

St. Cecilia Catholic School

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# Family Handbook



**RESPECT • RESPONSIBILITY • REVERENCE**

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## St. Cecilia Catholic School Family Handbook

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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.

St. Cecilia Catholic School  
11740 Joan of Arc  
Houston, Texas 77024  
(713) 468-9515  
Fax (713) 468-4698

## **Mission Statement**

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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**

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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.

## **Vision**

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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.

## **School Motto**

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RESPECT, RESPONSIBILITY, REVERENCE

## Statements of Purpose

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At St. Cecilia Catholic School we strive to be:

### **A 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.

### **A 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 Engaged**

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.

### **A Mission Driven Community**

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

# Handbook Highlights

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**All families are expected to review and abide by the Student & 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.

- Athletes must maintain a C average, no more than 2 D's and No F's.
- Athletes will be immediately ineligible if he/she has any grade lower than a D.
- Athletes must have no more than one *Developing Expectations* for Conduct in all classes, and no more than two *Developing Expectations* in Effort or Personal Habits 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.

## **Classroom Visitation**

Classroom visitation is not permitted at any time. Parents or guardians should not walk children to class on non-classroom drop-off days. School parents or guardians who are on campus for meetings or activities should not visit classrooms or interrupt learning. 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).

Only visitors listed as Emergency Contacts or Pick-up in FACTS will be allowed to visit students during lunch in the cafeteria or have access to students during special visitation days. Parents should email the teacher and school receptionist if special visitors are given permission to join their child(ren) for lunch (grandparents, family, etc.). Parents will be notified immediately if an individual not listed as an Emergency Contacts or Pick-up attempts to gain access to a student. An adult must accompany student visitors.

## **Cafeteria Visitation**

Parents are allowed to have lunch with their child(ren). All parents must be Safe Environment certified, sign in at the school office, present their ID, and receive a visitor's badge before going to the cafeteria. While in the cafeteria, parents and students are allowed to sit at a designated table in the cafeteria. Parents may not sit with students at the student lunch tables. Only the student and siblings may eat lunch with parents at the designated table. No friends or classmates are allowed to eat lunch with parents. Parents are allowed to bring lunch for their child(ren) only.

## **Cafeteria and Consumables**

Students are allowed to bring water bottles for class use. Water bottles must be reusable, sealable, spill-proof, 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. No meal delivery services will be allowed to drop food off for students. Parents should not drop off purchased food (fast food, restaurant food, etc.) to be delivered to students.

## **Dress Code - 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. Girls may wear leggings if accompanied by a pair of shorts or a t-shirt long enough to cover all appropriate areas. 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 or rubber soles. No sandals, flip-flops, high heels, pumps, or slippers are allowed. Hats may not be a part of casual dress..

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 the school auction.

### **Student Emotional Health & Threats of Harm to Self or Others**

Threats of harm to others or to self are taken very seriously. If a student makes a threat to self or others within the school building, administration may warrant isolating a child under supervision while gathering information and contacting parents/guardians. Threats of self-harm or harm to others will always be taken seriously and may cause the school to require a psychiatric or psychological evaluation prior to the student returning to school. Threats of harm to self or others warrant administrative action, which may include administrative withdrawal or expulsion.

All parents wishing to schedule on-site tutoring or therapy must contact the Learning Specialist prior to making any commitments.

### **School/Home Collaboration**

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. While the home/school collaboration is crucial, there may be times in which teachers, counselors, and/or administrators speak with students individually or in small groups without prior notification to parents. Parents or guardians will be notified when meetings between a student and school staff are regular, ongoing, or of a serious nature.

### **Student Carpool, Arrival, and Dismissal**

- The school day is from 7:55AM - 3:25PM; Early Dismissal Days are from 7:55AM - 12:00PM
- Optional Oldest & Only Pick-up is only for PK3/PK4/Kinder from at 3:05-3:20PM
- Regular carpool pick-up for all students is from 3:25-3:45PM

### **Communication and Brand Standards**

The school communicates with school families through weekly Insider email newsletters and other periodic school emails via Insider Alert emails and event specific emails. Other communication tools include the school website (that contains information about the whole school), FACTS Family Portal (which contains information about grades, directory, enrollment, etc.) and official school social media accounts.

The school has a published Brand Standards Manual to preserve and maintain clear brand standards for the school and school community as well as to strengthen the school brand identity within the larger Houston community. The school has developed guidelines regarding approval for use of the school name and the school logo. The school has developed these standards consistent with the policies of the Archdiocese of Galveston-Houston. [The full Brand Standards Manual can be accessed here](#) for school branding policies and procedures.

# Section One

## Administration and Governance

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### **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 Council**

The St. Cecilia Catholic School Advisory Council is advisory in nature and consults with the Pastor and Principal in recommending policies, budgets, and financing. The function of the Board is to discuss and offer recommendations to issues addressing general policy, budgeting and finances of the school. Issues related to discipline, personnel, and day to day operations are the responsibility of the Principal.

Members are selected after a discernment process for a three (3) year term.

Role and functions of the School Advisory Council:

- 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 advisory council'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.

Any parent/guardian wishing to address the school Advisory Council or view the St. Cecilia School Advisory Council 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, and Staff 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

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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

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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

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### Policy For Catholic Schools

The Catholic schools of The Archdiocese of Galveston-Houston admit students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

They do not discriminate based on race, color, national or ethnic origin in administration of educational policies, admissions policies, scholarship and loan programs, athletic and other school-administered programs.

### 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 PK3/PK4 class must be 3/4 years old respectively, on or before September 1.
- Students entering kindergarten 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.

## **Tuition Payment Policy**

It is the obligation of the parent/guardian to pay the full tuition owed for their child(ren) and all fees for the entire academic year in accordance with the Tuition Schedule. All Tuition paid is non-refundable and non-transferable. Tuition is owed in full as of August 1 of the academic year.

The Parent Statement of Agreement in the FACTS Enrollment Packet Contract includes all of the details for tuition and fees that families sign and agree for each student enrolled in the school. Please note: all tuition and fees – including tuition deposit, any tuition paid, enrollment fees, new student fees, educational programming fees, are all non-refundable and non-transferable. Please refer to the Parent Statement of Agreement in FACTS Enrollment Packet for full details on the Tuition and Fees policies.

**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 contacts the Pastor to discuss whether continued enrollment of the child(ren) is a viable option.

### **Subpoenas for Records in Child Custody Matters**

Catholic schools in the Archdiocese of Galveston-Houston attempt to conform to appropriate court orders governing rights and duties of parents/guardians in regard to their child(ren). If there are Court orders regarding their children, parents/guardians must provide certified copies of such orders with the School. Parents/guardians are to ensure that the school has a complete and unaltered set of certified copies of the applicable court orders. Failure to follow this policy may result in the involuntary withdrawal of the child(ren) from the school.

When parents/guardians 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 should inform the Legal Department immediately in the event the school or any of its employees are served with subpoenas. School administrators should contact the Archdiocesan Legal Department with questions regarding interpretations of the court orders and other questions that arise.

In recognition of the crucial role of both parents in the lives of their children, the School will endeavor not to take sides in disputes between parents/guardians. Continued strife between the parents/guardians is harmful to the children and does not set a good example for them. It is expected that parents and guardians will treat one another with Christian charity. Ongoing parental disputes can be counterproductive to the mission of the school and when appropriate, the Pastor will be contacted to discuss whether continued enrollment of the child(ren) is a viable option.

The parent/guardian initiating the subpoena must reimburse the school for reasonable costs of production. The school shall charge the parent initiating a subpoena a fee for the time and resources spent on obtaining and copying records. Photocopy costs will be billed at a rate of \$1.00 per page. Employee log hours are billed at \$50 per hour, with an average of 4 or more hours to be expected. The parent/guardian will also be charged for the cost of the daily rate for the employee preparing the subpoena records, for each day of preparation involved.

An additional fee will be charged to the parent/guardians issuing a subpoena for a personal appearance by a school employee. The parent/guardian will be charged for the cost of hiring a substitute or the daily rate for the subpoenaed employee. Accordingly, each person who acknowledges his or her agreement to the contents of this Handbook, either by written or electronic signature or by enrolling a student in the school, agrees that he or she shall pay a fee to the school when subpoenaing the school.

### **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 student's enrollment agreement 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 her/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 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 called "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 area accessible only to the principal, the Learning 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 needs 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;
- Any 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 Learning Center and 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 Learning Specialist. 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

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### Standard Carpool Information And Procedures

#### Morning Drop Off

- Students may not be unsupervised on school grounds before 7:00 a.m.
- **7:00-7:35 a.m. Early Drop-Off** is available in the Joan of Arc lot.
- **7:35 a.m. HOV Carpool only** is allowed drop off in the Joan of Arc lot.
- **7:35-7:55 a.m. Regular Carpool** is available in the church lot.
- **7:55 a.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.
- 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

- \* **7:00-7:35 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

- **3:05-3:20 p.m. Optional PK3/PK4/Kinder Oldest and Only Pick-Up** is available in the church lot.
- **3:25-3:45 p.m. regular pick-up** for all 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 3:45 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 the attendant instructions.
- Please have the vehicle trunk open. 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 3:25 p.m., except for 12:00 p.m. dismissals as noted on the calendar, and the 3:05 to 3:20 p.m. dismissal for PK3 through Kindergarten oldest and only students noted above. 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](mailto:attendance@saintcecilia.org). The latest early dismissal times are 2:55 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](mailto: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, 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 the weekly Insider and/or grade-level 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 3:45 p.m.

Any student who attends the carpool line and is not picked up by 3:45 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 3:45, will be taken to Bridges for safe supervision and families will be charged the Bridges drop-in fee.

## **Section Four: General Policy**

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### **Attendance**

Students are expected to be in school unless they are ill. Absences from school are to be reported by phone to the school nurse on the morning of the absence. A written explanation to the school nurse must accompany the student upon his or her return. It is the responsibility of the student to request makeup work for the days missed. Parents/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. 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 school activities 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 the eye – may return with a physician's note documenting it is no longer contagious.
- Head lice – may return when Lice and nit free as determined by the school nurse.
- Scabies – may return with written physician's release.
- Skin lesions that are weeping – may return if covered and diagnosed by a physician as non-infectious.
- Other symptoms suggestive of acute illness – may return with a 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.

## **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.

## **Classroom Visitation**

Classroom visitation is not permitted at any time. Parents or guardians should not walk children to class on non-classroom drop-off days. School parents or guardians who are on campus for meetings or activities should not visit classrooms or interrupt learning. 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).

Only visitors listed as Emergency Contacts or Pick-up in FACTS will be allowed to visit students during lunch in the cafeteria or have access to students during special visitation days. Parents should email the teacher and school receptionist if special visitors are given permission to join their child(ren) for lunch (grandparents, family, etc.). Parents will be notified immediately if an individual not listed as an Emergency Contacts or Pick-up attempts to gain access to a student. An adult must accompany student visitors.

## **Cafeteria Visitation**

Parents are allowed to have lunch with their child(ren). All parents must be Safe Environment certified, sign in at the school office, present their ID, and receive a visitor's badge before going to the cafeteria. While in the cafeteria, parents and students are allowed to sit at a designated table in the cafeteria. Parents may not sit with students at the student lunch tables. Only the student and siblings may eat lunch with parents at the designated table. No friends or classmates are allowed to eat lunch with parents. Parents are allowed to bring lunch for their child(ren) only.

## **Cafeteria and Consumables**

Students are allowed to bring water bottles for class use. Water bottles must be reusable, sealable, spill-proof, 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. No meal delivery services will be allowed to drop food off for students. Parents should not drop off purchased food (fast food, restaurant food, etc.) to be delivered to students.

## **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 5<sup>th</sup> through 8<sup>th</sup> 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 are 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. More information regarding our counseling and guidance program can be found in the [Comprehensive Developmental Guidance Program-Archdiocese of Galveston Houston Guide](#).

### **Threat Of Harm To Self Or Others**

Threats of harm to others or to self are taken very seriously. If a student makes a threat to self or others within the school building, administration may warrant isolating a child under supervision while gathering information and contacting parents/guardians. Threats of self-harm or harm to others will always be taken seriously and may cause the need for the school to require a psychiatric or psychological evaluation prior to the student returning to school. Threats of harm to self or others warrant administrative action, which may include administrative withdrawal or expulsion.

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 without express permission from the teacher.

### **Telephone Use**

Students are not allowed to use their cellphones on 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 front office or 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, lunches, 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 front office to retrieve any items left for them. Only children in PK3 through 3<sup>rd</sup> grade will be notified of items in the front office. Forgotten lunches should be dropped off in the front office. Parents should email the teacher that the items and/or lunch has been dropped off.

## **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 used uniform sale. 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.

## **Communications and Brand Standards**

The school communicates with school families through weekly Insider email newsletters and other periodic school emails via Insider Alert emails and event specific emails. Other communication tools include the school website (that contains information about the whole school), FACTS Family Portal (which contains information about grades, directory, enrollment, etc.) and official school social media accounts.

The school has a published Brand Standards Manual to preserve and maintain clear brand standards for the school and school community as well as to strengthen the school brand identity within the larger Houston community. The school has developed guidelines regarding approval for use of the school name and the school logo. The school has developed these standards consistent with the policies of the Archdiocese of Galveston-Houston. The full Brand Standards Manual can be accessed here for school branding policies and procedures.

## **Inclement Weather**

In the event that severe or inclement weather is impending or immediate, St. Cecilia Catholic School will notify families of school closures via IRIS (Immediate Response Information System) alert. Families will receive a text, a call, and an email.

## **IRIS Emergency Alerts**

The school will notify staff and families using 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 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.

### **Weapons**

All schools must prohibit anyone, except licensed peace officers, from possessing or carrying firearms, illegal knives or knives with blades more than 5 ½ inches in length on school property, in school vehicles, or at any school function conducted on a school campus. Signage on campus should indicate the above. This includes but is not limited to:

- a) any form of weapon or explosive,
- b) all firearms, and/or
- c) all illegal knives or knives with blades that are more than 5 ½ inches in length, unless used for educational purposes and under the supervision of the teacher.

If an employee is unsure whether an item is covered by this policy, he/she should contact the Principal. Employees are responsible for making sure that any item they possess is not prohibited by this policy. Persons observing a weapon, the use of a weapon, or the threat of a weapon shall immediately notify the Principal who shall notify the police and the Superintendent of Catholic Schools. Violation of this policy may result in disciplinary action, up to and including termination of employment.

## **Section Five: Assessment & Grading**

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### **Assessment Philosophy**

St. Cecilia Catholic School views assessment as an integral part of the teaching and learning process. We believe that assessment is all of the materials and procedures used to collect evidence of student achievement, evaluate student learning, and provide feedback. Assessment will enable us to record student learning, and report student achievement. Assessing student learning is fundamentally a feedback process through which teachers guide students to improved learning and achievement. The [Parent Guide to Assessment, Grading & Report Cards](#) highlights St. Cecilia Catholic School principles, practices and policies for assessment, evaluation and grading. It is intended to be a communication tool that fosters understanding and collaboration between parents and the school. Please see the parent guide for more information.

## Grading Philosophy

The report card indicates student progress both in relation to his/her ability and what is usually expected of a child in his/her grade at St. Cecilia Catholic School. Report Cards are generated quarterly and are available for view in Parents Web. Weekly progress reports are also available for set-up in Parents Web.

## Assessment & Grading Practices

- Student academic achievement is evaluated according to the academic standards outlined in the Guidebooks for Curriculum, Instruction, and Assessment provided to St. Cecilia by the Catholic Schools Office of the Archdiocese of Galveston Houston, and derived from the Texas Essential Knowledge and Skills (TEKS).
- In grades 1-8 student academic achievement continues to be represented on the report card using a 100-point scale. Grades continue to be calculated using a grade-averaging method of both formative (daily/classwork) and summative (quizzes/tests) assessment.
- Evaluation of student achievement to the learning objectives does not include non-academic achievement factors such as homework, effort, participation, behavior, etc.
- Homework, effort, participation, behavior, and other non-academic achievement areas are key elements in the learning process that are evaluated and reported separately.
- Non-Academic Achievement is reported in the report card categories of Conduct, Effort, and Personal Habits.
- Academic as well as non-academic achievement are equally important and are both taken into consideration when determining student eligibility in all curricular and extracurricular activities. Likewise, both achievement factors are taken into consideration when determining honor roll and grade promotion.
- Rubrics are often used when evaluating students' levels of academic and non-academic proficiency.

## Academic Integrity and the Use of Artificial Intelligence (AI)

St. Cecilia School understands that the children in our school will never know a world that does not contain AI. This promulgates the importance of teaching responsible use of technology as a tool for learning and task completion. As Artificial Intelligence (AI) tools become more prevalent, it is essential that their use aligns with our commitment to academic integrity and the development of each student's God-given talents.

- **Original Work Expectation:** All academic work submitted by students must be a true reflection of their own effort, understanding, and original thought, demonstrating mastery of the learning objectives.
  - The use of AI tools to generate, complete, or significantly alter any portion of an assignment (including, but not limited to, essays, reports, research, creative writing, problem solutions, or presentations) is considered a violation of academic integrity. Unless explicit permission and guidance is granted, AI use to assist with assignment completion is considered cheating.

- **Prohibited Use of AI:**
  - Submitting AI-generated content as one's own original work without teacher permission and proper citation.
  - Using AI tools to complete assessments (e.g., quizzes, tests, exams).
  - Using AI to circumvent the learning process or to avoid engaging in the critical thinking and problem-solving required by an assignment.
  - Using AI to complete homework or assigned practice.
- **Consequences of Academic Integrity Violations:** Any unauthorized use of AI or failure to properly cite its use will be treated as an act of academic dishonesty, similar to plagiarism or cheating. Consequences will be determined by the school administration in consultation with the teacher, and may include, but are not limited to:
  - Recompletion of the assignment under special conditions.
  - Parent notification.
  - Academic ineligibility.
  - As assessment of Developing or Beginning for Personal Habits, Effort, and/or Conduct.
  - Further disciplinary action as outlined in the student handbook.
- **Educating for Responsible AI Use:** St. Cecilia School is committed to educating students on the ethical, responsible, and effective use of AI tools as a part of their digital literacy and academic formation, helping them understand AI's opportunities and limitations.

### Grading Standard

A	93-100	Meeting to Exceeding Expectations: A high to very high level of achievement. No major errors or omissions regarding any of the information and/or processes (simple or complex) that were explicitly taught. In-depth inferences and applications that go beyond what was taught, not beyond the expectations for that grade level.
B	86-92	Meeting Expectations: A high level of achievement. No major errors or omissions regarding any of the information and/or processes (simple or complex) that were explicitly taught
C	78-85	Developing Expectations: A passable level of achievement. No major errors or omissions regarding the simpler details and processes Major errors or omissions regarding the more complex ideas and processes
D	70-77	Beginning to Developing Expectations: An insufficient to passable level of achievement. Major errors or omissions regarding the more complex ideas and processes. Additional support is needed to demonstrate partial understanding of some of the simpler details and processes.
F	69 or Below	Beginning Expectations: An insufficient level of achievement.

	Student does not demonstrate understanding of simpler details and processes, nor complex ideas and processes.
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E	<i>Exceeding Expectations</i>
M	<i>Meeting Expectations</i>
D	<i>Developing Expectations</i>
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>Formative</u>	<u>Summative</u>
Middle School	50%	50%
Elementary School	50%	50%

### Honor Roll

Academic achievement of students is recognized quarterly by the Principal's Honor Roll and the Teachers' Honor Roll in grades 5 – 8.

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

### Accessing Parents Web

FACTS Parents 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. Teachers will use FACTS as an online record book that provides student assignment/grade information to parents through Parents Web. Teachers in elementary and middle school will use Google Classroom to communicate information and deadlines, and may use it as an online resource to communicate classroom progress. Instructions for access to Parents Web 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](mailto:jaylor@saintcecilia.org).

### Progress Reports

The teacher should 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. A formal progress report is sent home between report cards in 3rd through 8th grades. 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

At St. Cecilia Catholic School we believe that homework can be an important piece of the teaching and learning process. We believe that when homework is meaningful, relevant, and used as practice, it can be a powerful tool in improving student learning. 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. The work should be developmentally appropriate in terms of amount and content, and should be considered for feedback purposes only, not included as part of an academic grade.

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.

The on-time completion of homework will be a contributing factor in determining a student's Effort grade, which will be reported as a Non-Academic Achievement Factor.

## 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

## 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. Students should get all missed notes from a classmate or teacher.

### **Test Schedule**

In order that a student does not have all of his/her major tests on any one day, a test schedule will usually be followed by upper elementary and middle school teachers. The test schedule should be available to students and parents through the Weekly Newsletter..

### **Middle School Exam Prep Days**

No tests, quizzes, or homework should be given during midterms, finals, or during standardized testing. Please notify the Director of Teaching, Learning, and Innovation 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 be placed 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 St. Cecilia Catholic School. 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**

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 TCCB ED, 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. The religion teachers in grades 4-8 are specially trained by the archdiocese 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**

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### **School/Home Collaboration**

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. While the home/school collaboration is crucial, there may be times in which teachers, counselors, and/or administrators speak with students individually or in small groups without prior notification to parents. Parents or guardians will be notified when meetings between a student and school staff are regular, ongoing, or of a serious nature.

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 that will, however, have an educational element. Our goal is to help students learn from their mistakes and give them support in changing their behavior.

It is important to note that in order for the school to reasonably maintain a safe environment, school officials may conduct searches at any time without pre-notification to parents. This includes lockers and any contents therein, as well as requesting students to empty book bags, backpacks, purses, pockets, sport bags, pencil bags, or any other items brought onto school property.

### Action Steps

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 canceled.) 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 the 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 canceled.) 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

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### 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 ensure 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 are 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, 8<sup>th</sup> grade Washington, D.C. trip, 7<sup>th</sup> Grade Austin trip, and the 5<sup>th</sup> grade Camp Allen 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). 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, 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. HSA Room Parents partner with classroom teachers to plan and deliver classroom parties throughout the year. 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.

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**

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### **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 try out. 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: 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade boys participate in cross country, soccer, football, basketball, baseball, track, golf, and tennis.

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

3rd 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 no more than 2 D's in their academic grades. A student will be immediately ineligible if he or she has any grade lower than a D. A student must have no more than one *Developing Expectations* for Conduct in all classes, and no more than two *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.

### **Student Council Officers & Representatives**

Student Council is open to all who meet the following requirements and are duly elected. 8<sup>th</sup> Grade officers are chosen in the fourth quarter of 7<sup>th</sup> Grade, and homeroom representatives are chosen in the first quarter of each new school year. The requirements are as follows:

1. No more than 2 Ds in their academic grades in the first three quarters and 4<sup>th</sup> quarter to date of 7<sup>th</sup> Grade for officers, and during the previous and current year for representatives.
2. The behavioral standard demands that students may not have more than one *Developing Expectations* and no *Beginning Expectations* in conduct, personal habits, or effort in the prior school year. A student may not have served an in school isolation or served a suspension during the current school year.
3. A 7<sup>th</sup> 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 the 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**

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### **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. 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 allows 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.

## Uniform Program

Only approved uniform provider 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 approved uniform provider navy fleece,  $\frac{3}{4}$  zip pullover, or cardigan may be worn in Mass. No other sweatshirt or fleece jackets may be worn in Mass.

### **PK3 – 5<sup>th</sup> Grade Girl's Uniform**

Dress Uniform:

- Approved uniform provider red plaid jumper
- Approved uniform provider privacy shorts
- Approved uniform provider white long or short-sleeved uniform blouse
- White socks
- Loafers, topsiders, dress shoes, or athletic shoes (no wheeled tennis shoes or boots)

Optional for non-Mass days:

- Approved uniform provider plaid uniform skirt
- Approved uniform provider navy polo (Pique or “dry fit” shirt with logo)
- Approved uniform provider navy tights
- Approved uniform provider navy fleece jacket
- Approved uniform provider navy long sleeve polo
- Approved uniform provider navy  $\frac{3}{4}$  zip pullover
- Approved uniform provider navy cardigan sweater
- Approved uniform provider navy monogrammed sweatshirt
- Spirit dress items (see below) may be worn on Spirit Days.

### **PK3 – 5<sup>th</sup> Grade Boy's Uniform**

Dress Uniform:

- Approved uniform provider white oxford long or short sleeves
- Approved uniform provider navy uniform slacks
- Approved uniform provider navy uniform shorts (PK3-K only)
- White socks
- Approved uniform provider Solid brown belt
- Loafers, topsiders, dress shoes or athletic shoes (no wheeled tennis shoes or boots)
- Approved uniform provider tie, appropriately fitted

Optional for non-Mass days:

- Approved uniform provider navy uniform shorts
- Approved uniform provider red polo shirt (Pique or “dry fit”)
- Approved uniform provider navy fleece jacket
- Approved uniform provider red long sleeve polo
- Approved uniform provider navy  $\frac{3}{4}$  zip pullover
- Approved uniform provider navy cardigan sweater
- Approved uniform provider navy monogrammed sweatshirt
- Spirit dress items (see below) may be worn on Spirit Days.

## **Middle School 6<sup>th</sup> – 8<sup>th</sup> Girl's Uniform**

### **Dress Uniform:**

- Approved uniform provider red plaid skirt, and privacy shorts
- Approved uniform provider white short or long sleeved button down collar blouse
- $\frac{3}{4}$  zip sweater, cardigan, or sweater vest
- White socks
- 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.
- Approved uniform provider blue fleece jacket or  $\frac{3}{4}$  zip pullover

### **Optional for non-Mass days:**

- Approved uniform provider plaid uniform shorts
- Approved uniform provider blue 2-in-1 skort
- Approved uniform provider navy polo shirt (Pique or “dry fit) with logo
- Approved uniform provider white polo shirt
- Approved uniform provider navy tights
- Approved uniform provider navy fleece jacket
- Approved uniform provider navy long sleeve polo
- Approved uniform provider navy  $\frac{3}{4}$  zip pullover
- Approved uniform provider navy cardigan sweater
- Approved uniform provider navy monogrammed sweatshirt
- Spirit Store items may be worn on Spirit Days.
- Athletic shoes

## **Middle School 6<sup>th</sup> – 8<sup>th</sup> Boy's Uniform**

### **Dress Uniform:**

- Approved uniform provider blue short/long sleeved Oxford button-down uniform dress shirt.
- Approved uniform provider navy uniform slacks
- White socks
- Approved uniform provider 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.
- Approved uniform provider tie, appropriately tied or fitted
- Approved uniform provider blue fleece jacket or  $\frac{3}{4}$  zip pullover

### **Optional for non-Mass days::**

- Approved uniform provider navy uniform shorts
- Approved uniform provider red knit uniform (Pique or “dry fit”) polo
- Approved uniform provider white polo
- Approved uniform provider red long sleeve polo
- Approved uniform provider navy  $\frac{3}{4}$  zip pullover
- Approved uniform provider navy cardigan sweater
- Approved uniform provider navy monogrammed sweatshirt
- Spirit dress items may be worn on Spirit Days
- Athletic shoes

## **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 religious necklace. One religious bracelet. One hair-tie may be worn on the 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 the 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.
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. Wear one cross or saint medal necklace. Wear 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 tucked in 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**

### **PK3 Through Fourth Grade**

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

### **Fifth Through Eighth Grade**

- BSN Sports P.E. Uniform
- Athletic shoes
- 6<sup>th</sup>-8<sup>th</sup> 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.

### **Spirit Days Dress**

On school spirit days students are allowed to wear jeans and St. Cecilia Booster Club t-shirts or apparel purchased through the school Spirit Store, or other St. Cecilia Spirit items such as Field Day, Auction, or Dad's Softball t-shirts. 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](#) or during the time of Field Day, Auction, or Dad's Softball Tournament.

### **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. Girls may wear leggings if accompanied by a pair of shorts or a t-shirt long enough to cover all appropriate areas. 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 or rubber 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 the school auction.

## **Part Ten: Technology Acceptable Use Policy**

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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 at 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 websites 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 secrets.

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 yourself, 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.