



Students and Families Handbook

2021-2022

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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 and 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.

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

EDUCATIONAL PROGRAM

Curriculum Overview

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

Grading

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

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

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

Tests and Quizzes

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

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

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

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

Individualization of Instruction

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

Advisor Groups

Personalized attention to each student is further enhanced by faculty advisors who provide individualized guidance and support. Each student is assigned a faculty advisor who 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. 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.

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

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

Academic Assessments

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

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

Homework

Students are assigned homework on a nightly basis. Students' homework follows a predetermined schedule. 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:
 - 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		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.

Grades 9 & 10

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

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 office hours.

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

If students are absent from school, it is their responsibility to find out what assignments they have missed. When a student returns from an absence, they should speak with their teachers about their work and arrange submission dates with the teachers.

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

Academic Probation

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

When a student is placed on academic probation, a meeting with the student and their parents will occur to devise a plan of action. When a student is on academic probation, they may lose privileges at Siena. The Dean of Students 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.

Students are assigned a Chromebook to use. It is their responsibility throughout the school day and must be charged overnight. 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.

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.

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.

Expectations during Distance Learning

Expectations and procedures during distance learning will be shared directly with students and will be made available on the school's website. Updates will be posted in the weekly newsletter or via ParentSquare.

Media Viewing Policy

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

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

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

1. The movie/clip is watched in advance by the subject teacher and deemed appropriate.
2. The Department Chair approves the use of the movie/clip in advance.
3. 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. The permission slip is returned, signed by a family member.
5. In the event the family member elects to decline permission, an alternative format for the learning objectives will be provided where possible.

CODE OF CONDUCT

The Three R's of Siena's Community



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

Students at Siena are held to the highest behavioral expectations. When a student's behavior requires intervention, the child's 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, and
- How to act

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

Right choices and decisions at Siena means:

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

Respect at Siena means:

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

Responsibility at Siena means:

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

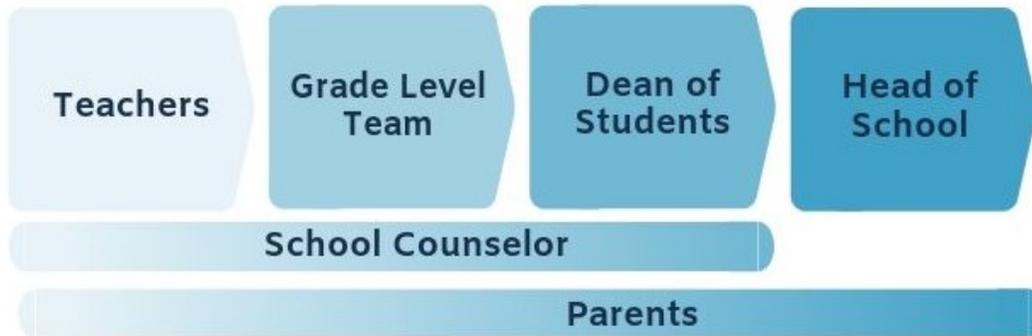
Siena uses a restorative justice model in its approach to discipline. If one of the 3 R's is broken, reflection is a key component of the process. For example, when a teacher or administrator meets with students, questions might be asked such as:

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

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

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

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

Disciplinary Meeting Consequences

...can include but are not limited to:

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

OUR COMMUNITY

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

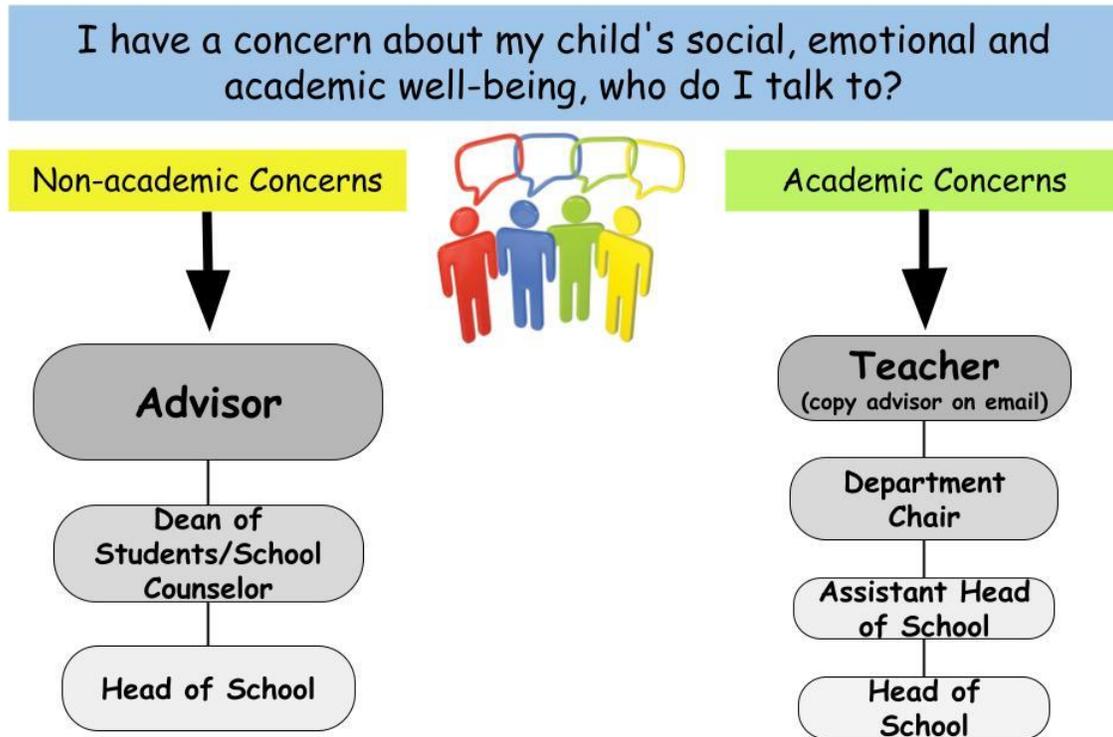
High School Driving Policy

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

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

- Students must drive safely when entering and exiting the parking lot.
- Students planning to drive to school must seek prior approval from the 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.
- Students are not permitted to return to their cars until the end of the school day.
- Students may not sit or ride in their vehicle during the school day, including at lunch time.
- Students must adhere to all State laws.
- Students may not drive non-family members unless specific permission is granted by the non-family student(s) legal guardians.
- A student's driving privilege must not interfere with his/her attendance or academic performance.

Communication



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 and Zoom. Staff will endeavor to respond to you within 24 hours or by the next working day if over a weekend or break. 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 the first full week, 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.

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 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 or in person. The meeting schedule is published in the calendar.

Family Involvement

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

- Attending SPA meetings, accepting a volunteer role
- Being a virtual class speaker, providing internships, hosting virtual field trips etc.
- Assisting admissions; for example, calling prospective families
- 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

Electronic Equipment

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. Electronics may not be taken into bathrooms or locker rooms.

- 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.
- Students may not record (audio or visual) Zoom meetings.

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 provided by the school must be returned in working condition. Students will be supplied with an assignment planner and are expected to have the planner in every class. Replacement planners must be paid for.

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.

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

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

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.

Immunization Certificate

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

Medications

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

- A medication form must be completed for any medication (prescription or non-prescription) to be administered.
- All medications require a physician's authorized medication administration permission form signed by both the physician and the parent before medication can be administered during the school day at Siena. Please contact the Office Manager to obtain this form.
- Medication must be in the original pharmacy container and must be clearly labeled. All non-prescription medication should be brought in a new, unopened bottle.

- Parents/Guardians are responsible for delivering medications to Siena. Medications may not be sent in with the student.
- Any changes in dosages require a new medication form or communication from a doctor.
- During off-site trips, medications will be given by a medical technician.
- Unused medications must be collected by a 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 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

In addition to The Siena School's separately-provided COVID-19 policy, families and students must comply with the following guidelines in the event a student has an illness. 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 so that the student can be taken home. 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 the 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.

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.

DRESS CODE

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

- No coats/jackets/outdoor clothing are to be worn inside the school building.
- Hats are not allowed to be worn indoors or during instructional time unless for medical or religious purposes.
- No clothing with inappropriate slogans or pictures. Clothing must not make reference to offensive language, violence, sex, drugs, alcohol, gangs, weapons, vaping, or tobacco products etc.
- No sleepwear e.g. pajama bottoms.
- Metacarpal (knuckle) rule for clothing above the knees (bottom of the outfit must extend past the length of the knuckles when arms are extended at the side of the body with the shoulders relaxed down).
- Clothing should be in good repair. Styled cutouts/holes should be below metacarpals.
- Undergarments must not be seen from the front, back or sides.
- Tops should overlap waistbands so midriff remains covered, even during movement.
- Shoes must be worn at all times.
- 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).

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. One high school P.E. class is taken, usually in 10th grade.

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 child! Best wishes for a successful school year!