



Students and Families Handbook

2023-2024

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HANDBOOK OVERVIEW

This Handbook is intended to serve as a guide to help students and parents become familiar with The Siena School. It also sets forth important policies and procedures that students and parents must follow. Please take the time to familiarize yourself with the contents below. We are hopeful that the Handbook will answer many questions about academics, discipline, school rules, after-school programs, and other topics.

Of course, no set of rules or guidelines can cover every situation which may arise at the school. The rules, policies, and procedures set forth in this Handbook are intended to apply under normal circumstances. Within Siena's sole discretion, the school may deviate from the policies and procedures set forth below whenever the particular needs of a situation call for a different approach. The school may periodically revise or update these policies and will advise families of such changes by email.

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 their 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.

Equal Opportunity Services

The Siena School is an equal opportunity organization and does not discriminate on the basis of race (including traits associated with race), color, religion, sex, pregnancy, marital status, family responsibilities, disability, age, national origin, citizenship status, ancestry, creed, sexual orientation, gender identity, genetic information, military or veteran status, or any other category protected by applicable federal, state, or local law ("protected class"), in services or accommodations offered or provided to our employees, students, parents, or guests. This policy applies to decisions related to access, benefits, services, and related matters. Harassment on the basis of a protected class and retaliation for filing a complaint or being involved in the investigation are both prohibited under this policy.

The Siena School will not, on the basis of a protected status (1) exclude from participation in, deny the benefits of, or discriminate against an individual in the provision of any services, financial aid or other benefit; (2) subject an individual to segregation or separate treatment in any manner related to receipt of any service, financial aid or other benefit; (3) restrict an individual in any way in the enjoyment of any advantage or privilege enjoyed by others receiving any service, financial aid or other benefit from the business or other activity; (4) treat an individual differently from others in determining whether he or she satisfies any admission, enrollment, eligibility, membership or other requirement or condition which individuals must meet in order to be provided any service, financial aid or other benefit provided by the Siena School.

Any parents or students with questions or concerns about any type of discrimination are encouraged to bring these issues to the attention of the Dean of Students or the Head of School. Parents and students can raise concerns and make reports without fear of

retaliation, which is prohibited by Siena. Anyone found to be engaging in any type of unlawful discrimination or harassment will be subject to disciplinary action, up to and including termination or dismissal.

Reporting Harassment/Discrimination and Investigation

The Siena School has adopted and published grievance procedures providing for prompt and equitable resolution of student or parent complaints alleging any action that would be prohibited by this policy.

Any person who believes that they are the victim of any type of discriminatory conduct or harassment, including sexual harassment, should bring that conduct to the immediate attention of the Dean of Students or the Head of School. Siena will conduct a prompt, equitable, and thorough investigation, maintaining confidentiality to the extent possible, of all allegations of discrimination or harassment that, if proven true, would violate Siena's policies and/or the law. If the investigation discloses that an individual has committed an act of discrimination or harassment, that individual will be subject to appropriate disciplinary action, up to and including dismissal or termination. Retaliation in any form against a student or parent who complains in good faith of discrimination or harassment is strictly prohibited and will result in appropriate disciplinary action.

Reasonable Modifications for Individuals with Disabilities

Siena is firmly committed to complying with the Americans with Disabilities Act (ADA), and other federal and state legislation designed to ensure equal access for individuals with disabilities. Siena prohibits discrimination on the basis of disability and will provide auxiliary aids and services where necessary to ensure effective communication with individuals with disabilities and make reasonable modifications to policies and procedures as long as they do not result in 1) a fundamental alteration in the nature of the service/program; or 2) an undue hardship. If there are accommodations beyond those embedded within the school program, please contact your child's advisor.

Consistent with this policy and applicable law, Siena will undertake an interactive process to determine what auxiliary aids or other reasonable modifications to the program may be necessary to provide an educational opportunity that is as effective as that provided to others.

The Siena School prohibits bringing a pet (a domestic animal kept for pleasure or companionship) to the school or having a pet in Siena School-controlled buildings and premises, with the exception of service animals that may be permitted as a reasonable accommodation for persons with disabilities under the Americans with Disabilities Act.

The Siena School prohibits retaliation against any individual who requests accommodations or raises concerns under the Americans with Disabilities Act. Any

individuals who engage in retaliation will be subject to discipline, up to and including dismissal or termination.

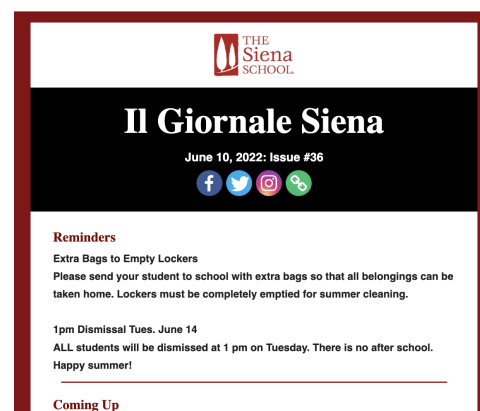
INFORMATION ON WEBSITE

The following information can be found on our [website](#):

- [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 provided in Parentsweb)
- [Daily schedule](#)
- [Forms](#) you may need throughout the year e.g. service learning, 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 each Friday is accessible on mobile devices. It is important that the newsletter is read each week for information about assessments, upcoming events and activities. Families should also read all ParentSquare communications to remain informed about school events and announcements. We highly recommend setting up the 'daily digest' option available in ParentSquare.



and

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

EDUCATIONAL PROGRAM

Grading

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

PERFORMANCE LEVEL I	Basic Progress
PERFORMANCE LEVEL II	Partial Progress
PERFORMANCE LEVEL III	Good Progress
PERFORMANCE LEVEL IV	Complete Mastery

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

Assessments

When teachers schedule projects, tests or quizzes, they email students using the advisory email group a week prior to notify them of the date of the quiz/test or project due date and the best strategies to be successful. Students should practice these varied study strategies each day at home leading up to the test/quiz:

- Form a study group
- Prepare for essays by predicting questions and writing out answers
- Condense notes
- Make and study flashcards
- Make and use maps, diagrams and pictures
- Develop and learn mnemonics – incorporate humor
- Record notes and listen to them
- 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 or a student can tag (@jchambers) a teacher in a comment box in notes (or any class Google document) to ask a specific question.

Teachers email students through the advisory email group when an assessment has been graded, feedback provided and where to locate the grade and/or rubric. Or, students may take home graded assessments to be shared with a parent/guardian. These should be signed (to acknowledge receipt) and returned to school. Students should bring home projects, unless a teacher has requested to keep or display it.

Tests and quizzes may be retaken when a 69% or lower has been earned. Retakes are available but not required. Teachers facilitate retake opportunities by speaking with the student concerned. Students are responsible for arranging when to retake a quiz/test. A maximum grade of 70% can be received for retake tests and quizzes.

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 monitors and facilitates the social, emotional and academic progress of the student. The advisor also serves as the coordinator for all communication with families, helping to streamline and coordinate communication between them and the school. The elementary teachers share advising responsibilities for the elementary class. For both middle and high school, students have the same faculty advisor through those divisional years. 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 meet with their advisor each morning and a few afternoons a week to receive specific help with executive functioning. The morning homeroom provides opportunities to check that the students are organized and prepared for the day. Finally, the afternoon homeroom provides a smooth transition home, including reviewing homework assigned and gathering required materials.

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 communicate home at each mid quarter, grades 8-12 may access their grades online and two conferences are also scheduled.

ASSIGNMENT FOR: Tuesday, October 5

Subject	Assignment	Due Date	Completed
Math	Fig. 87, #1-22, odd. Bring in signed permission slip.	10/5	<input type="checkbox"/>
History	Read: "I Have a Dream." Identify 3 metaphors and write down one important quotation.	10/5	<input type="checkbox"/>
Science	Complete bibliography for science fair project due Friday.	10/5	<input type="checkbox"/>

Don't forget to bring in permission slip for Romeo and Juliet!

Monday Tuesday Wednesday Thursday Friday

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 long-term assignments for each class; 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 read all ParentSquare communications. The weekly newsletter is an important resource for information about assessments, school events, field trips and activities.

Academic Assessments & Grade Reporting

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.

Sharing Student's Progress With Parents

Class	Course Description	Essential Questions	Learning Objectives	Grades	Comments	Skills Progressions	Family Conferences
Elementary School							
Reading	Q1-4					Q2 & 4	Q1 & Q 3
LA		Q1-4		Q2 & 4			
Math							
Social Studies							
Science		Q1-4			Q2 & Q4	Q1 & Q3	
Arts			Q1-4	Q1-4			
PE				Q1-4			
Middle School							
Reading	Q1-4	Q1-4		Q1-4		Q2 & 4	Q1 & 3
English					Q2 Q4 - 6th only	Q4 - 7/8th only	
Math					Q2 & 4		
Social Studies							
Science					Q2	Q4	
Arts					G6 - Q1-4 G7/8 - Q2 & 4		G6 - none G7/8 - Q1 & 3
PE					Q1-4		

Class	Course Description	Essential Questions	Learning Objectives	Grades	Grade Report Comments	Skills Rubrics/ Progress Reports	Family Conferences
High School							
English	Q1-4	Q1-4		Q1-4	Q2 & 4		Q1-3
Math							
History							
Science					Q2	Q4	
Spanish							
Arts					Q2 & 4		
PE (10th)							
SIP							
Independent Study							

Each quarter, mid-quarter grades are reported providing parents with regular information about their child's academic progress. Grade reports are released quarterly two-three weeks after the quarter ends. Grade reports with teacher comments 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. Siena emails parents through Parents Square when grade reports are released. Parents have access to and the ability to save their child's grade reports through Parents Web. To save, use the keyboard short-cut, Ctrl+P. This will prompt the print menu in which you can click on the printer options and then "save as pdf"; then save in the hard drive pop-up box.

Students receive skills progressions for Reading (ES & MS), Science (all students) and English (MS). Reading teachers email a pdf of their child's skills progression at the end of each semester. Science and English teachers email them at the end of the school year. Students learn, practice and are assessed and evaluated (proficient, developing, not yet) on a set of skills. Teachers provide comments about the progress of each skill on the skills progressions.

Goals	Predicted	Developing	Not Yet	Work Example name & link	Comments
General Skills					
Analyze a cause and effect relationship given a secondary or primary source, and use this analysis to make reasonable predictions		KCS, Bio-10		Snow Day Mini Project, Enzyme Lab	Will's "making reasonable predictions" skills are established. He is working on independently analyzing causal relationships, given primary and secondary sources. He is able to do this with teacher support. (Bio-10) Will's broad concepts, like genetic diagnosis, will demonstrate good understanding of cause-effect relationships. This was more challenging with more detailed chemical interactions like pineapple and gelatin.
Evaluate and describe biological cause and effect interactions at various levels: molecular, microscopic, macroscopic and large systems		Bio-10		Mitosis Project	(Bio-10) With a little guidance, which Will typically seeks out independently, he can describe cause-effect interactions at various levels.
Develop a model to predict the outcomes of phenomenon		Bio-10			(Bio-10) Will demonstrated a clear understanding that novel words can be deciphered using known parts. He continues to build his cache of prefixes, roots, and suffixes.
Develop a dictionary of common roots, prefixes and suffixes then demonstrate ability to predict the meaning of novel words by breaking it down into known components		Bio-10		Long Eared Bat	(Bio-10) Will uses good search strategies to typically find reliable sources.
Independently locate reliable sources to analyze a cause and effect relationship, and use this analysis to make reasonable predictions					
Using 21st century technology and advanced tools to accurately measure					
Apply essential vocabulary accurately in the context of written and oral work	KCS, Bio-10			Informal Settlement Project - Video Script (Written) Informal Settlement Project - Narrative (Oral)	Will accurately used essential vocabulary in written and oral work (8 occasions, 4 words used, 4% accuracy). (Bio-10) Will usually applies relevant vocabulary to his work independently or requires just a single reminder.
Compare and contrast observational data in writing		Bio-10		Preimplantation Genetic Diagnosis	(Bio-10) Will is an astute debater whose abilities are enhanced by the quality of evidence he can access.
Develop multiple arguments to affirm or negate a thesis statement					
Paraphrase quantified data as evidence for an argument from a primary or secondary source. Also includes an analysis of methods used by the source to obtain the data.					

Homework

Students are assigned homework on a nightly basis. Student's homework follows a predetermined 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 on occasion.

Elementary students:

- 3rd & 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)

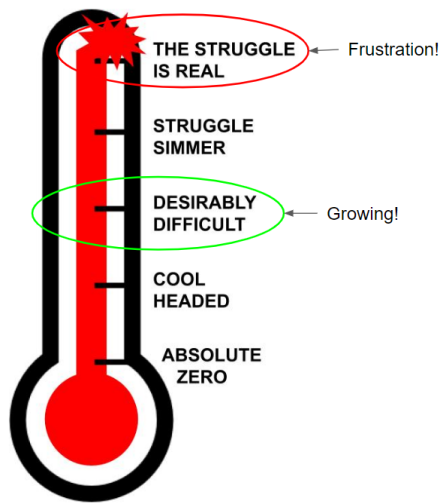
Monday	Tuesday	Wednesday	Thursday	Friday
English	Social Studies	English	Science	English
Reading	Math	Reading	Math	Reading
Read for 20 minutes and complete the reading log				

High school students are expected to work for up to 2 hours (up to 30 minutes per subject) plus 20 minutes of individualized reading.

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	World Language	World Language	World Language	
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 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



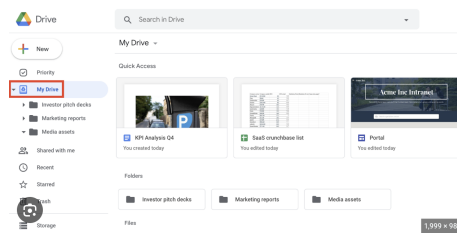
the class period. Teachers are happy to provide additional assistance as necessary, for example during eighth period.

It is expected that all students 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 missed. When a student returns from an absence, they should speak with their teachers about their work and arrange submission dates with 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 are cc. on these emails ensure effective communication with home.

Parents may access their child's assignments notes by logging-in to their child's Google Chrome account using their child's username password. Once in Chrome, the default homepage is Google Drive. A student's Google Drive is organized by subject folders. A parent can locate a document in a subject folder or by conducting a search of the document title.



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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 earning D's and/or F's in two or more classes may also be placed on academic probation.

When a student is placed on academic probation, the Assistant Head of School meets with the student and their parents to devise a plan of action. When a student is on academic probation, they may lose privileges at Siena, such as not playing in athletic competitions. The Assistant Head 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's 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.

Chromebook DO's	Chromebook DON'Ts
<ul style="list-style-type: none">• Charge each night at home• Bring to school each day• Keep the bar code sticker on it• Clean surface inside and outside• Left only on a table top surface• Put inside a travel binder when walking to and from class. If it doesn't fit, then to transport it safely.	<ul style="list-style-type: none">• No stickers inside or outside• Fidgeting to remove the keys• Never left on the floor• Dragging attached headphones or power cords• Peeling the bar code sticker

Students are assigned a Chromebook to use. It is their responsibility throughout the school day and must be charged overnight. Students should take care of their chromebooks; a repair charge may occur for repeated damage. They may use protective chromebook covers but should refrain from placing stickers on it. 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.

House System

Students and faculty are sorted into four different houses: Drago, Leocorno, Aquila and Pantera. The houses compete against each other during Monday morning meeting and Friday rotation house events, such as the Palio and student/staff volleyball and basketball games, to earn points and bragging rights to be the lead house. Furthermore, students can earn points for the house when they do an act of kindness for peers and staff, such as initiating the clean-up of a room or space in the building. The purpose of Siena's house system is to build community amongst the entire student body and staff.

Distance Learning


In the event of school closures due to a pandemic, natural disaster, or at certain other times, Siena may provide students with instruction and support via distance learning. The School utilizes a combination of online tools to conduct lessons and operations remotely and communicate during school closures: live instruction and meetings will be delivered using a videoconferencing application (such as Zoom); other educational materials will be delivered by a wide variety of online applications and services. Through the use of videoconferencing, students may virtually participate in their classes, communicate with classmates, teachers, and other School employees, and receive other support services they ordinarily receive from the School. Faculty, counselors, administrators and other staff may also have one-on-one video conferences with students to provide academic support and/or social-emotional support in a break-out room during their regular classes, or as separately scheduled meetings. Families may virtually participate in meetings and communicate with other families, teachers, and School employees. Students will be given access to all of these tools by using their school-issued Google Account.

The education provided by the School through distance learning is considered a continuation of the School's educational program in the same manner as if the program was being provided on-campus. Each day of distance learning will be considered an

















academic day of the School's annual calendar. The rules and responsibilities of the student and family are the same as if the student were participating in learning on-campus. Students are expected to come to class in a timely manner, prepare in advance for the lesson and participate in a meaningful and respectful manner. Tests and other assessments that may be performed will count towards a student's grade in the same manner as if it had occurred when distance learning was not in effect. As applies at all times, students are expected to do their own work in compliance with the School's rules related to cheating, plagiarism or other violations of the School's policies.

The School has reviewed all applications and web services used in the coordination and delivery of distance learning against our internal standards for student data privacy. Nonetheless, there may be risks related to the use of such applications and services, and parents and students must recognize and accept those risks. These risks include but are not limited to: encountering a space-related hazard at home which is outside of the School's control; teachers being unable to fully supervise the student due to the virtual nature of the program; a third party "Zoom bombing" the program and sharing inappropriate content; and similar risks. Families and students are also required to review and accept the privacy policies and terms of use of such applications and services.

All of the School's policies and procedures, including but not limited to the acceptable use policy and the distance learning addendum, privacy policy, and other policies and procedures related to electronic communications, apply to student's participation in distance-learning classes via videoconferencing and any family participation in meetings.



STUDENT EXPECTATIONS

<p style="text-align: center;">ARRIVAL</p> <ul style="list-style-type: none">  Be on time  Keep camera and sound on  Face should remain within camera view  Have all materials ready  Flexible seating encouraged, other than your bed <p style="text-align: center;">DISMISSAL</p> <ul style="list-style-type: none">  Wait to be dismissed by the teacher 	<p style="text-align: center;">PARTICIPATION</p> <ul style="list-style-type: none">  Maintain active and positive participation by responding verbally, through chat, or with movement  Use chat to self-advocate during class  Communicate if you miss class  Ask questions <p style="text-align: center;">COMMUNICATION</p> <ul style="list-style-type: none">  Express concerns to teachers and advisor 	<p style="text-align: center;">TECHNOLOGY</p> <ul style="list-style-type: none">  Place devices away during class  Only use devices for academic purposes  Only record video/audio with teacher permission  Zoom name should be your own name only <p style="text-align: center;">DRESS CODE</p> <ul style="list-style-type: none">  School dress code still applies
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Students' image, likeness, or voice; individual family member's image, likeness or voice; as well as images, individuals, conversations and other sounds in your home that are visible or audible in the background of their webcam's transmittals, may be transmitted or recorded during participation in distance learning or meetings conducted via Zoom, and families and students must consent to such transmittal and recording. From time to time, classes and meetings conducted through videoconferencing may be recorded by

the School for educational purposes and may be shared with other students or employees of the School. Recording of classes or other online interactions with a student or students is not permitted in any manner by anyone other than a representative of the School without permission in writing from the Head of School. Failure to comply with this restriction may result in disciplinary action of the student regardless of who made the recording, including but not limited to removal from the school. Student expectations during distance learning are as follows:

Media Viewing Policy

Movies rated G or PG may be shown to students in grades 3 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. The media-viewing permission form is emailed to families stating the following:
 - a. Details of the movie, e.g. name, producer, etc.
 - b. A description of the plot/scene to be shown
 - c. Whether a clip will be shown or the entire movie
 - d. The learning objectives
4. In the event the family member elects to decline permission, an alternative format for the learning objectives will be provided where possible.

Senior Year

A student's senior year is a busy and exciting time for students. At the end of April, seniors complete their in-school coursework and engage in a pre-graduation experience in May. One of the annual traditions at Siena is for the Seniors to engage in a pre-graduation study experience so they can experience the independence that they will have in college and at work, as well as increased personal responsibility. We believe that this is an important tradition to continue since the pre-graduation study experience allows students to encounter the benefits and challenges of being independent, but with Siena's safety net of the advisors monitoring their progress and providing additional support if needed. The experience is designed so that students can learn from their experiences in the first week and implement new strategies over the remaining weeks if needed. This study time will provide the seniors with a more independent experience where they learn how to organize their time effectively, meet deadlines and see their teachers during "office hours". The advisors will keep a close eye on the students' progress to ensure that work is being submitted and deadlines are met. Students are also encouraged to contact their teachers as often as needed over the four weeks. Final assessments occur before the end of May. During their final week, seniors are

celebrated with a clap-out on their last day and a senior reflection night during which they share prepared remarks of their growth at Siena. Finally, seniors are celebrated at graduation on the final day of school in front of family, friends and the Siena community. There is a short break between the end of assessments and graduation when seniors are not in school. Details are sent to families prior to Spring break.

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, art 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! 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 sports offered during each season and their schedule will be announced at the beginning of each session on [Siena's website](#) and on Parent's Square by the Athletic Director. Students enrolled in the athletic program should bring an afternoon snack to eat each day. A payment to participate on the team, release and waiver of liability form must also be submitted to participate in these activities.

The Three R's of Siena's Community



CODE OF CONDUCT

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 family 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
- 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 mean:

- 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:

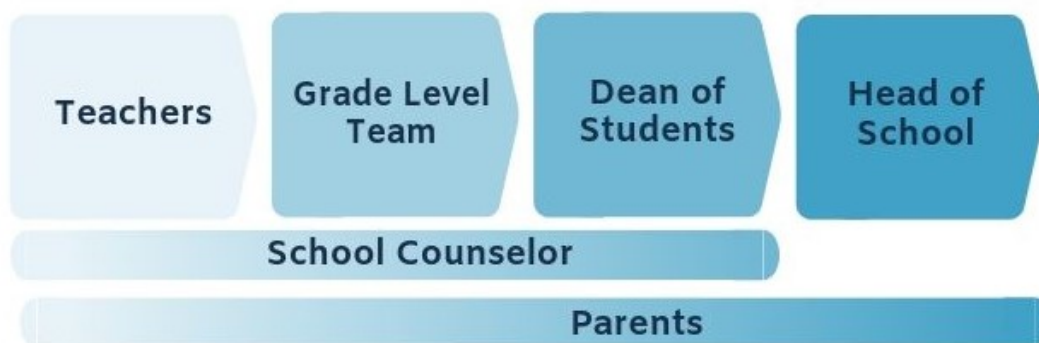
- What happened?
- What were you thinking at the time?

- Who has been affected by your actions/choices? 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, then 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 families, 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.

SERIOUS OFFENSES

Hazing

Hazing by members of the school community is prohibited at all times. Hazing includes any act that subjects a student to mental or physical discomfort, embarrassment, harassment, ridicule, coercion, or intimidation, when used as a method of initiation or rite of passage. Students may not participate as actors in hazing or knowingly submit to hazing.

In some instances, hazing constitutes a criminal act. The implied or express consent of the student subject to hazing is not a defense.

Any member of the school community who is subject to hazing, witnesses hazing, or has knowledge of a past or forthcoming hazing incident must report it to a Dean of Students or Head of School. The school takes retaliation very seriously and will protect the reporting community member from retaliation. Any student found to have engaged in hazing or retaliation will be subject to appropriate disciplinary action, which may include suspension from school, dismissal from a team or student group, and other disciplinary measures.

Bullying and Intimidation

Bullying and intimidation by members of the school community are prohibited at all times. Bullying and intimidation include any intentional written, verbal, or physical acts, including acts done online and/or off school property during non-school hours, which: physically and/or emotionally harm a student; damage a student's property; substantially interfere with a student's learning environment; or place a student in fear of harm to person or property, and which are not targeted at a person or group because of their membership in a category protected by law.

Any community member who has been subjected to bullying, witnesses bullying, or has knowledge of a past or forthcoming act of bullying must report it to a Dean of Students or Head of School. The school takes retaliation very seriously and will protect the reporting community member from retaliation. Any student found to have engaged in bullying or retaliation will be subject to appropriate disciplinary action, which may include suspension from school and other disciplinary measures.

Sexual Harassment

The school does not tolerate sexual harassment of students or other community members by any member of the community, regardless of whether such harassment takes place on or off school property, or during or outside of school hours. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other conduct of a sexual or gender-based nature that has the purpose or effect of substantially or unreasonably interfering with a person's work or educational environment or creating an intimidating, hostile, or offensive environment.

Some examples of sexual harassment include: sexual innuendo; verbal harassment, including derogatory comments or slurs; inappropriate comments about a person's body or appearance; physical harassment such as unwanted touching and sexual assault; or visual harassment such as derogatory cartoons, drawings, posters, or graffiti.

Any community member who has been subjected to sexual harassment, witnesses sexual harassment, or has knowledge of sexual harassment must report it to the Dean of Students or the Head of School. The school will conduct a prompt, equitable, and thorough investigation, maintaining confidentiality to the extent possible, of all allegations of sexual harassment that, if proven true, would violate the school's policies and/or the law. If the investigation discloses that an individual has committed an act of sexual harassment, that individual will be subject to appropriate disciplinary action, up to and including dismissal. Retaliation in any form against a community member who complains in good faith of sexual harassment is strictly prohibited and will result in appropriate disciplinary action.

Other Forms of Harassment

The Siena School does not tolerate harassment of students or other community members, regardless of whether such harassment takes place on or off school property, or during or outside of school hours. Harassment is unwelcome conduct based on a person's race (including traits associated with race), color, religion, sex, pregnancy, marital status, family responsibilities, disability, age, national origin, citizenship status, ancestry, creed, sexual orientation, gender identity, genetic information, military or veteran status, or any other category protected by applicable federal, state, or local law ("protected class") that has the purpose or effect of substantially or unreasonably interfering with a person's work or educational environment or creating an intimidating, hostile, or offensive environment.

Harassment may include, but is not limited to: making racist comments; making derogatory comments about a particular religion; making jokes based on disability; or otherwise targeting a community member or group based on a protected class.

Any community member who has been subjected to harassment, witnesses harassment, or has knowledge of harassment must report it to a Dean of Students or the Head of School. The school will conduct a prompt, equitable, and thorough investigation, maintaining confidentiality to the extent possible, of all allegations of harassment that, if proven true, would violate the school's policies and/or the law. If the investigation discloses that an individual has committed an act of harassment, that individual will be subject to appropriate disciplinary action, up to and including dismissal. Retaliation in any form against a community member who complains in good faith of harassment is strictly prohibited and will result in appropriate disciplinary action.

Violence

Students may never resort to physical confrontation to resolve their differences. Fighting for any reason will not be tolerated and may result in disciplinary action, up to and including dismissal. Likewise, threatening violence will not be tolerated. This policy applies whether or not the violence or threat takes place on or off school property, or during or outside of school hours. The possession of a weapon or other dangerous objects on school property or at a school function is prohibited and may result in disciplinary action.

Drugs and Alcohol

Students are expected to be drug and alcohol free. A student who consumes, buys, sells, possesses, or uses drugs or alcohol, or misuses prescription medications, is subject to disciplinary action, up to and including dismissal. If the School has a reasonable suspicion that a student is in violation of this policy, the School may require or administer a biochemical test for drugs and/or alcohol at any time with or without parental permission. This policy applies whether the violation takes place on or off school premises, or during or after school hours.

Out of School Conduct

Certain activities which take place off school property and/or during non-school hours may result in disciplinary action. In addition to the specific examples set forth above, students may be subject to discipline for any misconduct which is: disruptive of the educational process; interferes with the work of the school; is contrary to the mission of the school; impinges on the wellbeing of other students or community members; or has a negative impact on the general welfare of the school. This policy applies even when such conduct takes place off school premises, during non-school hours, or during breaks from school.

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
Middle School Incidents are cumulative through middle school, not per grade.	<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>
Grade 9 Incidents are cumulative through high school, not per grade.	<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.

Arriving to School

- Arrival: 8:15 a.m. - 8:25 a.m. Please be prompt & drive carefully.
- Supervision begins at 8:05 a.m. Please do not arrive any earlier as students cannot be admitted to the building prior to this time.
- Upon arrival all students should place their belongings in their lockers. After, elementary and middle school students must report and stay in the gym until dismissed to homeroom. High school students may be in the halls, piazza and lounge areas.
- Silver Spring drop-off procedures:
 - o When entering towards the parking lot, be observant of whether you may continue slowly, or need to stop.
 - o If you need to stop, the front car should stop at the white line.
 - o **Students may not exit their cars until someone on duty gives a thumbs up.**

- Please help us keep your children safe by following this important step in drop off.
 - Students must be ready to exit the car promptly when directed to do so. If needed, students should put masks on as they enter the parking lot and complete conversations so the carpool line is not held up.
- Northern Virginia: All cars line up along the circle at the far end of the entrance driveway and pull up as far as possible (single lane) to the top of the right sidewalk area.
- 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 park and wait.
- 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/after school pick up: Silver Spring: park and ring the buzzer at the back door; NoVA: park and ring the buzzer at the front door
- Athletics/enrichment pick up: park and wait for your student to exit the building.

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

- In distance learning or the building, please email the [Office Manager](#) (Silver Spring) [Office Manager](#) (NoVA) before 8:15 a.m. in the morning if your child will be absent, late or leave early that day.
- During distance learning, students should set up their technology early before their first class so that they are ready as soon as class begins.
- 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.
- 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 three or more 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 3-8

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 High School Dean of Students will make the final decision about parking privileges. The privileges go first to seniors.

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 High School Dean of Students.
- Families 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. This form may be obtained from the [High School Dean](#) at Silver Spring and [Dean of Students](#) at Northern Virginia.

- 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 may not leave school before their dismissal time (3:30 pm or early if a student is in dual enrollment or doing an internship) without written permission from a parent.
- 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.
- Students are not permitted to park in the adjoining neighborhood.

Visitors

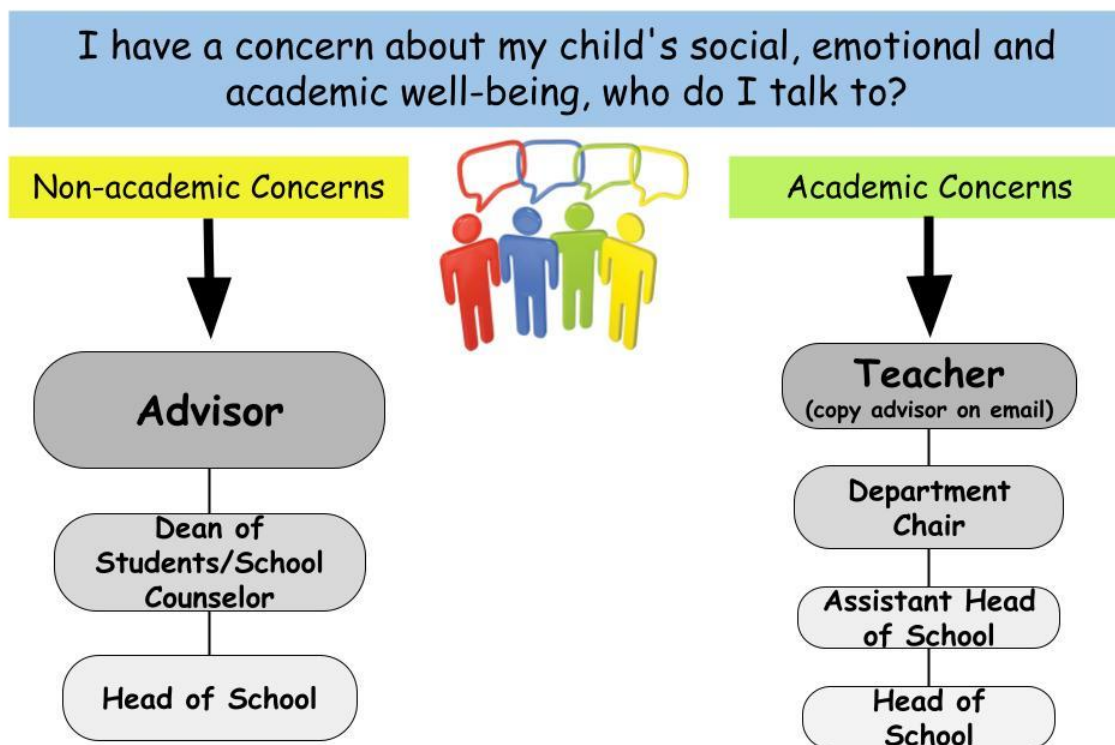
For the safety and welfare of students, staff, parents and other visitors, it is important that all visitors follow these procedures:

- 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 information sessions and tours are offered every Wednesday morning at 9:30 a.m. 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



Note: No Assistant Head of School at Northern Virginia.

As a community, families 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. Families 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 email, phone call and Zoom. Staff will respond to you within 2 business days. We strongly encourage families to check and read email regularly, as it is one of the main forms of communication.

A weekly newsletter ("Il Giornale Siena") is available on Fridays. The weekly Siena newsletter is a prime source of communication between families and the school, and it contains important information about assessments and project deadlines, activities and events, and resources. Families should also read all ParentSquare communications to remain informed about school events and announcements.

Before the start of school, your child's advisor will contact you to discuss your goals for your child during the school year and any changes that may have occurred during the summer. After two weeks of school, your child's advisor will check-in 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 next point of contact outlined in the flow chart above.

A student's tutor should initiate communication with the student's teacher to receive helpful information about assignments, methodologies, tools, and strategies employed in the classroom and answer questions. Tutors have access to their tutees work and tools through the student's Google Chrome account, which includes each subjects Daily Agenda Slides.

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, teacher evaluation forms like BASC, BRIEF etc. (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 for your child's division (Silver Spring: [High](#), [Middle](#) or [Elementary](#); Northern Virginia [All Divisions](#)) and information about what paperwork is needed can be submitted through this [form](#). Due to time constraints, paperwork will not be completed after June 1st or during teacher vacations e.g. summer vacations.

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, families and staff in support of Siena's mission and objectives. In order to accomplish this goal, the SPA identifies areas where families can work together to become a valuable resource for Siena. Each parent/caregiver 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, families 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., last approximately 1.5 hours and are run through Zoom to accommodate attendees at both campuses. The meeting schedule is published in the [calendar](#).

On-Campus Events

Please do not park in the neighborhood. Overflow parking is available at Argyle Park if Siena's lot is full.

Family Involvement

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

- Attending SPA meetings, being a grade representative, accepting a volunteer role etc.
- Being a class speaker (virtual or in-person), providing internships, hosting field trips etc.
- Assisting admissions; for example, calling prospective families, attending admissions mornings
- Assisting with school events such as the October Siena Celebration
- Assisting with mailings
- Utilizing the Siena Families ListServ and Facebook
- 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 families 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 (except for tutoring, as provided below, and when teacher's or staff member's own children or other relatives attend the School), contract or transaction of any kind with any Siena student or family member.
- Siena faculty will be allowed to tutor Siena students who they do not directly teach, as well as siblings of Siena students. Requirements for tutoring members of an enrolled family:
 - Tutoring only occurs at Siena, or through distance learning with family permission, but not at an off-site location.
 - The family pays Siena, and Siena pays the tutors.
 - The family makes arrangements for tutoring through the Tutoring Coordinator.
- Siena staff may only communicate with students and family members through authorized School email accounts and technology platforms hosted by the School. 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 family is in attendance and provide active supervision and (ii) the staff member has notified and obtained permission from the Head of School.

Gift Giving

Families 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

We are an allergy-aware school. Therefore, we ask that you avoid packing snacks and lunches that contain nut products to help keep our students and faculty/staff with these allergies safe.

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

- Food may not be shared.
- 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 are available for limited student use.
- Candy, chewing gum, energy drinks and sodas are not allowed. If these items are brought to Siena, the student will be asked to put them away.
- Water is available during the day from bottle refilling stations.
- Students are not permitted to use food delivery services during the school day (8:30-3:30 pm), nor are they allowed to leave school to get lunch and return.

Pizza Lunches @ Silver Spring

- Tuesday is pizza lunch day at Silver Spring campus! Order Ledo's or Kosher pizza via the online pizza account registration form.

Lockers

- Backpacks may not be carried during the school day. However, small shoulder bags are permitted.
- 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. In addition, emergency food supplied at the beginning of the year is donated to a local charity. Parents will be notified in advance.

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 for middle and elementary students. High school students should not use cell phones/iPads during class, unless a teacher has given permission due to academic purposes.

- Headphones/earbuds should not be worn unless for academic reasons.
- Technology is not allowed on field trips except at the discretion of the teacher.
- During the school day, students may not watch TV shows, movies, YouTube, play games 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.
- Students may not record (audio or visual) Zoom meetings.

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.

Cell Phones

Students are not permitted to use or display cell phones or other portable communication devices (such as smartwatches) during Zoom or in-building classes. To support the school's policy for keeping cell phones turned off, families are asked to not call/text their child's cell phone during the academic day but rather contact the Office Manager to relay a message.

- Elementary students are not permitted to bring cellphones 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, like a smart watch, 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

All non-consumable supplies, such as a chromebook, provided by the school must be returned in working condition. Students will be supplied with an assignment planner. Students in grades 3-8 are expected to have and use the planner in every class. While Siena recommends that high school students use a planner, they are able to switch to a different assignment recording system in consultation with their advisor. Replacement planners must be paid for. All other supplies should be provided by the students.

Students are responsible for bringing supplies to every class. A list of recommended supplies (may need replenishing during the year) is available on the school [website](#).

Fidgets

Many students find fidgets helpful to use during class. Classrooms are supplied with fidgets. If parents purchase fidgets for their child, then they should not contain metal balls, make any noise, or have any components that could distract from the learning of other students.

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.

HEALTH AND SAFETY

Emergency Procedures/Closures


Inclement Weather

Siena Silver Spring campus follows the closings policy of Montgomery County Public Schools and Siena Northern Virginia campus follows the closing policy of Fairfax County Public School. When the county closes school due to inclement weather, the corresponding Siena campus is closed. When either county has a late opening delay, Siena will have the same late opening at the corresponding campus. If either county has an early closing due to inclement weather, the corresponding Siena campus 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](#) or [register for FCPS 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 or FCPS websites. In case of emergency dismissals (e.g. early dismissal due to weather), Siena will notify families via ParentSquare.

Students participate in outdoor activities, such as PE, break, lunch/recess and class activities, under these conditions.

- the temperature is between 35-85 F degrees
- green and yellow air quality
- no storms, rain or high winds
- no heat advisory

 AIR QUALITY ACTION GUIDE Your “how to” guide for cleaner air	
Air Quality Rating	Steps to Protect Your Health and Our Environment
GOOD 0-50	Enjoy the great outdoors
MODERATE 51-100	Some Pollution – poses risk to the highly sensitive <ul style="list-style-type: none">• Carpool, use public transit, bike, or walk• Limit driving, consolidate trips• Reduce car idling
UNHEALTHY for Sensitive Groups 101-150	Pollution levels harmful to children, the elderly, and anyone with respiratory or heart conditions – limit activity outdoors <ul style="list-style-type: none">• Follow all action steps above• Refuel after dusk, use fuel-efficient vehicles• Avoid driving, use transit, telework• Avoid using aerosol products
UNHEALTHY 151-200	Pollution levels harmful to all – sensitive groups should avoid outdoor activities, others should limit outdoor exertion <ul style="list-style-type: none">• Follow all action steps above• Avoid using any gas-powered equipment• Wait to paint until air quality improves
VERY UNHEALTHY 201-300	Pollution levels very unhealthy for everyone – avoid any physical activity outdoors

Health Emergency

In the event of a health emergency, such as a pandemic, students may be required to stay home. Families must comply with School policies, instructions, and requirements related to safety, screening, monitoring, quarantining, and testing, which will be informed by federal, state, and local guidance and law. To the extent possible, students may be able to continue to participate in instruction remotely.

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 traveling 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 crosswalk 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.
- Students 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. Vaccination against COVID-19 is recommended for all students.

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 by a medtech.
- All medications require a physician's authorized medication administration permission form signed by both the physician and parent before medication can be administered during the school day at Siena.
- 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.



Montgomery County DHHS Authorization Form for Schools to Administer Medications, Release and Indemnification Agreement

Part I – To Be Completed by the Parent/Guardian

I hereby request and authorize the school personnel to administer prescribed and/or Over The Counter (OTC) medication as directed by the physician (Part II below). I agree to release, indemnify, and hold harmless the school and any of their officers, staff members, or agents such as nurse delegates from lawsuit, claim, demand, or action against them for administering prescribed medication to this student, provided the school staff are following the physician's order as written in Part II below. I have read the procedures outlined on the back (or as page 2) of this form and assume the responsibilities as required.

Student: _____ Birth date: _____

Prescription: ☐ Renewal ☐ New If new, the first full day's dosage was given at home on: _____

Allergies: _____

List all medication(s) the student is taking, including over-the-counter medication(s): _____

Parent/Guardian Signature: _____ Phone Number: _____ Date: _____

Part II – To Be Completed by the Physician for Prescriptions or Over The Counter (OTC) Medications

The Montgomery County DHHS and the School encourage the administration of medication to students in school during the school day. Any necessary medication that possibly can be administered before or after school should be so prescribed. Only non-parenteral medications are administered except in specific emergency situations. School personnel will, when it is absolutely necessary, administer medication to students during the school day and while participating in outside education programs and overnight field trips, according to the procedures outlined on the back of this form or as the 2nd page of this form. Please do not use abbreviations.

*****I have read the above parent/guardian information and assume the responsibilities as required.**

*****MUST USE A SEPARATE FORM FOR EACH PRESCRIPTION OR OTC MEDICATION*****

Name of Medication: _____ Diagnosis (write out): _____

Dosage: _____ Frequency (write out): _____ Time(s) to be given at school: _____

- 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 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.
- Consistent with Maryland and Virginia law, the School authorizes employees to administer auto-injectable epinephrine to a student who is determined to be or perceived to be in anaphylaxis, regardless of whether the student has been identified as having an anaphylactic allergy, or has a prescription for epinephrine. School personnel receive training on how to recognize the signs and symptoms of anaphylaxis by a licensed health care practitioner who is authorized to administer auto-injectable epinephrine and who has been trained in an established protocol on how to recognize the signs and symptoms of anaphylaxis. The School has established procedures for the emergency administration of auto-injectable epinephrine and the proper follow-up emergency procedures. The School stores auto-injectable epinephrine to be used in an emergency situation. A licensed health care practitioner oversees and monitors the implementation of this policy.

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 families will be notified. Families 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

Families and students must comply with the following guidelines in the event a student has an illness. If a student is diagnosed with COVID, you must notify the school and they are to quarantine per CDC guidelines which are outlined in the [COVID protocols on Siena's website](#). If your child has any of the following symptoms they should remain at home: temperature more than 100 degrees, vomiting, nausea, 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 must be absent for 24 hours before returning.

If your child becomes ill at Siena, families will be immediately contacted to collect their child if they have a fever or appear 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, COVID-19, 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 them 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. Families are responsible for providing appropriate treatment when lice have been identified.

Sharing of Health Information

Families and students consent to the release of the student's health-related information, including information related to drug treatment, medical records, and mental health records, to employees or agents of The Siena School with a need to know. The school will maintain appropriate administrative, technical, and physical safeguards to protect the security of all health-related information.

Requests for Modifications

The Siena School is committed to maintaining a diverse community, which includes qualified students requiring reasonable modifications. Families affirm that their student is either able to participate in the school program without modifications, or the student requires modifications and parents/guardians will request, or already have requested, such modifications from the school. The school considers all requests for modifications on an individualized basis and coordinates with parents/guardians, and if needed, the student's healthcare provider(s) to make an appropriate determination. Parents/guardians should contact a Dean of Students with requests for modifications.

Abuse and Neglect

The Siena School does not permit or allow abuse or neglect to occur in the school or workplace or at any activity sponsored by or related to the School. In addition, under the law, educators are mandatory reporters of child abuse and neglect. In order to make this “zero-tolerance” policy clear to all employees, volunteers, and staff members, we have adopted mandatory reporting procedures that employees, volunteers, family members, board members, individuals and victims must follow when they learn of, suspect, or witness abuse or neglect of any student.

Reporting Procedure

All staff members who suspect abuse or neglect must immediately report it to the Head of School and to the local department of social services or the appropriate law enforcement agency.

Investigation & Follow Up

We take allegations of abuse and neglect by any Siena employee very seriously. If an allegation is reported we will promptly, thoroughly and impartially initiate an investigation to determine whether there is a reasonable basis to believe that abuse or neglect 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. If an employee is the subject of the investigation, Siena will place the employee on an involuntary leave of absence or 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 accused 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 retaliation against anyone, including a student, family member, volunteer, or individual, who in good faith reports abuse or neglect, alleges that it is being committed, or participates in the investigation. Intentionally false or malicious accusations of abuse or neglect 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 and is periodically revised.

- No clothing/accessories with inappropriate slogans or pictures. Clothing/accessories must not make reference to offensive language, violence, sex, drugs, alcohol, gangs, weapons, vaping, or tobacco products etc.
- Head coverings for religious purposes are allowed at all times. Other head coverings such as hats and hoodies may be worn unless teachers or staff require them be removed for a specific purpose, e.g., photography of students or educational reasons.
- No sleepwear e.g. pajama bottoms (spirit days excepted).
- “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 on shorts, leggings, trousers, etc. should be below the knuckles.
- Shirts should not show the midriff.
- Sleeveless tops must have straps which are at least two fingers wide based on the student’s fingers.
- Undergarments must not be seen from the front, back or sides.
- Shoes must be worn at all times, unless in the Teatro.
- Elementary and Middle school: no flip flops or open toed shoes. High school students may wear flip flops or open toed shoes except when activities require other shoes for safety (e.g. labs/P.E./certain field trips).
- No coats/jackets/outdoor clothing are to be worn inside the school building.

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

All elementary and middle school students take P.E. Siena students are required to adhere to the following uniform policy for all physical education classes:

- P.E. shirts from either school Spiritwear from [Rokkitwear](#) or a red shirt with logo [LandsEnd website](#)
- Shorts/sweatpants
- Sneakers

Parents may choose from among several shirt styles (long-sleeve, short-sleeve, or hooded). Information on ordering is sent via ParentSquare. (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.

EXPECTATIONS OF PARENTS/GUARDIANS

Families must abide by the rules, regulations, and spirit of this Handbook and all other school policies. A positive and constructive working relationship between Siena and families is essential to the fulfillment of the school's mission. The school may terminate enrollment of a student if the school concludes in its sole discretion that the actions of a

parent/guardian interfere with the school's accomplishment of its educational purposes and/or mission.

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 Family 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 student! Best wishes for a successful school year!