

# **St. Cecilia School**

**O A K L E Y**

## **Parent/Student Handbook 2016-2017**

**4115 Taylor Ave**

**Cincinnati, OH 45209**

**Phone: 513-533-6060**

**Fax: 513-533-6068**

**[www.StCeciliaCinti.org](http://www.StCeciliaCinti.org)**



# **ST. CECILIA CATHOLIC SCHOOL**

## **IMPORTANT SCHOOL INFORMATION**

St. Cecilia Catholic School  
4115 Taylor Ave  
Cincinnati, OH 45209

### **SCHOOL COMMUNICATION**

School Office Phone	513-533-6060
School Fax	513-533-6068
School Website	<a href="http://www.StCeciliaCinti.org">www.StCeciliaCinti.org</a>
School Office Email	<a href="mailto:sgross@stcecieliacincinnati.org">sgross@stcecieliacincinnati.org</a>
Parish Office Phone	513-871-5757

### **HOURS**

School hours	7:40am – 3:00pm
School Office hours	7:00am – 3:30pm
Doors open	7:00am
Breakfast served	7:00am - 7:30am

### **LUNCH/RECESS SCHEDULE**

Pre K	11:00am – 11:20am
Grades K-3	11:30am – 12:20pm
Grades 4-8	12:20pm – 1:05pm

Cafeteria Manager: Jessica Johnson, Sycamore Schools – 513-533-6064

### **TRANSPORTATION**

First Student Bus Company      513-761-6100  
*(Contracted service through Cincinnati Public Schools)*

CPS Transportation Department      513-363-0330

*The principal retains the right to amend this handbook for just cause.  
Parents will be given adequate notification if changes are made*

# St. Cecilia Catholic School

## 2016-2017 Calendar of Events

*\*Calendar is subject to change\**

*Please check online Google calendar for the most up to date information (School website / calendars)*

August 3 – School Office Opens

August 8 to 19 – Teacher Professional Development Days

August 14 – Orientation for PK and Kindergarten; 11:00AM

- Pre-K Half Days 23<sup>rd</sup> to 27<sup>th</sup>

August 21 – Meet the Teacher Sunday/New Families (Gr 1-8); 9:00AM – 1:00PM

- Paperwork Completion Assistance; 1:00PM - 2:30PM

August 23 – **First Day of School**

August 30 – Fall Fundraiser Kickoff – World’s Finest Chocolate

September 1 – First all-school Mass – 9:00AM

September 5 – **Labor Day – No School**

September 9 – Forty Hours Opening Mass – 1:30PM

September 16 – Fall Fundraiser Ends

September 23 – **Early Dismissal – 1:00PM – No PM Busing**

September 24 – St. Cecilia Oktoberfest, 5PM to Midnight

September 26 – **Teacher Workday (No School for Students)**

September 27 – Fall Picture Day (In Uniform)

October 1 – Pet Blessing at 10AM at St. Cecilia Church

October 2 – First Reconciliation Parent Meeting (2nd Graders) – 8:30AM – 9:45AM

October 5 – Midterm Trimester I

October 12 – Parent-Teacher/Student Conferences 3:30PM – 7:30PM

October 13 – Parent-Teacher/Student Conferences 3:30PM – 7:30PM

October 14 – **No School**

October 17 – **Teacher Work/Planning Day (No School for Students)**

October 24-25 – Camp Kern for grades 6 & 7

October 28 – Walkathon/Halloween Parade (K-4) – 2:00PM

October 30 - Parade of Saints, 10AM Mass

November 1 – All Saints Day; Parade of Saints (PK-5) at 9AM School Mass

November 4 – End of Trimester I

November 15 – Fall Picture Retake Day

November 17 – First Reconciliation (2<sup>nd</sup> Graders) – 7PM in Church

November 19 – High School Placement Test (8<sup>th</sup> Graders) at local high schools

November 21-25 – **Thanksgiving Break – No School for Students**

November 21-22 – Teacher Work/Planning Days

November 27 – Start of Advent

OVER →

December 8 – Feast of the Immaculate Conception – Holy Day of Obligation: Mass @ 9:00AM  
 December 12 – Feast of Our Lady of Guadalupe Mass – 9AM  
 December 15 – Christmas Show (PK-8) – 1:30PM in Gymnasium  
 December 16 – **Early Dismissal, 1:00PM; Start of Christmas Break – No PM Busing**  
 December 19 - January 2 – **Christmas Break – No School**

January 3 – School Resumes  
 January 4-29 – Parishioner Priority Registration for Preschool and Kindergarten  
 January 9 – Baptism of the Lord Mass – 9AM  
 January 11 – Midterm Trimester II  
 January 16 – **Martin Luther King Day - No School**  
 January 19 – Parent Teacher Conference 3:30PM – 7:30PM  
 January 29 – CSW Open House 11:00AM – 1:00PM

February 1 – February 28 – Current Family Priority Registration Begins  
 February 2 – Feast of the Presentation Mass - 9:00AM  
 February 17 – End of Trimester II  
 February 20 – **President’s Day - No School**

March 1 – Open Registration Begins  
 March 1 – Ash Wednesday Mass – 9AM  
 March 3 – Stations of the Cross 2:15PM  
 March 10 – Stations of the Cross 2:15PM  
 March 17 – **No School**; St. Patrick’s Day Fish Fry/Fundraiser (Details to follow)  
 March 24 – Shroud Presentation at Church 10:15AM-11:15AM  
 March 28 – Spring Picture Day (Out of Uniform)  
 March 31 – Stations of the Cross 2:15PM  
 TBD – Standardized Testing: Iowa Test of Basic Skills

April 2 – First Holy Communion Meeting (2<sup>nd</sup> Graders & Parents) 8:30AM – 9:45AM (Required)  
 April 4 – Confirmation for grades 7 & 8 – St. Margaret-St. John, 7PM  
 April 5 – Midterm Trimester III  
 April 10-17 – **Spring Break - No School**  
 April 18 – School Resumes  
 April 20-23 – 8th Grade Washington D.C. Trip  
 April 24 – **No School for 8th Graders**  
 April 29 – First Holy Communion Jesus Day Retreat (2<sup>nd</sup> Graders) - 9AM – 1:30PM  
 April 29 – Practice for First Holy Communion (2<sup>nd</sup> Graders & Parents) - 1:30PM – 3:00PM  
 April 30 – First Holy Communion (2<sup>nd</sup> Graders)

May 4 – May Crowning, 7PM at Church (Required)  
 May 12 – Doce de Mayo, 5-11PM  
 May 17 – Final 8<sup>th</sup> Grade Mass & Brunch (*following mass*)  
 May 18 – 8<sup>th</sup> Grade Graduation – 7PM  
 May 19 – Field Day  
 May 26 – **Last Day of School; Mass at 9AM; Recognition Ceremony 2PM**

Revised 08/2016

# ST. CECILIA CATHOLIC SCHOOL

## **Faculty and Staff Contact Information**

4115 Taylor Ave, Cincinnati, OH 45209

Ph: 513-533-6060 Fax-513-533-6068

www.StCeciliaCinti.org

### **Administrative Staff**

Reverend Jamie Weber, Pastor	871-5757 ext 201	jweber@eastside.org
Reverend Jason Williams, Parochial Vicar	871-5277 ext 205	jwilliams@eastside.org
Mr. Michael Goedde, Principal	533-6060 ext 119	mgoedde@stceciliacincinnati.org
Mr. Vince Woodall, Dir of Business Affairs	871-5757 ext 204	vwoodall@stceciliacincinnati.org

### **Administrative Support Staff**

Miss Julie Poux, Assistant Principal, Tech Coord.	533-6060 ext 116	jpoux@stceciliacincinnati.org
Ms. Amanda Zingone, Blended Learning Mgr.	533-6060 ext 124	azingone@stceciliacincinnati.org
Ms. Stephanie Gross, School Office Manager	533-6060	sgross@stceciliacincinnati.org
Mrs. Maribel McGonagle, Latino Parent Liaison	533-6060 ext 133	mmcgonagle@stceciliacincinnati.org
Mrs. Joanne Thomas, Office Assistant	533-6060	jthomas@stceciliacincinnati.org
Mrs. Colleen Donovan, Tuition Manager	871-5757 ext 221	cdonovan@stceciliacincinnati.org
Mr. Bob Kellison, Dir of Liturgical Music	871-5757 ext 208	bkellison@stceciliacincinnati.org
Mr. Cody Egner, Dir of Faith Formation	871-5757 ext 215	cegner@stceciliacincinnati.org
Mrs. Barb Browarsky, Parish Secretary	871-5757 ext 202	bbrowarsky@stceciliacincinnati.org

### **Faculty**

Miss Laura Battaglia, Preschool Director	533-6060 ext 113	lbattaglia@stceciliacincinnati.org
Mrs. Angie Dadosky, Preschool Teacher	533-6060 ext 113	adadoski@stceciliacincinnati.org
Mrs. Nicole Cobb, Kindergarten	533-6060 ext 110	ncobb@stceciliacincinnati.org
Miss Colleen Bosche, Grade 1	533-6060 ext 111	cbosche@stceciliacincinnati.org
Miss Katie Steuer, Grade 2	533-6060 ext 112	ksteuer@stceciliacincinnati.org
Miss Kristen Vogt, Reading Grades K, 1 & 2	533-6060 ext 110	kvogt@stceciliacincinnati.org
Ms. Betsy Jackson, Grade 3	533-6060 ext 115	bjackson@stceciliacincinnati.org
Miss Krystine Zimmerman, Grades 4 (HR), 5	533-6060 ext 105	kzimmerman@stceciliacincinnati.org
Mrs. Lauren Wispé, Grades 4, 5 (HR), 6	533-6060 ext 114	lwispé@stceciliacincinnati.org
Ms. Jessica Tillery, Grades 4, 5, 6 (HR)	533-6060 ext 117	jtillery@stceciliacincinnati.org
Ms. Meghan Dorato, Grades 6, 7, 8 (HR)	533-6060 ext 109	mdorato@stceciliacincinnati.org
Mrs. Jessica Wilcox, Grades 6, 7 (HR), 8	533-6060 ext 109	jwilcox@stceciliacincinnati.org
Ms. Jan Musselman, Grades 3, 4, 5	533-6060 ext 103	jmusselman@stceciliacincinnati.org
Miss Julie Poux, Grades 7, 8	533-6060 ext 116	jpoux@stceciliacincinnati.org
Mr. Michael Goedde, Grade 8	533-6060 ext 119	mgoedde@stceciliacincinnati.org
Mr. Matt Weisenborn, Grades 6, 7, 8 & Phys Ed (3-8)	533-6060 ext 108	mweisenborn@stceciliacincinnati.org
Mrs. Kelsey Thueneman, Art	533-6060 ext 128	kthueneman@stceciliacincinnati.org
Brother Bob Dzubinski, Music	533-6060 ext 129	bdzubinski@stceciliacincinnati.org

### **Auxiliary & Intervention Staff**

Mrs. Sarah Germano, Intervention Specialist (Gr 6-8)	533-6060 ext 104	sgermano@stceciliacincinnati.org
Mrs. Suzette Doll, Intervention Specialist (Gr K-2)	533-6060 ext 131	sdoll@stceciliacincinnati.org
Mrs. Lisa Imbus, Intervention Specialist (Gr 3-5)	533-6060 ext 121	limbus@stceciliacincinnati.org
Mrs. Karen Titsworth, Title I Reading Teacher	533-6060 ext 134	titswok@cpsboe.k12.oh.us
Mrs. Elaine Bishop, Speech Therapist	533-6060	ebishop@stceciliacincinnati.org
Ms. Kim Dearborn, School Psychologist	533-6060 ext 135	dearbok@cpsboe.k12.oh.us
Mrs. Betty Simpson, Latchkey Manager	533-6060 ext 107	nblsimpson@zoomtown.com
Mrs. Jessica Johnson, Cafeteria Manager	686-1796	johnsonj@sycamoreschools.org

### **St. Cecilia RECTORY**

3105 Madison Road, Cincinnati, OH 45209

Phone: 871-5757

FAX: 533-6066

# St. Cecilia School

## O A K L E Y

### **MISSION STATEMENT**

In partnership with parents and rooted in the teachings of the Catholic Church, St. Cecilia School is dedicated to fostering the spiritual, intellectual, social, and physical development of all students, empowering them to realize their full potential.

### **PHILOSOPHY OF ST. CECILIA SCHOOL**

“The educational mission of the Church is an integrated ministry embracing three interlocking dimensions; message, community, and service. Catholic schools afford the fullest and best opportunity to realize this threefold purpose of education among children and young people.” (NCCB, To Teach as Jesus Did, 101)

In light of this Church document, St. Cecilia School is committed to the education of children in partnership with parents who recognize that, for people of faith, the wisdom and culture transmitted by a school are enriched and put into perspective by the gospel message of Jesus.

### **BELIEF STATEMENTS**

- St. Cecilia School is committed to giving the children a well-rounded education rooted in Catholic faith and traditions encouraging the development of a personal relationship with God the Father, God the Son, and God the Holy Spirit.
- St. Cecilia School is committed to providing a rigorous academic program rich in learning experiences that challenge each student to achieve the maximum of their learning.
- St. Cecilia School strives to meet the needs of the students using a variety of instructional styles, engaging all students and encouraging them to be responsible for their learning.
- St. Cecilia School will use the curricula set by the Archdiocese of Cincinnati and the State of Ohio as a guide to assist teachers in devising lessons that are logical and effective and that allow students to move smoothly from one grade level to another with little difficulty.
- St. Cecilia School will continually assess each student’s growth and understanding of the content in a variety of ways throughout the school year.
- St. Cecilia faculty and staff are committed to enriching knowledge in their content area and enhancing their methods of instruction through continuous improvement activities in order to provide quality education for all students.
- St. Cecilia School fosters a sense of community through cooperative efforts within the school, with the parish and throughout the Cincinnati community at large.
- St. Cecilia School identifies Christian service as a key element in Catholic education and strives to promote the Gospel and teaching of Jesus Christ through service to others.
- St. Cecilia School is committed to caring leadership, competent teaching, and cooperative endeavors with parents in an atmosphere of open communication and understanding.
- St. Cecilia School is committed to providing a program that enables the students to reason independently, to accept responsibility for their learning and self-discipline, and to develop a realization of their own value, potential and uniqueness.

## **ADMISSION & REGISTRATION**

### **POLICY OF NON-DISCRIMINATION**

St. Cecilia School admits students of any sex, race, color, nationality and ethnic origin to all rights, privileges, programs and any activities generally accorded or made available to students at St. Cecilia School.

### **INCLUSION POLICY**

Admission shall not be based solely on ability or achievement. However, students with special needs will be accepted only on a case by case basis as openings exist.

An ETR/IEP/ISP/504 Plan must be made available prior to admission and reviewed by the IAT personnel. Special needs students will be reviewed on an annual basis.

### **REGISTRATION POLICY**

Priority Registration for existing school families begins on Monday, February 1, 2017 and ends Tuesday, February 28, 2017. Open registration for new families begins Wednesday, March 1, 2017. Please note admission policy guidelines for particular grade levels as outlined below.

All completed registration paperwork and necessary documentation applicable to any and all scholarships accompanied with a non-refundable Registration Fee is required at the time of registration. **Registration paperwork will not be accepted unless it is completed in its entirety (inclusive of fee)**, and no child is accepted into school unless the registration fee is paid or arrangements to pay have been made with the school Principal.

A limited amount of financial aid for tuition is available. All applicants requesting financial assistance must complete FACTS paperwork and submit it to the tuition manager in order to be considered for tuition assistance.

### **ADMISSION POLICY - ALL NEW STUDENTS**

Every student, when accepted at St. Cecilia School is considered to be in a probationary period up until the end of trimester one at which time the following will be considered:

- 1) Full acceptance
- 2) Continuation of probationary period accompanied by an academic or behavior plan
- 3) Non acceptance

*\*\*An academic screening will be administered to all prospective students accompanied by all relevant records (this includes report cards, standardized test scores, behavior reports, etc). A measurement of student needs versus school resources to meet those needs will be evaluated in all cases.*

### **ADMISSION POLICY FOR PRESCHOOL**

Children must be 4 or 5 years old to be eligible for registration. You must present a birth certificate, health records (including current immunization records) and a baptismal certificate, if applicable. The order of enrollment priority is as follows:

1. Active parishioner who has children in our school
2. Children who have siblings presently enrolled in St. Cecilia who are meeting school policies
3. Active parishioner
4. Practicing Catholic
5. Practicing Christian from other denomination
6. Those with Christian sensibilities supportive of the mission and goals of the program



## **ADMISSION POLICY FOR KINDERGARTEN**

Children must be five years old by August 1, to be eligible for registration. You must present a birth certificate, health records (including current immunization records), proof of residence and baptismal certificate, if applicable. The order of enrollment priority is as follows:

1. Active parishioner who has children in our school
2. Active parishioner
3. Practicing Catholic
4. Practicing Christian from other denomination
5. Those with Christian sensibilities supportive of the mission and goals of the program

## **ADMISSION POLICY FOR GRADES ONE THROUGH EIGHT**

*Tuition must be current before registration is accepted, for the new school year.*

The recommended maximum class size is 30 students. The order of the enrollment priority is as follows:

1. Active parishioners who have children in our school
2. Children presently enrolled in St. Cecilia who are meeting school policies
3. Active parishioners who are new to the school
4. Practicing Catholics who are new to the school
5. Non-Parishioners who have children in our school

## **STATEMENT OF TUITION POLICY**

St. Cecilia School is morally and spiritually bound to provide the best possible Catholic education for the children of the parish. It is essential to financially operate the school with balanced books. Therefore, tuition must be established that will not burden the family of the student nor impose financial hardship on parish families without students in the school. Neither should any student be excluded from the school whose family desires this Catholic education, but because of financial status, cannot pay full tuition. Assistance may be granted following the completion of a FACTS application.

It is the Commission's obligation to set a fair and just tuition rate so that all parish families may enroll their children in St. Cecilia School.

## **SCHOOL TUITION**

Support for St. Cecilia School comes from two principal sources:

1. **The weekly offering of all parishioners.**
2. **Tuition payments from the parents.**

We want to commend our parents for the sacrifices they make to provide Catholic education for their children. We also want to thank all our parishioners who help to support the school by their generosity in their weekly contributions.

Because some parishioners may find it difficult or even impossible to pay the tuition, we hope to make some provisions for their children. An Education Fund has been established to help those with financial needs. The fund is supported through donations, memorials, and miscellaneous gifts. Donations and gifts may be made to the Education Fund.

**TUITION / FEE PAYMENTS**

It is highly recommended that whenever possible the entire tuition/fee bill be paid in the beginning of the school year. Tuition collection will be handled through a tuition management service. Each family is required to register through this service. A variety of tuition payment plans are available to meet the individual needs of our families.

**The school maintains the right to hold report cards and records of a student whose tuition or whose fines, fees or damages have not been paid.**

Registration Fee -- \$100.00 per family (Non-refundable; separate from tuition)

**TUITION / FEES FOR 2016-2017**

<u>NUMBER OF CHILDREN</u>	<u>TUITION</u>
1	\$ 4800
2	\$ 9600
3	\$ 14,400

*There is a subsidized set amount that will be awarded to **active parishioners***

**ST. CECILIA PARISH QUALIFICATIONS FOR “ACTIVE PARISHIONER” STATUS**

St. Cecilia qualification for “Active Parishioner” tuition subsidy may be achieved as following:

PARTICIPATION IN WEEKLY MASS. This is demonstrated by attendance at a minimum of 75% of the Sunday Masses at St. Cecilia Church and the placing of offering envelopes in the collection basket while attending Mass. This requirement must be met during the twelve month period prior to the date of the parent tuition contract offer.

**EXCEPTIONS**

- a. New parishioners who have registered with the parish within the 12 month period preceding the date of the school registration will be considered “active parishioners” for the first school year. After the first school year, qualification for “active parishioner” status must be demonstrated as stated above.
- b. Current Parishioners who are enrolling their oldest child in kindergarten or first grade will also be considered “active parishioners” for purpose of tuition rates for the first school year. After the first school year, qualification for “active parishioner” status must be demonstrated as stated above.

## ACADEMICS

St. Cecilia School meets and exceeds the state minimum requirements for academic coursework.

### STUDENT EVALUATION

Grades K – 8 students receive a report card each Trimester. Deficiency reports will be given to students in grades 4 - 8 at each mid-trimester. A midterm progress report will go home to students grades K-3.

Conferences will be held at the mid-way point of the first and second trimesters.

### ACADEMIC HONOR ROLL

The 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> Grades have the following criteria for the Academic Honor Roll:

First Honor requirements are *an average of 93% – 100% inclusive of all subjects\**

Second Honor requirements are *an average of 85% – 92% inclusive of all subjects\**

*\*Specials subjects are weighted 20%*

### OUTSTANDING CONDUCT - MERITORIOUS RECOGNITION

Meritorious recognition for outstanding conduct will be awarded to students in grades K - 7 at the awards ceremony on the final day of school and for students in grade 8 at 8<sup>th</sup> grade Graduation.

### PROMOTION – PLACEMENT – RETENTION GUIDELINES

The promotion, placement or retention of a student is based upon the recommendation of the teacher(s) and school psychologist. The principal has the final responsibility for assigning students to a specific grade.

**PROMOTION** – is used to indicate that a student has satisfactorily achieved all the requirements for the year and has appropriate social, physical and emotional maturity.

**PLACEMENT** – is used to indicate that a student may move to the next grade, but the student has not achieved all the requirements for the year. Retaining the student is judged not to be beneficial to the student's academic, social, and/or emotional growth.

**RETENTION** – In order to consider a child for retention in the same grade for the next school year, this decision is to be based on a clear knowledge and understanding of the student's abilities and achievements. A conference will be held between the parent/guardian, teacher and principal prior to the third trimester of the school year.

Immaturity is a factor that can be considered when considering retention. A student who receives a year average of "F" in at least two major subjects is in danger of being retained.

### SUMMER SCHOOL

A student who has performed below the standards set by St. Cecilia School may be required to complete a summer school program before consideration of promotion, placement or retention will be considered for the following year. The summer school/tutoring program will need to be pre-approved by the principal. Successful completion papers will need to be turned in to the school office before the start of the new school year. If the student does not complete the program or does not pass the program, the student may not be promoted to the next grade or may be asked to seek other educational opportunities at another school.

## ACADEMIC & BEHAVIOR ELIGIBILITY POLICY

Any student in grades four through eight who wishes to participate in **any** parish youth activity must be in good academic standing at their educational institution.

**Good academic standing means that a student is not failing any course; this includes Art, Music, and Gym.**

Academic & behavioral eligibility, for all students, will be ongoing throughout the year and will be formally reviewed three (3) times a year. This will occur at the end of the first trimester, at the end of the second trimester and at the midterm of the third trimester.

If a student is not in good academic standing at the time of review, the following procedures will take place:

Students, their parents and St. Cecilia Boosters will be notified that they are not eligible to participate in any parish/school activity *until* further notice. A parish/school activity is defined as, but not limited to, sports (including practices), concessions, timekeeper, boy/girl scouts, youth group, choir and any other activity associated with the school or parish. In addition, the administration will notify the leader(s) of any parish/school group of any imposed suspension. The group leader will then notify the student's coach or activity leader of any students who have been deemed ineligible status.

The student's ineligibility begins immediately when deficiency or report cards are issued (or at the discretion of the Principal) and will continue until the student brings his/her academic standing up to the standards set by St. Cecilia School, as determined by the Principal and his designees.

**Any student who is suspended from school will not be permitted to participate in any parish/school activities until the end of the suspension period is reached. Students can be marked ineligible for just cause (i.e academic/behavioral) at the discretion of the Principal.**

## HOMEWORK

St. Cecilia School is a learning institution where every student can be successful. One of the values of homework is to help students acquire good study habits. Homework teaches self-discipline. The students must learn to budget time and to make an effort to meet a deadline and develop strong work ethics.

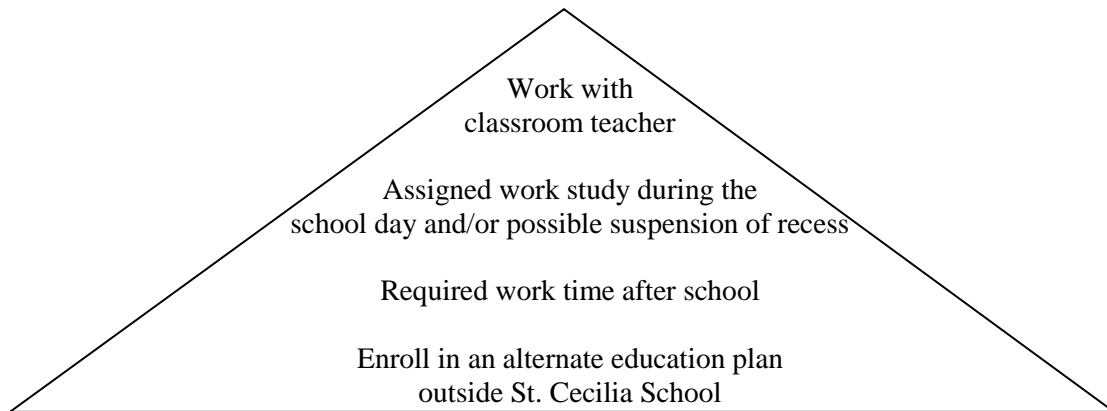
Families should expect a reasonable amount of homework each evening. Homework is an important means of following up classroom instruction and furthering drill in necessary skills. Helping to ensure the successful completion of all work, parents must provide the student(s) with enough time and a suitable environment in which to do the assignments. Approximate homework times are given below. Some students may require more time to complete homework assignments.

Grades K-1:	20 minutes	Grades 4, 5, & 6:	45-60 minutes
Grades 2-3:	30 minutes	Grades 7 - 8:	60-90 minutes

Each teacher will determine his/her own policy for not completing or turning in homework and how it is averaged into the class grade. Students will be held accountable for completing, and turning in **all** assignments.

Parent/Guardian should assist in the successful completion of homework by arranging for a quiet place to study and for a regular time to study. If a parent/guardian becomes concerned with regard to their child's ability to successfully complete homework assignments, the parent/guardian is strongly encouraged to contact the teacher in a timely fashion.

Assigned work is required to be completed by every student. Students who do not have homework and other assignments completed will work with their teacher to ensure that work is turned in. Failure to meet these requirements will result in the consequences as outlined below.



During the week where assignments are not completed, work study time and/or recess time will be allotted toward the completion of missing or incomplete work. Students will be required to complete these assignments. Failure to complete the missing or incomplete work may result in a mandatory after school session that will run from 3:00-4:00 PM. Parents will be informed of this mandatory work session via a “Work Slip” (pictured right) that they will be required to sign and return to school. Students work habits will be documented.

**TEXTBOOKS**

St. Cecilia School uses textbooks approved by the Office for Catholic Schools. These books are on loan to the students. Students must complete a “Condition of Textbook Form” upon issuance of each textbook. All textbooks, separate normal wear and tear, are expected to be returned in similar condition as they were issued. Students are responsible for covering and caring for their books. To ensure that textbooks are properly cared for, a heavy-weight paper cover is required (brown paper grocery bags are a great resource). Stretchy fabric covers are permitted only over the heavy weight paper cover. Students will be assessed fines for any damaged or lost books.

**AUXILIARY SERVICES**

**INTERVENTION ASSISTANCE TEAM MISSION STATEMENT**

The Intervention Assistance Team (IAT) is a school team designed to support students, parents, and teachers. The team consists of school personnel including administrators, teachers, and auxiliary personnel. Referrals for IAT meetings typically occur when a child is continuing to struggle academically despite interventions that teachers and parents put in place. The purpose of the Intervention Assistance Team is threefold:

- a. Identify issues, problems and concerns, both inside and outside school boundaries, of students who have been referred by teachers, parents or other professionals
- b. Brainstorm and identify appropriate interventions
- c. Ensure these interventions are implemented
- d. Assess and evaluate the results of interventions
- e. Review and modify interventions on an as needed basis

**PSYCHOLOGIST**

St. Cecilia has a part-time psychologist to help students, parents, and teachers. Parents must sign a referral form before the psychologist may work with a student. Referrals are made through the parent, teacher or principal. A student’s psychological report is filed in the principal’s office and is not released without parental permission.

St. Cecilia School OAKLEY 513-533-6060		<b>Work Slip</b>
<b>NOTICE TO PARENTS:</b> <i>The completion of work is essential for students to succeed in school. The purpose of this notification is to inform you that your child has missing or incomplete work. Please sign the top copy and return it to your child's teacher.</i>		
STUDENT		
DATE	GRADE	
TEACHER	SUBJECT	
MISSING/INCOMPLETE ASSIGNMENT(S)		
<b>MANDATORY WORK SESSION:</b>		
_____		from 3:00 to 4:00 PM
<i>Please arrange to have your child picked up promptly at 4:00 PM outside the school office.</i>		
PARENT SIGNATURE: _____		
STUDENT SIGNATURE: _____		
<small>SIGN AND RETURN--WHITE    PARENT'S COPY--YELLOW    OFFICE COPY--PINK</small>		

**SPEECH AND LANGUAGE PATHOLOGIST**

St. Cecilia has a speech and language pathologist (SLP) who provides both direct and consultative service to students for whom speech and/or language is a concern. Parent permission is required before a student may be evaluated or enrolled for services.

**ACADEMIC SUPPORT**

A federally funded remedial reading teacher works with small groups of children in Grades K-4 who qualify for this reading program.

**INTERVENTION SPECIALISTS**

St. Cecilia has teachers who specialize in working with students who have special learning needs as identified in an IEP, ISP or 504 Plan.

## ATTENDANCE

Since regular attendance at school is necessary for one to be successful, parents should consider it a serious obligation to have their child or children attend school daily, ensuring their child is in his or her homeroom by 7:40AM.

### ABSENCES

Excused absences are defined as personal illness, death in the family, funeral of a relative or an extenuating circumstance as approved by the principal. All other absences are considered unexcused. Unexcused absences may result in zeros for missed assignments and tests. All make-up work for excused absences must be returned to the teacher in a timely fashion as directed by individual teachers. Please do not send your child to school if he/she is ill as this is unfair to the child or his/her fellow students. Any children who are running a high fever (over 100°) should remain fever free for 24 hours before returning to school.

If a child is absent, parents/guardian must notify the school office by 8:30 AM. A doctor's note or a written acknowledgement using the school absence form (which can be found on the school website under "Current Families" and then "Forms") from the parent/guardian explaining the absence must accompany your child when he/she returns to school.

In accordance with state requirements, **failure to provide** this documentation will result in the absence being considered unexcused.

Upon parental request at the time of reporting an absence, ***homework will be collected and available for pick-up in the school office between 3:00 – 3:30 PM.***

### TRUANCY POLICY

St. Cecilia School follows the attendance policy of the Cincinnati Public School (CPS) System. According to this policy,

- *A student will be considered habitually truant if the student is absent without a legitimate excuse for five (5) or more consecutive school days, for seven (7) or more school days in one (1) month, or twelve (12) or more school days in one (1) school year.*
- *A student will be considered chronically truant if the student is absent without a legitimate excuse for seven (7) or more consecutive school days, for ten (10) or more school days in one (1) month, or for fifteen (15) or more school days in one (1) year.*

If a student is truant from school the authorities will be notified. This notice will usually be followed up by a phone contact with the parent/guardian and possibly a home visit.

When a pattern of absenteeism becomes evident, parents/guardians will be notified. The school reserves the right to request written notification from a physician explaining the reason for absences. Chronic absenteeism will result in the enforcement of the truancy policy above.

### TARDINESS

Students are to **be in their homeroom by 7:40 AM** or they are tardy. If a student is tardy, he/she must report to the school office for a tardy slip. Excessive tardiness will be subject to disciplinary action as outlined below.

- The sixth (6<sup>th</sup>) tardy slip will result in notification of the offense in the form of a letter
- The eighth (8<sup>th</sup>) tardy slip will result in a detention
- The twelfth (12<sup>th</sup>) tardy will result in a second detention
- The fifteenth (15<sup>th</sup>) tardy will result in a Saturday detention from 8:00 – 11:00 AM  
*Unexcused absence from Saturday detention will result in a one day in-school suspension and a \$25 fine.*  
The student will not be permitted back to school until the fine is paid. Tardiness is recorded on the Permanent Record Card.

***\*Excessive absenteeism/tardiness may result in retention or expulsion***

#### **APPOINTMENTS / EARLY RELEASE**

If a student is to be released early from school for an appointment, **a note to that effect must be turned in to the school office the morning thereof. Parents/guardians must report to the school office and sign student out upon leaving and must sign student back in upon return.** As a courtesy to the school, if an emergency comes up where you need to pick up your child before the end of the school day, ***please call the office prior to coming to school*** to give us adequate time to get your child from his/her class with his/her things. **Students who miss two hours or more of class time due to appointments, tardiness or dismissal will be counted as ½ day absent.** Habitual early pick-ups simply because of convenience on the part of the family disrupt the operation of the school day, take away from student learning, are unacceptable and put in jeopardy your child's continued attendance at St. Cecilia School.

#### **LATE PICK-UP POLICY**

Teachers and Staff have required meetings and work to complete upon the end of the school day, so it is imperative for parents to pick up their children at dismissal. Habitual late pick-ups prevent staff from completing work for which they are responsible. Although on occasion, due to a wide range of reasons, a late pick up may occur, repeated violations will result in parents' mandatory registration into the Latchkey Program (\$25) as well as agreement on the part of the parents to pay the daily rate for after school child care. Failure to cooperate will result in your child's non-attendance at St. Cecilia School.

#### **PERFECT ATTENDANCE**

Perfect Attendance Awards are given to students who do not miss any days of school for any reason, with the exception of a death of an immediate family member.

#### **LEAVING SCHOOL GROUNDS**

No student may leave the school premises at any time for any reason during the school day without the written permission of the parent/guardian and the approval of the principal.



## **CODE OF CONDUCT AND DISCIPLINE POLICY**

The School environment must be conducive to teaching and learning. In order to achieve this purpose, each student is expected to observe rules of conduct as outlined by St. Cecilia School.

The Discipline Policy has been developed for the purpose of self-discipline, good order, and a unified behavior so that a Christian atmosphere can be created for the benefit of all. Though standard throughout the school, age-specific adaptations may be made by grade level.

It is our policy not to discuss disciplinary actions except with the parents or guardian of the student(s) involved. If the parent or guardian fails to accept corrective action or discipline, his/her child may be asked to leave St. Cecilia School.

### **COURTESY CODE**

A courtesy code has been put in place to guide students to proper social behaviors and interactions. These traits will be ingrained in all students.

1. Take a Christian approach in all you do
  - Attitude
  - Speech
  - Habits
  - Actions
2. Be kind and generous to others
3. Always be honest
4. Seek help if you are being bullied
5. Be responsible
6. Respect all people
7. Take pride in yourself
8. Always be polite and use good manners
9. Be safe at all times
10. Be a good sport

### **CODE OF CONDUCT**

The St. Cecilia Code of Conduct governs student behavior in the following areas:

1. When on school grounds during, before, and after school hours
2. When on the school grounds at any time when the school is being used by a school/parish group
3. When off school grounds at a school/parish activity, function, or event
4. When off campus and conduct detrimentally impacts the school environment or the school reputation
5. When transportation to or from school related activities is being used

**A violation of the following school rules may result in disciplinary action including a demerit, detention, suspension, and/or expulsion**

1. **Disruption of School** – A student may not disrupt or obstruct the mission process or function of the school. Any disruption to the learning environment of others is prohibited.
2. **Damage, Destruction, or Theft of School and Private Property** – A students may not cause or attempt to cause damage to public or private property, including that of students, teachers, administrators, or other school employees. Students who deface or damage such property may pay full restitution. Parents will be responsible for all costs incurred, such as for replacements, repairs, and/or labor. Also, a student may not steal or attempt to steal school property or the private property of another. Searches may also be initiated when instances of theft are suspected.
3. **Physical and Verbal Threats/Assaults** – A student may not inflict injury, cause another to inflict injury or behave in any way which would cause physical injury to another student, teacher, other school personnel, or other person. A student may not use words, phrases, or gestures, which are vulgar, obscene, or degrading in nature. Deliberate defamation of others is not consistent with Christian values, and students should be held accountable for harm they cause others.
4. **Weapons and Dangerous Instruments** – A student may not possess, handle, or transmit any objects that can reasonably be considered a weapon. Other dangerous objects of no reasonable use to the student at the school are prohibited.
5. **Disrespect** - A student may not willfully demonstrate disrespect through words or actions to teachers or fellow students.
6. **Possession and Use of Tobacco, Narcotics, Alcoholic Beverages, Drugs and Counterfeit or Look- Alike Drugs** – A student may not possess or use tobacco, narcotics, alcoholic beverages, drugs, counterfeit or look-alike drugs anywhere on school grounds or while attending school related functions. In addition, a student may not possess, use, receive, buy, transmit, sell, or be under the influence of any of the above stated substances, drugs, beverages, intoxicants, or inhalants of any kind. Drug paraphernalia may not be worn, carried, or brought to school or school events.
7. **Acts of Immorality** – A student may not perform acts of immoral nature while on school property. Possession or distribution of pornographic matter or material is prohibited.
8. **Truancy, Excessive Absenteeism, and Tardiness** – A student may not be truant from school. Students are to be in school regularly unless ill or excused by the appropriate school official.
9. **Cheating and Forgery** – A student may not cheat or cause another to cheat in school. Students may not forge another person’s signature.
10. **Dress Code** – All students must adhere to the St. Cecilia Dress Code Policy (*see Dress Code & Uniform Policy*).
11. **Electronics** – Students may not use or have visible during school functions any electronic items such as the following: cell phones, iPods, MP3 players, Gameboys, etc. Electronic items that are used or visible during school hours will be confiscated and held by the principal as long as he deems appropriate.

Students are not permitted to use cell phones within the school building or during school hours. Students in possession of cell phones are to turn those in to their homeroom teachers at the start of the day. They will be returned to students at end of the day prayer and announcements. The school understands the need for students to contact parents outside of school hours; however, any necessary communication during the school day must take place through the school office. Any student found in possession of a cell phone will have the phone confiscated and a detention will be issued. Parents will be informed and appropriate home actions that reinforce and support the school policy are expected. The cell phone will be returned to the student at the end of the day. Further cell

phone infractions will result in suspension and possible expulsion.

12. **Homework Policy** – All students are expected to complete and turn in homework assignments on time. All students must adhere to homework policies of their designated teachers. All students must adhere to the St. Cecilia policy regarding homework as outlined on pages 11-12.
13. **Harassment Policy** – Behavior that is intended to be or perceived to be harassing, intimidating, humiliating, or ostracizing will not be tolerated. Harassment based on race, religion, gender, national origin, age, or disability is considered discrimination and, as such, violates civil law and the policies of the Archdiocesan Board of Education. Serious disciplinary action, including dismissal, will be considered for any student involved in this type of activity. Nonverbal communications such as physical attacks/restraints or sharing hostile writings or drawings are forms of harassment. Unsolicited language, touching, or innuendo of a sexual nature may be deemed sexual harassment. **Harassment outside of school hours in person, by phone, or via internet may merit consequences at school if it disrupts the school/learning environment.**
- Any individual who experiences harassment should report such instances to school authorities.  
All known cases of harassment will result in serious disciplinary consequences.
14. **Cyber Bullying** – Cyber bullying is the willful and repeated harm inflicted through the use of computers, cell phones and other electronic devices. A cyber bully harasses, threatens, or humiliates peers through social media, texting, email, online gaming, messaging and/or any other form of technology. Any form of cyber bullying that occurs outside of school hours may merit consequences at school if it disrupts the school learning environment and civil authorities may be required to investigate the occurrence.

Cyber bullying would include (but is not limited to):

- Use of cell phone to make repeated prank phone calls or send unwanted or intimidating text messages including pictures to the victim
- Post cruel comments to the victim's social networking site or send unkind or rude emails or instant messages to the victim
- Create a fake social networking profile to embarrass the victim
- Use a victim's password to break into his account, change the settings, lock out the victim, and impersonate the victim
- Forward the victim's private messages or photos to classmates and others
- Forward or post embarrassing or unflattering photos or videos of the victim
- Spread malicious rumors or defame the character of the victim through instant messaging, text messages, social networking sites, or other public forums
- Gang up on or humiliate the victim in online virtual worlds or online games
- Posting material (text or photos) that are a negative reflection of school or members of the school

15. **Sexting** - Sexting can be defined as the sending or receiving of sexually-explicit or sexually-suggestive images or video via a cell phone.

Ohio law prohibits a minor, by use of a telecommunications device or other means, from knowingly creating, receiving, exchanging, sending or possessing a photograph or other material showing a minor in a state of nudity. Ohio law also prohibits a minor, by use of a telecommunications device, from knowingly sharing, exchanging, sending, or posting a photograph, video, or other material that shows a minor in a state of nudity; defines a state of nudity for purposes of this prohibition; limits the offense of illegal use of a minor in a nudity-oriented material or performance to acts committed by persons 18 years of age or older.

Any incident brought to the attention of a staff member will be investigated to determine its nature. All device(s) in question will be confiscated immediately and be held while the school resource officer or other police officer is contacted. The primary students and their families will be contacted. Appropriate discipline measures will be implemented and every attempt to address the situation in a delicate manner will be taken.

16. **General School Regulations and Teacher Classroom Rules** – All students are required to adhere to general school rules and individual classroom teacher rules and regulations. General rules include cafeteria, playground, and field trip regulations.

*Field Trip Bus Rules*

- General school rules apply
- Students will follow directions of the driver the first time
- Students will stay in their seats, with feet on the floor, and face the front of the bus
- Students are not to push, shove, or fight at any time
- Students are to keep all body parts inside the bus
- Students are not permitted to have any items including book bags in the aisle
- Students are not permitted to throw anything from the bus windows
- Students should keep voices at an appropriate level

*Cafeteria Rules*

- Students may arrive for Breakfast NO EARLIER than 7:00am
- Students should walk in the cafeteria and keep their hands and feet to themselves
- Students should remain seated and calm while they are eating and remember to keep the volume of their voices under control
- Students should bring their coats to the cafeteria on inclement days
- Students should clean up the area around their table before leaving the cafeteria
- Students should walk as they leave the building once they are dismissed
- Students should use the restroom before entering the cafeteria
- Students should never take food from the cafeteria

*Playground Rules*

- Students are permitted to play on the blacktop and in the playground area
- Students are to ask permission to get a ball from outside the playground area
- Students are not permitted to leave the playground without permission from a teacher on duty
- Students are not permitted to play “rough” games that may cause injury or harm
- Students are not permitted to bring any food, candy, or gum, or drinks from the cafeteria
- Students will proceed into the school building from recess when so directed

*Dismissal Rules*

- Students will be released from classes at 3:00pm
- It is of utmost importance that parents are vigilant at dismissal time; they should not rush and they should follow the prescribed exit patterns unless otherwise directed
- Students should exit the building in an orderly, deliberate way without loitering and play in the parking lot area
- Students are required to use appropriate crosswalks when crossing any street especially before and after school hours
- Students will not run and/or roughhouse

*General School Regulations (includes but are not limited to the following)*

- Students may remain in the building after dismissal only under the supervision of a teacher or an adult moderator of an after school program
- Students may not chew gum in the school building or on the school grounds
- Students may not enter the faculty room, maintenance room, or office areas without permission
- Students may not run in the halls or exhibit loud, boisterous behavior in the hallways or restrooms
- Students may not use pagers, cell phones, radios, tape-recording devices, electronically operated games, or toys during school hours without permission
- During school hours, electronic devices must remain turned off and turned in to the homeroom teacher during homeroom
- Students must keep all books belonging to the school covered at all times. Also, these books must be carried to and from school in a book bag of some type

- Students are not permitted to leave school without written authorization from parents/guardians

#### 17. **Miscellaneous Offenses** – Other behaviors deemed inappropriate by the principal or his designee

##### **DEMERIT, DETENTION, SUSPENSION, AND EXPULSION PROCEDURES**

Knowing that, at times, some students are uncooperative even with several interventions, St. Cecilia School has implemented the following conduct procedures. These procedures will be cumulative for the entire school year. The administration retains the right to make modifications and exceptions to existing rules and regulations. The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his discretion.

##### ***Demerit Slip***

This is a formal notification to parents/guardians of a fault or an offense. This notice is a three-copy form; two copies are sent home with the student. The top sheet is signed by the parent and returned to the school office the next school day. The parent keeps the other sheet. The third copy is kept on file in the school office. If the signed form is not returned the next school day, the student will be required to call parents/guardians. Failure to return the signed form the following day will result in an additional demerit notice to be issued.

Parents are expected to discuss the demerit with their child, knowing that the child has been unresponsive to warnings or that what occurred is considered serious enough that they are being notified. Parents' failure to sign demerits/detentions, to acknowledge or support the school's effort in developing good character may result in their child's expulsion.

##### ***Detention/Saturday School***

1. The accumulation of **four** demerits will result in a detention notice being issued. This notice is also a three-copy form and is labeled differently than the demerit slip. The same procedures are followed for the signing and returning of this form as with the demerit slip. If the signed form is not returned the next school day, the student will be required to call home. Failure to return the signed form the following day will result in an additional detention to be issued.
2. A detention notice may also be issued for any serious offense by a student. These types of detentions are separate from the demerit system.
3. Detentions will be served immediately following dismissal and ending at 3:45 PM. The teacher determines the date, which will be noted on the form. During detention, students will sit silently and appropriately in their assigned seat. Students may also be assigned a written punishment or other tasks that may benefit the school community. Any student not following detention procedures may be assigned another detention.

##### ***Suspension***

1. Whether detention(s) or suspension is warranted is a matter of degree of seriousness and each situation will be considered individually. A suspension may be required to be carried out either as an in-school suspension or at home. The principal will make this determination.
2. After a student serves five detentions, an accumulation of another detention will result in the student's serving a suspension. Students are required to make up all work missed, not necessarily at full credit.
3. Parents will be notified of the suspension by the principal and a letter concerning the suspension will be provided. A conference involving school representatives may be scheduled before or during the suspension. A behavior contract may be written for the student. This contract will outline additional rules and/or guidelines the student must follow in order to remain in school. The contract will be signed and a copy will be given to the parent(s) as well as to any teachers that instruct the student.
4. If for any reason after their first suspension a student receives another detention or violates the behavior contract, the student may be required to serve another suspension.

5. Parents will be notified of the additional suspension by the principal and a letter concerning the suspension will be provided. A conference involving the pastor and school administrator(s) will be scheduled before or during the suspension. At this conference, the previously written behavior contract will be re-examined and discussed and the future of the student's future at St. Cecilia will be evaluated. Changes and/or modifications can be made and a new contract will be signed. A copy will be given to the parents.

6. During the time of any suspension the student is prohibited from participating in any school-sponsored events or activities e.g. athletics, etc. Group leaders will be notified immediately of the suspension.

### ***Expulsion***

1. Any student may be expelled for just cause, which shall include, but is not limited to, delinquency and immorality that could result in commitment to a correctional institution or would constitute a definite menace to the morale of the school. Incurable behavior, persistent irregular attendance, and actions contrary to the philosophy and objectives of St. Cecilia are also grounds for expulsion.

2. Any student facing expulsion for the reasons outlined above will have a review scheduled between the family and the school's representatives. In cases of expulsion, St. Cecilia School will comply with the Archdiocesan guidelines.

### **DUE PROCESS**

Parents have the right of due process that includes a hearing with the principal in any matter that relates to the code of conduct. Request for hearing should be submitted within twenty-four hours of the notice of disciplinary action to be taken. In the instances involving suspension or expulsion, the student will not be permitted to attend school during the process procedure. The decision of the principal may be appealed to the pastor as the chief administrator officer. The decision of the pastor is final.

### **SEARCH AND SEIZURE**

In order to provide a safe environment for all concerned, any substance that could be potentially hazardous will not be permitted on school premises.

The principal or a designee of the principal may search desks, backpacks, lockers coat-rooms, and the personal belonging of students. The principal or a designee of the principal reserves the right to search anything that is brought on to school property. Any item that is considered potentially hazardous, including but not limited to illegal substances such as, alcohol, tobacco, drugs of any type, weapons, real or "toy", will be confiscated. Any item containing information or photos demeaning or harmful to another student will also be confiscated. Searches may also be initiated when instances of theft are suspected. Refusal to submit to search will be handled by the immediate removal of the student from the school. All confiscated items will be kept by the principal and released only to parent/guardian within 72 hours. The student may be subject to disciplinary action because of his/her possession of a potentially hazardous substance or item.

### **CRIMINAL BEHAVIOR**

St. Cecilia School will report offenses of criminal nature to the proper authorities and use effective discipline to enforce a safe atmosphere for its students. This includes assault, use of weapons, narcotics, alcohol, tobacco, and drugs. Also included are theft, extortion, trespassing, pornography, and truancy.

**The principal will make the final decision concerning all disciplinary action.**

## COMMUNICATIONS

Of great importance and value to the administration and faculty of St. Cecilia School is its desire to establish frequent communications with parents/guardians and the school community. To facilitate this goal, the school uses the following methods of communication in disseminating information to the school community:

- ONE CALL NOW
  - ONE CALL NOW is a communication tool that sends communication via phone message, text message and/or email message
  - It will be used but not limited to deliver the following information
    - School closings and delays or schedule changes
    - Reminder of upcoming events and deadlines

*\* The school phone number will show up when messages are left - please check messages before calling the school office*

*\* It is imperative that all contact information is complete and correct. If your information changes, please contact the school office immediately*
- WEEKLY NEWSLETTER
  - Posted weekly on the school website – parents will be sent an e-mail providing a link to the latest newsletter
  - Parents wishing a hard copy of the newsletter **must contact the school office** and make a request with the school office manager
- SCHOOL WEBSITE
  - The school website can be found at [www.StCeciliaCinti.org](http://www.StCeciliaCinti.org)
  - Information about school events, important forms and information and school publications (including the weekly newsletter) can be found on the school website

### EMERGENCY SCHOOL DELAYS/CLOSING

On occasion, St. Cecilia School may have to cancel school because of weather or other unforeseen emergencies. In these instances, parents will be informed through the One Call Now communication system; notification will be shared on local news stations WLWT Channel 5, WCPO Channel 9, and WKRC Channel 12.

**PLEASE KEEP YOUR PHONE NUMBERS AND EMAIL ADDRESS CURRENT WITH THE OFFICE SO YOU CONTINUE TO GET MESSAGES.**

### CALAMITY DAYS

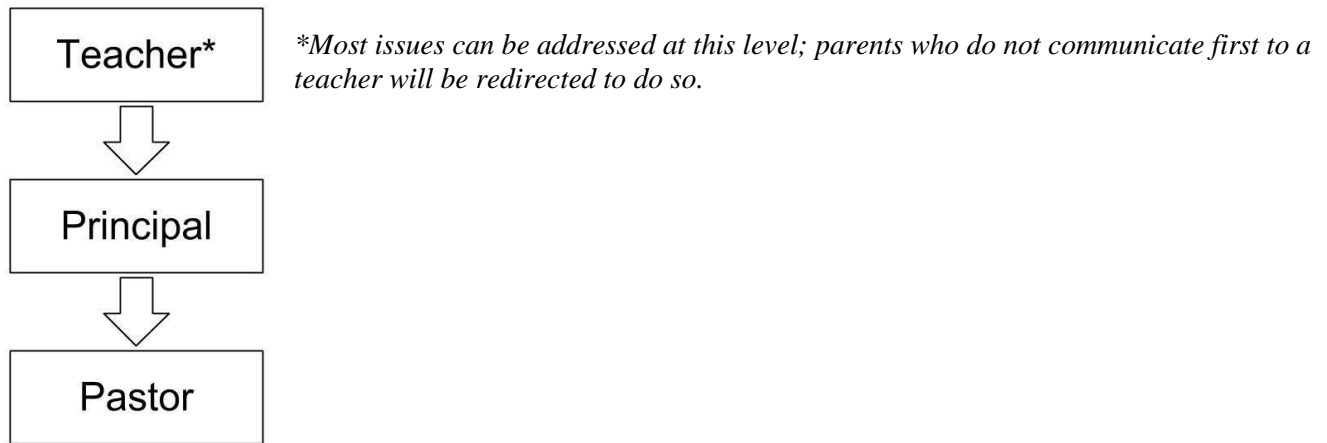
St. Cecilia may utilize what the state of Ohio refers to as “Blizzard Bags” for a calamity day if necessary. A Blizzard Bag consists of work to be completed by students that teachers assign on the calamity day. All teacher assignments will be posted online for parents and students to access. Most work should be accessible to students utilizing Google Drive. For students whose parents may not have access to the internet, hard copies will be available in the school office upon students’ return to school. The assignments should not be ‘busy’ work but rather work that focuses on essential skills within each discipline. Although two weeks will be allotted for all assignments to be completed and turned into teachers, the spirit of the law is to make calamity days productive days for student learning at home as directed by the school, so every effort should be made to turn in work in a timely fashion. For those at home with access to Google Drive, this would in most cases, mean the following day. Should parents have any questions regarding the assigned work, they should contact their child’s teacher. As a reminder to parents, it is always imperative that the contact information that we have on file (phone numbers, email addresses, home addresses) is up to date so that the information that we share can be communicated to you.

## PARENT/TEACHER COMMUNICATIONS

St. Cecilia School is committed to the education of children “in partnership with parents”... This is one of the fundamental beliefs upon which our mission statement and philosophy are based. In order for us to uphold and live out this commitment, there must be a strong relationship between the parents and the teachers that is built upon mutual respect and trust.

Generally, the principal will deal with contacts concerning school policy and procedures and, the appropriate teacher will respond to contacts involving student progress. If a concern requires an extended period of time, it is suggested that the school office be contacted to schedule an appointment convenient for all.

The following protocol should be used with all parental concerns:



If you wish to discuss an issue with a teacher, you must first call or send a note to schedule an appointment. Walk-in conferences are not permitted, as teachers are not always available on the spur of the moment and it does not allow them to gather the information and/or prepare for the meeting. Please do not come to school in the morning and/or afternoon and expect to meet with a teacher unless you have previously arranged to do so.

Teachers are expected to respond to phone or written notes from parents in a timely manner. Usually this is within 24 hours of the time the message is received.

Any direct verbal attack towards a teacher will result in the parent being asked to leave the premises and may necessitate the removal of your child from St. Cecilia School.

Any negative, defamatory, unfounded, or mischaracterization pertaining to St. Cecilia Parish/School or its employees thereof posted on social media is unacceptable, may result in legal action, and may necessitate the removal of your child from St. Cecilia School.

Any physical attack on a teacher will result in the immediate removal of your child from St. Cecilia School and possible legal action.



## DRESS CODE & UNIFORM POLICY

It is the responsibility of the parents/guardians to see that children are neat, clean, well-groomed and in complete uniform. The school dress code assists in maintaining discipline and instilling a sense of personal pride in the children. The teacher or principal will inform parents of children who do not comply with the policy. A warning will be given when a student is in violation of the dress code. Repeated violation of the dress code will result in disciplinary action. Some infractions will necessitate that the parent/guardian is called to make arrangements for a change of clothes.

If there is a question concerning any dress code directive, the principal will make the final decision. If it is necessary for a child to come out of uniform the parent/guardian should send a note to the school office. Students coming out of uniform without a written excuse from the parent will not be allowed to stay in class until the proper attire is worn. All clothing worn should be clean and be the appropriate size and fit. The student's undergarments should be covered at all times and should not be overtly visible.

\*Uniform orders are done through Schoolbelles Company ([www.schoolbelles.com](http://www.schoolbelles.com) - school code S1957) and/or Educational Outfitters ([www.educationaloutfitters.com](http://www.educationaloutfitters.com) - school code OH0294). Additional ordering information can be picked up in the school office.

	<b>Boys</b>	<b>Girls</b>
<b>Jumper/Skirt</b>	<i>None permitted</i>	Blue plaid* or solid blue jumper Blue plaid*, navy or khaki skirt Blue plaid*, navy or khaki skort
<b>Pants / Slacks</b>	Solid navy blue, khaki, tan or stone <b>dress slacks</b> may be worn. <b>NO DENIM OR CARGO PANTS.</b> They must be comparable to those purchased through the Uniform Company. <i>Please note: skinny pants or any other style that hugs the legs are not permitted</i>	
<b>Leggings</b>	<i>None permitted</i>	Solid navy blue, dark grey, white or black leggings only worn under skirts or jumpers. Leggings must extend down to the ankle.
<b>Shorts</b>	Solid navy blue, khaki, tan or stone <b>dress shorts</b> may be worn from start of the school year until November 1 <sup>st</sup> and then again from March 1 <sup>st</sup> until the end of the school year, unless otherwise conveyed by Principal. <b>NO DENIM OR CARGO SHORTS ARE PERMITTED.</b>	
<b>Belts</b>	Black brown, tan or navy belts are suggested to be worn with pants and shorts by students in grades 4-8. They should be simple in nature and should not have excessive ornamentation. Belts are recommended for students in grades K-3. Belts should not contain excessive ornamentation or messaging. <i>*Belts are highly encouraged but will be required on a case by case basis if and when students repeatedly have a problem keeping pants up and shirts tucked in.</i>	
<b>Blouses / Shirts</b>	Solid navy blue, white or light blue tailored or knit shirts with a collar or white turtleneck. A knit shirt with embroidered St. Cecilia emblem (purchased through the Spirit Wear order). Shirts must be tucked into slacks, skirts, shorts, etc. <b>Only white, navy, black or gray plain undershirts (with no visible logos)</b> may be worn under the uniform shirt.	
<b>Sweaters/Vests/ Sweatshirts/Pullovers</b>	Solid white, solid gray or solid navy blue cardigan, pullover sweater or vest as well as Spirit Wear fleece and sweatshirts.	

<b>Socks</b>	Matching socks, either anklets, knee socks or tights, in colors, such as black, gray, navy, white, etc. that do not distract or take away from the school uniform. No brightly colored or neon colored socks are permissible.	
<b>Shoes</b>	Gym shoes or dress shoes may be worn. Exaggerated styles such as, platforms, clogs, sandals, or flip-flops are not permitted. Shoes must be completely enclosed, <b>no open toes or backs</b> . No boots are permitted to be worn during the school day but may be worn to school and after dismissal.	
<b>Hair</b>	Haircuts and styles are to be conservative in nature and meet the standards of good grooming. Hair should be clean, styled and cut above the eyebrows. No mohawks or other exotic hairstyles, colors or fads. No shaved designs or shaved portions of the head (including eyebrows) are permitted.	
<b>Makeup</b>	<i>None is permitted</i>	Eye-shadow, eye liner, blush, lipstick, and nail polish (excluding clear), may <b>not</b> be worn.
<b>Jewelry</b>	No jewelry except a necklace (simple chain with simple pendant), one ring and a watch may be worn. Students with pierced ears may wear single earrings, only fitting next to the ear. No hoops; studs only. Jewelry should be simple in appearance with no excessive ornamentation. One non-distracting bracelet is permitted. Lanyards with keys are not permitted to be visible	
<b>Accessories</b>	Students are not permitted to carry a purse or shoulder bag with them to their classes. They should be kept in lockers or cubbies for the duration of the school day.	
<b>Gym Class</b>	Gym shoes must be worn for class for ALL grades (PK-8). Gym uniforms are navy elastic/drawstring shorts with a solid gold, navy, gray or spirit wear tee shirt and must be worn by all students (grades 5-8 only). Shorts may be worn under sweats. Children (5-8) are to change into navy shorts and tee shirts for gym. The last period gym class may remain in gym uniform at dismissal during warm weather months (August through October and April through June).	
<b>Spirit Days</b>	A designated “Spirit Day” will be attempted several times a year. These days are designed to reward students who consistently follow the uniform code. <i>A student who has received a uniform violation in that month may not be permitted to participate in spirit or other out of uniform days.</i> Students may come out of uniform in appropriate “spirit wear” or school colors (navy blue and gold) - Spirit wear purchased from the Spirit Shop is appropriate. If it is deemed and students are not utilizing the day to show school spirit, these days may be cancelled or individual students may not be allowed to participate. Some spirit days might be thematic in nature. It is up to the student to comply with the theme of the day to participate.	
<b>Out of Uniform Days</b>	Occasionally, St. Cecilia will have out of uniform days to raise money for school projects. Students are also permitted to come out of uniform on their birthday (provided it is not on a mass day). <i>A student who has received a uniform violation in that month may not be permitted to participate in spirit or other out of uniform days.</i> Sleeveless tops, halter tops, tee shirts with inappropriate decals or writings, and tank tops will not be permitted. Shorts, skirts, and pants must meet uniform standards. Open toed shoes with backs are permitted on these days- <b>no flip flops or sandals with no backs</b> . Clothing must be tasteful and age appropriate.	
<b>QUESTIONS</b>	All determinations upon what is and is not permitted will be determined by teachers and school administration.	

## **MEDICAL POLICY**

### **STUDENT ILLNESS WHILE AT SCHOOL**

In the event that a student becomes ill during the school day, the parent/guardian will be notified. Any child with a temperature of 100 degrees or above will be sent home. If a child is to go home, the parent/guardian or other designee must pick the child up and sign him/her out in the school office.

### **RESPONSIBILITIES DURING ILLNESS**

Parents are expected to call the school office to notify the office manager of their child's absence. Upon return to school, the parent must send a written note to school stating the date of the absence and the reason for the absence. For your convenience, an Absentee Note form is included in Appendix A of this handbook.

A student must complete the required assignments missed during any absence. If a parent/guardian wishes to pick up assignments and books the parent/guardian should notify the school office in the morning (when reporting the absence) so the teacher will have ample time to gather the work.

### **MEDICAL EMERGENCY INFORMATION**

Each parent/guardian receives an Emergency Medical Authorization Form to complete for their child at the beginning of each school year. Should a serious accident occur at school, this information could be lifesaving. It is important to inform the school office of any changes of information on the Emergency Medical Form throughout the school year.

### **DISPENSING MEDICATION**

Written request must be obtained from the physician and parent/guardian using the "Request for Administration of Medication" form (found in Appendix A of this handbook) before any medication (both prescription AND "over the counter") may be administered by school personnel. The request must include instructions as to name of medication, and possible side effects. No child is to have any medication of any kind on his or her person during school hours (cough drops are permitted with written parent note). Students may keep an inhaler with them if they have a doctor's permission as well as appropriate documentation which is to be kept on file in the office. All medication is to be kept at the office. Medication must be in original containers and have an affixed label.

### **INHALERS**

A copy of the "Administration of Medication" form signed by both the parent and student's physician must be on file in order for students with diagnosed asthma to possess an inhaler during the school day.

### **IMMUNIZATION POLICY**

Ohio State Immunization Law requires that all children be adequately immunized against the following diseases: Diphtheria, Pertussis (Whooping Cough), Tetanus, Polio, Measles (10 Day), and Rubella (German Measles), Hepatitis B and Meningococcal (MCV4). Students entering grades K and 7 especially need to be aware of state mandates for immunization requirements.

### **LICE**

Your child may return to school the morning following treatment, provided all nits are removed. A trained school employee will examine your child's hair and scalp at that time. Should any nits be found, you will be called to pick up your child.

### **BED BUGS**

St. Cecilia School is sprayed monthly by an exterminator. If bed bugs are discovered, a letter will be sent home with your child notifying you that a bug has been found in their classroom, and suggestions will be provided as to what parents can do to address the concern. The classroom will receive additional cleaning and spraying following dismissal the day of the discovery.

### **AIDS POLICY**

The Cincinnati Archdiocese policy stipulates that “Each instance of AIDS involving (a student) (an employee) shall be treated as a strictly confidential and an individual matter. Decisions regarding such occurrences shall take into account Christian concern and compassion, community health and well-being, and individual privacy needs.” St. Cecilia School endorses this policy.

### **DRUG AND ALCOHOL POLICY**

It is the policy of St. Cecilia School’s administration, faculty, and parish officials to provide a drug-free school and assure a safe, healthy and protected environment for all students. It is paramount that we (officials and parent alike) are committed to maintain this vital interest and to prevent the use of illegal drugs (or abuse of legal drugs) as outlined in the following policy. In order to maintain this goal, we expect all parents/guardians to be equally committed to helping in this endeavor. We request that any information, situation or concerns you have are reported as soon as possible to the principal. All information will be handled in complete confidence.

Any student, who buys, sells, possesses or distributes or is under the influence of alcohol and/or drugs at school, on school property, or any school function will be suspended from St. Cecilia School. Such student may be summarily expelled.

Any student who is **suspected** of buying, selling, using, possessing, distributing or being under the influence of alcohol and/or drugs at school, on school property, or at any school function will be treated as follows:

1. The student’s parent/guardian will be informed of the school’s concern for the student and will be presented with all the information which indicated cause for concern on the part of the school.

Parent/Guardian will be urged or required to seek an assessment and to comply with all of the recommendations of the assessment.

## OTHER OPERATIONS A TO Z

### ACCESSIBILITY OF STUDENT RECORDS

The Family Educational Rights and Privacy Act of 1975 states that parents and adult students have a right to see and challenge the contents of the student's records. A copy of the official student file will be made available 24 hours after receiving a written request from a parent or adult student. The official student file includes academic transcripts, academic testing, and health records. Upon challenging the contents of the student file, the written challenge will become a part of the official file.

### BIKES/SKATEBOARDS/SCOOTERS

Locks must be used by those who bring bikes to school. Students must walk their bike, skateboard, or scooter through the schoolyard to and from the assigned area. Usage of skateboards is strictly prohibited on school property.

### CAFETERIA SERVICES

Sycamore Child Nutrition Service's is pleased to offer both breakfast and lunch daily to students and staff at St. Cecilia. All meals are in accordance with the National School Lunch Program and a la carte items and beverages meet the USDA Smart Snacks nutrition guidelines. Cycle menus are available on the school website.

All students will be assigned a 6-digit cafeteria number that they will use to ensure correct billing for meals throughout the year. We are excited to announce that for the 2015-2016 school year, parents will be able to pay student lunch fees of all types online as well as put money on the child's meal account over the internet 24 hours a day, 7 days a week using PayForIt.net. Instructions for completing this will be sent home in the first week packet and are also available on the school website.

Stacie Pabst (pabsts@sycamoreschools.org) and Ashely Vice (vicea@sycamoreschools.org) will be the CNS staff members serving your children daily. Feel free to contact them either by email or on the cafeteria phone line at 513-533-6064 if you have questions or concerns regarding our child's meal account.

*Volunteers are always welcomed to assist in the cafeteria; please check in at the office by 11:20 AM. If you cannot work on a day you've committed to, or would like to work and have not been contacted, please call the cafeteria. (This is up to you if you wish to keep)*

### If you choose to pack your student's lunch-

Snacks and beverages are available for purchase.

***Please note: Fast food and canned soft drinks are NOT permitted in the cafeteria during lunch***

### Meal Prices:

- Breakfast (offered to all grades) - \$1.50 \*Meal consists of 1 hot entree or 2 cold entrees, up to 2 fruit sides and milk.
- Regular Lunch (offered to all grades) – \$2.75 \*Meal consists of 1 regular entree, up to 3 fruit & vegetable side items and milk.
- Super Lunch (offered to grades 6-8 only) - \$3.00 \*Meal consists of 1 super entree, up to 3 fruit & vegetable side items and milk.
- Milk alone - \$0.60 \*water and 100% juice are also for sale a la carte
- Snacks offered (such as: fat-free ice cream; whole grain, reduced fat cookies; baked chips; pretzels; whole grain graham crackers; and more) - Prices range from \$0.40-\$0.80

### Free and Reduced Price Meals:

Free and Reduced prices are available and are determined upon completion of the 2015-16 free and reduced price meal application. Only one application is necessary per family. Please be sure all information is legible and complete with a signature. Forms submitted to the school office will need 10 days for processing and parents will be notified by the mail

regarding your eligibility. The application can also be completed online for immediate response from the Sycamore website: <https://onlinemealapp.sycamoreschools.org>.

Once approved for free or reduced price meals, the meal status will last the entire school year. During the month of October, CNS performs verification where we pull a random sample of Free and Reduced applications and verify with the families that the information provided was accurate. You will be notified by mail and phone if you are selected. *Failure to respond or verify the information may result in the loss of meal benefits.*

#### **Free and Reduced Meal Rates:**

- Breakfast - Reduced Price \$0.30, Free - FREE!
- Lunch - Reduced Price \$0.40, Free - FREE!

#### **CHILD ABUSE AND NEGLECT REPORTING/ CHILD PROTECTION DECREE**

St. Cecilia School adheres to all guidelines for identifying and reporting suspected child abuse and/or neglect as specified by the State of Ohio Board of Education in its Resolution Relative to Child Abuse and/or Neglect. In addition, we adhere to the Ohio Revised codes as they relate to child abuse and/or neglect and reporting. St. Cecilia School adheres to all regulations set forth by the Archdiocese of Cincinnati in regard to child abuse.

Any individual in the school/parish who comes into contact with children is required to attend the Archdiocesan “Protecting God’s Children Virtus Program” and receive an FBI/BCI Background check. This includes any parent wishing to volunteer at the school or attend school field trips.

#### **FAMILY SERVICE POLICY**

In order to build community and encourage parent participation and involvement in the school, St. Cecilia requires all parents to complete service hours each year. The Education Commission of St. Cecilia has approved the following service policy for all families:

1. 20 hours per year of service hours per school family.
  - These can be fulfilled by parents, grandparents, aunts, uncles, etc.
  - Hours will be tracked from July 1<sup>st</sup> to July 1<sup>st</sup>
2. Obtaining credit for the hours worked will be the responsibility of the person working the service hours
  - Sign-in sheets will be available at each school-sponsored event; be sure to sign in and out.
  - Additional record sheets will be located in the school office.
3. Failure to complete your 20 hours of service may result in student registration for the following school year being withheld until hours are fulfilled.
  - Letters will be sent late winter/early spring to each family providing them an update of their hours served.

If you have any concerns regarding the amount of service hours credited to your family, send a note to the office and it will be forwarded to the service hour coordinator for follow up.

Listed below are some activities that will fulfill your service hour obligations. Do not feel limited to these activities. If you have an idea about something you could do to help support the school, please contact the principal or service hour coordinator.

### **School Service Hour Activities**

St. Cecilia Parish Festival (hours doubled)	Donating “BoxTops for Education” (1 full sheet = 3 hours)
Walk-A-Thon	PTO Board
Homeroom Parent (fulfills obligation)	Participation in fundraisers (3 hrs per participation)
Lunchroom Helper	Field Trips – Volunteer <i>if needed (must have VIRTUS training)</i>
Book Fair	Playground Helper
Camp Kern (gr. 6 & 7) - Volunteer	Participate in Restaurant Nights (receipt = 2 hours)
Christmas Reception	Register for Kroger Plus Card (5 hours)
Oktoberfest (hours doubled)	Variety show set-up & Reception
Teacher Volunteer - if agreed upon	End of Year School Clean-up
Field Day Volunteer	School painting
Doce de Mayo (hours doubled)	Selling Festival Raffle Tickets (5 hrs for first \$50, 2 hours for each additional \$10 sold!)

### **LATCHKEY PROGRAM**

St. Cecilia offers after school care of children in the form of the Latchkey program. Latchkey is provided daily from 3:00pm to 6:00pm for St. Cecilia School students only. **Students must be registered in advance to attend Latchkey.** Registrations will be accepted in the order that they are received with priority given to those registering for five days per week. A \$20.00 registration fee must be paid at the time of registration. This will apply through the last week of the school year. Class size limit is 30 students from Grades K – 8. Latchkey applications and information are available in the school office and can also be found on the school website (under “Prospective Families” and then “Bus Service and After Care”).

#### **FEES**

\$8.00 per day or \$35.00 per week for first child  
 \$7.00 per day or \$30.00 per week for *each* additional child

### **LIBRARY**

The Oakley Library is a valuable resource available to our students both during and after school hours. Every child may apply for a library card from the Oakley Library. Students will use the library throughout the school year.

Proper conduct is required while on library property, both inside and outside of the building. Students must show respect for each other, library patrons, library employees and library property as outlined in **Standards of Library Behavior** issued by The Public Library of Cincinnati and Hamilton County. Students who use the library after school hours are reminded that they are representing our school and should conduct themselves in a respectful manner. Inappropriate behavior will result in restriction or loss of library privileges for a designated amount of time. In addition, disciplinary measures by the school may be issued as well.

### **PARKING**

All day parking on church property during school hours, with the exception of those persons attending Mass and parish meetings or functions, is limited to staff members and those having official business unless permission has been given by the Pastor. Parking for visitors to the main office is available in the front and sides of the office entrance. At times during the school day (recess/end of school), parking to the immediate front may be limited.

## **PREGNANCY POLICY**

The Cincinnati Archdiocesan Policy stipulates that “Each instance of pregnancy involving a student shall be treated as a strictly confidential and an individual matter. Decisions regarding such occurrences shall take into account Christian concern and compassion, community health and well-being, and individual privacy needs.” The St. Cecilia Education Commission endorses this policy.

## **SAFETY**

By order of the Police Department, children may only cross the street at designated crosswalks. Those who need to cross Madison Road must do so at the light at Gilmore and Madison. Those who need to cross Taylor **must use the crosswalk at the corner by UDF and Fifth Third Bank.**

For the safety of the children it is forbidden to drive onto church/school property utilized as playground at lunch time, at dismissal, or whenever the children are in the yard. Entrance to the drop off/pick-up area is off of Gilmore Ave. All traffic patterns, as dictated by the orange cones, must be followed when dropping off or picking up students. Driveways will be chained from 7:00AM to 8:15AM in the morning and from 2:30PM to 3:00PM in the afternoon.

## **SCHOOL ACTIVITIES**

There are several extracurricular activities that are available to the students in St. Cecilia School. Please see the school website (under Activities).

## **SCHOOL ORGANIZATIONS**

### **Education Commission**

The mission of the St. Cecilia Education commission is to recommend to the Pastor and Principal policies for the administration of the education programs at the Parish School.

The Education Commission meets quarterly and on an as needed basis as determined by the Education commission President and or school Principal or pastor. Meeting dates can be found on the school calendar, which can be located on our school website.

### **PTO**

The PTO is a fund raising organization of St. Cecilia School. Working with the Principal, it provides funding for school programs, capital improvements, and special projects that enrich student learning and promote a positive school environment. For more information and/or contact information, please visit the school website (under Current Families and then PTO)

The object of this organization is to promote the welfare of our pupils; advance the interests of the school as an educational institution; create and foster a spirit of cooperation between parents, pupils and school authorities, and encourage active participation by the members in school affairs.

PTO Meetings will be held on 2<sup>nd</sup> Tuesday of the month, immediately after school, or as needed, beginning in August and ending in May. Interested parties are welcome to attend.

### **Athletic Boosters**

The Boosters is an organization that promotes and supports the sports program of St. Cecilia Parish. It is vital that parents/guardians become members of the Boosters, if their child(ren) participates in Booster supported activities, to show them that you support their endeavors. Persons wishing to become a member, please contact any member of the Boosters for information.



Booster meetings are held quarterly on the first Tuesday of the month at the school. For more information and/or contact information, please visit the school website (under School Activities and then Athletics).

### **TELEPHONE POLICY**

Students will not be permitted to use any classroom or office telephone without appropriate permission from a faculty or staff member.

### **WEEKLY SCHOOL MASS**

Each class will attend Mass on Thursdays at 9:00AM unless changes have been made due to the Liturgical calendar. Mass dates and times are listed on the Master Google calendar online. Parents are always welcome at School Liturgy.

**ST. CECILIA CATHOLIC SCHOOL**  
**APPENDIX A – IMPORTANT DOCUMENTS & FORMS**

1. Physician’s Request for the Administration of Medication by School Personnel (pg. 34)
  
2. Responsible Use of Technology Form (pgs. 35-36)
  
3. Absentee Note - *to be used when needed* (pg. 37)
  
4. Copy of the Acknowledgement and Acceptance of the St. Cecilia Parent-Student Handbook (pg. 38)

**ADMINISTRATION OF MEDICATION**  
**2016-2017**

School policy requires consent of the parent/legal guardian and written statement from the licensed prescriber before school personnel can give any **prescribed OR over-the-counter** medication to a student. Please complete this form and return to the school office.

Name of Student \_\_\_\_\_ DOB \_\_\_\_\_ Grade \_\_\_\_\_ Homeroom \_\_\_\_\_  
Address \_\_\_\_\_ Telephone \_\_\_\_\_  
Allergies \_\_\_\_\_  
Condition for which medication is administered \_\_\_\_\_  
Name of medication, dose and route \_\_\_\_\_  
Time or indication for administration \_\_\_\_\_  
Possible side effects to be noted/reported \_\_\_\_\_  
Special Instructions \_\_\_\_\_  
Effective Date \_\_\_\_\_ Expiration date of this request \_\_\_\_\_

**To be completed by LICENSED PRESCRIBER for PRESCRIPTION MEDICATION ONLY**

In accordance with ORC 3313.713/ 3313.716 The Licensed Prescriber **must** provide the information regarding administration of medication (above) and other information below before a student is allowed to receive medication at school or possess and self-administer an asthma inhaler.

**For ASTHMA INHALERS, AND INSULIN PUMPS** – In my opinion, this student shows the ability to administer and be responsible for carrying and self-administering the above medication. YES \_\_\_\_\_ (initials) NO \_\_\_\_\_ (initials)

**The following section is REQUIRED for ASTHMA INHALERS that a student is carrying and self-administering, and is OPTIONAL for other medications:**

- Instructions to follow in the event medication does not produce expected relief \_\_\_\_\_  
\_\_\_\_\_
- Please list possible side effects for a **student for which the medication is not prescribed** should he/she receive a dose:  
\_\_\_\_\_

\_\_\_\_\_  
Licensed Prescriber Signature

\_\_\_\_\_  
Print Name

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date Phone Number

**To be completed by PARENT/GUARDIAN for ALL Medication (Prescription AND Non-Prescription)**

I give permission for the principal or his/her designee to administer the medication as prescribed above to my child, and further agree to the following:

1. Submit to school personnel a revised statement, signed by the licensed prescriber of the above, when any change in the original statement occurs.
2. Submit to school personnel a written statement when medication has been discontinued.
3. Grant permission for the school nurse to confer with the above licensed prescriber regarding my child's health and treatment issues as they pertain to the above medication/diagnosis and his/her educational and behavioral management needs.
4. Cooperate with school personnel in assisting my child to comply with medication administration instructions.
5. All medications must come to school in the original container from the pharmacist.

**For INHALERS, AND INSULIN PUMPS:** It is my opinion that my child understands the use of this medication, demonstrates proper administration and has shown responsible behavior when it comes to carrying this medication. \_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ Initials

\_\_\_\_\_  
Parent//Guardian Signature Date Daytime Phone Number

**\*\*THIS FORM EXPIRES AT THE END OF THE SCHOOL YEAR\*\***

## RESPONSIBLE USE OF TECHNOLOGY

### Catholic School Office Archdiocese of Cincinnati

#### INTRODUCTION

- Vital to the evangelizing and educational mission of the Catholic Church, we are Christ-centered communities dedicated to the faith formation, academic excellence, and individual growth of our students, all rooted in the Gospel message of Jesus.

*Catholic School's Mission Statement*

- The Church views emerging technologies as gifts of the Spirit to this age and challenges "God's faithful people to make creative use of new discoveries and technologies for the benefit of humanity and the fulfillment of God's plan for the world..."

*Aetatis Novae, #2, #3; Rome, 1992*

#### GENERAL INFORMATION FOR USERS of TECHNOLOGY

In the 21<sup>st</sup> Century Catholic schools are using new technologies, electronic resources, and Internet access to enhance student learning and to provide a quality educational experience for all students. The schools of the Archdiocese of Cincinnati as well as the other diocesan schools in Ohio have been provided with Internet connectivity through Instructional Technology Centers located throughout the state. This project is partially funded by the Legislature of the State of Ohio. Therefore, Internet access and activities utilizing all other technologies in the schools are strictly limited to educational purposes.

In keeping with the mission of the Catholic schools, schools will monitor, instruct, and guard against inappropriate, unethical, and illegal use of technology by the student or adult user.

#### AGREEMENT FORM

In order to ensure the proper use of technological resources, it is necessary that each user and parent / guardian annually sign the attached **Responsible Use of Technology Policy - User Agreement Form**. The signed form must be on file at the school before Internet access is permitted. Signing the form indicates that the user will abide by the rules governing Internet and other technology access as stated in this policy.

## **RESPONSIBLE USE OF TECHNOLOGY POLICY**

**Catholic School Office  
Archdiocese of Cincinnati  
2016-2017**

All schools must have on file a signed **Responsible Use of Technology Policy – User Agreement Form** for any student\* and/or adult (administrators, faculty and staff members, parents, volunteers, and other school-affiliated adults) using a school's technology resources, school's Internet account, school-sponsored account, or personal account to access the Internet. All Internet access and use of other electronic communication technology is strictly limited to educational purposes. Students (including those 18 and over) are not allowed to access personal accounts from school. School personnel (administrators, faculty and staff members) are allowed to access personal accounts at school but are subject to responsible use provisions herein. Catholic Schools of the Archdiocese of Cincinnati adhere to the Children's Internet Protection Act. Individual schools may be further governed by the policies of the Instructional Technology Centers or other Internet Service Providers. The school has the right to access to any electronic devices on school property. All information received or sent from school property remains the property of the school and is not considered confidential. The school reserves the right to investigate the download history of all school computers. There shall be no reasonable expectation of privacy.

*\*The term student applies to any individual enrolled in the school regardless of age.*

### **SCHOOL RESPONSIBILITY**

The school shall provide access to technological resources, including Internet, for educational purposes only. The school shall also provide training for students and teachers in the appropriate use of online behavior, interaction online on social networking sites, cyber-bullying awareness and reporting of misuse of technology. The school shall take measures to provide for the safety and security of minors, supervise and monitor student access to all technological resources provided by the school, and guard against the access of objectionable material, in compliance with the Children's Internet Protection Act and the Archdiocesan Decree on Child Protection. Unauthorized disclosure, use, and dissemination of personal information regarding minors are forbidden.

### **USER RESPONSIBILITY**

The user shall access the school's technological resources for educational purposes only. Each user is responsible for information that is sent and received under his/her personal and/or school internet, textbook & Google accounts. Passwords are to be guarded and not displayed nor shared with others. The user must strictly adhere to copyright laws. In addition, unethical and/or illegal uses of electronic devices will not be allowed. Unauthorized access, including hacking or use of another person's account, is strictly forbidden. The user agrees not to bypass the school firewall, nor to harm or alter school property. The user agrees not to pirate, nor to submit, publish, and/or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, harassing, racially offensive or otherwise illegal material, on or off school property; nor shall the user encourage the use, sale, or distribution of controlled substances. Any use in violation of any local, state, or federal law is prohibited and is a breach of the terms and conditions of responsible use. Also, any commercial use is strictly forbidden.

### **DISCIPLINARY ACTION**

The school may take disciplinary action against school personnel, including students, who violate the Responsible Use of Technology Policy or other school or archdiocesan policies by means of inappropriate use of technology. Disciplinary action may also be taken against those who use telecommunication devices to cause mental or physical distress to other members of the school community, whether these incidents take place on or off the school property. Disciplinary action taken by school authorities may include revocation of access to technological resources, suspension, expulsion, and/or possible legal action.

*-as taken from the Archdiocese of Cincinnati Responsible Use of Technology Policy revised 04/2012  
We reserve the right to modify this policy as needed.*

# St. Cecilia School

O A K L E Y

## ABSENTEE NOTE / NOTA DE AUSENCIAS

Student's Name/Nombre del Estudiante: \_\_\_\_\_

Grade/Grado: \_\_\_\_\_

Date(s) of absence/Fecha(s) de Ausencia: \_\_\_\_\_

Reason for absence (If for illness, be specific as to symptoms...fever, sore throat, strep throat, etc.)

**Razones por la ausencia (si es por enfermedad, sea específico sobre los síntomas, fiebre, dolor de garganta, etc.).**

\_\_\_\_\_

\_\_\_\_\_

Parent's signature/Firma del Padre: \_\_\_\_\_

Date/Fecha \_\_\_\_\_

**\*Please note, a doctor's note may be required to accompany this as spelled out in the Parent-Student Handbook**

**\*Por favor note que una nota del doctor sea requerido que acompañe esta nota como descrito en el manual de Padres.**

# St. Cecilia School

O A K L E Y

## ABSENTEE NOTE / NOTA DE AUSENCIAS

Student's Name/Nombre del Estudiante: \_\_\_\_\_

Grade/Grado: \_\_\_\_\_

Date(s) of absence/Fecha(s) de Ausencia: \_\_\_\_\_

Reason for absence (If for illness, be specific as to symptoms...fever, sore throat, strep throat, etc.)

**Razones por la ausencia (si es por enfermedad, sea específico sobre los síntomas, fiebre, dolor de garganta, etc.).**

\_\_\_\_\_

\_\_\_\_\_

Parent's signature/Firma del Padre: \_\_\_\_\_

Date/Fecha \_\_\_\_\_

**\*Please note, a doctor's note may be required to accompany this as spelled out in the Parent-Student Handbook**

**\*Por favor note que una nota del doctor sea requerido que acompañe esta nota como descrito en el manual de Padres.**

# St. Cecilia School

O A K L E Y

**PARENT-STUDENT HANDBOOK AGREEMENT**  
**2016-2017 School Year**

To the Administration and Education Commission:

I have read the **PARENT-STUDENT HANDBOOK** for St. Cecilia School. I agree to follow the policies therein and will see my child/children will observe and keep the policies of the school.

Signed \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

**PARENTS/GUARDIANS SIGNATURES**

	<b>Name</b>	<b>Grade</b>
<b>My child/children</b>	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____

## INDEX

<u>TITLE</u>	<u>PAGE</u>
Absentee Note Form	37
Academic & Behavior Eligibility Policy	11
Administration, Staff, and Faculty	5
Admission Policy	7
Attendance/Absence Policy	14-15
Auxiliary Services	12-13
Bikes/Skateboards/Scooters	28
Boosters Athletic Organization	31
Bullying/Harassment Policy	17-18
Cafeteria	28-29
Calendar of Events	3-4
Cell Phones	17
Child Abuse and Neglect Reporting	28
Child Protection Decree	29
Code of Conduct	16-20
Courtesy Code	16
Cyberbullying Policy	18
Demerit/Detention/Expulsion Policy	20-21
Discipline Policy/Procedures	16-21
Dress Code & Uniform Policy	24-25
Drug and Alcohol Policy	27
Due Process	21
Early Release Requests	15
Education Commission	31
Emergency School Delays/Closings	22
Faculty/Staff Contact Information	5
Homework	11-12
Honor Rolls	10
Important School Information	2
Inclusion Policy	7
Intervention Assistance Team	12
Latchkey Program	30
Leaving School Grounds	15
Library	30
Mass (weekly) at School	32
Medical Policy	26-27
Medication Request	34
Mission Statement and Statement of Beliefs	6
Non-Discrimination Policy	7
One Call Now	22
Parent/Student Handbook Agreement Form (copy)	38
Parent/Teacher Communication	23
Parishioner Qualifications	9
Parking	30
Perfect Attendance	15
Philosophy of St. Cecilia School	6
Pregnancy Policy	31
Promotion/Placement/Retention	10
PTO	31



Registration	7-8
Responsible Use of Technology Policy	35-36
Safety	31
School Activities	31
School Communications	22-23
Search & Seizure	21
Service Policy	29-30
Student Evaluation	10
Student Records	28
Summer School	10
Tardy Policy	14
Telephone Policy	32
Textbooks	12
Truancy Policy	14
Tuition Policies/ Fees/Fee Payments/Tuition	8-9
Uniform Policy	24-25
Weekly School Mass	32