



Diocese of Rochester  
**Catholic Schools**

Faith. Academics. Community.

STUDENT-PARENT/GUARDIAN HANDBOOK

2023-24



**Saint Kateri School**  
**445 Kings Highway South, Rochester NY 14617**

**CONTACT**

**Phone:** (585) 467-8730

**Fax:** (585) 467-5392

**Email:** [sksdcs@dor.org](mailto:sksdcs@dor.org)

**Website:** [www.saintkaterischool.org](http://www.saintkaterischool.org)

DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS  
SAINT KATERI SCHOOL – STUDENT/PARENT HANDBOOK

---

## TABLE OF CONTENTS

<b>1.00</b>	<b>WELCOME</b>
1.01	➤ STUDENT EXPECTATIONS
1.02	➤ PARENT/GUARDIAN EXPECTATIONS
<b>2.00</b>	<b>SCHOOL ADMINISTRATION</b>
2.01	➤ SCHOOL HOURS, ARRIVAL, DISMISSAL AND HALF DAYS
2.02	➤ SCHOOL FACULTY AND STAFF
2.03	➤ SCHOOL DRESS-CODES AND UNIFORMS
2.04	➤ SCHOOL CLOSINGS AND WEATHER EMERGENCIES
2.05	➤ DIGNITY FOR ALL STUDENTS
2.06	➤ ATTENDANCE AND ABSENCE
<b>3.00</b>	<b>SCHOOL ADMISSION</b>
3.01	➤ ADMISSION POLICY AND PROCEDURE
3.02	➤ AGE REQUIREMENTS
3.03	➤ IMMUNIZATION
3.04	➤ NONDISCRIMINATION
3.05	➤ LEAD TESTING FOR PRE-SCHOOL STUDENTS
3.06	➤ TRANSFERS
<b>4.00</b>	<b>SCHOOL CURRICULUM</b>
4.01	➤ CURRICULUM
4.02	➤ FIELD TRIPS
4.03	➤ ACADEMIC INTERVENTION SERVICES (AIS) AND INSTRUCTIONAL SUPPORT TEAM (IST)
4.04	➤ HOMEWORK
4.05	➤ PERFORMANCE ASSESSMENT – DAILY SUBJECTS
4.06	➤ PARENT TEACHER COMMUNICATION
4.07	➤ CLASS PROMOTION
4.08	➤ SPIRITUAL ACTIVITIES
4.09	➤ STUDENT ACTIVITIES

DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS  
SAINT KATERI SCHOOL – STUDENT/PARENT HANDBOOK

---

**TABLE OF CONTENTS (cont.)**

<b>5.00</b>	<b>STUDENT HEALTH AND SAFETY</b>
5.01	➤ ADMINISTRATION OF MEDICATIONS AT SCHOOL
5.02	➤ EMERGENCY TREATMENT
5.03	➤ STUDENT PREGNANCY
5.04	➤ CHILD PROTECTIVE SERVICES ACT
5.05	➤ DRUG, ALCOHOL, AND TOBACCO
5.06	➤ WEAPONS ON SCHOOL PREMISES
5.07	➤ <b>CODE OF CONDUCT: PURPOSE AND GOAL</b>
5.08	➤ <b>CODE OF CONDUCT: RIGHTS AND RESPONSIBILITIES</b>
5.09	➤ <b>CODE OF CONDUCT: PROHIBITED STUDENT BEHAVIOR</b>
5.10	➤ <b>CODE OF CONDUCT: DISCIPLINARY PROCEDURES AND CONSEQUENCES</b>
<b>6.00</b>	<b>FINANCIAL</b>
6.01	➤ TUITION
6.02	➤ DELINQUENT ACCOUNTS
<b>7.00</b>	<b>TECHNOLOGY</b>
7.01	➤ ACCEPTABLE USE OF THE COMPUTER NETWORK AND INTERNET POLICY
7.02	➤ USE OF ELECTRONICS – CELL PHONES
<b>8.00</b>	<b>PARENT INFORMATION AND COMMUNICATION</b>
8.01	➤ COMMUNICATION FLOW CHART
	➤ MEDIA AND MODEL RELEASE STATEMENT



### DIOCESE OF ROCHESTER MISSION STATEMENT

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.

### SAINT KATERI SCHOOL MISSION STATEMENT

We at Saint Kateri School strive to continue to develop each child's relationship with God by promoting a Christ-centered Catholic academic education focused on the Gospel message of love, responsibility, and service to others.

DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS  
SAINT KATERI SCHOOL – STUDENT/PARENT HANDBOOK

---

## 1.00 WELCOME

Saint Kateri School is a Preschool – 5th grade elementary school run as a ministry of Saint Kateri Tekakwitha Parish. As a member of the Diocese of Rochester-Department of Catholic Schools, Saint Kateri School has achieved accreditation by the Middle States Association of Colleges and Schools. This accreditation recognizes our prior achievement as a Catholic school and our commitment to greater future achievements.

At Saint Kateri School we strive to develop each child's relationship with Jesus Christ through quality education, Christian training, and social growth. When faculty, staff and students lead Gospel centered lives, then Christian values permeate all subjects. We believe in a positive self-image for everyone where mutual respect and cooperation is fostered. Students are encouraged to develop spiritually, academically, and socially to grow and help others to make the world a better place.

We at Saint Kateri School strive to continue to develop each child's relationship with God by promoting a Christ-centered Catholic academic education focused on the Gospel Message of **LOVE, RESPONSIBILITY, and SERVICE** to others. We believe in educating the whole child. Therefore, we strive to provide the opportunities for each child to explore, discover and enhance their God given talents.

### 1.1 STUDENT EXPECTATIONS

All Saint Kateri School students have the responsibility to:

- Contribute to maintaining a school environment conducive to learning and to show respect to other persons and to property.
- Follow all Saint Kateri School handbook policies, school rules, and this Code of Conduct.
- Refrain from negative and harmful verbal or physical acts towards others.
- Attend school every day unless they are legally excused, and be in class on time, and prepared to learn.
- Work to the best of their individual ability in all academic and extra-curricular activities and strive toward their highest possible level of achievement.
- Complete all assignments as directed.

### 1.2 PARENT AND GUARDIAN EXPECTATIONS

The philosophy of the Diocese of Rochester Catholic School community is to proclaim the Gospel message of Jesus, educate the whole child, guide students in the love and service of God and others, and integrate Christian virtues (love, faith, hope, courage, reconciliation, and justice) into the curriculum.

By registering your child/ren at a Catholic school, parents/guardians become members of the school community of students, faculty, and staff that recognizes the mission of building Christ-like presence in our schools by instilling Christian values in our young men and women who will shape our future. By registering at a Catholic school, parents/guardians agree to uphold the policies, procedures, and decisions of the school as a partner in the education of each child. This partnership obligates all of us to share in the responsibilities for the education of children by agreeing to the following oath:

DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS  
SAINT KATERI SCHOOL – STUDENT/PARENT HANDBOOK

---

- I (We) fully understand the importance of guiding my (our) children's faith development, acting as a good Christian role model, actively participating in church membership and attending weekly Mass or church services.
- I (We) fully understand the importance of attending Parent Teacher Conferences at the teacher's request, cooperating with school staff, and being present at other school events to support my child/ren.
- I (We) understand the importance of reviewing my child/ren's homework daily.
- I (We) support and work with the faculty and staff to ensure a nurturing learning environment.
- I (We) agree to volunteer for events and projects within the school year.
- I (We) will ensure that students are picked-up from school and from school events on time.
- I (We) will register dissatisfactions and complaints in a reasonable and fair way, will not gossip, and will give everyone the benefit of the doubt by assessing the facts before passing judgment. Solutions to specific classroom issues must be sought at the level of the teachers before approaching the administration. ***The school expects that students and parents/guardians are respectful of one another, the faculty, and staff, including verbal, written, and face-to-face communications. Inappropriate and slanderous comments and/or social media behavior will not be tolerated and addressed appropriately by the school principal.***
- I (We) will fulfill financial obligations to the school in a timely manner, including the payment of tuition, fees, and other expenses.

This promise is designed to implement the blessings of the Church-Family-School relationship. The Catholic school becomes a faithful atmosphere with the positive interaction of students, parents/guardians, teachers, administration, and support staff.

### **RESOLVING QUESTIONS OR CONCERNS**

The mark of a Christian society is the way in which conflicts are resolved. Virtue and respect for others demand that questions or concerns be addressed directly to those involved and not discussed with others, requires an understanding that sometimes people have to “agree to disagree”, and that they not be presented to higher levels of authority unless previous attempts at resolution have been unsuccessful.

All interaction with faculty, staff, and administration should be by appointment. Parents/Guardians should not expect availability on a “drop-in” basis. **For the safety and security of all students and staff, visitors must report to the main office and be escorted throughout the building and abide by all safety policies and procedures set forth by the school.**

- Questions regarding classroom order, expectations, grading, and other classroom related issues should be discussed directly with the teacher to address concerns.
- General questions regarding academics should be addressed to the teacher and then the Principal.
- Disciplinary issues should be addressed with the Principal and/or the Dean of Students.
- Financial questions should be addressed with the Business Office.

DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS  
SAINT KATERI SCHOOL – STUDENT/PARENT HANDBOOK

---

### **PARENT/GUARDIAN VOLUNTEERISM**

We have an active group of volunteers – Volunteers are the main support system of every Catholic School. Please become involved in some capacity. The Principal expects every family will become involved in one of our celebrated events to support their child/ren and the school. As Jesus said, “I am the way and the truth and the life. No one comes to the Father, except through me” (John 14:6). In service to the children and the school, your gifts will be realized and valued.

All parent/guardian volunteers must complete the online Diocese of Rochester’s Creating a Safe Environment (CASE) for Volunteers Training (before volunteering at any event where students are present). Information is provided below:

#### **Diocese of Rochester Volunteer Requirements**

Catholic school system or in its parishes and related ministries fulfill the following criteria:

1. Participate in or complete online a Creating a Safe Environment Training course
2. Complete and sign a Diocese of Rochester Volunteer Code of Conduct Form.
3. Complete the Criminal Record Check process.
4. If driving children, complete the Volunteer Driver Information Form and have driving record checked. This must be completed every year.

Go to: [Saint Kateri School link to Creating A Safe Environment information](#) for more detailed information.

This is required to work with children in any capacity in our school - room parent, assist in the classroom, chaperone/drive on fieldtrips, athletic coach, and/or assistant at any social event where students are participating. All volunteers must participate in a renewal of training as determined by the Diocese of Rochester.

## **2.00 SCHOOL ADMINISTRATION**

### **2.1 SCHOOL HOURS**

The School Day begins at 8:30 AM and ends at 3:00 PM. For safety and security reasons, students are not allowed to enter the school building or be on school grounds before 8:00 AM or after 6:00 PM, unless attending an authorized school program or function.

Students arriving after the 8:30am Bell will be required to report to the Main Office to be signed in by a parent/guardian. Parents/Guardians must walk any late students into the building to sign them in. Students leaving early, prior to dismissal, must be signed out from the Main Office. Please notify the Main Office if your child will be returning that day.

**For the 2022-2023 school year we will not be doing an Arrival or Dismissal Car Line.**

For the safety of the students, teachers need to give all their attention to the children during arrival and dismissal times. If you need to speak with your child’s teacher, we ask that you call or email to make an appointment to meet when the teacher is available.

DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS  
SAINT KATERI SCHOOL – STUDENT/PARENT HANDBOOK

---

**ARRIVAL:**

***Preschool students, and any families that have a preschooler and a K-5 student:***

- Will be dropped off at DOOR #1 (Back Preschool Door) beginning at 8:00am. Parents will park and walk their child(ren) to DOOR #1 where they will be met by a Saint Kateri School staff member.

**TWO CHOICES for *Morning K-5 Car Riders:***

- Cars can use the bus loop in the front of church (entering through the north entrance and exiting using the south exit only). Drivers must wait in line with other cars and buses until their car reaches the sidewalk in front of SKS, where the school sign is, to unload children. A Saint Kateri School staff member will be present in the bus loop. **Do not pass buses in the bus loop or unload children before reaching the school sidewalk.**

**DISMISSAL:**

Students being picked up by cars are lined up in the gym by class and dismissed through the back entrance at Door #10. Cars will park and adults will enter the building through Door #10. Once inside, parents/guardians will sign students out and dismissal teachers will verify. Dismissal teachers will require an ID until the dismissal team becomes familiar with the parents or if there is an unfamiliar adult picking up a student.

**AFTER SCHOOL CARE:** After School Care is available for Preschool students from 2:15-6:00pm and to K-5 students from 3:00pm to 6:00pm. Please check your school calendar for scheduled days off and half days, and plan for alternative childcare on those days. Also, please inform your teacher and the After School Care staff, in writing, of any changes to your child's dismissal. Any child not picked up by 3:00pm will be placed in After School Care and may be charged a fee.

**EARLY DISMISSAL:**

- **Preschool:** Early dismissal for preschoolers is at 11:00am, this is the same time that half-day preschool students are dismissed. All preschoolers will be picked up on Early Dismissal days following the regular daily dismissal procedure in the back of school at Door #1.
- **K – 5<sup>th</sup> grade:** Early dismissal for K – 5<sup>th</sup> grade students is at 11:30am. All K-5 students will be picked up during Early Dismissal following the regular daily dismissal procedure in the back of school at Door #10.

## 2.2 SCHOOL FACULTY & STAFF

<b>Principal:</b>	Mr. Anthony Reale
<b>Office Administrator:</b>	Mrs. Kristen Felluca
<b>Office Assistant:</b>	Mrs. Taylor Isaac
<b>School Nurse:</b>	Mrs. Elizabeth Trimaldi
<b>School Business Manager:</b>	Mrs. Annette Syracuse
<b>Preschool Department:</b>	Mrs. Hannah Gašić Mrs. Helen Moore Ms. Meghan Glanton

DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS  
SAINT KATERI SCHOOL – STUDENT/PARENT HANDBOOK

---

<b>Primary Department:</b>	Kindergarten ~ Mrs. Lyndsey Colway First grade ~ Ms. Corrine Field Second grade ~ Mrs. Susan D'Aprix
<b>Intermediate Department:</b>	Third grade ~ Mrs. Natalie Roberts Fourth grade ~ Mrs. Lauren Bates Fifth grade ~ Mrs. Kristina Juliano
<b>Instructional Assistants:</b>	Mrs. Katie Stam(PK) Mrs. Ellen Curran (PK) Katie Curran (Volunteer Aide) Mrs. Ellen Dusseault (PK) Mrs. Patty Borden (PK)
<b>W.I.N. Room (What I Need) Team:</b>	Mrs. Jeanine Connor ~ School Counselor Mrs. Kate Payne ~ Interventionist and Co-Chair of Student Services
<b>Encore Department:</b>	Mr. Mike Carney ~ Dean of Students & Physical Education Mrs. Brynna Dinsmore ~ Music Teacher Ms. Cara Telesca ~ Technology Teacher Mrs. Gail Michaels ~ Art Teacher
<b>Before and After Care:</b>	After Care Coordinator ~ Ms. Sherrise Seitz Before Care Assistant ~ Mrs. Taylor Isaac After Care Assistant ~ Mrs. Patty Borden After Care Assistant ~ Mrs. Nellie Houlihan

## 2.3 SCHOOL DRESS-CODE AND UNIFORMS

### SCHOOL UNIFORM POLICY: 2022-2023 SCHOOL YEAR

School uniforms are worn to show unity and a sense of school spirit and pride. Students should take pride in their appearance and uniforms should be clean and in good repair. Boys and girls in grades K-5 are required to wear their school uniform from the first day of school until the Friday before the last full week of school.

- School uniforms are available at Stitchworks, 297 Culver Parkway, Rochester NY 14609. [www.stitchwork.com](http://www.stitchwork.com) (585) 654-7522.
- Shirts and blouses need to be tucked in.
- If shorts are worn under uniform jumpers or skirts, they may not show below the hemline of the uniform. In colder months **navy blue leggings only** can be worn under uniform.
- Only school uniform cardigans, fleeces or sweatshirts can be worn in school
- Uniform shorts may be worn in September & October and May & June
- Uniform skorts, skirts and jumpers should be an appropriate length, at your fingertip or longer.

**We ask your cooperation in strictly enforcing these uniform policies.**

### SHOES:

- Shoes must be closed toe. Fashion boots are not part of the uniform.
- Sneakers should be neutral in color (white, black, gray or blue) and have rubber soles that will not mark up the gym floor. Light-up, fluorescent, multi-colored and/or high-top shoes will not be permitted.

DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS  
SAINT KATERI SCHOOL – STUDENT/PARENT HANDBOOK

---

**ACCESSORIES:**

- Hair accessories should be simple, neat and uniform colors. No oversized bows or headbands.
- Conservative jewelry is allowed; i.e. watches, small posts earrings (girls only), small rings, simple chains and pendants.
- Nail polish (girls only) should be one color; clear or light in color (artificial nails cannot be worn)
- No make-up is permitted

**HAIR STYLE:**

- Girls - simple and neat
- Boys - simple, neat and not below the collar
- Dyed hair, shaved heads or extreme haircuts are not permitted

**BOYS:**

- Navy blue dress pants; twill ONLY (cargo, jeans or knit pants are not permissible)
- Navy blue twill dress shorts
- Light blue polo with navy school logo; short sleeve or long sleeve
- Gray cardigan sweater with navy school logo
- Gray fleece with navy school logo
- White or navy blue socks (must be visible and cover the ankle)

**GIRLS:**

- Navy blue dress pants; twill ONLY (cargo, jeans, knit, or capris are not permissible)
- Navy blue twill dress shorts
- Navy blue skort
- Light blue Peter Pan blouse with navy school logo on collar; short sleeve or long sleeve
- Light blue polo with navy school logo; short sleeve or long sleeve
- Gray cardigan sweater with navy school logo
- Gray fleece with navy school logo Navy blue, crew neck sweatshirt with light blue logo
- Blue plaid jumper - full front (K-3) and optional for 4<sup>th</sup> and 5<sup>th</sup> grade
- Blue plaid skirt – 4<sup>th</sup> and 5<sup>th</sup> grade only
- White or navy blue socks (must be visible and cover the ankle), knee socks, ankle socks or tights. Navy blue leggings can be worn under skort, jumper or skirt in winter

**BOYS and GIRLS P.E. (Physical Education) UNIFORM:**

- Navy sweatpants with light blue logo
- Navy shorts with light blue logo
- Light blue t-shirt with navy blue logo
- Navy blue, crew neck sweatshirt with light blue logo

**SPIRIT DAYS:**

- Spirit Shirts can be worn with school uniform pants on the 1<sup>st</sup> Wednesday of the month. If Spirit Day falls on a P.E. day, P.E. uniform bottoms can be worn.
- In September, October, May and June, Spirit Day shirts can be worn with school uniform dress shorts

**DRESS DOWN DAYS:**

- Dress down days allow students to come to school out of uniform and are always assigned with the permission of the principal. Dress Down Days are given for

DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS  
SAINT KATERI SCHOOL – STUDENT/PARENT HANDBOOK

---

school wide rewards and Dress Down for Charity days, etc. Clothing must be modest and consistent with our school's mission and philosophy. They must fit properly (not too tight, too loose or too short) and be in good repair (no rips, holes or cut-offs). Spaghetti straps, halter tops, bare mid-drifts and t-shirts with inappropriate sayings are not permitted.

**The principal reserves the right to determine what is appropriate for dress and grooming.**

## 2.4 SCHOOL CLOSINGS & WEATHER EMERGENCIES

### EMERGENCY DISMISSAL

- At times it may be necessary for a school to have an emergency closing after the students have arrived. Usually, bus transportation will be provided.
- When such emergencies arise, the local radio/TV stations are informed to broadcast the dismissal. Each family will also be contacted by automated phone and/or text.
- Please make sure your child knows where to go in case of such an event if it is not possible for students to call home.
- A written emergency dismissal plan is reviewed by all staff members annually.
- If school is already in session and it will be closed for an emergency, each family will be notified.

### SNOW CLOSING

- In the event of a snow closing, listen to the local radio/TV stations.
- You will be notified electronically if school is closed. Make sure that we have your correct email address.
- Saint Kateri School ***will close whenever West Irondequoit and/or East Irondequoit School districts are closed.***
- DO NOT call the school as it is necessary to keep the phone lines open on such days. Do not call the rectory or convent.

## 2.5 DIGNITY FOR ALL STUDENTS ACT

Saint Kateri School 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.

## 2.6 ATTENDANCE & ABSENCE

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/Guardians must notify the Main Office at 585-467-8730 to report student absences.

Approved excused absences are defined as:

- Sickness
- Serious family illness
- Death of a family member or close friend

DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS  
SAINT KATERI SCHOOL – STUDENT/PARENT HANDBOOK

---

- Religious
- Medical or Dental Appointment
- Court
- Approved school-related program

## 3.00 SCHOOL ADMISSION

### 3.1 ADMISSION POLICY AND PROCEDURE

Saint Kateri School is a ministry of St. Kateri Tekakwitha Parish. As such, we infuse into all curriculum areas the Gospel teachings as well as the virtues of faith, hope, love and justice. Parents and/or guardians of prospective students are strongly encouraged to integrate these values into their homelife. This will better enable the school and parent/guardians to work together for the good of their child(ren). Our goal for students is to have them leave SKS at the end of 5<sup>th</sup> grade academically prepared for Middle School, with a Catholic world view and with a strong personal relationship with their God.

A student seeking admission will be screened by the school to assess his/her readiness or academic ability to determine the appropriate grade level in which to place the prospective student and to ensure that the school can meet the needs of the prospective student.

Students entering from another school must complete and sign the ***Release of Records Form*** at Saint Kateri School for SKS to obtain the required records for admission. Records for incoming students need to be processed from school to school, parent copies will not be accepted.

***If your child has an IEP, or receives support services at their current school, you will need to:***

- Include the most recent copy of the IEP with your registration packet
- **K-5 students:** Notify the AIS Coordinator or the Principal to transfer services for your child. We will work with you to navigate the process through West Irondequoit
- **Preschool students:** Notify the AIS Coordinator or the Principal. We will work with you to navigate the process through your district of residency.

It is important for the school to be involved with our students getting support in order to provide adequate building space and support the classroom teacher. Provided there is availability in specific classrooms, prospective students who meet the above criteria shall be accepted for admission to Saint Kateri School.

### 3.2 AGE REQUIREMENTS

New York State Law requires children entering Kindergarten must be five years of age on or before December 1<sup>st</sup> of the entering year. Similarly, children entering the pre-school program for four-year-olds must be four on or before December 1<sup>st</sup> and for three-year-olds must be three on or before December 1<sup>st</sup> of the entering year.

### **3.3 IMMUNIZATION**

The Diocese of Rochester and its Affiliated Employers follow New York State Public Health Law requires every student entering school to be immune to diphtheria, tetanus, pertussis, measles, mumps, rubella, poliomyelitis, hepatitis B, varicella and meningococcal in accordance with Advisory Committee on Immunization Practices (ACIP) recommendations, NYS Public Department of Health Immunization Laws and Regulations. Exceptions may be granted for medical or religious reasons.

### **3.4 NONDISCRIMINATION**

Title IX – Nondiscrimination, Harassment, and Bullying: Diocese of Rochester and its Affiliated Employers personnel must follow regulations of Title IX and the guidelines of the nondiscriminatory policy of the Federal government. Diocese of Rochester and its Affiliated Employers will not discriminate in the administration of their educational policies, admission policies, scholarship and financial aid programs, athletic and other school-administration programs. It is the responsibility of the principal (Title IX Coordinator), teachers and staff, students and parents/guardians to create an environment free from harassment, bullying and discrimination.

All students have equal educational opportunities at Saint Kateri School without regard to any legally protected category under federal or state law. Moreover, harassment against students on the basis of a protected category will not be tolerated.

If you believe you or another person has been discriminated against, harassed, or denied an opportunity on the basis of any protected category, please promptly contact Mr. Anthony Reale (Principal), the Title IX Coordinator, at 585-467-8730 to report your concerns. All concerns reported will be promptly and thoroughly investigated/ reviewed. Confidentiality will be maintained to the greatest extent possible under the circumstances. Retaliation against persons who raise concerns is strictly prohibited. If you believe you have suffered reprisal for raising concerns, please contact the Title IX Coordinator to report your concerns.

### **3.5 LEAD TESTING FOR PRE-SCHOOL AND KINDERGARTEN STUDENTS**

New York State Public Health Law requires proof of lead testing for admission to preschool and kindergarten to be compliant with the New York State Lead Poisoning Act.

### **3.6 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.

## **4.00 SCHOOL CURRICULUM**

All curriculum in our schools meets or 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

DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS  
SAINT KATERI SCHOOL – STUDENT/PARENT HANDBOOK

---

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.

Our academic program is centered on the Catholic formation and education of our children. The primary focus in each class is the message of the Good News as spoken, realized, and challenged in our world today. It is our goal to prepare students with strong souls, open hearts, and enlivened minds. Saint Kateri students have an excellent record of high achievement. Our strong academic program is structured, challenging, creative, and attentive to individual needs. 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](http://www.dorschools.org))

## 4.1 CURRICULUM

Our curriculum adheres to the New York State Education requirements incorporating Catholic faith, principles, virtues, and practices. Students are required to take the entire core classes. The core subjects are Religion, ELA, Mathematics, Social Studies, and Science. The core subjects are enhanced with Encore classes, which include Art, Library, Music, Physical Education, Spanish, Technology, and Wellness. Instruction is developed using the NYS Next Gen learning standards.

- **ELA:** program, K-5 is based off these learning standards using resources such as guided reading groups, writing workshop, Raz-Kids Plus, Heggerty and Foundations, depending on the grade level. Handwriting is taught in PK-5 classes, beginning with print, and moving into cursive beginning in 2<sup>nd</sup> grade.
- **Math:** We use the Envision program for our math curriculum and the
- **Science:** Most grades use Elevate Science or Science materials through Scholastic, such as Science Spin.
- **Social Studies:** K-5 teachers use a variety of classroom resources and the Studies Weekly program for 3-5.
- **Religion:** Alive in Christ or Blest Are We

Our preschool program is a Learn through Play program where the school year is broken down into monthly themes.

## 4.2 FIELD TRIPS

Each class has field trips as part of their curriculum. Students must have a permission slip signed by their parents to go on a field trip. Confirmation by phone is not permissible. Transportation for local trips is provided by bus. All chaperones must complete Creating A Safe Environment and authorize a background check.

### **4.3 ACADEMIC INTERVENTION SERVICES (AIS) AND INSTRUCTIONAL SUPPORT TEAM (IST)**

The Saint Kateri School community is blessed to have several assisting teachers dedicated to helping fulfill the needs of our children for support in ELA and math. Academic Intervention Services (AIS) teachers will have open communication and involvement of parents in all stages of assistance. These teachers are also part of our Instructional Support Team (IST) which is made up of teachers, parents, nurse, Principal, Dean of Student and our School Counselor. This team meets together on a regular basis to address various academic, social, and emotional needs of students throughout the school year.

### **4.4 HOMEWORK**

Homework is an important follow-up to daily learning. It reinforces and expands classroom instruction and helps promote independence and responsibility. Reading and study assignments are equally as important as written assignments. Satisfactory completion of homework assignments is an integral part of determining students' grades. A quiet, well-lit work area, away from distractions should be provided at home. Establishing a daily homework routine is helpful to students. It is very important that parents understand and support the school homework policy. Homework should not normally exceed  $\frac{1}{2}$  hour a day for grades 1-2 and  $\frac{3}{4}$  hour a day for grades 3- 5. A good guideline to follow is to add a "0" to your child's grade – for example: 30 minutes for a student in grade 3.

### **4.5 PERFORMANCE ASSESSMENT – DAILY SUBJECTS**

We adhere to the New York State testing requirements. At the school level, our teachers use a variety of methods to assess students' achievement. This includes I-Ready Benchmark Assessments, unit tests, quizzes, oral and written reports, special projects, and homework, as well as other methods. All grades are entered into the online FACTS Grading Program. There are four grading quarters each school year. Report cards are made available electronically at the end of each quarter through the FACTS (SIS) program. The fourth quarter report card is the only report card that is sent home as a hard copy. Math, ELA, Science, Social Studies, and Religion are given report card grades each quarter. Physical Education, Technology, Art, Music and Health are given report card grades once per semester, at the end of the second and the fourth quarter. The Diocesan report cards do not provide us with the ability to grade Library, Spanish or Wellness.

**Grades PK – 2:** These grades will be un-weighted using the following marking codes: E = Exceeds Grade Level Diocesan Standards M = Meets Grade Level Diocesan Standards W = Working Towards Grade Level Diocesan Standards N = Not Yet Meeting Grade Level Diocesan Standards X = Not Evaluated at This Time.

**Grades 3-5:** These grades will be weighted using the following system: Projects, Tests, Quizzes (50%) Classwork (35%) Homework (15%). Grades for 3rd – 5th grade students will be entered as percentages. 95-100 Excellent: Indicates superior performance, initiative, and independence in academic study. 90-94 Very Good: Indicates commendable performance in academic study. 85-89 Good: Indicates above average performance in academic study. 80-84 Very Satisfactory:

DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS  
SAINT KATERI SCHOOL – STUDENT/PARENT HANDBOOK

---

Indicates a tendency toward above average performance in academic study. 75-79 Satisfactory: Indicates average performance in academic study. 65-74 Unsatisfactory: Indicates weakness and difficulty in the understanding of content and the application of skills in academic study. Below 65 Failure: Indicates a marked lack of understanding of content and ability to apply skills in a subject area.

**All students receive the following grades for learner behavior skills:** N = Needs Improvement I = Improving S = Satisfactory E = Exemplary

#### **4.6 PARENT TEACHER COMMUNICATION**

If you would like to set up a meeting with a teacher, please email the teacher or contact the school office to set up a meeting. Please respect teachers' rights to privacy. Instead of contacting them at home or speaking with them at school events, please call the school office. By scheduling a convenient time for both of you, the teacher will be able to focus his or her full attention on your concerns. In the classroom, the teachers are responsible for the education and well-being of many children, and it is very important that they give all their attention to the students. Please do not expect that teachers respond to email communication during their classroom instruction time.

#### **4.7 CLASS PROMOTION**

The Diocese has established specific criteria for grade advancement. Students must satisfactorily complete all academic areas of study according to grade level. While parents are consulted throughout this serious decision-making process, the final decision to promote or retain a child rests with the school.

#### **4.8 SPIRITUAL ACTIVITIES**

Many spiritual opportunities are given to students so what is learned in class can be put into action.

- A. Prayer Together: Every Monday morning we gather as a school community to pray together as part of our Monday Morning Prayer Service. All other days we have student lead prayer and announcements over the PA. We celebrate mass once a month and during all holy days of obligation. In addition, all K-5 students attend a "Quiet Mass" with their Prayer Partners once a month. This is a teaching Mass for the students, led by our pastor. Students say grace before snack and lunch and pray together in the classroom at the end of the day, immediately before dismissal.
- B. School Liturgies: Our celebrations to worship God are just that - celebrations! Students are active in both the planning and the execution of these masses and times of prayer. Family and friends are encouraged to join us. All students are taught to participate fully and reverently.
- C. Outreach: Caring for others is put into practice through a variety of outreach activities. We participate in many service projects throughout the school year to help and give back to our community. Offerings of gifts, groceries, and prayers for families in need are collected throughout the season.

## **4.9 STUDENT ACTIVITIES**

- A. Sports: CYO Sports are expected to return to Saint Kateri School for the 2022-2023 school year. We have both boys' and girls' soccer and basketball teams for grades 3 through 5.
- B. After School programs: The 2022-2023 school year will see after school clubs and activities return. Information will be shared through the school newsletter.

## **5.00 STUDENT HEALTH AND SAFETY**

### **5.1 ADMINISTRATION OF MEDICATIONS AT SCHOOL**

Prescribed medications will only be dispensed by the school nurse, doctor, or other health professional when the "Parental Authorization for Administration of Medications in School" is completed and returned to the school. In the absence of the health care professional, there will be a designated staff member who has been properly trained to administer medication, in most cases the administrative assistant or the principal. Additional document includes a written order from a health care professional stating the drug to be given and the time and dosage. In keeping with New York State law, medications must be transported directly by the parent/guardian to the school (medications CANNOT be transported on the school bus).

### **5.2 EMERGENCY TREATMENT**

If a student becomes ill during school hours, the parent/guardian will be notified. Each year an "Emergency Treatment of Students" form must be completed and returned to the school. This form summarizes emergency contacts, medical conditions, medications, and allergies.

### **5.3 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 case will be treated individually by the Principal and Pastor/Pastoral Administrator in consultation with the family.

### **5.4 CHILD PROTECTIVE SERVICES ACT**

Under the New York State Child Protective Services Act, school personnel who "suspect" that a child coming before them in their "professional capacity" is being abused, maltreated, and/or neglected are mandated to report this suspicion to the New York State Central Register for Abuse and Maltreatment. 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.

### **5.5 DRUG, ALCOHOL, AND TOBACCO**

DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS  
SAINT KATERI SCHOOL – STUDENT/PARENT HANDBOOK

---

Student use, possession, sale, conveyance, distribution or manufacture of controlled substances (as defined by New York Penal Law and Title 21 of the Code of Federal Regulations) and/or illegal drugs is expressly prohibited on parish, school, or diocesan (including vehicles) property. Underage possession or use of alcohol and tobacco on parish, school, or diocesan (including vehicles) property is strictly prohibited. Students shall not be under the influence of alcohol or other prohibited substances on parish, school or diocesan grounds or at parish, school or diocesan-sponsored events.

School authorities (minimum of two adults) may conduct a search of a student's book bag, locker, and/or a personal search of a student when there is sufficient cause to believe that drugs, alcohol, tobacco, weapons or other materials are hidden

Local police must be called to investigate suspicion of a violation of this policy. Anyone on school premises who is taking drugs prescribed by a physician, dentist, or other licensed practitioner which may affect their ability to function in the school environment, should bring this information to the attention of the principal. Prior to the ingestion of any such prescribed medication every student must provide to the principal a written statement from the prescribing practitioner that identifies any restrictions that the medication may necessitate.

New York State Law prohibits smoking in all parish and diocesan buildings as well as anywhere on school grounds. Students may not smoke on school grounds at any time. For purposes of this policy, smoking includes the use of any tobacco products, such as lighted or unlighted cigarettes, cigar, cigarillo, pipe, bidi, clove cigarette, spit/spitless tobacco and any other smoking or tobacco product. The use of e-cigarettes, vaping apparatus and any other products containing nicotine is also prohibited.

Compliance with this policy is a condition of enrollment, and any student who engages in any such behavior may be subject to disciplinary action, up to and including expulsion.

## **5.6 WEAPONS ON SCHOOL PREMISES**

No implement that can be construed as a weapon (e.g., firearms, knives, large sticks, matches, lighters, or the like) will be allowed on school or parish grounds. Appropriate disciplinary action should be taken if a weapon is found including contacting the police, if the student possessing the weapon is considered to be jeopardizing the safety of themselves and/or others. In the event of contacting the police, the Diocese (Department of Catholic Schools and the Chancellor's office) must be notified immediately.

School officials must cooperate with law enforcement officers who come to the school for purposes of questioning pupils. Cooperation with police will be done in such a way as to protect the legal rights of each individual student.

## **5.7 CODE OF CONDUCT**

Saint Kateri School and the Diocese of Rochester Department of Catholic Schools take the safety, well-being, as well as character building of our students very seriously. The Code of Conduct addresses and aligns with the guidelines in accordance with the Dignity for All Students Act in terms of issues of discrimination, harassment, and bullying. The guidelines in this law reinforce our commitment to building a strong, Christian character in all our students as well as employees. Our goal is to encourage a Christian community

DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS  
SAINT KATERI SCHOOL – STUDENT/PARENT HANDBOOK

---

where all students and staff respect the uniqueness of each person, develop an increased sense of respect for oneself and others, and create an atmosphere that enables students to grow in self-discipline. Provisions are in place that prohibit discrimination, bullying (including cyber bullying) and harassment against any student by employees or students on school property, school bus, or at a school function, that creates a hostile environment by conduct with or without physical contact and/or by verbal threats, intimidation, or abuse, of such a severe nature that:

1. has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities, or benefits, or mental, emotional and/or physical wellbeing or:
2. reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety. Provisions for responding to acts of discrimination, harassment and/or bullying against students by employees or students on school property or at a school function are described in the contents of this handbook

## **5.8 RIGHTS AND RESPONSIBILITIES**

Saint Kateri School Community is committed to safeguarding the rights accorded to all those in the Saint Kateri School community under local, state, and federal law. The mission of Saint Kateri School is to serve God by providing a challenging academic education integrated with Catholic values and morals. We develop the whole child spiritually, intellectually, emotionally, physically, and socially. To promote a safe, healthy, disciplined, and respectful school environment; students, parents, teachers/staff, and volunteers have rights as well as responsibilities.

### **A. Saint Kateri School Community's Rights:**

All Saint Kateri School Community members have the right to:

1. Take part in all school activities on an equal basis regardless of age, race, religion, color, national origin, sex, sexual orientation, disability, or socio-economic status.
2. A school that is free of tobacco, alcohol, and drugs.
3. A clear, fair, and consistently administered discipline code.
4. Courtesy and respect from one another (including students, parent/guardians, teachers/staff, and volunteers).
5. Share his/her side of the situation regarding important events, at an appropriate time, to school personnel (principal, teachers, and staff).
6. Access to the school rules and the code of conduct, and when necessary, receive an explanation/reminder of those rules from school personnel (principal, teachers, and staff).

### **B. Student Responsibilities:**

All Saint Kateri School students have the responsibility to:

1. Contribute to maintaining a school environment conducive to learning and to show respect to other persons and to property.
2. Follow all Saint Kateri School handbook policies, school rules, and this Code of Conduct.
3. Refrain from negative and harmful verbal or physical acts towards others.

DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS  
SAINT KATERI SCHOOL – STUDENT/PARENT HANDBOOK

---

4. Attend school every day unless they are legally excused, and be in class on time, and prepared to learn.
5. Work to the best of their individual ability in all academic and extra-curricular activities and strive toward their highest possible level of achievement.
6. Complete all assignments as directed.
7. Keep parents informed of school-related matters including class and homework assignments as well as school events and ensure that parents receive communications that are sent home by teachers and school staff members.
8. Help maintain a school environment free of tobacco, weapons, illegal drugs, and alcohol.
9. React positively, proactively, and responsibly to directions given by principal, teachers, staff, and volunteers.
10. No cell phones, smart watches, or any other personal electronic devices with calling, texting, or internet access are allowed. All electronic devices in the school building must be approved by the principal. Students arriving to school with any of the above devices will turn them into the Main Office prior to going to class. It will be the responsibility of the student to pick the device up at the end of the day.
11. Display their emotions in an appropriate manner and communicate using respectful, appropriate language both verbally and in written form.
12. Ask questions when they do not understand.
13. Seek help in solving problems that might lead to discipline.
14. Dress according to the Saint Kateri School uniform policy for school and school functions.
15. Accept responsibility for their actions.
16. Conduct themselves as representatives of Saint Kateri School when participating in or attending school-sponsored extra-curricular events (such as but not limited to fieldtrips and enrichment activities), while on a school bus, or on school grounds and to hold themselves to high standards of conduct, character, and sportsmanship.

**C. Parent/Guardian Responsibilities:**

All parents/guardians are expected to:

1. Recognize that the education of their child(ren) is a joint responsibility of the parents, the students, and the school community.
2. Send their child(ren) to school prepared to participate and learn.
3. Ensure their child(ren) attend school regularly and on time.
4. Ensure absences are excused and properly documented.
5. Insist their child(ren) be dressed and groomed in a manner consistent with the Saint Kateri School uniform policy.
6. Help their child(ren) understand that in a democratic society, appropriate rules are required to maintain a safe and orderly environment.
7. Know Saint Kateri School rules and help their child(ren) understand them.

DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS  
SAINT KATERI SCHOOL – STUDENT/PARENT HANDBOOK

---

8. Convey to their child(ren) a supportive attitude toward education and the mission of Saint Kateri School.
9. Build relationships of mutual respect and dignity with the principal, teachers, staff, other parents, and their child(ren)'s friends.
10. Help their child(ren) deal effectively with peer pressure and communicate any problems being faced by your child to the teacher and principal.
11. Inform the Saint Kateri School office staff of changes in the home situation that may affect student conduct or performance.
12. Provide a place for study, necessary tools, and ensure assignments are completed.
13. With your child(ren), check daily the school website including teacher pages, planners, and take-home folders for updates and information.

**D. Teacher Responsibilities:**

All Saint Kateri School teachers are expected to:

1. Maintain a climate of mutual respect and dignity, which will strengthen students' self-esteem and promote confidence to learn. This climate of mutual respect and dignity is extended toward the principal, teachers, staff, parents, and volunteers.
2. Plan and provide instruction effectively to meet the needs of each student through differentiation.
3. Demonstrate interest in pedagogy and concern for student achievement.
4. Know and follow Diocesan and school policies and rules and enforce them in a fair and consistent manner.
5. Communicate to students and parents:
  - a. Course objectives and requirements
  - b. Grading procedures
  - c. Assignments, guidelines, expectations, and due dates
  - d. Student expectations
  - e. Classroom management plan
  - f. Student progress
6. Communicate regularly with students, parents, other teachers, and principal.
7. Be responsive to parent and student communications.
8. Insist students be dressed and groomed in a manner consistent with the school uniform policy.
9. Be responsible for enforcing this Code of Conduct and making any timely notifications as required by this Code of Conduct.
10. Provide a safe, orderly, stimulating, and Christ-centered school environment.

**E. Principal Responsibilities:**

The Saint Kateri School principal is expected to:

1. Instill a Christ-centered learning environment that stimulates the academic, social, and emotional development of all students.
2. Maintain a climate of mutual respect and dignity that is extended toward the principal, teachers, staff, parents, and volunteers.

DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS  
SAINT KATERI SCHOOL – STUDENT/PARENT HANDBOOK

---

3. Make student achievement and character development the primary focus of Saint Kateri School.
4. Promote a safe, orderly, stimulating, and Christ-centered school environment, supporting effective teaching and learning.
5. Ensure accessibility to students, staff, and parents.
6. Evaluate on a regular basis all instructional programs.
7. Support the development of and student participation in appropriate extracurricular activities.
8. Insist students be dressed and groomed in a manner consistent with the student dress code.
9. Be responsible for enforcing this Code and ensuring that all issues of discrimination are resolved promptly and fairly.

**F. Dean of Students Responsibilities:**

1. Supervises operations in principal's absence
2. Leads development of school wide student discipline management plan
3. Responds to disciplinary issues
4. Reports to Principal regarding decisions on student behavior, contacts with parents, and works with teachers/staff on assigning appropriate consequences
5. Ensures school rules are uniformly implemented with high, but supported, expectations
6. Serves as a second appraiser in teacher review as needed
7. Develops and maintains school safety procedures and drills
8. Supports teachers in implementing classroom management plans

**G. Support Staff Responsibilities:**

All Support Staff are expected to:

1. Maintain a climate of mutual respect and dignity, which will strengthen students' self-esteem and promote confidence to learn.
2. Support a safe, orderly, and stimulating school environment.
3. Recognize that the education of a student is a joint responsibility of the parents, the students, and the Saint Kateri School community.
4. Insist students be dressed and groomed in a manner consistent with the student dress code.
5. Know school rules and help students understand them.

## 5.9 PROHIBITED STUDENT CONDUCT

Rules concerning student conduct and sanctions for major infractions are clearly discussed with the students and parents in the beginning of each school year. Administration of disciplinary action is the primary responsibility of the classroom teacher. Every effort is made to assure that consequences are fair and proportionate to the infraction. Parents will be informed if students persist in misbehaving. Exceptional cases are referred to the principal. The Saint Kateri School administration reserves the right to discipline students for conduct on or off school property that is detrimental to Saint Kateri School. Students may be subject to disciplinary action if they engage in any conduct that is disorderly, insubordinate, disruptive, or violent; endangers the safety, morals, health, welfare, or educational rights of themselves or others; or goes against the student responsibilities listed in this Code of Conduct.

DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS  
SAINT KATERI SCHOOL – STUDENT/PARENT HANDBOOK

---

**Bullying:** Bullying is defined as “someone that repeatedly and on purpose says or does mean and hurtful things to another person who has a hard time defending himself or herself.” At Saint Kateri School any concerns raised regarding bullying are addressed immediately by teachers, staff and administration.

Additionally, according to the USDE, bullying generally involves 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, physically and/or emotionally.

**Repetition:** Bullying behaviors generally happen more than once or have the potential to happen more than once.

Saint Kateri School, as a part of the Diocese of Rochester Department of Catholic Schools Social and Emotional Learning initiative, implements the Caring School Communities program in all K-5 classes, which works to provide teachers structure to growing the Social Emotional Learning of our students. Social Emotional Learning of our preschoolers is imbedded in our Learn through Play program daily.

## 5.10 DISCIPLINARY PROCEDURES AND CONSEQUENCES

As Catholic school educators, we hold Jesus Christ as our model for our words and actions. Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that is reasonable and impartial. School personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students’ ability to grow in self-discipline, responsibility, and awareness of other people. This discipline policy is intended to encourage and cultivate a caring and respectful Christian community. Disciplinary action, when necessary, will be firm, fair, and consistent to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to carry out disciplinary consequences will consider the following:

1. The student’s age.
2. The nature of the offense and the circumstances which led to the offense.
3. The student’s prior disciplinary record.
4. The effectiveness of other forms of discipline.
5. Information from parents, teachers and/or others, as appropriate.
6. Other circumstances.

As a rule, discipline will be progressive. This means that a student’s first infraction will usually merit a lighter penalty than later infractions. [Examples of lighter consequences: verbal warning for first offense, and written warning for second offense.]

#### **A. Ordinary Situations of Misbehavior**

Individual situations of an ordinary nature are handled by the classroom teacher or staff member. If any incident seems of a more serious nature, the teacher/staff member will notify the principal so that a plan is developed to address and correct the misbehavior.

#### **B. Repeated Instances of Serious Misbehavior**

**School and Family Partnership:** The family and school are partners in education and must work together to address repeated instances of misbehavior. The principal will monitor when and if family counseling should be initiated for both the support of the family and the school. If family counseling is seen as necessary, the principal may determine this as an expectation for continued enrollment at the school.

#### **C. Disciplinary Procedures for Serious Misbehavior**

If a student is unable or unwilling to move from externally imposed discipline to self-discipline, the principal, in partnership with the teacher/staff member, will determine what is best for all concerned: school, student, and family. The parent/guardian will be notified when any form of serious discipline is used. Certain forms of discipline may be used with appreciation for the student's individual needs and age. They may include detention, exclusion from school activities or events, in-school suspension, out-of-school suspension, counseling, and expulsion. Special disciplinary situations such as weapons possession, substance abuse, bullying, or harassment are regarded as serious offenses and require immediate forms of serious consequences.

#### **D. Truancy**

Students are required to attend school on a regular basis. Repeated instances of irresponsibly arriving late at school will be communicated to the home. In repeated instances of truancy, the principal is obligated to initiate a procedure in which every means available will be used to discover the cause of the problem. If a parent is unable to or unwilling to ensure school attendance, the principal will initiate legal proceedings. Tardiness due to bus schedules or inclement weather is not defined as a disciplinary matter. Tardiness is recorded on the student's permanent record card.

#### **E. REMEDIAL CONSEQUENCES:**

The focus of discipline is on discerning and correcting the reasons why discrimination, harassment, and bullying occurred. The progressive responses are designed to be balanced and age appropriate. The focus of the disciplinary responses is to discern and correct the reasons why discrimination, harassment, bullying, and additional disciplinary problems occurred. The remedial responses are designed to correct the behavior, prevent another occurrence of the behavior, and protect the target of the act.

DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS  
SAINT KATERI SCHOOL – STUDENT/PARENT HANDBOOK

---

Appropriate remedial responses include:

1. Engagement of student in a **reflective activity**, such as completing a sheet or writing an essay about the misbehavior and its impact on others and how the student might handle the situation differently in the future and/or make amends to those who have been harmed.
2. **Behavioral assessment** and designing of a plan and/or contract, with benchmarks that are closely monitored. The contract will be signed and dated by the student, parent/guardian, and the principal.
3. **Student counseling** when deemed necessary.
4. **Parent Conferences** that focus on involving parents in discipline issue.
5. **Detention:** Teachers and the principal may use lunch, recess, or after-school detention as a penalty for student misconduct in situations where removal from the classroom or suspension would be inappropriate. Parents would be notified in the case of an after-school detention.
6. **Suspension from Transportation:** If a student does not conduct himself/herself properly on a bus, the bus driver is expected to bring such misconduct to the principal's attention. Students who become a serious disciplinary problem may have their riding privileges suspended by the school district that provides child(ren)'s transportation. In such cases, the student's parent will be notified by the district and the parent will become responsible for the safe and timely transportation of his or her child to and from school.
7. **In-School Suspension:** When suspension is recommended, in-school suspension is the ordinary method to be used, in a supervised location within the school. The student reports to school and is responsible for all schoolwork but will not be allowed to access the classroom or classmates. The student will complete the day in isolation under the supervision of a staff member designated by the principal.
8. **Out-of-School Suspension:** Out-of-school suspension is a major disciplinary step invoked in a matter that indicates a serious infraction(s) of school discipline and policies. Parents are notified immediately and must come to school to pick up their child. In order for the student to return to school, they must be accompanied by their parents and confer with the principal, so that the terms for returning to school are clear to all. Suspension becomes a permanent part of a student's record.
9. **Student Expulsion:** Expulsion of a student is a very serious matter and is used in extreme cases. The Pastor, Principal, Diocesan School Superintendent, and the student's parents/guardians must review the infraction(s) of the student, which will be presented in writing by the principal before expulsion can take place.

## 6.00 FINANCIAL

### 6.1 TUITION

The annual K-5 tuition at Saint Kateri School is **\$5,100** for parishioners and non-parishioners. Tuition payments can be made annually, semi-annually, or monthly.

## 6.2 DELINQUENT ACCOUNTS

Families that are one payment in financial delinquency will be notified by **FACTS** 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.

**Saint Kateri School** 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.

## 7.00 TECHNOLOGY

### 7.1 ACCEPTABLE USE OF THE COMPUTER NETWORK AND INTERNET POLICY

It is the policy of **Saint Kateri School** to require the ethical use of the Internet and related technologies by all employees, volunteers, and students as set forth below in the "**Saint Kateri School** 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

#### Acceptable Use

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

#### 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.

#### 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

DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS  
SAINT KATERI SCHOOL – STUDENT/PARENT HANDBOOK

---

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.

Warranties

The educational programs governed by Saint Kateri School make no warranties of any kind, whether expressed or implied, for the service it is providing and will not be responsible for any damage's users may 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 Saint Kateri School 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 incurred through the use of Internet and related technologies that are not previously approved as part of the school 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 Saint Kateri School's intent is to make Internet access available to further educational goals and objectives, students may find ways to access objectionable material as well. Saint Kateri School 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, Saint Kateri School 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:

DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS  
SAINT KATERI SCHOOL – STUDENT/PARENT HANDBOOK

---

- 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;
  - Engaging in internet access outside the parameters of instructional internet access (i.e., going to non-assigned sites during instruction time)
  - 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;
  - Revealing a personal phone number, name or address of one's self or another;
  - Any other form of cyber bullying.
5. Violations will result in loss of access as well as other disciplinary action as determined by the school principal.

## **7.2 USE OF ELECTRONICS – CELL PHONE AND OTHER ELECTRONIC DEVICES**

Neither the Diocese of Rochester nor the school is responsible for any electronic items brought to school; including cell phones, tablets, smart watches or any digital equipment. All electronic communications devices are subject to the Acceptable Use of the Computer Network and Internet policy. As stated before, no student shall use a cell phone, smart watch, or any other personal electronic devices with calling, texting, or internet access. All electronic devices in the school building must be approved by the principal. Students arriving to school with any of the above devices will turn them into the Main Office prior to going to class. It will be the responsibility of the student to pick up the device at the end of the day.

## **8.00 PARENT INFORMATION & COMMUNICATION**

### **8.1 COMMUNICATION FLOWCHART**

As a Catholic school community, we recognize the role of parents/guardians 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/guardians 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.

DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS  
 SAINT KATERI SCHOOL – STUDENT/PARENT HANDBOOK

<b>Questions/ Concerns</b>	<b>First Contact</b>	<b>Second Contact</b>	<b>Third Contact</b>
<b>Academics</b>	Teacher	Principal	
<b>Athletics/CYO</b>	Coach	Athletic Director & Principal	Director of CYO Sports
<b>Behavior</b>	Teacher	Dean of Students	Principal
<b>Extra-Curricular Activities</b>	Club Advisor	Teacher	Principal
<b>Financial Aid</b>	Business Office	Principal	Pastor/ Pastoral Administrator
<b>Medical</b>	School Nurse	Teacher	Principal
<b>Religion</b>	Teacher	Principal	Coordinator of Curriculum & Instruction
<b>Safety</b>	Teacher	Principal	
<b>Special Education</b>	Teacher	AIS Teacher & Principal	K-8 <sup>th</sup> : District of School Location Pre-K: District of Residence
<b>Transportation/ Bus Behavior</b>	Driver	Principal	Transportation Department of District of Residence
<b>Technology</b>	Teacher	School Technology Coordinator	Principal
<b>Tuition Payment</b>	Tuition Management Company	Business Office	Principal
<b>Use of Facilities</b>	Parish Office	Principal	Pastor/ Pastoral Administrator

\*Additionally, the Superintendent of Schools is the Fourth Contact.

## **8.2 MEDIA AND MODEL RELEASE STATEMENT**

Saint Kateri School 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 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 (i.e., turned away from the camera or otherwise unidentifiable).

### Adults:

Saint Kateri School does not require signed release form to publish images of adults.

Media and Model Release forms are completed at the beginning of each school year, remaining in effect until the end of the school year. Families wishing to change their Media and Model Release information must complete, sign and date another form. Students that are new to Saint Kateri School will receive a Media and Model Release form included in their registration packet.