

St. Cecilia Catholic School

2019 – 2020

Family Handbook



RESPECT · RESPONSIBILITY · REVERENCE



St. Cecilia Catholic School

St. Cecilia Catholic School Family Handbook

The contents of the Family Handbook are to be accepted by parents and students as essential parts of the contract between them and St. Cecilia Catholic School. Violation of its spirit, intent, philosophy, or rules will be just cause for administrative action. By becoming familiar with our procedures, you will be able to cooperate with the school in our endeavor to educate your children. The students are expected to become familiar with the policies and regulations of the school, which are all intended to be a positive and motivating part of your children's education.

The enrollment of a student at St. Cecilia Catholic School is considered to be an agreement on the part of a student and his/her parents/guardians that they will comply with all the school procedures, rules, and regulations as set forth in this handbook.

The school and/or principal retain the right to amend, suspend, or add new rules or guidelines for just cause. The principal reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at his discretion. Parents will be given prompt notification if changes are made. Any new Archdiocesan or Catholic Schools Office policy supersedes the policies set forth in this handbook.

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ST. CECILIA CATHOLIC SCHOOL

MISSION STATEMENT

Our mission at St. Cecilia Catholic School is the ongoing Catholic formation and education of the whole child in mind, heart, and spirit, in preparation for an adult life of commitment and service.

PHILOSOPHY OF EDUCATION

St. Cecilia Catholic School creates an environment for excellence by instilling a sense of Christian values, fostering an academic atmosphere of belonging and love, and by focusing on the development of the whole child. We seek to integrate Catholic beliefs, traditions, and social teachings with a sense of community and service that prepares our students for adulthood as an active, contributing Catholic.

OUR VISION

St. Cecilia Catholic School is the embodiment of the educational ministry of the Catholic Church, and promotes faith and virtue in our children and greater community.

OUR SCHOOL MOTTO

RESPECT, RESPONSIBILITY, REVERENCE

OUR STATEMENTS OF PURPOSE

At St. Cecilia Catholic School we strive to be:

Community of Learners

1. A community of learners – teachers and students – who exceed expectations, continually seek opportunities to learn, to discover, and to bring about positive change in the world.

Student Driven

2. Student learning, formation, and welfare is the central driving force behind all that we do.

Caring Community

3. A safe, caring, nurturing Catholic community in which every student has the opportunity to learn and grow intellectually, socially, and spiritually.

Challenging and Personalized

4. Teachers, parents, and students cooperate to develop their God given talents in a challenging, personalized, and positive setting.

Meaningful Engagement

5. Classrooms in which students are actively engaged in meaningful tasks which have been thoughtfully designed to facilitate student exploration.

Thoughtful Collaboration & Feedback

6. A community where teachers collaboratively design assessments to give effective feedback that will facilitate improved student learning

Self-Reflection & Critical Thinking

7. A community that fosters curiosity where students and teachers reflect upon their learning in an effort to develop critical thinking, higher order reasoning and complex problem solving skills.

Mission Driven Community

8. A community that encourages respect, responsibility, reverence, service, love of lifelong learning, and cooperation of teachers, parents, and students.

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2019-2020 Handbook Highlights

All families are expected to review and abide by the Student and Parent Covenants each year.

Honor Roll

- * Principal's Honor Roll is all A's, no less than *Meeting Expectations* in all Conduct, maximum one *Developing Expectations* in Effort or Personal Habits.
- * Teacher's Honor Roll is all A's, with no more than 2 B's, and no less than *Meeting Expectations* in all Conduct, maximum one *Developing Expectations* in Effort or Personal Habits.

Athletics Eligibility

- * Eligibility is reviewed mid-quarter and at each report card.
 - o Athletes must maintain no F's, and no more than 2 D's. Athletes must have no more than one *Developing Expectations*, and no *Beginning Expectations* at review. For Student Council and NJHS, please see their respective handbooks.
- * Ineligibility is reviewed and becomes effective at the midpoint and endpoint of every quarter. Ineligible athletes may practice and try-out, but they may not compete.

Student Emotional Health

- * Threats of harm to others or to self are taken very seriously at our school. Threats of harm to self or others may warrant the administration isolating a child while gathering information, as well as further actions. Threats of self-harm will always be taken seriously, and will cause the need for the school to require a psychiatric or psychological evaluation prior to the student being able to return to school.
- * All parents wishing to schedule on-site tutoring or therapy must contact the Counseling Department prior to making any commitments.

Student Attendance

- * Students must be fever and symptom-free for 24 hours before returning after an illness.
- * The latest that students may be granted early dismissal is 2:50 p.m., or 11:45 a.m. on noon dismissal days.
- * Excused absences are granted for student illness or deaths in the immediate family. All other absences are generally considered unexcused.

Communication

- * All posters & flyers must be approved and initialed by administration before distribution.
- * Students are not allowed to use their cell phones on the campus, while under school supervision, and/or participating in a school sponsored activity.
- * Wearable technology that allow for Smartphone notifications, such as email, caller ID, SMS, social networking, and messaging alerts are prohibited.
- * Students are not allowed to access any school WIFI networks on their personal devices during school hours or events.
- * Emergency alerts will come by text/email/automated phone call, please keep your information updated via FACTS ParentsWeb - <https://scc-tx.client.renweb.com/pwr/>

Cafeteria and Consumables

- * Students are allowed to bring water bottles for class use. Water bottles must be reusable and sealable, and can contain only water.
- * Sugary and caffeinated beverages are not allowed in water bottles or school lunches.
- * When bringing a meal to eat lunch with your child, please refrain from sugary and caffeinated beverages. Only one friend may be invited to eat with you and your child.

SECTION ONE: ADMINISTRATION AND GOVERNANCE

SAINT CECILIA CATHOLIC SCHOOL HISTORY

In 1958, St. Cecilia Catholic School opened under the direction of Pastor Fr. William J. Kennelly, and Principal Sr. George Ann Matranga. The original school building housed classrooms for grades one through eight, the school offices, a cafeteria, and a gymnasium, which was set up for use as a temporary church. To accommodate the expanding student population, in mid-1962, nine classrooms, a new cafeteria, library, and storage facilities were added to the school. Again in 1995, a substantial addition and remodeling project included the removal of seven temporary metal classroom buildings and the construction of the west wing, housing a science lab, a computer lab, an expanded library, and five additional classrooms. Also added were a new gymnasium, locker rooms, a snack bar and a youth room. Today, our students enjoy the modern construction of a two-story wing located on the north side of campus with 14 new classrooms, 2 new science labs, a music room, as well as existing classrooms which are completely renovated, remodeled, and equipped with the latest in classroom technology.

ST. CECILIA CATHOLIC SCHOOL ADVISORY BOARD

The St. Cecilia Catholic School Advisory Board serves as a wholly advisory body to the Pastor and the Principal. The Pastor elects members after a discernment process for a three (3) year term. The Pastor and Principal serve as ex-officio members.

Role and functions of the School Board:

- Identify the strategic goals for the future of St. Cecilia Catholic School;
- Draft proposed policies which, after receiving express approval of the Pastor, will guide the administrative staff in working toward these goals;
- Evaluate the effectiveness of the board's policies and the programs that it establishes;
- Review the proposed education budget prior to submission to the Pastor;
- Provide opportunity for appropriate communication from the school constituency.

The function of the board is to provide advice and counsel on only those issues that deal directly with general policy, budgeting, and finances of the school. All the other issues involving discipline, personnel, and all other issues are the responsibilities of the principal.

Any parent/guardian wishing to address the school board or view the St. Cecilia School Board By-laws should contact the Principal.

ACADEMIC STANDARDS

The Texas Catholic Conference of Bishops Education Department, the Catholic Schools Office Archdiocese of Galveston-Houston, the Principal, Faculty, Staff, and School Board set the academic standards of St. Cecilia Catholic School. The excellence of these academic standards is derived from the following provisions:

- Degreed teachers who maintain professional growth through continuing education;
- Use of current texts and materials;
- A commitment to technology education for both faculty and students;
- Yearly standardized measurement of student achievement in grades K-8;
- Ongoing improvements of instructional facilities;
- A dynamic enrichment program;
- A disciplined atmosphere where children show respect for others and attention to the task at hand;
- A positive environment that allows children to achieve growth through success and failure.

LONG RANGE GOALS

In order for our students to achieve their greatest individual potential, the St. Cecilia Catholic School Community has adopted certain basic goals. These are:

Catholic Identity

To strengthen the vital sense of who we are as a Catholic School Community, to prepare students and assist their families in leading lives grounded in the educational ministry of the Roman Catholic Church.

Parental Commitment

To clearly identify and enhance the necessary partnership between the school and parents.

Faculty and Staff Environment and Resources

To foster an environment that provides respect and resources for faculty and staff that allows each individual faculty and staff member to reach his or her potential and to maximize his or her effectiveness.

Develop Student Respect, Responsibility, Reverence, and Education

To develop in each student respect, responsibility, and reverence while providing an outstanding education in a Catholic, parochial environment.

Institutional – Continuous Improvements

To be dedicated to the continuous improvements and enhancement of academics, technology, facilities, and other matters impacting student development.

PARENT COVENANT

As my child's first and most important educator, and in partnership with St. Cecilia Catholic Community, I am entrusting my child's Christian formation and academic development to St. Cecilia Catholic School. In recognition that I am a partner in this mission, I will be guided by the Gospel values of **Catholic faith and tradition**. I will lead with **integrity** and **excellence**. I will strive at all times to create a **nurturing** environment and will promote effective **communication**. In order to accomplish this mission, I will abide by the following Covenant:

- First and foremost, I will be a **Christian** role model in thought, word, and deed.
- I will protect against the harmful effects of rumor and innuendo by setting a **Christian** example for my children and peers.
- I acknowledge that public criticism of school personnel, policies, or procedures will be deemed a violation of this covenant and may result in dismissal from the school.
- I will lead my child by setting a positive example of **honesty, integrity,** and by taking **responsibility** for one's own actions.
- I will be diligent in teaching my child to recognize the harmful nature of harassment and bullying. I will encourage him or her to **honor** and help protect the **dignity** of every individual.
- I will create a home environment that encourages **preparation, responsibility,** and **self-discipline,** skills necessary for success in the classroom and school environment.
- I will ensure that my family **follows** and **supports** St. Cecilia School's rules, policies, calendars, and deadlines.
- I will create and participate in a mutually respectful **relationship** with my child's teachers, setting a positive example at all times, encouraging effective communication, constructive dialogue, and a **partnership** in problem-solving.
- I recognize and **respect** the policy of St. Cecilia Catholic School that provides proper channels in addressing conflict or concerns, and I will familiarize myself with such guidelines if or when the need should arise.
- In matters of discipline, my priorities will be to support the teacher's or principal's **fairness, consistency,** and enforcement of clear **expectations** for my child's desired behavior.

I understand that failure to follow the Parent Covenant may result in the involuntary withdrawal of my child(ren) from the school.

STUDENT COVENANT

As a member of the student body of St. Cecilia Catholic School, and in partnership with my parents and teachers, I will be guided by the values of **Catholic faith and tradition**. I will lead with integrity and excellence. I will learn the skill of **communication** and value my teacher and parents' effort to provide a **nurturing** environment for my fellow students and me. In order to accomplish this mission, I will abide by the following Covenant:

- First and foremost, I will be a **Christian** role model in thought, word, and deed.
- I will be **respectful** of all adults in the St. Cecilia Catholic Community.
- I will honor the **dignity** of my fellow students, respecting their individuality and treating each with care.
- I will recognize the hurtfulness of all forms of harassment and bullying, and will follow the example set by **Jesus**: "*Do unto others as you would have them do unto you.*"
- I will **respect** and protect the personal property of the school.
- I will set a good example by using proper **manners**, showing exemplary **courtesy**, and displaying good **sportsmanship** at all times.
- I will be **honest**.
- I will accept **responsibility** for my actions and understand there are choices and **consequences** for my actions.
- I will do my own **work** and *not* share my work with other students.
- I will be on **time** – prepared and ready to learn.
- I will complete my homework because it will help me be **successful**.
- I will always try to do my utmost personal **best**.

I understand that failure to follow the Student Covenant may result in my involuntary withdrawal from the school.

SECTION TWO: ADMISSION AND ENROLLMENT POLICIES

POLICY FOR CATHOLIC SCHOOLS

The Catholic Schools in the Archdiocese of Galveston-Houston shall not discriminate on the basis of race, color, age, and/or national origin.

ADMISSIONS PROCESS

The admissions process for St. Cecilia Catholic School is accessed online. The Application Form, along with the documentation required, is listed on our website. Upon acceptance, the parent will receive registration information. Admission to St. Cecilia Catholic School presupposes adherence to the covenants and policies in this handbook.

St. Cecilia Catholic School reserves the right to ask a student to leave the school at any time due to the inability of the School to meet the academic or behavioral needs of the student. All new students are considered to be on Academic and Behavioral Probation upon their first year of admission.

REGISTRATION

Admission to St. Cecilia Catholic School for all new students is based on availability of space, the qualification of the applicant, the overall composition of the class, and the total readiness of the individual child. The School retains the right at any time to accept or refuse a student. The registration process begins with the application and application fee.

SCHOOL ENROLLMENT POLICY

Children who enroll at our school must meet age requirements that have been established by the Texas State Legislature.

- Students entering a 3K/4K class must be 3/4 years old respectively, on or before September 1.
- Students entering kindergarten class must be 5 years old on or before September 1.
- Students entering first grade must be 6 years old on or before September 1.
- Students seeking admission to pre-Kindergarten, Kindergarten or Grade 1 who are under age because their birthday is after September 1, may be admitted to the respective grade if they come from a state where the minimum age is determined based on a date later than September 1st or if they have successfully completed the respective grade in an out-of-state Catholic or accredited elementary school.

Applications for enrollment by St. Cecilia Catholic Church parishioners will receive special consideration. All applicants must apply to the principal for enrollment and applications are available on the school website. All teachers are highly qualified. Teacher placement requests will be considered but not guaranteed.

AMBASSADOR PROGRAM

Each year at St. Cecilia Catholic School, new families are assigned an *Ambassador Family* to help make their transition into the new community easier and friendlier. A Home and School Association (HSA) volunteer coordinates the program with the Office of Community Engagement. Please call the School Office if you would like to volunteer to be an ambassador. Duties include phoning a new family, meeting at the Opening Day Coffee, calling with reminders each quarter, and just being a friendly face and voice.

TUITION PAYMENT POLICY

Tuition payment is on a ten (10) month basis. Payments are due as follows:

- 1/10 on or before August 1st
- 1/10 monthly – September through May.

Monthly tuition policy requires that payment be made on or before the first day of each month. Tuition payment includes all applicable tuition, fees, and fines.

If the school has not received the full amount of any monthly payment required under this policy by the end of five (5) days after the date it is due, a **late charge** equal to ten percent (10%) of the unpaid balance each month will be added to the unpaid balance. At such time, the school's Business Manager will notify the party with a delinquent balance statement and request that the responsible party contact the Principal as soon as possible to explain the situation and make arrangements to settle the unpaid balance. Accounts in arrears will have their *FACTS ParentsWeb* access revoked until payment arrangements are satisfactorily made. At any time that a monthly payment or response to a delinquent balance notice has not been made, the Business Manager will contact the responsible party to determine when payment will be forthcoming. In the event of unexpected circumstances, an alternate payment schedule may be offered to satisfy the unpaid balance so long as the responsible party has been in communication with the Business Manager, or an application for financial assistance has been submitted to the Principal.

If a delinquent tuition balance for any of the months of August through March reaches sixty (60) days, and no written arrangement has been made with the Principal, the student may be dropped from the rolls of the school immediately. Furthermore, if all tuition, fees, and fines are not paid in full by May 5 of any given school year, the student may be dropped from the rolls immediately, and such student may not be allowed to take final examinations, nor will report cards and transcripts be released, unless and until all tuition, fees, and fines are paid in full. No final examinations will be rescheduled because of a delinquent balance. If a delinquent balance exists at the time of registration for the next academic year, the student may not be permitted to register for enrollment in the next academic year. **Decisions regarding readmission or dismissal from the school for delinquent**

tuition are at the sole discretion of the pastor and principal.

SEPARATED AND DIVORCED PARENTS

Catholic schools in the Archdiocese of Galveston-Houston conform to appropriate Court Orders governing rights and duties of parents in regard to their child(ren). Divorced and/or separated parents are required to file with the Catholic school their child(ren) attends certified copies of the most recent Court Orders together with all amendments, modifications, and supplements. Parents are to ensure that the school has a complete and unaltered set of certified copies of the applicable Court Orders, which will be reviewed along with official court filings by the Archdiocesan Legal Department. Failure to follow this policy may result in the involuntary withdrawal of the child(ren) from the school.

When the parents choose to litigate their disputes in Court, both the Catholic Schools Office and the Archdiocesan Legal Department will attempt to minimize the involvement of the school, its teachers, and personnel. School administrators inform the Legal Department immediately in the event the school or any other of its employees are served with subpoenas. School administrators contact the Legal Department with questions regarding interpretations of the court orders and any other questions that arise. St. Cecilia Catholic School will endeavor not to take sides in disputes between parents, in recognition of the crucial role of both parents in the lives of their children.

Continued strife between parents is harmful to children and does not set a good example for them. It is expected that divorced and separated parents will treat one another with dignity and endeavor to be role models of the Gospel values of Love, Charity, and Fairness, and will display a spirit of forgiveness and mercy, for the sake of their child(ren)'s development.

Ongoing parental disputes can be counterproductive to the mission of the school and in some cases it is appropriate that the Principal contact the Pastor to discuss whether continued enrollment of the child(ren) is a viable option.

NON-CUSTODIAL PARENT

No person, except parents/legal guardians, persons with written permission from parent/legal guardians, and law enforcement officers will be permitted to withdraw or take any student away from school.

The person to whom the school is responsible is the one who has signed the school enrollment card.

St. Cecilia Catholic School assumed that the person who signed the pupil's enrollment card is either the lawful parent or legal guardian or is the person having lawful control of the child under an order of the court. If anyone appears at the School Office, other than a law officer, with a divorce decree or legal documents that states otherwise, the following procedure will be

used:

The Archdiocesan Legal Department will be immediately notified. The person who represents himself to the school, other than a law officer will not be allowed to pick up or withdraw the child from school. This right belongs exclusively to the person signing the enrollment card, even though the legal documents presented by the challenging party may appear to be *bona fide*. The person who signed the enrollment card will be contacted immediately at the phone number on the enrollment card.

APPEALS PROCESS – GRIEVANCE PROCEDURE

Although the Archdiocese endeavors to establish a harmonious Christian atmosphere within its schools, it recognizes that misunderstandings or differences of opinion sometimes occur. Ideally, a parent or guardian meeting to discuss the situation can resolve such matters informally. If, however, the matter is not then settled to the parent or guardian's satisfaction, the parent or guardian may institute a formal grievance. Please contact the principal for a copy of the Archdiocesan Parent/Guardian Grievance Process. .

DIVERSE NEEDS LEARNERS AND REFERRALS

Consistent with the contents of the Church document, To Teach as Jesus Did, and the Pastoral Statement of the U.S. Bishops, Persons with Disabilities, the Archdiocese seeks to include students with diverse needs in our schools to the extent that the need of such students can be met within the scope of the programs and resources offered. The Catholic Schools Office is aware that it is unrealistic to serve all categories of diverse need students. However, St. Cecilia Catholic School and the other Catholic Schools are cognizant of the fact that admission of diverse needs students must be considered and reviewed on an individual basis.

Legal References to Special Services

The Individuals with Disabilities Education Act (IDEA) requires that local school districts to locate, identify, and evaluate all private school students suspected of having a disability (for St. Cecilia Catholic School, the local district is Spring Branch ISD). This "Child Find" process must be conducted in consultation with private schools representatives to ensure equitable access for private school students. In IDEA, these children are often referred to as "parentally placed private school children with disabilities," and the benefits available to them differ from the benefits for children with disabilities enrolled in public schools.

The Rehabilitation Act of 1973, Section 504 educational section (frequently call "Section 504), provides that no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from participation in any program receiving federal assistance. Catholic educators strive to recognize and address the needs of all those who seek a Catholic education. Within our resources, St. Cecilia and other Catholic schools will offer services to eligible students with diverse needs, when possible.

However, private schools are not required to significantly alter their programs, lower or substantially modify their standards to accommodate a child with diverse needs. Private educational institutions are only required to make minor adjustments to accommodate eligible students.

Records for Diverse Needs Learners

All psychological and educational evaluations/reports regarding diverse needs testing of students received from local public schools, persons, or agencies are forwarded to St. Cecilia Catholic School upon request. These records are kept on file at the school for a period of seven (7) years after the exit of the student. These records are kept in a secure file and are accessible only to the principal, the Intervention Specialist, the Counselor, and any other appropriate staff member working with the student. Parents may view their child's record at any time. These records may not be forwarded to any other individual or agency.

Criteria for Acceptance of Students with Diverse Needs

In making a determination regarding the admittance of a particular student, the school will review the child's ability to meet the school's academic, behavioral, and physical qualifications. Each Catholic school determines its ability to meet the need of the student applicant. Consideration will be given to the following:

Student's demonstrated ability to meet grade level requirements;
Record of student's ability to follow school rules and regulations; and
Students' ability to meet the physical requirements of attendance.

St. Cecilia's Services for Diverse Needs Learners

New Students – When the Admission Office or the principal is notified that an incoming student may have a diverse learning need, the principal and other appropriate school staff review current academic, social, medical, and psychological evaluations to determine if the applicant is qualified to enroll, with or without his/her disability. If the applicant is qualified, the Administration and Counseling Department will then determine if reasonable adjustments can be made to the educational program which will accommodate the student's needs. If an admission is determined the school will begin the procedures with parents to discuss a Catholic Accommodation Plan.

Currently Enrolled Students – If a teacher (or parent) is concerned about a child's academic, behavioral, or emotional progress and feels that testing may be needed, he/she will discuss concerns with the parent/family and the Administration, who will schedule a meeting as soon as possible. We work as a team to do what is best for the child and will discuss:

The student's current educational status, including attendance records, grades, assessment data, and classroom observations;
Previous educational efforts and strategies provided for the students and the results; documentation of recent vision and hearing screenings; updated general health history inventory; and other information provided by the

parents or teachers.

Parents will be expected to disclose any pertinent information that may assist us in educating the student. The principal and staff are responsible for recommending educational alternatives and/or referral to the local school district and/or private agency of the parent's choice for further evaluation. In some cases, the campus may not have the resources necessary to help the child be successful. The Counseling Department will then assist the family to locate an appropriate educational program for the child.

Documentation for all referrals must be kept on file. This documentation will be included in the student's records. If an evaluation determines the student requires minor accommodations the school will begin the procedures with parents to discuss a Catholic Accommodation Plan. Accommodations for a child will be noted on the report card and in the child's permanent folder.

Student Success Expectations for Diverse Needs Learners

All available school resources shall be utilized to promote student success. Lines of communication will be kept open to inform parents of student progress in all areas. Concerns about a student will be addressed initially by the classroom teacher and parent. School success can only be attained through cooperation between parents and educators. Parents are expected to disclose any pertinent information from private resources (diagnoses and recommendations) that would be of specific educational value in programming adequately for their children. If it is determined that the school's resources cannot meet the needs of a student, or if parent(s)/guardian(s) fail to act on the school's recommendations for remediation or diagnostic evaluation, the principal may request withdrawal of the student or deny admission for the following year.

Accommodations for Diverse Needs Learners

The purpose of an accommodation of any type is to provide the appropriate instruction according to the individual student's diverse needs. As a result of a diagnostic evaluation, a student meets certain criteria to qualify for accommodations to his/her schoolwork. In many instances, accommodations (changes in methods of instruction) can be made in the classroom for students with diverse needs or for struggling students. Students who are diagnosed with a learning difference or who are diagnosed with a special need through the public school system, private doctors, or through special agencies, may be referred for special assistance with the school after the administration has verification of the student's recommended accommodations. (Curricular modifications are not provided because modifications require alterations of curricular objectives.) The number of intervention sessions per week, length of sessions, and goals will be determined by the educational team: tutor, administration, and classroom teacher after all available information has been reviewed.

Standardized Assessment for Students with Diverse Needs

Standardized assessments are one of several means of evaluating student performance. All students participate in the Archdiocese standardized assessment program. Students with disabilities identified through IDEA may require assessment accommodations. These accommodations should be provided on a weekly basis through the classroom teacher. These testing arrangements must be planned for in advance through a meeting with the Counseling Department. Any adjustment made on the standardized assessment must be requested from the Catholic Schools Office via special request on the appropriate form.

SECTION THREE:

STUDENT CARPOOL, ARRIVAL, AND DISMISSAL

CARPOOL INFORMATION AND PROCEDURES

Morning Drop Off

- Students may not be unsupervised on school grounds before 7:00 a.m.
- **7:00-7:40 a.m. Early Drop-Off** is available in the Joan of Arc lot.
- **7:40 a.m. HOV Carpool only** is allowed drop off in the Joan of Arc lot.
- **7:40-7:55 a.m. Regular Carpool** is available in the Church lot.
- **7:55a.m. and thereafter**, students must be physically walked inside to the front office and checked in as tardy.
- Pull completely forward along the sidewalk to allow as many cars as possible to drop off.
- Students should exit the car quickly. **Please say goodbyes and give hugs prior to it being your turn in line. This is for safety and efficiency.**
- No student is to be dropped off in the drive by the Parish Office.
- No student is to be dropped off on Joan of Arc Drive or Denise Street.
- Teachers will assist with the exiting of early childhood students.
- Students should initiate their own exit when the line has stopped.
- Only an adult is allowed to retrieve book bags from the trunk of a vehicle.
- Students must enter and exit the vehicle from the side nearest the curb.
- Parents and/or students who do not follow these Carpool Procedures and Expectations will be reported to the School Administration for follow-up.

Rainy Day Drop Off

- * **7:00-7:40 a.m. Early morning Drop-Off** and **HOV** are conducted as usual.
- * **Regular Carpool** is conducted in the Church Lot, with students unloading in front of the Community Center and walking under the covered sidewalk to the school.
- * Students are not to be dropped off along the street or near the Parish Office.

Afternoon Pickup

- Optional student pickup is from **3:05 p.m - 3:15 p.m.** for oldest and only students in EPK through 1st Grade, and **3:20 p.m. - 3:35 p.m.** for all other students.
- All students will be assigned a carpool number. This number may change yearly, and should be displayed in the front windshield of your vehicle. Students not picked up by 3:35 p.m. will be taken to Bridges (Extended Day Program).
- **Regular Carpool** is dismissed in the Church lot.
- **HOV Carpools** are dismissed in the Joan of Arc lot.
- Pull completely forward along the sidewalk to allow as many cars as possible to drop off. You should not see the tires of the vehicle in front of you. Please promptly follow the direction of Carpool Attendants.
- Children will be seated quietly and grouped by their carpool numbers.
- Walkers may be picked up in the School Office by a parent or guardian who has walked to the school.
- No child will be allowed to walk to cars in the parking lot. Parent volunteers should go through the carpool line or check their children out from the Front Office.
- Students ARE NOT allowed to be picked up in any area other than the designated carpool area. Parents must pick up their children in carpool unless the children are walkers.
- If a child is running late, please go back through the line. This applies to HOV carpool, as well. Please follow attendant instructions.
- Please pop the trunk! Attendants will assist with the loading of students and materials. Parents should not exit vehicles during afternoon pickup.
- Parents and/or students who do not follow these Carpool Procedures and Expectations will be reported to the School Administration for follow-up

Rainy Day Pickup

- **HOV Carpool** is dismissed as usual.
- **Regular Carpool** students are escorted to the interior of the Community Center and are dismissed in the Church lot. Please be patient and safety-minded as students are dismissed.
- Teachers with umbrellas will load students into cars; parents should not exit vehicles.

Parents picking up from after school activities must pick up at the end of the front parking lot by the field. Students will not be released from the foyer, but will be released from the field gate or Bridges entrance.

DISMISSAL

Dismissal of all classes will begin at 3:20 p.m., except for 12:00 p.m. dismissals as noted on the calendar, and the 3:05 p.m. dismissal for EPK through 1st grade oldest and only students. Students must leave the grounds promptly. Supervision for students after school hours is available only through registration in the Bridges Extended Day Program, or other approved after-school activities.

Early dismissal of students is discouraged in order to maximize instructional time and because they are disruptive to the student and classroom. If necessary, students may be picked up early from school. Written or verbal early dismissal requests should be submitted at least one hour prior to the requested dismissal time to attendance@saintcecilia.org. The latest early dismissal times are 2:50 p.m. on regular dismissal days, and 11:45 a.m. on early dismissal days. A homeroom teacher may not dismiss a student without permission from the office. Parents are asked not to interrupt a class for any reason.

BRIDGES EXTENDED DAY PROGRAM

Bridges Extended Day is available until 6:00 p.m. All students are registered for this program, but a notice needs to be given to the homeroom teacher and Bridges Coordinator if your child is attending as a drop-in on any given day. Students picked up after 6:00 p.m. will be charged a late fee of \$50.00. If anyone other than a Parent/Guardian /Sibling is picking up a student, an email **must be sent before** 2:00 p.m. Email Geneva Rodriguez at: bridges@saintcecilia.org for Bridges attendance and dismissal notification.

EARLY DISMISSAL DAYS AND CLASSROOM PICKUP

On early dismissal days when we do not have Bridges Extended Day, students must be promptly picked up from the classroom at the dismissal time, usually 12:00 p.m. Please check your calendar or watch your newsletter for these early dismissal dates. On certain early dismissal days, there is Bridges for full-time students only. Please check your newsletter for these events.

LATE PICK UP

All students who do not attend carpool and who do not have a scheduled after-school activity will be considered checked into Bridges at 3:35 p.m.

Any student who attends the carpool line and is not picked up by 3:35 p.m. will be checked into Bridges as a daily drop-in. Any student who does not have a scheduled after school activity on campus or has not been picked up by 3:35 will be taken to the Bridges Program for safe supervision and families will be charged the Bridges drop-in fee.

SECTION FOUR: GENERAL POLICY

ATTENDANCE

Students are expected to be in school unless they are ill. ***Absences from school are to be reported by phone to the School receptionist on the morning of the absence.*** A written explanation to the receptionist must accompany the student upon his or her return. It is the responsibility of the student to request makeup work for the days missed. Parent/guardians will honor the calendar established by the school, as daily school attendance is an effective way to assure continued academic progress. Students who miss 3-1/2 hours of school will be considered absent for ½ day.

Excused Absences: Students are to attend school unless there are valid reasons for absence. A student's absence is **excused** only if he/she has a **doctor's appointment**, is **ill**, or there is a **death in the immediate family**. Following an absence, students report to the Attendance Officer with a written excuse to obtain an admit slip to class. All work missed during an excused absence should be received after the absence and must be completed in a reasonable time.

Unexcused Absences: All other absences are considered unexcused. If an absence is unexcused, the teacher may mandate the missed daily work to be completed, but the daily work will not be graded for credit or penalty. Tests, projects, quizzes, and assessments must still be completed, and will be graded for credit. **The school staff is not obligated to provide special services to a student when a parent opts to schedule activities that warrant student absence on compulsory attendance days as indicated on the school's calendar.**

Excessive Absences: Ordinarily, a student may not receive credit for a class unless the student is in attendance for at least ninety percent (90%) of the days the class is offered. **Promotion or credit may be jeopardized if a student misses more than eighteen (18) days, excused or unexcused (10% of the school year).** In all cases, students are subject to the discretionary authority of the Principal for determination of whether absences are excessive and to determine what consequences will be enforced. An administrator will schedule a meeting to discuss the student's absences.

Communicable Illness: Please report any communicable diseases (i.e.: pink eye, strep throat, chickenpox, etc.) to the School Clinic. Please report any lice infestations. Any child with lice must be treated and then checked by the School Nurse. The school requires a child to be nit free. Students must also be fever free for 24 hours before they will be admitted back in school.

Tardiness: Tardiness is not conducive to success at St. Cecilia Catholic School. Homeroom begins promptly at 7:55 a.m. when the tardy bell rings. Students are recommended to be in their classrooms by 7:45 a.m. so they have ample time to prepare for their day. After 7:55 a.m., parents must park and come into the School Office to sign in tardy students before students will be allowed into the classrooms. **Students will be allowed five (5) tardies per semester; after 5 tardies the student and the family will be referred to the school administration for follow-up .**

Leaving Campus: Students are not allowed to leave the school grounds without written permission from their parents and approval of the Principal. This also applies to students who participate in after-hours school or parish activities. Parents are discouraged from taking their children out during lunch.

STUDENT HEALTH ISSUES

It is the Archdiocese and St. Cecilia Catholic School's policy that children with the following symptoms be excluded from school:

- Fever 100 or higher - must be fever free for 24 hours off fever reducing medications prior to return.
- Nausea or vomiting – must be vomit free for a full 24 hours prior to return.
- Marked drowsiness, malaise, or cough that disrupts class or prohibits participation in class – may return when symptom free.
- Discharge from eye – may return with physician's note documenting no longer contagious.
- Head lice – may return when Lice and nit free as determined by school nurse.
- Scabies – may return with written physician's release.
- Skin lesions that are weeping – may return if covered and diagnosed by physician as non-infectious.
- Other symptoms suggestive of acute illness – may return with written physician's release.

PARKING

When visiting the school at any time, all visitors should park in the Church or School Parking Lot. Do not park in reserved parking spaces.

VISITORS

All school visitors must sign in at the Reception Area and receive a Visitor's Badge. Visitors will be required to present photo identification.

ANIMALS AT SCHOOL

Live animals should not be brought onto school property unless authorized by the school administration. This includes arrival/dismissal times.

CLASSROOM VISITATION

All parents are invited to visit his/her child's classes during Catholic Schools Week. **Classroom visitation is not permitted at any other time.** Student visitors are not permitted on the campus during the school day except in the cafeteria accompanied by an adult. This is for the safety and security of your child(ren).

MASS ATTENDANCE

Parents are invited to attend Mass and sit with their child(ren) when possible. Once Mass has begun, please do not remove your child from his/her class. Please remember that small children can be a distraction during Mass, so please utilize the Cry Room if your child disturbs the sanctity of the liturgy.

CAFETERIA

A table will be set up in the cafeteria for lunches delivered during the school day. If a student has forgotten his/her lunch at home, he/she will be able to pick it up from the designated table at his/her lunchtime. No soda, caffeine or sugary drinks are allowed. **All parents must sign in at the School Office, presenting their ID, and receive a Visitor's Badge before delivering a lunch to the cafeteria.** It is also necessary for the parent to put the student's name on the lunch before taking it to the cafeteria. An adult must accompany student visitors.

WIFI POLICY

At this time, WIFI access is restricted. No student, parent, guest, or volunteer should access the Staff or Student WIFI networks on their personal devices for any reason. The Staff network is reserved for employee devices, and the Student network is reserved for school-owned devices that are used by students. Parents, guests, and volunteers may access WIFI using the Guest account, which requires entering information and receiving a 24-hour credential for WIFI access. Students are not allowed to access WIFI on-campus on their personal devices. All Internet users must abide by the Technology Acceptable Use Policy.

MEDICATION

Forms, signed by a physician and parent, must be on file in the School Clinic for each medication to be given. Medication forms may be obtained in the Clinic. There is no exception to this rule. All aspirin, aspirin substitute, cough syrups or drops, inhalers, etc. are included herein. **Students may not carry medication in their book bags or have it in their lockers.** If Archdiocesan procedures are followed, the only exception is for students in 5th through 8th grade who may carry emergency medications for severe allergies, asthma, diabetic medications, or others, as approved. Parents are to meet with the School Nurse before school starts to complete the proper requirements. If these requirements are not met, the student may be asked to not come to school until the requirements for carrying or

securing the medication are met.

STUDENT WELFARE

When a student's academic, physical, mental or emotional well-being is in jeopardy, Administration will inform the parents of the concern.

Administration reserves the right to require outside professional intervention as a condition for continued admission at St. Cecilia Catholic School. Administration will endeavor to collaborate with teachers and the School Counselor to ensure a student's welfare and success at the school.

COUNSELING PROGRAM

A school counselor is available to all students at St. Cecilia Catholic School. Some of the issues addressed by a school counselor include but are not limited to classroom performance, conflict resolution, social skills, family issues, behavior, peer relations, anxiety, stress, and learning differences. When working with students the counselor is the student's advocate and avoids the role of disciplinarian.

A child or his or her family may request to speak with a counselor, or a student may be referred by a teacher, staff member, or parent. Typically, the counselor works with students individually, in small groups, and in classrooms to address their educational, personal, and emotional needs.

Once a referral is made, a student will be seen by the counselor for an initial assessment. Parent or guardian permission is not required for the counselor to meet with a student. If the counselor determines that it is warranted, parents or guardians will be contacted to discuss the situation. Parents or guardians will be notified when meetings between a student and the counselor are regular, ongoing, or of a serious nature. Confidentiality with families is maintained. Exceptions to confidentiality include, but may be not limited to, the following: suspicion of harm to a minor or elder by abuse; intention to harm self or others, or; certain custody or criminal proceedings.

At times, the counselor may suggest that parents seek therapy outside of school. In this case, referrals for counseling agencies and therapists will be given. It is important to note that school counselors work with school related issues and are not therapists, although the school counselor will make every effort to maintain communication with parents and outside therapists in order to provide support for students in the school setting.

THREAT OF HARM TO SELF OR OTHERS

Threats of harm to others or to self are taken very seriously at our school. Threats of harm to self or others may warrant the administration isolating a child while gathering information, as well as further actions. Threats of self-harm will always be taken seriously, and will cause the need for the school to require a psychiatric or psychological evaluation prior to the student being able to return to school.

Texas State Law requires anyone suspecting child abuse or neglect of a child to make a confidential report of the suspected abuse or neglect to Child Protective Services. Should a school employee have “cause to believe” (Chapter 261, Texas Family Code) that abuse or neglect has or will occur, he or she is obligated to make a report without any further inquiry with the student’s parents or guardians.

LOCKERS

Lockers are the property of St. Cecilia Catholic School and may be inspected at any time. Their use is a privilege extended to the students, a privilege which can be withdrawn at any time. The appearance of the locker is important, as its tidiness reflects student organization. Lockers should be kept neat and clean at all times. Students may not put stickers on lockers, write on them, or decorate them.

TELEPHONE USE

Students are not allowed to use their cellphones on the St. Cecilia campus while under school supervision and/or participating in a school sponsored activity. Students are **not** allowed general free access to use the phone during the day. Permission to use the phone in the School Clinic will be restricted to **emergencies** with written permission only. Telephone messages to students during the day are discouraged. Only emergency messages will be delivered. Forgotten lunch money or assignments are not considered valid emergencies.

STUDENT WATER BOTTLES

Students are allowed to have a water bottle with them at school. In all grade levels, water bottles should be reusable and must have a sealable lid to prevent spills. Storage and usage of water bottles are left to teacher discretion. Only water is allowed in the water bottles.

FORGOTTEN ITEMS

All items such as books, homework, medications, and/or projects that have been forgotten by the student and brought in by a parent or guardian are to be dropped off at reception. They will not be delivered to classrooms. It is the responsibility of the students to come to the School Clinic to retrieve any items left for them. Only children in Pre-K through 3rd grade will be notified of items in the Clinic. Forgotten lunches should be brought directly to the cafeteria after checking in at the office and receiving a Visitor’s Badge.

LOST AND FOUND

All lost and found items are kept in the Cafeteria hallway. At the end of the month, items that have not been claimed will be “recycled” by the Home & School Association for the Uniform Exchange. All articles of clothing as well as book and pencil bags should be clearly marked with your child’s name and homeroom so they can easily be identified if they are lost.

St. Cecilia Catholic School P.E. bags and pencil bags may be purchased from the School Receptionist.

INCLEMENT WEATHER

St. Cecilia Catholic School follows the lead of Spring Branch Independent School District (SBISD) when cancelling classes for emergencies, inclement weather, or other substantial disturbances. Check your local news. **If SBISD is closed, there is no need to wait for St. Cecilia Catholic School notification: we are closed.**

IRIS EMERGENCY ALERTS

The school will notify staff and families using the IRIS (Immediate Response Information System), which allows the administration to email and call constituents within a matter of minutes. **For crisis management purposes, it is imperative that your information is always up-to-date with the School Office. Information can be updated through ParentsWeb - <https://scc-tx.client.renweb.com/pwr/>** Depending on access to the technology, staff will also attempt to post alerts to the website, and send emails through Constant Contact and also post updates on our social media pages, but IRIS is to be considered the primary mass notification protocol for emergencies.

SCHOOL PHOTOS

St. Cecilia Catholic School reserves the right to use pictures taken by staff, faculty, or volunteers during school events for any publication. If your family has not signed the Media Release Form, then your child may be removed from an event or program to accommodate photography or videography.

POSTERS AND ANNOUNCEMENTS

All posters must be approved and initialed by the Principal or Assistant Principal before hanging. Email the Assistant Principal for information on including items in the newsletter or morning announcements.

ENVIRONMENTAL ISSUES

St. Cecilia Catholic School has been inspected for asbestos. The asbestos report states that there is no asbestos in the school. The asbestos report is kept in the School Office for a period of 30 years.

DRIVING POLICY FOR CATHOLIC SCHOOL EMPLOYEES

No Catholic School employee may transport any student(s) to or from a school sponsored event or extracurricular activity. This policy does not prohibit any parent who is employed by a Catholic School to transport their own child(ren). Any other relative by blood or marriage may transport a related child with the permission of the parent/guardian upon approval of the Principal.

SECTION FIVE: GRADING AND TESTING

GRADING PHILOSOPHY

A Catholic philosophy of grading and reporting recognizes the role of parents as the primary educators of their child(ren) and the home as the most important educational institution. The impact of parents greatly influences the educational progress of a child. Saint Cecilia Catholic School assists in the educational process by endeavoring to educate the whole child and influence the religious, academic, social, emotional, and physical growth of your child. The report card indicates your child's progress both in relation to his/her ability and what is usually expected of a child in his or her grade at SCCS. Weekly progress reports are available on the *Parents Web*.

GRADING STANDARD

A+99-100

A 95-98

A- 93-94 Outstanding: Masters all assigned work, attacks and completes work independently, shows originality and initiative, does more than required, and makes excellent contributions in class.

B+91-92

B 88-90

B- 86-87 Above average: Masters major portion of work, works with little assistance from others, is alert and shows interest in work, completes work on time, and makes good response in class.

C+84-85

C 80-83

C- 78-79 Average: Satisfactorily completes most assigned work, works under normal conditions and directions, shows interest in work, completes work on time, makes good responses in class.

D+76-77

D 72-75

D- 70-71 Below Average: Achieves far below grade standard, completes a minimum of assigned work and seldom responds in class.

F 70> Failure: Achieves far below grade level, makes little progress in school work, and has a poor attitude towards school work, and has not achieved mastery of course objectives.

E	Excellent	E	<i>Exceeding Expectations</i>
S	Satisfactory	M	<i>Meeting Expectations</i>
N	Needs Improvement	D	<i>Developing Expectations</i>
U	Unsatisfactory	B	<i>Beginning Expectations</i>

Excessive *Developing Expectations* or *Beginning Expectations* will result in the student being placed on Behavioral Probation and activity ineligibility.

GRADING CATEGORIES AND PERCENTAGES

<u>Grade</u>	<u>Tests</u>	<u>Daily</u>	<u>Quiz Non-Academic/HW</u>	
Middle School	50%	40%		10%
Spanish	40%	20%	30%	10%
5 th Grade	90%			10%
4 th Grade	50%	40%		10%
3 rd Grade	40%	60%	- includes 1 hw grade	
2 nd Grade	40%	60%		
1 st Grade	40%	60%		

<u>Class</u>	<u>Daily Work</u>	<u>Performance Non-Academic/HW</u>	
Drama-8 th	75%	15%	10%
Drama-6 th /7 th	85%	15%	
Speech Club	80%	10%	10%
Speech Class	50%	40%	10%
P.E.	40%	60%	
Elem. Art	50%	50%	
Elem. Spanish	90%		10%

HONOR ROLL

Academic achievement of students is recognized quarterly by the Principal's Honor Roll and the Teachers' Honor Roll in grades 4 – 8.

Principal's Honor Roll – All A's; no less than *Meeting Expectations* in Conduct, maximum one *Developing Expectations* in Effort or Personal Habits.

Teachers' Honor Roll – All A's with no more than 2 B's; no less than *Meeting Expectations* in Conduct, maximum one *Developing Expectations* in Effort or Personal Habits.

ACCESSING PARENTS WEB

Parent Web is the program we use for grading and reporting, as well as posting class information. You may use the *Parents Web* to access student grades and scores, and you may set notifications for score changes, as well. On *Parents Web*, you should expect to see yearly course outlines, scopes, and general pacing. Teachers will use *Parents Web* to communicate information and deadlines, and may use it as an online resource to communicate classroom progress. Instructions for access are available through the school newsletter, and your credentials will be assigned at the beginning of the year. Please contact Assistant Principal John Aylor for accessibility issues: jaylor@saintcecilia.org.

PROGRESS REPORTS

The teacher will notify parents if he or she will be assigning Developing Expectations or Beginning Expectations in Conduct, Effort, or Personal Habits. A teacher reserves the right to send a progress report when he/she deems necessary, but a formal progress report is not sent home between report cards. Grades are available for students and parents on *Parents Web* as posted by the teacher. Additionally, you may set routine notifications to be sent regarding student progress using *Parents Web*.

HOMEWORK PHILOSOPHY

It is the belief of the educators at Saint Cecilia Catholic School that homework is a valuable aid in helping students make the most of their educational experience. It serves a multitude of purposes at all levels: It is a means to communicate to the parents what is being taught in the classroom. It offers students the opportunity to either extend or reinforce concepts learned in the classroom. It is also a tool that teaches responsibility, organizational skills, and time management in a tangible way to the students. As such, homework is an independent activity to be accomplished outside of the school day.

Homework is a combination of both written work and studying. A student's workload will vary but he/she will always need to study every night and may have written work as well. The work should be of such a nature as to encourage and facilitate but not necessarily demand parental involvement.

Please realize that each child is an individual and he/she may need more time than is listed in this handbook. If the student is spending an exorbitant amount of time beyond the recommendation, please contact the teachers, Counselor, or Assistant Principal to see if there are any issues that need to be addressed in order to remedy the situation.

HOMEWORK

Meaningful work is assigned by the teachers at the end of classes in an effort to provide independent practice for the students. The purpose is to help both the students and the teachers ascertain whether or not the students truly understand the concepts taught during class presentations. The assigned work is valid and important to the students' learning and to the teachers' assessments.

All students should recognize the difference between "Homework" and "Studying." A student may not always have homework to complete, but he/she should always have studying to accomplish. Students are expected to do their assignments and prepare for their classes every day. Parents are asked to supervise daily homework assignments to see that they are completed.

HOMEWORK EXPECTATIONS

Middle School (6-8)	1 ½ - 2 hours daily
Intermediate (3-5)	45 minutes – 1 ½ hour(s) daily
Primary (K-2)	30 minutes – 1 hour daily

LATE HOMEWORK

Fifth grade and Middle School students follow a specific policy regarding delinquent homework assignments. All students begin with 100 points at the onset of each quarter and points are deducted from the 100 points during the quarter. Five points will be deducted from the quarterly homework grade

in each subject area for each instance of incomplete or missing homework.

MAKEUP WORK

When a student has an excused absence, it is his or her obligation to make arrangements with the teachers for makeup work. Make up of daily assignments for all students will be collected and given to the parent through the Clinic, unless other arrangements are made, only after 3 consecutive days of absences. All tests will be made up either before or after school, at the discretion of the teacher. Ordinarily, work should be made up within 3 days of absence.

Students with excused absences will make up all work with opportunity for full credit. **If an absence is unexcused, the teacher may mandate the missed daily work to be done, but the daily work will not be graded for credit or penalty. Tests, projects, quizzes, and assessments must still be completed, and will be for credit.** Please get missed notes from a classmate.

TEST SCHEDULE

Grades 4-8: In order that a student not have all of his/her major tests on any one day, the test schedule will usually be followed. The exceptions to this are Spanish and blocked classes. Also, teachers may test on any day that does not have three tests scheduled. It is assumed that elementary areas will develop a similar schedule on their own.

1st semester	MWF	T TH
	Math	Science
	Social Studies	Religion
	English	Literature
2nd semester	MWF	T TH
	Science	Math
	Literature	Social Studies
	Religion	English

MIDDLE SCHOOL DEAD DAYS

No tests, quizzes, or homework should be given during midterms, finals, or during Iowa Assessments testing. Please notify the Academic Dean should this issue arise.

GRADE LEVEL PROMOTION AND RETENTION

Promotion from Pre-Kindergarten and Kindergarten shall be based upon accomplishing the essential elements in the curriculum. Students in first through third grade who fail two or more core subjects may be asked to repeat the grade if they wish to return to St. Cecilia Catholic School.

Often, students who have academic trouble will be placed on Academic Probation for the following year to ensure that St. Cecilia Catholic School is

the appropriate learning environment for him or her. If a child is unsuccessful during the probationary period, the child will have to find another school for their continued education.

Fourth through eighth grade students who have a final average of below 70 in one of the core subjects, or a final grade of *Beginning Expectations* in Conduct, Effort, or Personal Habits, will be placed on Academic Probation and MUST satisfactorily complete a summer school or multi-day tutorial program as approved by the Principal in order to move to the next grade level. Students who have a final average of below 70 in two or more of the core subjects will not be promoted. Fourth through eighth grade students are not allowed to repeat a grade level at SCCS. Eighth grade students who fail one or more core classes will be subject to the above summer school/tutoring plan for placement in ninth grade.

If parents of a child in grades K-8 who is recommended for retention do not agree with the recommendation of the teacher and administrator, they have the option of withdrawing their child and placing them in another educational environment.

STUDENT RECORDS AND PARENTAL RIGHTS

Administration is responsible to ensure the privacy of student records in whatever process is used to collect, maintain, and secure data. Student Files are updated annually and any obsolete or inappropriate information is removed. A student's Permanent Record Card is kept in fireproof files and kept permanently by the school.

Parental rights extend to either parent unless the school has been provided with evidence that there is a court order, statute, or legally binding document relating to such matters as divorce, separation or custody that specifically revokes these rights. A copy of such document must be in the school file. In cases of joint custody, both parents should be equally informed of their child's progress.

TEXTBOOKS

The annual textbook fee is a rental fee. Textbooks are distributed to students at the beginning of the school year. Students are required to keep textbooks covered. The condition of the book is noted when it is assigned to the student; students will be fined for damages beyond normal, expected wear, including writing and broken bindings or a damaged cover. Lost textbooks must be replaced, and the full cost of the replacement will be charged.

RELIGION CURRICULUM

St. Cecilia Catholic School follows the Archdiocese of Galveston-Houston curriculum guidelines to educate the whole child in a Christ-centered environment. All textbooks are selected from an approved textbook list developed by the State of Texas, the TCCBED, and the Archdiocese of Galveston-Houston. Supplemental material is used to enrich and expand the

curriculum, and a set of curriculum guides are maintained in the office if you wish to view them.

As part of the religion curriculum, all Catholic Schools in the Archdiocese of Galveston-Houston are required to teach a program of study on Human Sexuality in grades four through eight. The Archdiocesan guidelines are followed very closely in a scripture enriched program using an approved series and the National Catholic Education Association’s program on AIDS. The Religion teachers in grades 4-8 are specially trained by the Diocese to conduct these classes, but you are the primary educators of your children in human sexuality. Further instruction on Human Sexuality should be taught at home.

SECTION SIX: DISCIPLINE HANDBOOK

It is important to understand that to most effectively manage the discipline of our students we must work together, the school, the student, and the family. This triangulation allows us to address any concerns or problems at home, as well as at school, bringing congruence to the important work we all undertake to educate and prepare our children for a life of commitment and service.

Whether occurring within or outside the school, when behavior jeopardizes the safe environment of the school, is contrary to Gospel values, or provides opportunity for a disruption to the normal function or operation of the school, such behavior will generate consequences. Consequences, however, that will have an educational element. Our goal is to help students learn from their mistakes and give them support in changing their behavior.

For any behavioral problem the following action steps should be followed:

Action Step 1	Preventative Step	During this stage the teacher uses various classroom management and Love and Logic strategies to work with the student to identify the “Disruptive Misbehavior” and the actions needed to modify behavior to the level of “Good Behavior”
Action Step 2	Teacher Conference Step	A formal meeting with student will take place. A report will be issued and sent home for parents to sign. This will be recorded in the students file and considered for final evaluation. Student’s reflection takes place (Appendix #1) and is recorded in file.
Action Step 3	Teacher-Parent Conference Step	When inappropriate behavior reaches the level where by its frequency and nature is disruptive to the learning environment a Parent-Teacher conference will take place. Teacher, parent, and student will develop a reflection/action plan that identifies the “Disruptive Misbehavior” and the actions needed to modify behavior to the level of “Good Behavior” This will be recorded into the student's file and considered for final evaluation.
Action Step 4	Principal/VP Conference Step	When disruptive behavior is not modified through parent-teacher conference and teacher-parent-student action plan, or when student misconduct is deemed Severe or Illegal Misconduct the Vice Principal or Principal will have a meeting with student and teacher to identify the misbehavior and outline an action plan. A report will be issued and sent home for parents to sign and will be recorded in file. Step 5 may immediately follow step 4.
Action Step 5	Principal/VP – Parent Conference Step	When inappropriate behavior reaches the level where by its frequency and nature has become severely disruptive to the learning environment and/or when previous conferences and action plans have not succeeded in decreasing the frequency and/or severity of such behaviors a Vice Principal/Principal-Parent meeting will take place. A Behavioral commitment contract is signed by student and parents and a close support-monitoring process will be part of contract. (Student’s

		re-enrollment may be in jeopardy, and student's participation in school events may be cancelled.) If the unacceptable behavior persists, a one-day suspension (either in-school or out-of-school) will be in effect. Record of the meeting, the Behavioral Commitment Contract, and the Student reflection is recorded in student file.
Action Step 6	Disciplinary Contract Step	When inappropriate behavior does not improve after Action Step 5 another Vice Principal/Principal-Parent meeting will take place and a Disciplinary Probation Letter will be issued and student will be placed on disciplinary probation status. (Student's re-enrollment may be in jeopardy, and student's participation in school events may be cancelled.) An in-school or out-of-school suspension for up to 5 days may accompany this step. Any student on Disciplinary Probation is subject to expulsion if unacceptable behavior is not improved. In extreme cases step 7 may immediately follow step 6.
Action Step 7	Disciplinary Committee Step	All students under disciplinary contract will be recommended to a Disciplinary Committee. The Disciplinary Committee will review the student's case to determine next steps. Possible consequences include expulsion.

Some offenses are of a serious enough nature that immediate reflection time or suspension may be necessary. If a student commits an offense that constitutes grounds for expulsion, the Pastor will be informed and a recommendation may be made.

For all other resources, see the St. Cecilia Discipline Handbook

SECTION SEVEN: ACTIVITY EXPECTATIONS AND POLICIES

VOLUNTEER PHILOSOPHY

St. Cecilia Catholic School recognizes that volunteers are a vital and integral component in the success of the school's mission and goals. The administration works with the volunteers in order to insure that adequate training is provided and that each volunteer understands his/her role as a volunteer in the school. All volunteers must complete the Safe Environment training program, meaning they must arrive for the class on time and remain for the completion of the class. Please reference your *Home and School Association Handbook* or the school directory for a listing of all the volunteer opportunities available.

HOME AND SCHOOL ASSOCIATION (HSA)

The Home and School Association consists of all registered families and faculty for the current school year. The HSA's primary function is to administer parent volunteer programs within the school, as well as promote the spiritual, educational, physical, and cultural welfare of the St. Cecilia Catholic School student body, in conjunction with the Director of Community Engagement and the Principal.

FIELD TRIPS

Throughout the year, teachers will schedule field trips and activities that they feel will enrich students' academic, social and spiritual lives. These field trips are considered privileges for students and any student who does not meet academic and behavioral requirements can be denied participation. Permission slips are required and signed upon registration. Some grade levels schedule trips that incur extra costs that are not covered in school fees: these include, but are not limited to, 8th grade Washington, D.C. trip, and the 5th grade Camp Kappe visit. Please do not check your

other students out when returning from a field trip, particularly without prior notification.

BIRTHDAYS

If the teacher is given prior notification, and the entire class is included, a birthday may be celebrated during lunch in the cafeteria with cupcakes or cookies (nothing that needs to be cut or served, such as cakes, cookie cakes, Chick-fil-a, etc, and no carbonated drinks, please). No other celebration is permitted, i.e. balloons/flowers/posters /locker decorating. Teachers may reserve the right to limit certain items, including those listed here, but will provide alternative options.

SCHOOL PARTIES

Social parties during the eighth grade year will be given at school for all eighth grade students, in an effort to include all class members and eliminate the need for parties held in the home and elsewhere. *Invitations to any parties may not be distributed on the school campus, unless given to every person in the grade through the Take Home Folders; otherwise, they must be mailed.* Room mothers provide two parties during the year in grades 1 – 5 and one party in grade 6 – 8; no other parties are permitted, including in the classroom or lunchroom.

ASSEMBLIES

There are various types of assemblies, but in all of them, speakers and performers expect courtesy from St. Cecilia Catholic School students. Appreciative applause is the manner by which we show acceptance or pleasure, and this is welcomed.

AFTER SCHOOL PROGRAMS

Many after school programs are offered at St. Cecilia Catholic School. Please watch your newsletter for information on these programs. Please pick up students promptly, as students not picked up will be sent to Bridges. All students are enrolled in Bridges at the beginning of the school year.

SECTION EIGHT: ATHLETICS AND EXTRACURRICULAR POLICIES

ATHLETICS AND EXTRACURRICULAR ACTIVITY POLICY

St. Cecilia Catholic School encourages students to engage and participate in extracurricular activities as an important means of developing bodily health, desirable traits of character, and physical skills. Specifically, the objective of each practice, contest, and extracurricular activity is to promote self esteem, develop the skill of each player and participant, promote courage by overcoming difficulty and adversity, temperance by developing self control, justice by demanding fair play, and a sense of obligation to the group.

Each individual's importance to the group and participation will be

considered. Students will be encouraged to participate to the fullest of their ability.

A student will not be able to try out for any sport if ineligibility is due to cheating. Otherwise, a student may try out for a sport whether he/she is ineligible or not. Cheerleading tryouts will follow the existing rules as stated in the handbook.

All Middle school students trying out need to have a physical, with the appropriate form completed, signed, and turned into the School Nurse before they can tryout. Medical forms can be found on the school website.

ATHLETICS

Any student may express interest for a team during the “sign-up” period. New students entering the school may check with the Coaches to try out for the squad. All students involved in athletics are **under the supervision of Coaches** during practice and game times and must comply with directions, rules, and regulations given by them. **Students may not take care of younger brothers and sisters** while participating in athletics.

Boys: 6th, 7th, and 8th grade boys participate in cross country, soccer, football, basketball, baseball, track, and tennis.

Girls: 6th, 7th, and 8th grade girls participate in cross country, soccer, basketball, volleyball, softball, track, and tennis.

5th grade boys and girls are allowed to participate in cross country and track.

Fees: Students pay fees to participate in each sport. Fees should be paid prior to the first practice.

Tournaments: Invitational tournaments are discussed as received.

Forms: the Administration and Coaching Staff review all forms for registration each year. Separate registration forms are used for each sport. No student will be allowed to participate in practices or games until all forms are complete and on file in the School Office and all fees are paid.

All students attending after school activities must be picked up at the designated time.

A student must be present at school for a minimum of 3.5 hours on the day of the tryout, game, or activity in order to participate.

St. Cecilia Catholic School is a member of the Greater Houston Catholic Athletic Association (GHCAA).

EXTRACURRICULAR ACTIVITIES

Students are encouraged to participate in extracurricular activities. An adult appointed by the parent must supervise all students attending games and other extracurricular activities. As the supervising parent, the adult will be responsible for the actions and behaviors of the children he/she is supervising. Coaches and staff cannot assume this responsibility. The behavior of any student attending such an event must be in accordance with the rules and regulations of the school. Students who misbehave at after school events are subject to disciplinary action.

ATHLETICS ELIGIBILITY IMPLEMENTATION

Each student participating in an extracurricular activity must meet the eligibility standards of St. Cecilia Catholic School. The implementation of this standard is as follows:

Eligibility will be determined at the middle and end of a quarter. Notice of ineligibility will be sent on the Wednesday following these demarcations. Ineligibility will begin that Wednesday and will last until the next reporting period. Ineligibility that occurs at report card time will last until the next eligibility check.

A student must have an overall “C” average with no more than 2 D’s. A student will be immediately ineligible if he or she has any grade lower than a D. A student must have *Meeting Expectations* or better in all Conduct, maximum one *Developing Expectations* in Effort or Personal Habits.

If a student has a severe behavioral infraction, he/she will be removed from the activity immediately. Cheating will result in a 9-calendar week ineligibility term and that time period will begin immediately.

Playoffs and Homecoming: Ineligibility applies to **all** games that fall within the ineligibility period, and includes any and all playoff games and homecoming. Faculty/student games are a part of the school day and as such, ineligibility does not apply.

CHEERLEADING ELIGIBILITY

The behavioral standard demands that students may not have more than 1 *Developing Expectations* and no *Beginning Expectations* in conduct, personal habits or effort in any of the 1st three quarters of school and 4th quarter to date. A student may not have served an in school isolation or served a suspension during the current school year.

A student involved in a severe behavioral infraction will be removed immediately from his/her position on Cheerleading at the discretion of the principal.

STUDENT COUNCIL OFFICERS & REPRESENTATIVES

Student Council is open to all who meet the following requirements and are

duly elected. 8th Grade officers are chosen in the fourth quarter of 7th Grade, and homeroom representatives are chosen in the first quarter of each new school year. The requirements are as follows:

1. An overall C average with no more than 2 Ds in the first three quarters and 4th quarter to date of 7th Grade for officers, and during the previous and current year for representatives.
2. The behavioral standard demands that students may not have more than 1 *Developing Expectations* and no *Beginning Expectations* in conduct, personal habits, or effort in any of the 1st three quarters of school and 4th quarter to date. A student may not have served an in-school isolation or served a suspension during the current school year.
3. A 7th grader who has been suspended or served an in-school isolation during the current school year may not run for office.
4. Students running for class representative may not have been suspended or served an in-school isolation the previous or current year.
5. Prior to the election, eligibility will be verified.
6. Academic and Non-Academic grades must be maintained throughout the school year and will be checked at eligibility time. Failure to correct a situation will result in removal from Student Council.

** Any severe behavioral infraction will result in immediate and permanent removal at the discretion of the principal.

Only those children who are supervised by the sponsor and are participating in an approved activity may be on the campus after 3:45 p.m.

PART NINE: DRESS CODES

UNIFORMS

The uniform code requires full compliance. Noncompliance will result in documentation and may result in his/her being withheld from class until the proper uniform is provided. Failure to adhere to the school uniform code will affect the student's Personal Habits Grade.

Shorts, skorts, and skirts are not to be shorter than 3" above the top of the knee cap and will be enforced all year. Please remember when skirts are shortened at the beginning of the school year that they will be too short by Christmas. Parents must abide by school requests to provide their children with additional uniform items should current items become too worn, frayed, or small.

WEARABLE TECHNOLOGY

Wearable technology that allow for Smartphone notifications, such as email, caller ID, SMS, social networking, and messaging alerts are prohibited. Fitness trackers are allowed if all text/call notifications are disabled.

2019-2020 Uniform Program

PRE-K – 5TH GRADE GIRL'S UNIFORM

Dress Uniform:

- Mills red plaid jumper
- Mills privacy shorts
- Mills white long or short sleeved uniform blouse
- Solid white, full-length crew socks, with no logos, designs, or ruffles
- Flat-heeled casual shoes (no ankle high, high tops, heeled tennis shoes, wheeled tennis shoes, zippered tennis shoes, open backed shoes, sandals, or boots) or athletic shoes below the ankle.

Optional for non-Mass days:

- Mills plaid uniform shorts
- Mills plaid uniform skort
- Mills navy polo (Pique or "dry fit" shirt with logo)
- Mills navy tights
- Mills navy *fleece* jacket
- Mills navy long sleeve polo
- Parker grey hooded sweatshirt ***Discontinued after Spring 2020**
- Parker zip up hoodie ***Discontinued after Spring 2020**
- Mills navy ¾ zip sweater
- Mills navy cardigan sweater
- Mills navy monogrammed sweatshirt
- Spirit Store items may be worn on Spirit Days.

PRE-K – 5TH GRADE BOY’S UNIFORM

Dress Required:

- Mills white oxford long or short sleeves
- Mills navy uniform slacks
- Solid white crew socks that are full length with no logos
- Mills Solid brown belt
- Loafers, topsiders, or dress shoes or athletic shoes (no wheeled tennis shoes or boots)
- Mills Tie, appropriately fitted.

Optional:

- Mills navy uniform shorts
- Mills red polo shirt (Pique or “dry fit”)
- Mills navy *fleece* jacket
- Mills red long sleeve polo
- Mills grey hooded sweatshirt ***Discontinued after Spring 2020**
- Mills zip up hoodie ***Discontinued after Spring 2020**
- Mills navy $\frac{3}{4}$ zip sweater
- Mills navy cardigan sweater
- Mills navy monogrammed sweatshirt
- Spirit Store items may be worn on Spirit Days.

MIDDLE SCHOOL 6TH – 8TH GIRL’S UNIFORM

Dress Required:

- Mills red plaid skirt, and privacy shorts
- Mills white short or long sleeved button down collar blouse,
- $\frac{3}{4}$ zip sweater, cardigan, or sweater vest
- Solid white, full-length crew socks, with no logos, designs, or ruffles
- Flat-heeled casual shoes (no raised heel, wheeled, athletic shoes, open back shoes, sandals, or boots). Acceptable shoe colors are solid tan, brown, black, or navy blue including the sole and shoe laces. No plaid, prints, designs, or multi-colored shoes are allowed.

Optional:

- Mills plaid uniform shorts
- Mills blue 2-in-1 skort
- Mills navy polo shirt (Pique or “dry fit) with logo
- Mills white polo shirt
- Mills navy tights
- Mills navy *fleece* jacket
- Mills navy long sleeve polo
- Parker grey hooded sweatshirt ***Discontinued after Spring 2020**
- Parker zip up hoodie ***Discontinued after Spring 2020**
- Mills navy $\frac{3}{4}$ zip sweater
- Mills navy cardigan sweater
- Mills navy monogrammed sweatshirt
- Spirit Store items may be worn on Spirit Days.

ONLY MILLS UNIFORM ITEMS MAY BE WORN AS PART OF THE DAILY DRESS CODE. ITEMS PURCHASED FROM THE SPIRIT STORE MAY ONLY BE WORN ON DESIGNATED SPIRIT, CASUAL OR FREE DRESS DAYS.

ONLY THE MILLS NAVY FLEECE, ¾ ZIP SWEATER, or CARDIGAN MAY BE WORN IN MASS. NO OTHER SWEATSHIRTS OR FLEECE JACKETS MAY BE WORN IN MASS.

MIDDLE SCHOOL 6TH – 8TH BOY'S UNIFORM

Dress Required:

- Mills blue short or long sleeved Oxford button-down uniform dress shirt.
- Mills navy uniform slacks
- Solid white crew socks that are full length with no logo or stripes
- Solid brown belt
- Heeled casual shoes (no raised heel, wheeled shoes, athletic shoes, open back shoes, sandals, or boots) or regular shoes below the ankle. Acceptable shoe colors are solid tan, brown, including the sole and shoe laces. No plaid, prints, designs, or multi-colored shoes are allowed.
- Mills tie, appropriately tied or fitted
- Mills blue *fleece* jacket

Optional:

- Mills navy uniform shorts
- Mills red knit uniform (Pique or “dry fit” polo
- Mills white polo
- Mills navy long sleeve polo
- Parker grey hooded sweatshirt ***Discontinued after Spring 2020**
- Parker zip up hoodie ***Discontinued after Spring 2020**
- Mills navy ¾ zip sweater
- Mills navy cardigan sweater
- Mills navy monogrammed sweatshirt
- Spirit Store items may be worn on Spirit Days.

ADDITIONAL STUDENT DRESS CODE RULES K – 8

Girls are only allowed to:

1. Wear clear, non-glitter chapstick. No lip-gloss or any other makeup is allowed.
2. Wear clear nail polish. (French or American manicures are not allowed. Students are not allowed to carry polish or remover.)
3. Wear a watch. Wear one small stud earring per ear. One cross or religious medal may be worn on a small gauge silver or gold chain. One religious bracelet. One hair-tie may be worn on wrist.
4. Wear appropriate hairstyles. Extreme styles or hair color are not acceptable and will be determined by the administration. Hair must be natural-colored.
5. Wear shirts tucked in with waistband visible.

6. Wear their shirts buttoned with only the top button unbuttoned. The sleeves are not to be rolled or folded.
7. Wear solid white or skin tone undershirts, bras, and undergarments. No other colors are allowed.
8. Bring purses to school if they are left in lockers until the end of the day.
9. Wear navy tights or leggings for cold weather. Solid white crew socks are required for tights and leggings, so that the ankle and foot is covered.
10. Bring non aerosol or spray deodorant for P.E.
11. Shoes must be tied tightly enough so that they do not slip off the foot. In addition, the foot must be totally enclosed within the shoe, with no open toes or heel.

Boys are only allowed to:

1. Wear a watch and/or one cross or saint medal on a gold or silver small gauge chain. One religious bracelet.
2. Wear their hair above eyebrows and above the collar. Extreme hairstyles or hair color are not acceptable and will be determined by the administration. Boy's hair should be well groomed and neatly trimmed at all times.
3. Wear their shirts so that the belt or waistband is showing.
4. Wear shirt buttoned with only the top button unbuttoned. Sleeves are not to be rolled or folded.
5. Wear undershirts that are white without any logos. Sleeves on these may not be longer than the uniform shirt.
6. Bring non aerosol or spray deodorant for P.E.
7. Shoes must be tied tightly enough so that they do not slip off the foot. In addition, the foot must be totally enclosed within the shoe, with no open toes or heel.

P.E. UNIFORM

Early Childhood Through Fourth Grade

- Mills school uniform, with athletic shoes.
- Girls must wear privacy shorts.

Fifth Through Eighth Grade

- Mills PE Uniform
- Athletic shoes
- 6th-8th must purchase a St. Cecilia Gym Bag to store items for P.E.

Fifth Through Eighth Grade Cold Weather Options

- Solid colored sweatpants, and long sleeved round-necked sweatshirt.
- Middle school girls may wear tights or leggings with their white crew socks, but jeggings are not allowed.

SPIRIT DAYS DRESS

Wednesdays are school spirit days. Students are allowed to wear jeans and St. Cecilia Booster Club t-shirts or apparel purchased through the school Spirit Store. All students are allowed to wear tennis shoes. Students are allowed to wear uniform tops with jeans or spirit shirts with uniform bottoms. Spirit items can be [purchased online at the school's official Spirit Store](#).

CASUAL DRESS DAYS

The dress code of St. Cecilia Catholic School is intended to foster an environment that lends itself to serious study and interaction, and to dignify both the individual and the school. On certain days throughout the school year, casual dress will be allowed. Girls will wear appropriate skirts, jeans, shirts, or dresses on a casual dress day. No jeggings are allowed. No revealing necklines will be allowed, no halter-tops, no backless tops, no strapless tops, nor midriff or lower back showing. Boys will wear appropriate slacks that are not oversized. Shorts may be worn, but they must measure no shorter than 5 inches from the center of the knee. Costumes must be appropriate, must meet all length and neckline requirements, and no masks, hats, or sunglasses are allowed.

On special casual dress days all shoes must be closed toe. Leather, canvas, or any athletic shoes are acceptable. All shoes must have hard leather soles. No sandals, flip-flops, high heels, pumps, or slippers are allowed. There are to be no hats worn in the building at any time.

Students who fail to wear the appropriate apparel will be required to change into uniform clothes. If a conflict arises concerning the appropriateness of apparel, the Principal and the school administration reserve the right to clarify and make all interpretations.

Administration will designate specific Free Dress Days for Free Dress Passes received through events or Auction.

PART TEN: TECHNOLOGY ACCEPTABLE USE POLICY

2019-2020

At St. Cecilia Catholic School, we offer students access to technological resources for educational purposes, which may include computer, interactive, or mobile hardware and software licensed to the school. To gain access to the technology resources, all students must obtain parental permission as verified by the signatures on this agreement. Should a parent prefer that a student not have email and Internet access, use of the computer is still possible for more traditional purposes such as word processing.

What is expected?

Whether occurring within or outside of school, when a student's use of

technology jeopardizes the safe environment of the school, faculty, staff, or students, or is contrary to the Gospel values, the student can be subject to the full range of disciplinary consequences including the expulsion of the student.

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground.

Communications on the network are often public in nature, so general school rules for behavior and communications apply. It is expected that users will comply with Archdiocesan standards and the specific rules set forth herein.

The use of technology resources is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's technology resources. The students are never to access, keep, or send anything that they would not want their parents or teachers to see.

Internet and E-mail

Access to Internet and e-mail will enable students to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other Internet users around the world. FAMILIES SHOULD BE AWARE THAT SOME MATERIAL ACCESSIBLE VIA THE INTERNET MAY CONTAIN ITEMS THAT ARE ILLEGAL, DEFAMATORY, INACCURATE, OR POTENTIALLY OFFENSIVE. While the purpose of the school is to use Internet resources for constructive educational goals, students may find ways to access other materials. We believe that the benefits to students from access to the Internet outweigh the disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we support and respect each family's right to decide whether or not to allow access to the Internet.

Bring Your Own Device (BYOD)

In general, student personal devices are not permitted at school property or networks. If expressly allowed by school administration, BYOD shall follow the guidelines stated in this policy, and will require additional documentation.

- The teacher is the instructional leader and determines when and how personal devices are to be used.
- Personal devices should arrive to school functional and fully charged.
- Students bring personal devices to school at their own risk, just like any other personal items.
- Students are not permitted to use any electronic device to record audio or video media or take pictures of any student or staff member without permission. Distribution of unauthorized media may result in disciplinary action.
- BYOD devices used in school are generally not permitted to connect to the school subnets, broadband Internet, cellular Internet, or other content service providers. If allowed for classroom use, personal devices must access the Internet through the school content filtered wireless network.

- Administration will govern which devices are allowed and how and which students are allowed to use them.

What are the Rules of Appropriate Use?

Electronic Communication – Students may not use electronic communication in a way that jeopardizes the safe environment of the school, faculty, staff, or students or if it is contrary to the Gospel values. This policy applies to all forms of electronic communications or depictions whether they occur through the school’s equipment or connectivity resources or through private communication.

Personal Safety and Personal Privacy – Students will not post personal contact information about themselves or others unless otherwise indicated in the *User Agreement* and *Parent Permission Form*. Personal contact information includes their address, telephone, school address, etc. This information may not be provided to an individual, organization, or company, including web sites that solicit personal information.

Social Networking – Accessing social networking websites, except those used for educational purposes, are off-limits on school property. Circumvention of the school network security is prohibited.

Illegal copying – Students should never download or install any commercial software, shareware, or freeware onto network drives, external devices, or cloud based storage. Students should not copy other people’s work or intrude into other people’s files. The download/upload of any material in violation of any U.S., State, Board, Archdiocesan, or school policy is prohibited. This includes, but is not limited to, copyrighted materials, threatening, violent, or obscene material, or material protected by trade secret.

Inappropriate materials or language – No profane, abusive, slanderous, bullying, or impolite language or images should be used to communicate nor should materials be accessed which are not in line with the rules of school behavior. Use of technology resources for anything other than educational purposes is also prohibited. **Should students encounter such material by accident, they should report it to their teacher immediately.** A good rule to follow is never view, send, or access materials or images that you would not want your teachers and parents to see. Uses of any electronic device to transmit unacceptable language and/or photos that are harmful to self or others are prohibited.

If any of the rules of the appropriate use are violated, the student will be subject to the full range of disciplinary consequences, including expulsion.

Succinct Advice

These are guidelines to follow to prevent the loss of technology privileges and/or disciplinary measures at school.

1. Do not use technology to harm self, other people, or their work.
2. Do not damage the network or any technology resource in any way.
3. Do not interfere with the network or computer operation by installing any form of software or by permitting the spread of computer viruses.
4. Do not violate any copyright laws.
5. Do not intentionally access, view, send, or display any pornographic, offensive, or bullying messages or images.
6. Do not share your passwords/personal information or in any way obtain any person's password/personal information.
7. Do not waste technology resources such as storage space or printing supplies.
8. Do not trespass in another's folders, work or files.
9. Notify an adult immediately if you encounter materials that violate the *Rules of Appropriate Use*, even if by accident.
10. Do not attempt to circumvent network filters or security in any way.
11. BE PREPARED to be held accountable for your actions and for the loss of privileges if the *Rules of Appropriate Use* are violated.

