



*Handbook for
Students and
Families*

2019 - 2020

TABLE OF CONTENTS

OUR MISSION	2
MEMBERSHIPS AND ACCREDITATION	3
INFORMATION ON WEBSITE	3
EDUCATIONAL PROGRAM	4
Curriculum Overview	5
Individualization of Instruction	6
Advisor Groups	6
Parent Communication	6
Academic Assessments	7
Homework	7
Academic Probation	9
External Classes for Credit	9
Technology	9
Media Viewing Policy	10
AFTER-SCHOOL OPTIONS	10
After-School Program	11
Enrichment Classes	12
Athletics	12
Hazing	12
CODE OF CONDUCT	12
Policy on Academic Integrity and Plagiarism	15
OUR COMMUNITY	17
Arrival and Dismissal	17
Attendance and Punctuality	18
Party Policy Grades 4-8	19
High School Driving Policy	19
Visitors	19
Communication	20
Paperwork	21
Individual Education Plan (IEP) Meetings	21
The Siena School Parents' Association	21
Directory Information Publication	22
Relationships between Siena Staff and Students/Families	22
General Routines	23
Food	23

Lockers	24
Lost and Found	24
Electronic Equipment	24
Cell Phones	25
Supplies	25
Supply List for Students in Grades 4 and 5	25
Supply List for Students in Grades 6 -12	26
Personal Property	26
Birthdays	26
HEALTH AND SAFETY	27
Emergency Procedures/Closures	27
Emergency Contact	27
Off-Site Activities	27
Immunization Certificate	28
Medications	28
Accidents	29
Illness	29
Infectious Disease Policy	30
Lice	30
Child Abuse or Neglect	30
DRESS CODE	32
Physical Education Dress Code	32
FEEDBACK AND SUGGESTIONS	33

OUR MISSION

The Siena School prepares bright, college-bound students with language-based learning differences, such as dyslexia, to become confident, curious learners who understand their personal strengths and gain the tools and strategies to excel.

To accomplish this mission, The Siena School:

- Focuses on individual student learning strengths and gifts;
- Ensures highly individualized and personalized instructional attention;
- Employs research-based and multisensory instructional techniques;
- Provides appropriate curricular accommodations and adaptations to allow all students to access a rigorous curriculum of high standards; and
- Uses the very best research, resources, strategies and staff to be a national model for educating students with language-based learning differences.

Our program is designed for students with mild to moderate needs who experience a discrepancy between their intellectual abilities and academic achievement in one or more areas such as reading, writing, oral expression or math.

MEMBERSHIPS AND ACCREDITATION

The Siena School is affiliated with the National Association of Independent Schools (NAIS) and is also a member of the International Dyslexia Association (IDA). Siena is accredited by the Middle States Association of Colleges and Schools.

Each individual teacher also belongs to a professional organization relating to his or her subject area. Examples of memberships include: National Council of Teachers of Mathematics; National Science Teachers' Association; International Reading Association; National Council for History Education; Learning Disabilities Association of America; National Council of Teachers of Social Studies and National Council of Teachers of English.

INFORMATION ON WEBSITE

The following information can be found on our website www.thesienaschool.org

- Board of Directors and Advisory Council Members
- Faculty bios
- Admissions policies and procedures
- Academic information, including educational philosophy and average class size
- Graduation requirements
- School calendar (also mailed)
- Daily schedule
- Forms you may need throughout the year e.g. service learning, athletics, pizza account, medication authorization and health forms.

The website includes a wealth of information about The Siena School and includes helpful quick links such as to Parentsweb and forms you may need to access throughout the year. The website is searchable and we encourage you to refer to it, as well as this handbook, before contacting the school with questions.

A weekly newsletter is emailed and is accessible on mobile devices. It is important that the newsletter is read each week for information about upcoming events and activities. Families should also read all ParentSquare communications to remain informed about school events etc. We highly recommend setting up the 'daily digest' option available in ParentSquare.

Throughout the year you may reference Siena's policies and procedures as outlined in the online registration forms located on Parentsweb.

EDUCATIONAL PROGRAM

Curriculum Overview

The Siena School maintains high academic standards and learning expectations for all our students. We have chosen to use the Common Core Standards and National Standards as the framework for our academic program, with an emphasis on individualized instruction. In math, students are grouped by ability level rather than according to standard criteria of age and grade. Study skills and organization techniques are embedded throughout the curriculum areas.

Grading

With the philosophical emphasis on individual growth and progress, elementary students at Siena will not receive letter grades for the quarter or semester.

Siena uses a letter based grading system for students in middle and high school. GPA scores will be calculated for final high school transcripts. Information about graduation requirements is available on the website.

A+ = 97-100	B+ = 87-89	C+ = 77-79	D+ = 68-69
A = 93-96	B = 83-86	C = 73-76	D = 66-67
A- = 90-92	B- = 80-82	C- = 70-72	F = 65 & below

Tests and Quizzes

To assist students with their organization, study guides are copied onto colored paper to provide a visual cue that the paper includes important information. The colors assigned to specific subjects are outlined below:

- Reading - lilac
- Language Arts/English – cream
- Math – blue
- Social Studies/History – orange
- Science – green
- Spanish – pink
- Enrichment (e.g. Art, P.E., Photography) - yellow

Students will often take home graded tests/quizzes to be shared with a parent/guardian. These should be signed (to acknowledge receipt) and returned to school.

Tests and quizzes may be made up when a D+ or lower has been earned. Make-up tests/quizzes are available but not required. Teachers will facilitate make-up opportunities by speaking with the student concerned. Students are responsible for arranging when to take a make-up test. A maximum grade of 70% can be received for make-up tests and quizzes.

Students should study regularly at home using different active studying strategies e.g.

- a. Form a study group
- b. Prepare for essays by predicting questions and writing out answers
- c. Condense notes
- d. Make and study flashcards
- e. Make and use maps, diagrams and pictures
- f. Develop and learn mnemonics – incorporate humor
- g. Record notes and listen to them
- h. Develop study games, actions and songs

When studying for a test, students should keep a note of questions or concerns so they can be reviewed with a teacher.

Individualization of Instruction

Siena seeks to create a highly individualized and personalized learning experience for each student. We accomplish this by maintaining a close-knit school community and small class sizes, and by providing students with a range of individual supports such as a faculty advisor and an individualized learning plan. The school faculty meets regularly to discuss and actively manage individual student progress.

Advisor Groups

Personalized attention to each student is further enhanced by faculty advisors who provide individualized guidance and support. Each student is assigned a faculty advisor who acts as a counselor for the student and monitors the student's academic progress. The elementary teachers share advising responsibilities for the elementary class. The advisor also serves as the coordinator for all communication with the parents, helping to streamline and coordinate communication between parents and the school. Elementary and middle school students meet with their advisor twice a day, once during morning homeroom and again in the afternoon before dismissal. High school students can meet with their advisor each morning. The morning homeroom provides opportunities to check that the students are organized and prepared for the day. Finally, afternoon homeroom provides a smooth transition home, including the gathering of all materials required for homework.

Parent Communication

Effective home-school communication is a critical element of student success at Siena. Subject specific questions should be emailed to the subject teacher and the advisor should be cc. on all communication. Our staff works in close cooperation with parents to ensure regular communication of important information and individual student progress. Advisors for elementary and grades 6 and 7 call home at each mid quarter, grades 8-12 may access their grades online and two conferences are also scheduled.

Communication between home and Siena is supplemented by the use of student assignment planners. Siena provides one school planner per semester; additional planners are available for purchase. Assignment planners are used to record homework and other assignments in each class period; we encourage parents/guardians of elementary and middle school students to check the assignment planner each night.

Parents are expected to read the weekly newsletter which is emailed on Fridays and regularly check ParentsWeb and ParentSquare. The weekly newsletter is an important resource for information about school events, field trips and activities.

Academic Assessments

Assessment is a continual process. Teachers assess the students on a regular basis, both informally and formally. Forms of assessment include, but are not limited to: observation, homework, tests, quizzes, class work, labs, discussions, presentations and research projects. At the end of each semester, assessments are given to middle school students in their core subjects and high school students in their credit-bearing classes. These assessments review material from the previous semester; students prepare for these through review classes and other materials.

Grade reports are issued twice a year at the end of each semester; conferences occur at the end of the first and third quarters. These reports and conferences provide comprehensive information about the student's work in all subject areas. In addition, mid-quarter grades are also reported providing parents with regular information about their child's academic progress.

Homework

Students are assigned homework on a nightly basis. Students' homework follows a pre-determined schedule. If a subject is scheduled for homework but none is assigned, then the student will write 'none' in their planner. If your child is regularly working far within or beyond these limits, please let their advisor know so that adjustments can be made accordingly. In addition to the published schedule, homework in non-core subjects may be assigned.

- Elementary students:
 - 4th grade: 10 minutes per subject (40 minutes for H/W incl. reading)
 - 5th grade: 15 minutes per subject (50 minutes for H/W incl. reading)
- Middle school students:
 - 6th grade: 20 minutes per subject (60 minutes for H/W incl. reading)
 - 7th grade: 25 minutes per subject (70 minutes for H/W incl. reading)
 - 8th grade: 30 minutes per subject (80 minutes for H/W incl. reading)
- High school students are expected to work for up to 2 hours (up to 30 minutes per subject) plus 20 minutes of individualized reading.

Elementary School

Monday	Tuesday	Wednesday	Thursday	Friday
Reading	Individualized Skills Practice	Reading	Individualized Skills Practice	Read for 20 minutes
Language Arts or Math	Language Arts or Math	Language Arts or Math	Language Arts or Math	
Read for 20 minutes	Read for 20 minutes	Read for 20 minutes	Read for 20 minutes	

Middle School

Monday	Tuesday	Wednesday	Thursday	Friday
Reading	Social Studies	Reading	Science	Reading
English	Math	English		English
Read for 20 minutes				

Grades 9 & 10

Monday	Tuesday	Wednesday	Thursday	Friday
Math	Math	Math	Elective/ Ind. Project	Math
History	English	English	English	English
Science	History	Science	Science	History
Elective/ Ind. Project	Spanish	Spanish	Spanish	
Read for 20 minutes	Read for 20 minutes	Read for 20 minutes	Read for 20 minutes	Read for 20 minutes

Students in grades 11 and 12 may receive homework from any subject each night.

Homework is intended to reinforce the students' learning. Although homework may at times be challenging, it should not be stressful. Parents should feel free to assist with homework in terms of organization or explanation; however they should be mindful that the homework should reflect the student's true capabilities in order for the teachers to successfully assess and support them. Students are expected to problem solve difficulties e.g. use class notes, call a friend. If homework is too difficult or stressful, it should be set aside and the students should self-advocate by emailing the teacher with specific details about their difficulties and to ask for an extension. Students are expected to speak with/email their subject teacher if they have difficulty with their homework by approaching their teacher at the earliest possibility, and not waiting until the class period. Teachers are happy to provide additional assistance as necessary, for example before and after classes or during break and lunch.

It is expected that all students will attempt the work and show the teacher what they have completed. It is not acceptable to turn in nothing; students are expected to submit something to demonstrate effort. Knowing what a student understands or is having difficulty with is instrumental in guiding a teacher to support a student's learning.

If students are absent from school, it is their responsibility to find out what assignments they have missed. When a student returns from an absence, he/she must copy down the missed days' homework during homeroom and arrange submission dates with the teachers.

All work is due by the deadline set by the teacher. If needed, it is the student's responsibility to request an extension and to meet the new deadline. Extensions are granted at the discretion of the teacher. Middle and high school students receive a reminder email when assignments are not completed and parents in grades 6-11 are cc. on these emails to ensure effective communication with home.

Academic Probation

Middle and high school students may be placed on academic probation if they regularly turn in their homework late or if it is of a poor quality. Students who are receiving D's in 2 or more classes or failing one class may also be placed on academic probation.

When a student is placed on academic probation, a meeting with the student and his/her parents will occur to devise a plan of action. When a student is on academic probation, he/she may lose special rights and privileges at Siena. The Head of School will lift the academic probation after one quarter if satisfactory progress has been made.

External Classes for Credit

If a student wishes to take a class for credit outside of school in lieu of a Siena class, before registering the student's family must coordinate with Siena administration for approval.

Technology

Technology is an integral part of Siena's program and is used to both support and enhance the learning experience. All classrooms are wired for high-speed Internet access and students utilize Chromebooks extensively throughout the curriculum. Our curriculum is presented in a multimedia/multisensory format that is highly engaging and well-suited to our students' learning styles.

Students are assigned a Chromebook to use. It is their responsibility throughout the school day and must be plugged into the assigned location to be charged before leaving school. Middle and high school students may bring their own device for daily classwork.

Classroom instruction incorporates a wide variety of technological resources and students are taught to use a variety of multimedia tools to develop presentations and enhance their work.

Students utilize Google Apps Education Edition which is a package of Google applications. Students use a variety of applications, including (but not limited to) Gmail (students may only email to an @thesienaschool.org account) and Google Drive. Google Drive provides students with the opportunity to save documents online, allowing access to documents from any computer with an Internet connection (eliminating the need to transfer documents to and from school).

Assistive Technology is integrated throughout the curriculum and students utilize a variety of resources such as Learning Ally (over 80,000 audiobooks) and Read&Write (text to speech for Google Docs).

Students are expected to utilize the technology available to organize and present their work. Each student has a personal profile established for them at the beginning of each year and students are required to save their work using the pre-established folders. The students receive appropriate instruction regarding computer use expectations.

Students and parents must sign the Computer and Internet Use Agreement before using Siena's technology or Google Apps for Education.

Media Viewing Policy

Movies rated G or PG may be shown to students in grade 4 and above.

Movies rated PG-13 may be shown to students in grade 7 and above.

R-rated movies may be shown to students in high school, with the following conditions:

1. The movie/clip is watched in advance by the subject teacher and deemed appropriate.
2. The Department Chair approves the use of the movie/clip in advance
3. A permission slip is sent home stating the following:
4. Details of the movie, e.g. name, producer, etc.
5. A description of the plot/scene to be shown
6. Whether a clip will be shown or the entire movie
7. The learning objectives
8. The permission slip is returned, signed by a parent/guardian
9. In the event the parent/guardian elects to decline permission, an alternative format for the learning objectives will be provided where possible

AFTER-SCHOOL OPTIONS

After-School Program

The Siena School offers an after-school program for elementary and middle school students from 3:45 pm – 5:45 pm, Monday through Friday on days when the school is in session. (PLEASE NOTE: There will be no after-school program on early dismissal days or the last day of the school year.) The after-school program includes a mixture of supervised homework help and activities. The program begins with a snack provided by Siena, followed by homework help with individual assistance. Students completing their homework/20 minutes of reading early can then participate in board games, activities, etc.

Students may also enroll in a number of special-interest Enrichment Classes that will be held during this time.

Parents may opt to enroll their child in the After-School program for 1, 2, 3, 4, or 5 days a week and may register either for a single semester or for the entire school year (at a discounted rate). Parents must complete an After-School Registration Form to enroll their child in the After-School Program and pay the required fees by the deadline indicated on the form. All program payments are non-refundable. Amounts lost due to withdrawal or absence cannot be refunded, forwarded to future dates or to a sibling's account. Unused days cannot be accumulated or carried over to future weeks.

There is also a "Drop-In" option for parents who may only occasionally wish their child to stay after-school. We just ask that you notify us no later than 10:00 am the day of the drop-in. Drop-in fees must be paid on the day when the student is collected.

Upon completion of the expectations agreement, if not participating in school-sponsored activities, high school students may stay at school until 5:30pm on days that the after school program is in session. Staying after school is a privilege, not a right; the administration reserves the right to revoke the privilege at any time, for example if the student does not adhere to the expectations agreement.

Pick-Up Policy

All children in the after-school program must be picked up at The Siena School no later than 5:45 p.m. Parents are urged to be prompt! (NOTE: If the child attends "Dinner and a Movie," the pick-up time and location will be different and announced in advance.) There is a Late Pick-Up fee of \$25 per 15 minutes or fraction thereof for children picked up after 6:00 p.m. Parents must sign the late pick up form when collecting their child.

Enrichment Classes

The Siena School offers a number of rotating Enrichment Classes after school each quarter. Enrichment sessions usually run from 3:45 p.m. – 4:45 p.m. on the designated days but parents should check the enrichment form for specific details of each class. Program content will change regularly based on student interest and staff availability. Enrichment Classes will be taught by a mixture of Siena faculty and private instructors. The Enrichment Class schedule will be announced each quarter and students may select one or more from among the options; each class has a minimum enrollment number to run.

Children attending the Enrichment Classes who are not separately enrolled in the After-School Program should be picked up no later than 5:00 p.m. Late pick-ups after 5:00 p.m. will be admitted to After-School and charged \$12.50 (half the daily Drop-In fee).

Children enrolled in an Enrichment Class should bring an afternoon snack to eat each day.

Athletics

An athletic program will run throughout the year after school and the schedule will be announced at the beginning of each session. Students enrolled in the athletic program should bring an afternoon snack to eat each day. A release and waiver of liability form must also be submitted to participate in these activities.

Hazing

Hazing is prohibited at all times. Hazing involves any act that subjects teammates to mental or physical discomfort, embarrassment, harassment, or ridicule. In some instances hazing constitutes a criminal act. At a minimum, hazing may lead to immediate dismissal from a team and suspension from school.

CODE OF CONDUCT

The Three R's of Siena's Community



At Siena, we work hard to build relationships between all community members. Every individual is a valuable member of Siena and the choices they make are important in contributing to the positive learning environment for the whole community.

Students at Siena are held to the highest behavioral expectations. When a student's behavior requires intervention, the child's parents/guardians will be notified. Siena reserves the right in its sole discretion to take any and all disciplinary actions it deems appropriate for a given circumstance, up to and including expulsion.

All Siena students are expected to follow the 3 R's of conduct: to make the right choices based on respect and responsibility. Siena students are expected to make the right choices to create a positive atmosphere for the entire learning community. Students make their own choices. Over the course of each day, students will make choices about:

- What to say, and
- How to act

When making these choices, students should consider the 3 R's. Is it the right choice? Do the choices encompass respect for others and oneself? Do the choices reflect responsibility?

Right choices and decisions at Siena means:

- following Siena's rules
- making appropriate moral and ethical choices
- making the best decision after considering all possible information and consequences
- exhibiting respect and responsibility

Respect at Siena means:

- respecting yourself and your own abilities
- respecting other people, their ideas, thoughts and feelings
- respecting property
- using appropriate language
- always being polite and courteous

Responsibility at Siena means:

- being responsible for your own belongings
- bringing materials to class
- turning in homework on time
- arriving at class on time
- being responsible for one's own behavior
- staying in the designated areas
- caring for our facility
- always trying your best
- following through on all assignments and duties

Siena uses a restorative justice model in its approach to discipline. If one of the 3 R's is broken, reflection is a key component of the process. For example, when a teacher or administrator meets with students, questions might be asked such as:

- What happened?
- What were you thinking of at the time?
- Who has been affected by what you have done? In what way?
- What do you think you need to do to make things right?

Reparations occur with a focus on relationships. Not every action requires a consequence, sometimes reflection and mediation is enough to prevent repetition. When possible, other responses directly relate to the harm that was caused, for example if a student chews gum, they clean up gum around the school.

The goal is for the student to learn from the situation and not repeat it. If a student repeats behaviors, they are not taking responsibility for their actions and demonstrating accountability. Repeatedly breaking the 3 R's may result in more serious disciplinary responses.

A team approach is taken with parents, faculty and administration working together to support the students. Which administrator is involved depends upon the severity of the incident:



For the most serious incidents, a discipline committee meets. Consistent with our school culture and practice, we carefully consider the context of the incident. This includes the prior history of the student, their age and mitigating factors, and we speak with the student and the student's family. Our goal is to help students learn from the situation so that they are better prepared for college and life.

Policy on Academic Integrity and Plagiarism

Rationale

In line with Siena's Code of Conduct and the policy of the 3 R's (Right Choices, Respect and Responsibility), Siena has expectations for Academic Integrity and the avoidance of Plagiarism. Siena's staff recognizes that these are skills developed throughout a student's academic career and will consider the student's developmental level in any decision.

Academic Integrity means making the right choices, respecting one's self and peers, and taking the responsibility to carry out one's learning honestly. This includes striving to do one's own work while acknowledging the use of someone else's work (writings, recordings, images etc.) when necessary.

Plagiarism is the use of someone else's work that, intentionally or unintentionally, is presented as your own. This may include copying a peer's work, using words or ideas from other authors, presenting audio or video clips without identifying the author or using images without noting the source. Plagiarism is cheating.

Instruction about academic integrity and plagiarism is provided at each grade level, including helping students understand the difference between **collaboration** (two or more students working together to share/search information and/or ideas in a balanced

exchange) and **collusion** (students working together but workloads are greatly imbalanced often because one student is given another student's work without acknowledgment).

At Siena, we recognize the importance of having high expectations for our students. But, we also know that to achieve high expectations, students need to have a supportive environment that guides them through the process of learning on the path to meeting those expectations. Without support, an environment of high expectations creates stress and can entice students towards academic dishonesty. Therefore, our policy on Academic Integrity and Plagiarism gives our students the support and skills they need to be successful at Siena, after Siena and throughout their lives.

General Disciplinary Guidelines (may be adapted based on seriousness of incident)

	First Incident	Second Incident	Third Incident
<p>Middle School</p> <p>Incidents are cumulative through middle school, not per grade.</p>	<p>Warning from teacher.</p> <p>Incident recorded. Student corrects error(s) based on guidance from teacher/advisor and assignment graded.</p> <p>Parent/guardian notified.</p>	<p>0 given for the assignment.</p> <p>Student meets with teacher and administrator. Student corrects error(s); teacher may choose to give credit for assignment with maximum grade of 70%.</p> <p>Parent/guardian discussion via phone/at school.</p>	<p>0 given for the assignment.</p> <p>Disciplinary meeting with Department Head, Dean and Head of School. Work redone but no credit awarded.</p> <p>Parent/guardian meeting at school.</p>
<p>Grade 9</p> <p>Incidents are cumulative through high school, not per grade.</p>	<p>0 given for assignment.</p> <p>Incident recorded. Student corrects errors; teacher may choose to give credit for assignment.</p> <p>Parent/guardian notified.</p>	<p>0 given for assignment.</p> <p>Disciplinary meeting with Department Head and Dean. Student corrects errors but grade remains a 0.</p> <p>Parent/guardian meeting at school.</p>	<p>0 given for assignment.</p> <p>Disciplinary meeting with Department Head, Dean and Head of School.</p> <p>Parent/guardian meeting at school.</p>

	First Incident	Second Incident	
Grades 10-12 Incidents are cumulative through high school, not per grade.	0 given for assignment. Disciplinary meeting with Department Head and Dean. Student corrects errors but grade remains a 0. Parent/guardian meeting at school.	0 given for assignment. Disciplinary meeting with Department Head, Dean and Head of School. Parent/guardian meeting at school.	N/A

Disciplinary Meeting Consequences

...can include but are not limited to:

- 0 on part or all of an assignment
- F for a mid-quarter, quarter or semester grading period
- In or out of school reflection
- Dismissal from school

OUR COMMUNITY

Arrival and Dismissal

Please use caution when picking up and dropping off, as the parking area is congested.

General

- Supervision begins at 8:10 a.m. Please do not arrive any earlier as students cannot be admitted to the building prior to this time.
- Upon arrival all students report to the gym. Elementary and middle school students must stay in the gym until dismissed to homeroom.
- Arrival: 8:15 a.m. - 8:25 a.m. Please be prompt!
- All cars must first drive to the back of the parking lot and loop around to line up.
- School begins promptly at 8:30 a.m.
- If students are late, they are required to report to the main office with an adult to sign in.

Dismissal: 3:30 p.m.

- Please provide advance written notice of all changes regarding your child's dismissal, including pick-up time, drivers and carpools by contacting the front

office. Changes in arrangements should not be made after 1:00 p.m. except in an emergency.

- Afternoon pick-up procedures are the same as arrival procedures.
- Drivers must not pull around other vehicles. If you reach the front of the line and your child is not yet ready to be dismissed, you will be directed to circle to the end of the line, or you may park and enter the building.
- If you need to speak to a member of staff, please park before entering the building.
- Students are supervised by a member of staff until 3:45 p.m.
- At 3:45 p.m., all students who have not yet been picked up will be placed in the after-school program and the after-school drop in fee will be charged.

Late pick-ups should park and enter the building to collect the student.

Attendance and Punctuality

Attendance is very important at Siena, including arriving on time each morning. Regular attendance is necessary for the student's social and educational growth.

Procedures

- School begins promptly at 8:30 a.m. To ensure punctual attendance, it is strongly recommended that students arrive no later than 8:25 a.m.
- Please phone or email the Office Manager before 8:15 a.m. in the morning if your child will be absent or late that day.
- If your child has been diagnosed with a contagious illness, please contact the Office Manager.
- Following an absence, please send a written note/email of explanation with your child upon his/her return. Absences without a written note will be considered unexcused.
- Please notify the Office Manager in advance of any scheduled absence. Medical and other appointments should be made after dismissal whenever possible.
- If students arrive late or leave early, they must be signed in or out by an adult in the main office.
- If a student is not in school or leaves early due to illness, they may not participate in after school activities and events.
- Students are responsible for gathering information on and making up work in a timely manner.

Absences

- Teachers are not expected to provide work until a student has been absent for more than two days, to give the student time to focus on recovery. Teachers will email work to a student's account on the third day of an absence.

- To maintain curricular flexibility, it is not possible to provide work far in advance of an elective absence. Teachers are not expected to provide individual work (ahead of time or make-up assignments) when students miss periods of school as a matter of family choice.
- If instruction time is lost due to repeated tardiness/absences, a student may not be awarded a passing grade for the quarter.

Party Policy Grades 4-8

The Siena School is a small community and we encourage families to be inclusive when scheduling special events. When planning a social function for elementary or middle school students:

- a) If the whole grade cannot be invited for finance, space or energy reasons, please be mindful of who is invited so students do not feel excluded e.g. invite fewer than half the class members.
- b) Please exchange invitations and presents outside of school, not at school or through school channels (e.g. school email).

High School Driving Policy

Due to limited parking, high school students are not guaranteed parking on site. The Head of School will make the final decision about parking privileges.

The use of an automobile to drive to school is a privilege, not a right. To be eligible to drive to school, a student must agree to the following regulations:

- Students must drive safely when entering and exiting the parking lot.
- Students planning to drive to school must seek prior approval from the Head of School.
- Parents must sign a consent form for the student to drive to school, including an acknowledgment that they possess a valid license, no driving violations and adequate liability insurance.
- Students are not permitted to return to their cars until the end of the school day.
- Students may not sit or ride in their vehicle during the school day, including at lunch time.
- Students must adhere to all State laws.
- Students may not drive non-family members unless specific permission is granted by the non-family student(s) legal guardians.
- A student's driving privilege must not interfere with his/her attendance or academic performance.

Visitors

- For the safety and welfare of students, staff, parents and other visitors, it is important that all visitors follow these procedures:

- All visitors must report to the main office to register with a photo ID and receive a visitor's badge. These badges must be worn at all times within the building.
- Visitors must sign out before leaving the building.
- Visitors with special needs are encouraged to let Siena know how we can be of assistance.

Siena welcomes prospective parent/professional visits to Siena. Admissions tours are offered every Wednesday morning at 9:30 a.m., and we are also happy to arrange a private tour as schedules allow. Additionally, Siena offers a series of Professionals Receptions, held throughout the year. If you know of any professionals who would like to learn more about Siena, we encourage them to attend one of these receptions.

Parents are encouraged to participate in the curriculum as a class speaker or by providing internships, hosting field trips etc.

Communication

As a community, parents and teachers work together in the best interests of each student. Effective communication is an important element of your child's success. As the coordinator for your child's academic and social progress at Siena, we encourage you to contact your child's advisor whenever a question arises. Parents should directly contact their child's subject teacher whenever a specific subject-based question arises. If you email the subject teacher, we request that you also cc. your child's advisor.

Methods of communication include phone and email. Staff will endeavor to respond to you within 24 hours or by the next working day if over a weekend or break. Communication between home and Siena is also strengthened through the use of student planners. Student planners are used to record all homework assignments and other important reminders. We encourage parents to check these each night.

In addition, to regular phone communication, a weekly newsletter ("Il Giornale Siena") is available on Fridays. We strongly encourage parents/guardians to check and read email regularly, as it is one of the main forms of communication beyond phone check-ins. The weekly Siena newsletter is also a prime source of communication between families and the school, and it contains important information about activities and events, tests and deadlines, and resources. Families should also read all ParentSquare communications to remain informed about school events etc.

After the first full week, your child's advisor will call home to discuss and reflect upon how the first few days of school went. We hope, and expect, that in addition to formal communication, there will be frequent communication between home and Siena. If, after you have contacted the advisor/subject teacher, you have further questions, please contact the Department Chair or Dean of Students.

Paperwork

We recognize that throughout the year paperwork may need to be completed by school staff. Ample time must be provided to the school to complete such paperwork and estimated completion times are in parentheses. Examples of paperwork include but are not limited to SSAT forms (2 weeks), non-college recommendations and evaluation paperwork (3 weeks), college recommendations (5 weeks), public school paperwork (5 weeks). All paperwork other than SSAT forms will be returned directly to the related service provider/organizations. All paperwork must be submitted to the Dean of Students but due to time constraints, paperwork will not be completed after June 1st.

Individual Education Plan (IEP) Meetings

Due to time and scheduling constraints, The Siena School staff are unable to attend IEP meetings. However, we are happy to send paperwork as needed.

The Siena School Parents' Association

The Siena Parents' Association (SPA) is an integral part of our vibrant school community. The goal of the SPA is to build a strong sense of community among students, parents/legal guardians and staff in support of Siena's mission and objectives. In order to accomplish this goal, the SPA identifies areas where parents can work together to become a valuable resource for Siena. Each parent or guardian is a member of the SPA and may participate in its programs and activities.

The SPA is a service entity and does not make any policy decisions relating to Siena. However, parents/legal guardians are encouraged to provide input and ideas via the SPA that will help achieve Siena's mission and objectives.

SPA meetings start at 7:00 p.m. and last approximately 1.5 hours; child care for is run by a high school student. The meeting schedule is published in the calendar.

Parent Involvement

There are ample opportunities for parents to participate in the school community. Examples include:

- Attending SPA meetings, accepting a volunteer role
- Organizing family social events
- Being a class speaker, providing internships, hosting field trips etc.
- Assisting admissions; for example, calling prospective families, hosting a parent breakfast
- Assisting with school events such as the October Celebration
- Assisting with mailings
- Utilizing the Siena Parents ListServ

- Donating to The Siena School Scholarship Fund
- Spreading the word about Siena!

Directory Information Publication

Each year, The Siena School publishes online directory information for enrolled students. This information may include student and family member names, addresses, phone numbers, and email addresses, as well as the student's age, grade, school activities, honors, and awards. Directory information will be provided annually to the parents of all enrolled students, and may be used throughout the year for school related purposes (e.g., to create a program for a student event or activity). Siena does not publish or release directory information to individuals or entities unrelated to The Siena School or its activities, except as may be required by law.

Relationships between Siena Staff and Students/Families

The Siena School places great importance on developing strong and healthy relationships among its staff, students and families. In order to ensure the integrity of these relationships, the school requires all teachers and staff to adhere to the following policy governing personal and business relationships with students and families. We would like you to be aware of the key points of this policy for your own reference. Please immediately alert Siena administrators if you feel there is any situation under this policy that needs to be addressed.

- Siena teachers and staff are prohibited from entering into a personal or business relationship, contract or transaction of any kind with any Siena student or family member.
 - Siena staff members are not permitted to provide tutoring or other services to Siena students or family members of a student without express permission from the Head of School. If you desire additional tutoring services for your child, we are happy to refer you to other local tutors with appropriate expertise.
 - Siena staff may only communicate with students and family members through authorized School email accounts. Staff members are not permitted to engage or interact with students through personal email accounts, text messaging, instant messaging or social networking sites (e.g., Facebook, Instagram etc.).
 - Siena staff members are not permitted to hire Siena students or family members to provide services on a paid or unpaid basis (e.g., babysitting, lawn care).
 - Staff members may attend off-site events with Siena students or family members (e.g., religious ceremony, sporting or cultural event, hospital or home visit) provided that (i) the child's parents are in attendance and provide active

supervision and (ii) the staff member has notified and obtained permission from the Head(s) of School.

Gift Giving

Parents should not feel obligated to provide gifts for the staff. However, if a gift is given, please do not exceed \$50 per staff member and ensure that it is not made via check or cash (gift cards can be given).

General Routines

Food

Water

- Students are permitted to carry water to class and are encouraged to do so. A labeled, reusable water bottle is recommended.

Break and Lunch

- Siena encourages healthy eating options.
 - Please avoid artificial colors, flavors, preservatives and sweeteners.
 - Please also be mindful of allergies when purchasing products, particularly nut allergies.
- All students should bring a snack for break and a bagged lunch from home. To help the environment and reduce plastic, Siena does not provide eating utensils to students. Please bring your own.
- In order for students to maintain energy levels during the school day, it is important that every student eat during the time allotted for lunch.
- Microwave ovens and a toaster are available for student use.
- Candy, chewing gum, energy drinks and sodas are not allowed. If these items are brought to Siena, they will be disposed of.
- Water is available during the day from water fountains.

Pizza Lunches

- Tuesday is pizza lunch day! Order Italian Kitchen or Kosher pizza via the online pizza account registration form.

Vending Machine

- Fresh Healthy vending provides healthier snack options.

Ordering from Outside Vendors

- Only seniors may order food for delivery from outside vendors. To receive this privilege, seniors must adhere to the ordering procedures as presented to them at the beginning of the school year to ensure no disruption to the school day.

Lockers

- Bags may not be carried during the school day.
- Siena is a trust-based community; therefore students do not use locks on their lockers.
- It is important for students to organize their materials for the appropriate classes.
- No stickers or other adhesive items are allowed on the lockers either inside or out. Magnets are allowed.

Administrators and staff have the authority to search student lockers with a reasonable cause.

Lost and Found

- A Lost and Found box is maintained at the school.
- Please label all clothes and belongings, especially PE clothing.
- Students are responsible for asking to check the box.

On a regular basis and before winter, spring and summer vacation, all non-Siena clothing left in the Lost and Found box will be donated to charity. Parents will be notified in advance to provide time to check the box.

Electronic Equipment

Except as stated in the BYOD agreement, students should leave electronic equipment at home. All electronic equipment brought to school including, but not limited to, cell phones, tablets, iPods, gaming systems etc. must be turned off during the school day. Headphones/earbuds should not be worn. Technology is not allowed on field trips except at the discretion of the teacher.

Use of personal laptops/tablets in school must adhere to Siena's Acceptable Use Policy and a BYOD agreement must be signed. The Siena School is not responsible for any electronic equipment brought to school.

If students use electronic equipment without permission during the school day, it may be confiscated. For a first offense, students may collect the item from the main office at the end of the day but will lose privileges to bring the items to Siena. Repeated offenses may result in the permanent loss of privileges to bring the items to Siena.

- Students may not watch TV shows, movies, YouTube etc. (unless for educational purposes) even if using personal technology.
- No photographs or recording (sound/video) are allowed at school without staff permission.

Electronics may not be taken into bathrooms or locker rooms.

Cell Phones

If parents need to send a message to their child during the school day, please contact the front office. To support the school's policy for keeping cell phones turned off, parents are asked to not call/text their child's cell phone during the academic day.

Students are not allowed to use the school phones except with permission at the front office. If a student needs to contact a parent, they may go to the front office.

- Elementary students are not permitted to bring cell phones to school.
- Middle school students are not permitted to use or display cell phones or other portable communication devices (such as smartwatches) during school hours (8:30 am to 3:15 pm); such devices will be considered to be 'in use' if they are turned on.
 - It is recommended that cell phones are not brought to school unless needed for an explicit purpose after school.
 - If a middle school student brings a phone or other communication device to school it must be switched off and placed in the designated Yondr pouch before the start of school at 8:30 am.
 - Students maintain responsibility for these pouches during the school day, and open them at 3:15 pm before dismissal.
- High school students may only use their cell phones during morning break and at lunch/recess (except during events, e.g. meeting with college representatives). At all other times, students are not permitted to use or display cell phones or other portable communication devices; such devices will be considered to be 'in use' if they are turned on. Failure to be respectful of this policy will result in loss of phone privileges.

Supplies

Students will be supplied with an assignment planner. Students are expected to have the planner in every class. Replacement planners must be paid for.

Students are responsible for bringing supplies to every class. Recommended supplies (may need replenishing during the year):

Supply List for Students in Grades 4 and 5

- Simple digital kitchen-style timer (for home use for homework and reading)
- Pencils #2 (NO mechanical pencils permitted) and erasers
- Highlighters – green, pink, yellow, and blue (for use with cross-curriculum writing program)
- Colored pencils for home use
- 2 Boxes of tissues (for homeroom)
- Two sets of headphones – one for home use and one for school. The school set should have a microphone.
- Change of clothes for outdoor recess: rain boots, coat, snow pants etc. Please assume your child will go outside every day.

Supply List for Students in Grades 6 -12

- Calculator (TI-83 Plus required for students taking high school mathematics)
- Zip around 3-ring binder at least 2 inches
- Tabbed dividers- 8 tabs (for 3 ring binder)
- Pencil case (should fit inside of 3-ring binder)
- Pencils #2 (NO mechanical pencils permitted) and erasers
- Erasable Pens (blue or black)
- Highlighters – green, pink, yellow, and blue (for use with cross-curriculum writing program)
- Pocket folders x 2 minimum
- 2 packages of Index cards (3x5) for home use
- Colored pencils for home use
- Loose leaf ruled 3 hole filler paper
- 2 Boxes of tissues (for homeroom)
- Two sets of headphones – one for home use and one for school. The school set should have a microphone.

Personal Property

A student shall not be reimbursed for their personal property if lost, damaged, or stolen. The individual is expected to safeguard their personal property.

Birthdays

In Elementary, students may bring a special treat to share at lunch as long as all students can participate. Please inform your child's advisor in advance if you will be bringing food at lunch.

In Middle and High School students may bring a special treat to share at lunch as long as all students in their grade can participate. Please be mindful of allergies when purchasing products, particularly nut allergies.

HEALTH AND SAFETY

Emergency Procedures/Closures

Inclement Weather

Siena follows the closings policy of Montgomery County Public Schools. When the county closes school due to inclement weather, Siena is closed. When Montgomery County has a late opening delay, Siena will have the same late opening. If Montgomery County has an early closing due to inclement weather, Siena will also have an early dismissal and we will notify parents. Early dismissal will be at noon.

Please note that for delayed openings and closures, we will only post information on the website. We highly recommend that families register for MCPS alerts so that you can receive this information in a timely manner. Information can also be located on local news channels and on the MCPS website. In case of emergency dismissals (e.g. early dismissal due to weather), Siena will notify families via email and text.

Emergency Preparedness/Safety Plan

Siena has developed emergency plans to ensure the safety of all the students and staff. Emergency plans are reviewed periodically and practice drills are conducted throughout the year. The emergency plans are explained to and discussed with the students, and are posted in every classroom.

Emergency Contact

In an emergency, it is vital that Siena is able to contact a student's family member or other designated adult. It is required that all students have completed emergency information on file in the office. Emergency contact information must be completed before the student's first day and each year thereafter. It is imperative that Siena is notified immediately if there are any changes of information.

Off-Site Activities

The following safety guidelines must be adhered to when travelling off-site.

- Students must walk, not run.
- Students must walk with the group (e.g. not walk ahead of the lead teacher or lag behind).

Pedestrian Safety

- Students must use the cross-walk for crossing a road and must wait for the appropriate signal.
- When crossing, the teacher will enter the road first. Students must wait for the teacher's signal before crossing.

- Students must convene on the sidewalk and wait for the teacher before continuing to their destination.

Metro

- Students should not run on the escalator or platform.
- Students should stand away from the platform's edge.
- Student may not enter a metro train until a teacher has entered.
- Students must remain seated when on the metro.

Siena Bus or hired transportation

- Students may only enter/exit the bus with the driver's permission.
- Students will enter the bus without crowding or disturbing others and will occupy their seats immediately.
- Students will remain seated with seatbelts fastened while the bus is in motion.
- Students will treat the bus respectfully, pick up all trash, behave in a safe manner and obey all instructions from the driver or other staff members on the bus.
- Students must not converse with the driver while the bus is in motion nor behave in a way that distracts the driver.
- Students must not throw articles in, out, or around the bus.
- Food and drink may not be consumed on the bus without the permission of the driver. No glass or breakable items are allowed on the bus.
- Personal music equipment may only be used with the driver's permission. Music must not be audible to the driver.
- All other school rules, as stated in the student/parent handbook, apply.
- Every student riding the school bus is expected to know and follow the rules, and the school administration reserves the right to suspend a student's privilege of riding the Siena bus.

Immunization Certificate

All students must have an up-to-date immunization record on file at Siena. The immunization certificate must be submitted by the date specified in the registration package.

Medications

If your child requires medication to be administered at Siena, the following policies apply:

- A medication form must be completed for any medication (prescription or non-prescription) to be administered.
- All medications require a physician's authorized medication administration permission form signed by both the physician and the parent before medication can be administered during the school day at Siena. Please contact the Office Manager to obtain this form.

- Medication must be in the original pharmacy container and must be clearly labeled. All non-prescription medication should be brought in a new, unopened bottle.
- Parents/Guardians are responsible for delivering medications to Siena. Medications may not be sent in with the student.
- Any changes in dosages require a new medication form or communication from a doctor.
- During off-site trips, medications will be given by a medical technician.
- Unused medications must be collected by a parent or designated adult within seven days of discontinuation or on the final day for student attendance at the end of the year. Any medications not collected by the appropriate date will be discarded.
- Students are not to carry medications at any time, unless given a self-carry permission from their doctor.

Accidents

In spite of health and safety precautions, accidents do happen to children. Whenever an accident occurs, an online accident form is completed by the member of staff who witnesses the accident.

For minor accidents, a staff member will administer basic first aid – an ice pack, band aids etc. For more serious accidents, parents may be contacted to come and collect their child to seek medical attention. In an emergency situation, an ambulance will be called. A member of staff will accompany the student to the hospital and the parents will be notified. Parents are asked to meet the ambulance at the hospital.

Siena cannot assume responsibility for obtaining medical care. All emergency contact information must be on file so that we can contact you or a designated adult.

Illness

If your child has any of the following symptoms he/she should remain at home: temperature more than 100 degrees, vomiting, stomach ache, diarrhea, headache, cough, ear ache, thick discharge from nose, sore throat, rash or infection of the skin, red or pink eyes, loss of appetite, or loss of energy or decrease in activity. If any of these symptoms are severe or persist for more than 24 hours, you should contact your private source of medical care. Students must remain at home until at least 24 hours after they are free of fever (100° F [37.8° C] or greater), or signs of a fever, without the use of fever-reducing medications. Furthermore, other symptoms such as vomiting must be absent for 24 hours before returning.

If your child becomes ill at Siena, you will be contacted if he/she continues to complain of illness after resting for one class period. Parents will be immediately contacted to collect their child if he/she has a fever or appears to have an influenza-like illness. In case of emergency 911 will be dialed. You will then be contacted and advised of the

location to which your child is being transported. It is imperative that you provide Siena with up-to-date information and phone numbers in case it is necessary to contact you.

Infectious Disease Policy

In the event that your child has been absent with a communicable disease such as chicken pox, strep infection, conjunctivitis, etc., please contact Siena immediately so that Siena can alert families. When your child returns, please send in a note from your doctor, stating what the child had and that it is permissible for him/her to return to Siena.

Lice

Head lice (also known as pediculosis capitis or nits) is a communicable disease. A student with head lice should not return to Siena until they have received proper treatment and all lice have been removed. If a student is found to have head lice while at Siena, we will contact the parents/guardians immediately so that the student can be taken home. Parents are responsible for providing appropriate treatment when lice have been identified.

Child Abuse or Neglect

All employees are required by State law to report suspected abuse or neglect to the proper authorities in order that students may be protected from harm and the family may be helped. At all times, the intent is to protect students from harm by providing services to maintain and strengthen their own families.

Sexual Abuse and Molestation Prevention Policy

The Siena School does not permit or allow sexual abuse or molestation to occur in the workplace or at any activity sponsored by or related to it. In order to make this “zero-tolerance” policy clear to all employees, volunteers, and staff members, we have adopted mandatory procedures that employees, volunteers, family members, board members, individuals and victims must follow when they learn of or witness sexual abuse or molestation.

Sexual abuse takes the form of inappropriate sexual contact or interaction for the gratification of the actor who is functioning as a caregiver and is responsible for the patient’s or child’s care. Sexual abuse includes sexual assault, exploitation, molestation, or injury. It does not include sexual harassment, which is another form of behavior which is prohibited by The Siena School.

Reporting Procedure

All staff members who learn of abuse being committed must immediately report it to the Head of School and to the local or state Adult Protective Services (APS) Agency or, if a child is the victim to the local or state Child Abuse Agency. Appropriate family members of the victim must be notified immediately of suspected child abuse.

Investigation & Follow Up

We take allegations of sexual abuse seriously. Once the allegation is reported we will promptly, thoroughly and impartially initiate an investigation to determine whether there is a reasonable basis to believe that sexual abuse has been committed. Our investigation may be undertaken by either an internal team or an independent third party. We will cooperate fully with any investigation conducted by law enforcement or regulatory agencies and we may refer the complaint and the result of our investigation to those agencies. We reserve the right to place the subject of the investigation on an involuntary leave of absence or to reassign that person to responsibilities that do not involve personal contact with individuals or students. To the fullest extent possible, but consistent with our legal obligation to report suspected abuse to appropriate authorities, we will endeavor to keep the identities of the alleged victims and investigation subject confidential.

If the investigation substantiates the allegation, our policy provides for disciplinary penalties including but not limited to termination of the actor's relationship with our organization.

There are a number of "red flags" that suggest someone is being sexually abused. They take the form of physical or behavioral evidence.

Physical evidence of sexual abuse includes, but is not limited to:

- Sexually transmitted diseases;
- Difficulty walking or ambulating normally;
- Stained, bloody or torn undergarments;
- Genital pain or itching; and
- Physical injuries involving the external genitalia.

Behavioral signals suggestive of sexual abuse include, but are not limited to:

- Fear or reluctance about being left in the care of a particular person;
- Recoiling from being touched;
- Bundling oneself in excessive clothing, especially night clothes;
- Discomfort or apprehension when sex is referred to or discussed; and
- Nightmares or fear of night and/or darkness.

Retaliation Prohibited

We prohibit any retaliation against anyone, including an employee, volunteer, board member, student, or individual, who in good faith reports sexual abuse, alleges that it is being committed or participates in the investigation. Intentionally false or malicious accusations of sexual abuse are prohibited.

Anyone who improperly retaliates against someone who has made a good faith allegation of sexual abuse, or intentionally provides false information to that effect, will be subject to discipline, up to and including termination.

DRESS CODE

The dress code was developed with the students. Students should "dress for success" to promote a positive learning environment:

- No coats/jackets/outdoor clothing are to be worn inside the school building.
- No headgear to be worn inside the building (except for religious or medical requirements) or during external school activities.
- No clothing with inappropriate slogans or pictures. Clothing must not make reference to offensive language, violence, sex, drugs, alcohol, gangs, weapons, vaping, or tobacco products etc.
- No sleepwear e.g. pajama bottoms.
- Metacarpal (knuckle) rule for clothing above the knees (bottom of the outfit must extend past the length of the knuckles when arms are extended at the side of the body with the shoulders relaxed down).
- Clothing should be in good repair. Styled cutouts/holes should be below metacarpals.
- Undergarments must not be seen from the front, back or sides.
- Tops should overlap waistbands so midriff remains covered, even during movement.
- 3-finger rule (the student's fingers) governs strap tops.
- Shoes must be worn at all times.
- Elementary and Middle school: no flip flops or open toed shoes. High school may wear flip flops or open toed shoes except when activities require other shoes for safety (e.g. labs/P.E./certain field trips).

Periodically, the staff may request more formal dress for special events, field trips or visitors. Siena's staff, in its sole discretion, will assess the appropriateness of the student's dress. Exceptions may be made by the Head of School for special events.

Physical Education Dress Code

All elementary and middle school students take P.E. One high school P.E. class is taken, usually in 10th grade. Siena students are required to adhere to the following uniform policy for all physical education classes:

- Red shirt (solid color) with The Siena School logo
- Shorts/sweatpants
- Sneakers

P.E. shirts with The Siena School logo are available through the LandsEnd website. Parents may choose from among several shirt styles (long-sleeve, short-sleeve, or hooded). Information on ordering is in the registration packet. (Note: Students who have purchased only one uniform and bring it home for washing must remember to bring it back to school in time for the next P.E. class. If more than one uniform is

purchased, students can keep one set in their locker, exchanging it for a clean set when it is taken home for washing.)

Students are required to have their Siena P.E. clothes (following Siena's P.E. uniform policy) at school each day they have physical education classes/after-school physical activities. Students can change their clothes at school but students may choose to come to school in their uniforms to ensure prompt attendance (bringing a change of clothes for afterwards). Classes may be held outside (weather permitting) and students should always come prepared. Deodorant (non-aerosol) is also highly recommended and no jewelry is to be worn during the P.E. class. In order for a student to participate in and get credit for the day in P.E., the student must bring his or her P.E. uniform and wear it.

A note from a parent or guardian is required to excuse a student from participation. The note should state the student's name, date, and the reason for the non-participation. Notes are not accepted after the fact. If a student is excused for more than three consecutive classes, a physician's note is required. If a student becomes ill during the day and feels that they cannot participate, they should notify the teacher. These absences are considered excused.

FEEDBACK AND SUGGESTIONS

We at The Siena School welcome and appreciate your feedback and suggestions. Please feel free to contact us at any time.

At the end of each school year, we will distribute an electronic Parent Satisfaction Survey. Please complete the survey because we use this information to make improvements to our program.

We look forward to serving you and your child! Best wishes for a successful school year!