tops, halter-tops or spaghetti straps may never be worn.
- Shoes with heels higher than one inch may not be worn. Other shoes, such as sandals, must be secure on the feet. Flip-flops or slides are prohibited.
- The Non-Uniform Dress Code is to be followed for all dances, field trips where a uniform is not worn, or other school activities where the uniform is not required to be worn. This would include the 8th grade dinner dance and graduation.
- If a student is unsure of a particular article of clothing, it should not be worn.

The administration will be the final arbiter if there is any question regarding whether an article of clothing, accessory, or personal grooming style is acceptable. If not adhered to, students may be kept from upcoming dress down days.

2.04 SCHOOL CLOSINGS & WEATHER EMERGENCIES

Siena Catholic Academy's snow closing or emergency closing will be specifically announced on WHAM (1180) radio and the five local TV stations (Ch 7,8,9,10,13). Closing information can also be found on those media web sites. A text and/or email blast will be sent out as well.

2.05 DIGNITY FOR ALL STUDENTS ACT

Siena Catholic Academy adheres to the New York State's Dignity for All Students Act ("The Dignity Act") which seeks to provide a safe and supportive environment free from discrimination, intimidation, taunting, harassment, and bullying on school property, a school bus and/or at a school function. All Diocese of Rochester Catholic Schools have implemented the Olweus Bullying Prevention Program, which is based on over 35 years of research, dedicated to effecting positive change at schools by utilizing four essential social environments: community, school, classroom, and individual. The Olweus Bullying Prevention Program effectively trains our school leaders and school teachers on the latest research regarding bullying and effective methods to prevent it and address it. Diocese of Rochester schools have pledged to eliminate bullying as best as possible by not only posting and enforcing school wide rules against bullying, but by applying our key instrument: involving parents.

2.06 ATTENDANCE, ABSENCE, & TARDINESS

Regular student attendance is an integral factor in maintaining a quality educational program and is one of the most powerful factors of a student's success in school.

Parents must notify the Main Office at 585-381-1220 before 7:45 to report student absences. Messages may be left on the school voice mail at any time. Students must bring a note upon their return to school. If they are out for more than five consecutive days or absent repeatedly, they must bring a note from their physician clearing them to attend class.

Excused absences are defined as:

- Sickness
- Serious family illness

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- Death of a family member or close friend
- Religious
- Medical or Dental Appointment
- Court
- Approved school-related program

We urge parents and guardians to schedule doctor and dentist appointments for after school hours.

Cases of strep throat, head lice, or other contagions must be reported as soon as possible.

Taking students out of school for vacations is considered an illegal absence. We cannot individualize lesson plans and catch up students when they return. It is the responsibility of vacationing students to find out what work is owed and to come back with any pre-assigned work finished.

Students are responsible for making up any work that has been missed due to absences. See section 1.01.1 for a further explanation of homework. Specific questions should be directed to the appropriate teacher.

In the case of an extended absence of five or more days, or if attendance becomes an issue, the office will send a School Attendance Notice home. 5 or more consecutive or nonconsecutive days will warrant a referral to the principal and a letter of concern, ten or more days will result in a parent/guardian conference, 25 or more days may require a referral to Child Protection Services.

Tardiness

A student is considered tardy after 7:45 a.m. Students arriving late must report directly to the main office. Every three late arrivals per quarter will result in an afterschool detention. Parents and guardians are responsible for ensuring punctual arrival. Plan according to the weather and traffic patterns.

If a student is absent for more than half the school day, he/she may not participate in any after school activities, sports, drama, dances, trips, etc.

Sports Clearance

Doctor's notes are required if your child has had an injury, significant illness, or recent procedures (such as oral surgery), stating specific restrictions as well as when they are cleared to participate in PE/Sports. Send a copy to the health office, PE teacher, and athletic director as needed.

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3.00 SCHOOL ADMISSION

The elementary and secondary schools of the Diocese of Rochester admit students of any sex, race, color, national and ethnic origin, to the rights, privileges, programs, and activities generally accorded or made available to students at the schools. They do not discriminate on the basis of race, color, sex, and national ethnic origin in administration of their educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

3.01 AGE REQUIREMENTS

New York State Law requires children entering Kindergarten must be five years of age on or before December 1 of the entering year. Similarly, children entering a pre-school program for four-year-olds must be four on or before December 1 of the entering year. The same rule applies for three-year-olds.

3.02 IMMUNIZATION

The Diocese of Rochester follows New York State Public Health Law which requires that all students have satisfactory proof of immunization against polio, regular measles, German measles, diphtheria, mumps, Hepatitis B, chickenpox, etc. Exceptions may be granted for medical or religious reasons.

Required Immunizations for Students in Grades 6, 7, 8, 9, &10

Immunization	Number of Doses
DTaP/DTP	3 doses
Tdap	Age 11: Must receive an immunization containing Tetanus Toxoids, diphtheria, and acellular pertussis (Tdap)
Polio	4 doses or 3 doses if the 3 rd dose was received at age 4 or older
MMR	2 doses
Hepatitis B	3 doses or 2 doses of adult hepatitis B Vaccine (Recombivax)
Varicella (chickenpox)	2 doses
Meningococcal conjugate (MenACWY)	1 dose Grade 7 or 8* or 9*
* Most of the students in grade 8 and 9 will have already received the MENACWY vaccine dose in grade 7, unless transferred from out of state or out of country. MenACWY vaccine is not required per NYSDOH for grade 10.	

Note: Students in grades 8-12 in the 2015-2016 school year are deemed in compliance through graduation if they met the immunization requirements in effect prior to June 2014

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Positive serology reports submitted by your health care provider are acceptable as alternatives for the following vaccines only: MMR, Varicella, Hepatitis B, and Polio.

Complex regulations require that you check with your health care provider to ensure your child meets age and grade requirements.

If a student is not compliant with these state requirements on the first day of school, parents/guardians will be called to pick up their child from school. Students will be allowed to return to school when the appropriate, written documentation is provided.

3.03 STUDENT NONDISCRIMINATION

The Department of Catholic Schools will not discriminate on the basis of race, color, and national or ethnic origin in administration of their educational policies, admission policies, financial assistance programs, athletic or other school-administered programs.

3.04 LEAD TESTING FOR PRE-SCHOOL STUDENTS

All pre-school students must provide documentation of lead screening at the time of enrollment.

3.05 TRANSFERS

Students with past due balances will not be accepted at any other Catholic school within the Diocese of Rochester until the past due amount is resolved.

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4.00 SCHOOL CURRICULUM

4.01 ACADEMICS

Diocese:

Our curriculum is unique to the individual teacher and school as it integrates our faith and includes all teaching and learning experiences. All curriculum in diocesan schools meets and exceeds the minimum learning standard requirements set forth by New York State. Teachers are expected to use a variety of resources to devise lesson plans and tailor instruction to the individual needs of their students. Teachers of all subject areas are encouraged to collaborate to show the connection between subject areas and allow for students to apply knowledge and skills in preparation for college and careers.

Religion is taught daily as a core subject as well as integrated into all subject areas and aspects of the school day. Prayer occurs multiple times daily and the integration of religious values within other subject areas is the constant responsibility of all faculty and staff.

Shared Expectations for Excellence in Development guides curriculum and instruction in our schools. The document is available online at the Diocese of Rochester Department of Catholic Schools' website (www.dorschools.org)

Siena:

Siena requires each student to complete instruction in Religion, Mathematics, English/Language Arts, Social Studies, and Science.

In addition, students are required to take a Foreign Language or participate in our Academic Intervention Program (AIP). Placement in a Foreign Language or AIP will be determined by the placement committee based on 5th or 6th grade report card grades, standardized test scores, and 5th or 6th grade teacher recommendation. Parents will be notified prior to September if their child has been placed in the Academic Intervention Program.

Advanced Math is offered in grade 7. Student placement will be determined by the placement committee based on prior year's math grades, standardized tests, New York State Math test, and teacher recommendation.

Regents level Algebra I and Living Environment are offered to students in grade 8. Students who demonstrate exceptional aptitude and self-discipline are invited to participate at the end of their 7th grade year.

All students must also complete the required instruction in our "Specials" subjects of Art, Business, Computer Technology, Health, Music and Physical Education.

A more complete description of our academic program is published in our *Program of Study* document.

4.02 ATHLETICS

We are proud of our strong student participation in all sports at Siena. Our athletic program promotes the development of spiritual, emotional, intellectual, social, and physical attributes. The program fosters self-esteem, self-discipline, cooperation, and fair play by approaching competition as a healthy and constructive exercise.

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Siena's seventh and eighth grade athletic program is primarily a league-based competitive program. In order to meet the needs of the many students involved in extra-curricular athletics we offer a two-tiered approach with participation in both the Section V Private/Parochial modified sports league and the Catholic Youth Organization (CYO) league. Tryouts for modified sports (those competing in Section V) are scheduled before the season. Some modified sports do not cut, and no CYO teams do.

Sixth graders are not eligible to participate in interscholastic athletics sponsored by NYSPHSAA and CYO does not permit middle schools to host their own teams. Sixth graders are encouraged to participate in the parish-based CYO leagues and town and travel teams. We do offer a club program in which sixth grade students either comprise an entire team for scrimmages or join the practice squad on a seventh and eighth grade team.

The athletic program at Siena enhances our academic excellence by building character. A major goal of the Siena athletic program is to encourage participation of as many students as possible and in so doing develop their lifelong skills and values. We strive for victory, but not at the expense of others' dignity.

Coaches:

We rely entirely on volunteer coaches who attend a philosophy and procedure meeting before their season. They must also receive Temporary Coaching Certification from NYSED.

Players:

All team members are expected to be committed to the team and to demonstrate respect for their coaches, teammates, and opponents. Inappropriate behavior may result in loss of playing time or removal from the team.

Players are responsible for all loaned property, i.e. equipment and uniforms.

Students on academic or behavioral probation are not permitted to participate in sports.

Parents/Guardians:

Parents and guardians are a vital part of the Siena athletic program. They demonstrate their support for their children through positive, vocal attendance at competitions. More actively, they help volunteer to drive athletes to practices and games and to serve in the concession and ticket sales at CYO basketball games. All volunteers must complete the "Creating a Safer Environment" training, sign a Code of Volunteer Conduct, and undergo a criminal background check.

Parents/Guardians with concerns regarding the team or the athletic program should consult the Communication Flow Chart (section 8.01) for guidance on the means of proceeding with a complaint or concern.

Funding:

Siena's athletic program is entirely funded by athletic registration fees, sale of concessions, collection of admissions, and additional fund raisers. It is not financed by school tuition. Any additional expenses incurred by individual teams, i.e. parties, coaches' gifts, etc., must be met by the teams.

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Registration fees must be paid prior to the first practice, or the player will not be allowed to participate.

4.03 COMMUNITY/CHRISTIAN SERVICE REQUIREMENT

Our baptismal vows call us to charity, service, and social justice. Christian *service* is distinguished from *charity* in our modern context as an act of giving of one's time and talent rather than of treasure. Both are virtuous, but acts of service are particularly powerful experiences as they force us to empathize with the plight of others as we have personal encounters with those whom we serve. The obligation to teach our children the importance of service is at the core of our Christian parenting and guardianship. Many at Siena already perform acts of service. This program gives recognition to those endeavors as well as introduces students to new and creative possibilities.

In order to graduate, students are required to fulfill twenty (20) hours of community service by the end of the third quarter of their eighth grade school year. Seventh graders are required to complete at least ten hours before the Fall of their eighth grade year. A reflection paper on their service will be assigned in Religion in the fourth quarter of eighth grade.

- The primary focus is learning through service to others, especially the poor, the elderly, children, the sick, and disabled.
- The service project must be to an outside agency or to an individual to whom the student is not related. The goal is to develop the capacity to extend student empathy beyond their family and friends.
- Service projects should be about people. While service to animals (such as at Lollipop Farm) will be allowed, it must be complemented by service to humans. Service hours focusing totally on animals is not acceptable. Additionally, the service project should require direct interaction with the people in need. Stocking shelves at a soup kitchen does not foster the empathy that serving meals does.
- Service hours will not be awarded for school-wide service projects such as the Advent-Christmas Project, Jar Wars, the Lenten Project, etc.
- Students may perform acts of service individually or in groups. Parents are encouraged to participate and guide their children.
- Students will report and verify their service hours on the service form. Students must submit the form to the School Counselor to receive credit. Incomplete forms will not be accepted.
- Students and parents are responsible for making contacts, arranging for transportation and verifying service hours by obtaining the necessary signatures.

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5.00 STUDENT HEALTH AND SAFETY

5.01 ADMINISTRATION OF MEDICATIONS AT SCHOOL

If a child will be taking prescription and/or over the counter medications at school, medication permission forms must be signed by both the health care provider and parent and be submitted to the school. New York State Law requires that parents or guardians must personally deliver all medication to the school health office (unless a student has permission to self-carry, on a medication form signed by both the health care provider and parent). All controlled medications must be delivered to school by a parent/guardian. All medications must remain in a properly labeled pharmacy container or original over the counter (OTC) container. New Medication Permission Forms are required at the beginning of each school year, and require parent/health care provider signatures. Forms are available on the website or in the school health office. Health care providers may use their own form if desired.

Students who require life-saving medications may self-carry and self-administer with written permission from both parent/guardian, health care provider, and approval by the principal and school nurse. All self-carried, life-saving medications must have a duplicate supply stored in the health office in the event the student's supply is misplaced, lost, or not readily available in an emergency. For students who require medication, such as inhalers and epi-pens, during athletic events, prior arrangements are essential, either having your child self-carry and self-administer with prior parent/guardian and health care provider documentation and school nurse approval, or by providing written documentation designating a friend or family member to administer medication in your absence. No one may give medication to your child without prior written approval. Please contact the School Nurse if you have questions.

The school nurse is available M-F 9am-1pm, @381-1220.

5.02 EMERGENCY TREATMENT

If a student becomes ill during school hours, the school nurse will assess and monitor the situation, and notify the parent as needed.

Families of students with a medical condition such as diabetes, seizure disorder, allergy/anaphylaxis, or any other condition requiring an Emergency Care Plan must submit an Emergency Care Plan signed by both the health care provider and parent/guardian to the school nurse before the first day of school. Forms are available on the website, in the school health office, or your health care provider may use their own if desired.

Please supply adequate supplies of all lifesaving medication and testing materials to the school nurse. If your child is self-carrying life-saving medications, their kit should be maintained in a dedicated, secure place known to the nurse, and a second kit should be stored in the health office for emergency purposes. Please keep the health office informed of updated cell phone numbers for emergency contact if needed.

5.03 STUDENT PREGNANCY

The Diocese of Rochester maintains a pastoral approach to ministering to the needs of female and male students involved in a pregnancy as well as to their families. Each such case will be treated individually by the Principal and Pastor/Pastoral Administrator in consultation with the family.

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5.04 CHILD ABUSE

Under the New York State Child Protective Act, school personnel who “suspect” that a child coming before them in their “professional capacity” is being abused or neglected are mandated to report their suspicion. All school faculty and administration are mandated reporters. All Diocese of Rochester Schools are legally and morally bound to make such reports and will contact the local Department of Social Services when necessary.

5.05 PHYSICAL/DENTAL EXAMS

The NYS Education Dept. requires all 7th grade students, as well as all newly entering 6th and 8th grade students to have a completed Health Appraisal form (forms are available on the website or in the school health office.) A form from the student's health care provider is also acceptable. Parents of 7th grade students may provide a certificate of dental examination from their dentist if they wish to do so for inclusion in their child's health record. All physicals must be within one year prior to the start of the school year. A physical must be dated between September 1st of last year and September 1st of this year. If your child is a returning student and participates in an interscholastic sport, it is necessary that the Health Appraisal form be completed within 12 months of the start of the sport season in which the student participates.

Physicals for Interscholastic Sports

The NYS Education Department requires that all students participating in sports have a physical on file in the Health Office dated one year prior to the sport. For example, baseball players must have a physical dated within one year of the spring season in which they will play. The specific sports permission form and Interval Health History form (medical certification) must be completed and signed by the parent for *each* sponsored sport. It is the student's and parents' responsibility to ensure the submission of these forms prior to the start of the sports season. The student may not begin participation in the sport until this step is completed and the School Nurse has cleared the student to participate.

Mandated Screenings

NYS Ed Dept recommends health screening for vision, hearing and scoliosis. Screening for vision, hearing and scoliosis will be done by the school nurse on all new 6th, 7th, and 8th graders only if they have not been done by your child's health care provider or with parental request. If any concerns are found, parents will be notified in writing. Parents are responsible for appropriate medical follow-up.

5.06 STUDENT BULLYING AND HARASSMENT POLICY (Diocesan Policy)

KEY POLICY STATEMENTS:

- The Diocese of Rochester and the Department of Catholic Schools support The Dignity for All Student Act which ensures the belief that all administrators, teachers, staff, and students are entitled to be treated with dignity and respect, and to learn and work in a safe environment free from harassment. It is the responsibility of the principal, teachers and staff, and students to create an environment free from harassment, bullying and discrimination.
- The Department of Catholic Schools strictly prohibits any conduct which constitutes harassment and will discipline any person guilty of such conduct. Such discipline may include

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but is not limited to suspension, expulsion or other disciplinary procedures at the discretion of the principal with approval of the Superintendent.

- False accusations of harassment and or bullying will result in disciplinary action.

DETAILS:

Definitions:

Bullying

Bullying has been described by the USDE as unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying can occur before and after school hours, in a school building or places like a playground or bus, while a child who is travelling to and from school or on the Internet. Children who are bullied and those who bully others could have serious, lasting problems. Additionally, according to the USDE, bullying generally involved the following characteristics:

- An Imbalance of Power: Children who bully use their power, such as physical strength, access to embarrassing information, or popularity, to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Intent to Cause Harm: The person bullying has a goal of causing harm
- Repetition: Bullying behaviors generally happen more than once or have the potential to happen more than once

Examples of bullying and cyberbullying include but are not limited to:

- Verbal: Name-calling, teasing, inappropriate sexual comments, taunting and threatening to cause harm.
- Social: Spreading rumors about someone, excluding others on purpose, telling other children not to be friends with someone, and embarrassing someone in public
- Physical: Hitting, punching, shoving, kicking, pinching, spitting, tripping, pushing, taking or breaking someone's things, and making mean or rude hand gestures
- Go to: <http://www.stopbullying.gov/what-is-bullying/definition/index.html>

Harassment

The Dignity Act (Education Law S11(7)) defines harassment as the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities, or benefits, or mental, emotional or physical well-being; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety. Such conduct, verbal threats, intimidation or abuse, includes but is not limited to conduct, verbal threats, intimidation or abuse based on a person's actual or perceived:

Race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, gender (which includes a person's actual or perceived sex, as well as gender identity and expression).

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Identifiers:

Harassment, Bullying and or Discrimination can be defined as any behavior, ordinarily repetitive in nature, which disturbs, torments, troubles, persecutes or pesters someone. Harassment is a form of discrimination when someone is treated differently because of perceived differences. In a school setting harassment presents as any unwanted words or actions that hurt, humiliate, embarrass or persistently disturb people.

The speaker or actor's intentions do not mitigate the seriousness of the behavior.

1. Behavior or words that:

- are uninvited, unwanted, and unwelcome;
- cause a person to feel uncomfortable, hurt or offended;
- create an atmosphere that makes work or learning difficult;
- may be repeated or may occur on a one-time basis.

2. May include, but is not limited to:

- Unwelcome verbal conduct such as verbal abuse or "kidding," derogatory comments or jokes, spreading of rumors, unwanted advances, intimations or comments.
- Unwelcome visual contact such as derogatory gestures, looks, pictures, photographs, illustrations, graffiti, messages, or notes.
- Unwelcome physical contact such as demands for favors, accompanied by promises or threats; pulling at clothes, blocking or cornering a person; touching, grabbing, or pinching; intentionally brushing against a person; forcing a person to do anything.
- Any of the conduct mentioned herein when such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive working or learning environment, and, such conduct refers to behavior that is not welcome, that is personally offensive, that lowers morale and that interferes with the school's effort and obligation to educate its students.
- Retaliation for having reported or threatened to report harassment.

5.07 DRUG AND ALCOHOL ABUSE

Any student in an elementary or junior high school of the diocese who is selling, giving or dealing drugs or alcohol to other students in school or at a school sponsored event is liable for expulsion. He/she will be suspended immediately and a conference between student, parent(s), or guardian(s), school administrator and the Diocesan Catholic Schools Office will be arranged soon after the student has been caught selling, giving or dealing with such substances. If the student has not been expelled, he/she will be put on probation. A second serious offense against any school rule while on probation will result in expulsion of the student. In addition to counseling, the school administration will invoke suitable penalties and procedures to ensure the terms of the probation.

Any student in an elementary or junior high school of the diocese who is under the influence of drugs or alcohol in school or at a school sponsored event will be suspended and his/her parent(s) or guardian(s) will be notified immediately. After consultation with the pastor (if

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applicable) a conference among principal, parent(s) or guardian(s) and student will be arranged. In addition to counseling, the school will impose suitable penalties and procedures and the student will be placed on probation. A second offense involving drugs or alcohol in any form will result in expulsion.

Any student in an elementary or junior high school of the diocese who is detected using drugs or alcohol in school or at a school-sponsored event will be suspended and his/her parent(s) or guardian(s) will be notified and a conference arranged among student, parent(s) or guardian(s) and principal. In addition to counseling, a suitable punishment will be administered by the school that could include probation.

Any student in an elementary or junior high school of the diocese who has drug or alcohol paraphernalia in his/her possession in school or at a school-sponsored event will be assigned a suitable punishment by the principal. Parent(s) or guardian(s) will be notified of the incident and of the disciplinary action.

In a situation in which counseling is required or recommended, the principal, after consultation with parent(s) or guardian(s) has the right to determine the counselor and terms of the counseling. The Catholic Schools Office will maintain a file of counseling agencies in the diocese for those who wish to use them.

5.08 PESTICIDE NEIGHBOR NOTIFICATION LAW

In adherence to New York State Section 409-H Education Law, Siena Catholic Academy does not use any pesticide products in its school or on its grounds.

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6.00 FINANCIAL

6.01 TUITION

The 2018-2019 tuition at Siena Catholic Academy is \$5,350.00 for parishioner and \$64,50.00 for non-parishioner. Discounts are taken for more than one child in Siena and for families with children still in the DOR elementary schools. See the admissions webpage for further information.

6.02 PARISHIONER STATUS

Families are granted parishioner status by Pastor/Pastoral Administrator authorization. Neither Siena Catholic Academy nor the school principal has the authority to grant parishioner status.

Should a discrepancy arise regarding a family's parishioner status, it must be resolved through their home parish. It is the responsibility of the family to resolve the discrepancy with the Pastor/Pastoral Administrator, not Siena Catholic Academy or the school principal.

6.03 DELINQUENT ACCOUNTS

Families that are one payment in financial delinquency will be notified by FACTS, the Diocesan Tuition Management System, as being past due. The Pastor/Pastoral Administrator, Business Manager/Finance Director, and Principal will be notified of the past due status.

Families with balances greater than 60 days past due will not be permitted to return to school until the outstanding balance is resolved.

Siena Catholic Academy will pursue every avenue to obtain tuition and extended care payment, including collection agencies and legal options. Academic records and transcripts will not be released until the outstanding balance is paid in full, as well as any collection fees incurred. Students will not be permitted to attend the eighth grade class trip or graduation if their families' account is delinquent.

6.04 FAIR SHARE PROGRAM

The Fair Share Program is an assistance program for families in need of help for a month or two with their tuition due to loss of job, health emergency, etc. Requests for assistance can be made to the Principal throughout the year. Families who are in a position to make a donation to this program to assist a less fortunate family can make a pledge to this fund.

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7.00 TECHNOLOGY

7.01 ACCEPTABLE USE OF THE COMPUTER NETWORK AND INTERNET POLICY

It is the policy of Siena Catholic Academy to require the ethical use of the Internet and related technologies by all employees, volunteers, and students as set forth below in the "Siena Catholic Academy Acceptable Use of the Computer Network and Internet Policy." Access privileges may be revoked, administrative disciplinary action may be taken, and/or appropriate legal action taken for any violations that are unethical and may constitute a criminal offense.

Internet Terms, Conditions, and Regulations

1. Acceptable Use:

Use of the Internet and related technologies must be in support of education and research and consistent with the educational objectives of Siena Catholic Academy. Use of other organizational networks or computing resources must comply with the rules appropriate for these networks.

2. Unacceptable Use:

Transmission of any material in violation of any national, state or Diocesan policy or law is prohibited. This includes, but is not limited to, copyright materials, threatening, violent, or obscene material or material protected by trade secret. Use for commercial activities is not acceptable. Use for product advertisement, unauthorized chat or chain letter communication or political lobbying is also prohibited. Other examples of unacceptable information are pornography, information on bombs, inappropriate language and communications, flame letters, or like material.

Acts of vandalism are prohibited. Vandalism is defined as any malicious attempt to harm or destroy data of another user, or to damage hardware or software. This includes, but is not limited to, the uploading or creation of computer viruses. Unauthorized use of another's computer, access sign-on and/or password and/or accounts, and/or files is prohibited.

3. Privileges:

The use of the Internet and related technologies is a privilege, not a right. Inappropriate use may result in cancellation of those privileges. Each user, who is provided access to Internet and related technologies, will participate in a discussion with assigned staff person(s) concerning the proper use of the network. The faculty, staff, or parent/guardian may request the administrator or designee to deny, revoke, or suspend a specific user access to the Internet and related technologies due to unacceptable use.

4. Warranties:

The educational programs governed by Siena Catholic Academy make no warranties of any kind, whether expressed or implied, for the service it is providing and will not be responsible for any damages users suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. Use of any information obtained via the Internet and related technologies is at the user's own risk. The educational program governed by Siena Catholic Academy specifically denies any responsibility for the accuracy or quality of information obtained through its services. The computer user will be responsible for any financial obligation

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incurred through the use of Internet and related technologies that are not previously approved as part of the local budget.

Acceptable Student Use of the Computer Network and Internet Policy

Rules and Responsibilities:

Access to the Internet will enable students to explore thousands of school-related libraries, databases, and research media. While Siena Catholic Academy's intent is to make Internet access available to further educational goals and objectives, students may find ways to access objectionable material as well. Siena Catholic Academy believes that educational benefits to students from accessing the Internet, in the form of information, resources, and opportunities for collaboration, exceed any disadvantages.

To that end, Siena Catholic Academy has set the following standards for acceptable student use of on-line information sources via the Internet.

1. Students are responsible for good behavior on school computer networks, just as they are in the classroom. Communications on the network are often public in nature. The Internet network is provided for students to conduct research and communicate with others as a regular part of the curriculum. Access to Internet network services is given to students who agree to act in a responsible manner. Parental permission is required, and access is a privilege - not a right.

2. Network administrators and teachers may review files and communications to maintain system integrity and ensure that users are employing the system responsibly. Network storage areas will be monitored regularly. Users should not expect that files used or stored on school computers or servers would always be private.

3. Access to information will be honored within reason. During school hours, teachers will guide students toward appropriate materials. Outside of school, families bear the same responsibility as they would when guiding their children with information sources such as books, periodicals, television, telephones, movies, radio, and other potentially offensive media.

4. The following list describes behaviors and/or actions that are not permitted. The principal, as school administrator, has final authority to determine what behaviors and/or actions are unacceptable:

- Sending, displaying, or downloading offensive messages or pictures;
- Using obscene language;
- Harassing, insulting, or threatening others;
- Damaging of computer systems or computer networks;
- Violating copyright laws;
- Submitting documents from the Internet as a student's personal work;
- Using another person's sign-on and/or password;
- Trespassing in someone else's folder, work, or files;
- Intentionally wasting limited resources;
- Using the network for commercial purposes;

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- Revealing a personal phone number, name or address of one's self or another.

5. Violations will result in loss of access as well as other disciplinary action as determined by the school principal.

7.02 USE OF ELECTRONICS – CELL PHONE AND OTHER ELECTRONIC DEVICES

Cell phones, MP3's, IPODS, Laser pointers, cameras, electronic games, pagers, etc. are not allowed on the student during classes or lunch. If they are found being used by a student during school they will be confiscated and must be picked up by a parent. Repeat offenses will be handled at the discretion of Administration.

Neither the Diocese of Rochester nor the school is responsible for any electronic items brought to school; including cell phone, iPods, or any digital equipment. All electronic communications devices are subject to the harassment policy.

7.03 CHROMEBOOKS

Chromebooks will be issued to members of the class 2021 and subsequent classes. These devices are the property of Siena Catholic Academy until the student graduates from Siena. Students are responsible for the care of the device and for any damage that it sustains.

Chromebook insurance and soft case are required – both for a nominal fee.

A formal process of education and training in the appropriate use of the device is part of the new student technology curriculum. After approximately six weeks, students and their parents/guardians will participate in an evening training session at the end of which the students and families will sign an agreement form and will be permitted to bring the Chromebooks home.

Chromebooks will be housed by Siena over the summer months.

For our purposes, the Chromebooks are a learning tool. Students who use the Chromebooks for other purposes during class time will be warned and eventually have their Chromebooks confiscated. Use of the Chromebooks is not permitted during lunch.

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8.00 PARENT INFORMATION & COMMUNICATION

8.01 COMMUNICATION FLOWCHART

As a Catholic school community, we recognize the role of parents as the primary educators of their children. Therefore, we value communication as a key to the success of all children entrusted to our care. This communication flow chart serves as a guideline and should assist parents and school community members in contacting the appropriate school staff members with questions or concerns. We encourage you to contact the staff member most immediately involved with your question or concern as the first contact. If the issue is not resolved, please progress through the flow chart below.

Questions/ Concerns	First Contact	Second Contact	Third Contact
Academics	Teacher	Principal	Superintendent
Athletics/CYO	Coach	Athletic Director & Principal	Diocesan CYO Administrator
Behavior	Teacher	Principal & Dean of Students , <i>if applicable</i>	Superintendent
Extra-Curricular Activities	Club Advisor	Principal & Counselor, <i>if applicable</i>	Superintendent
Financial Aid	School Business Manager	Principal	Superintendent
Medical	School Nurse	Principal & Counselor, <i>if applicable</i>	Superintendent
Religion	Teacher	Principal	Superintendent
Safety	Teacher	Dean of Students	Principal
Special Education	AIP or Resource Teacher	Principal & Counselor, <i>if applicable</i>	K-8 th Grade: School District of School Location
Transportation/ Bus Behavior	Driver	Principal & Dean of Students	Transportation Department of District of Residence
Technology	Teacher	School Technology Coordinator	Principal
Tuition Payment	Tuition Management Company, <i>if applicable</i>	School Business Manager	Principal
Use of Facilities	Principal & Parish Office	Office Staff	Pastor/ Pastoral Administrator

Additionally, except where noted above, the Superintendent is the Fourth Contact.

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8.02 MEDIA RELEASE STATEMENT

Sienna Catholic Academy subscribes to the following photo release policy:

Minors:

Photos and images of minors (children under 18 years of age) may be included in print and Web publications only when the parent/guardian sign the Model Release.

If no Model Release is available, photos and images of minors may only be included in print and Web publications and video productions when the minors' faces are indistinguishable (ie, turned away from the camera or otherwise unidentifiable).

Adults:

Sienna Catholic Academy does not require signed release form to publish images of adults.

8.03 STUDENT RECORDS

Transfer of Records

Upon receiving a formal request from the school to which a student is transferring, the following records will be sent:

- Academic
- Grade placement
- Attendance/Health records

Records that are outdated or opinionated are not transferred. Since this information is confidential, it is never given to a parent to take to the new school. Parents are notified that copies of the transferred records are available to them, at their expense. The blue permanent record card is kept on file as a record of transfer.

AVAILABILITY OF STUDENT RECORDS

Consistent with the provisions of the Family Educational Rights and Privacy Act of 1974, official records, files, and data directly related to their children are available to parents upon request.

A form requesting to review records is available in the school office. Records will be reviewed within thirty (30) days of the written request.

8.04 REPORT CARDS, PROGRESS REPORTS, AND CONFERENCES

Communication between teachers and parents is vital to a sound educational program. Report cards are issued at regular ten-week intervals throughout the year. Progress reports are issued approximately midway through a marking period. Parent-Teacher conferences are scheduled twice, once each semester. Parents are invited to make an appointment to see a teacher whenever they feel it is necessary. Teachers may also call parents for an appointment. (If it is necessary to contact a teacher, please do not call the teacher's home, please call the school office or email the teacher.) The school office must be informed of all school visitors.