



*5313 MADISON PIKE  
INDEPENDENCE, KY 41051  
859 363 4314*

# **PARENT/STUDENT HANDBOOK**

**2023-24**

## **TABLE OF CONTENTS**

Page 1 - Table of Contents
Page 2 - Mission/ Philosophy/Objectives/ Catholic Identity/Core Values
Page 3 - Admission
Page 4-5 - Tuition and Fees
Page 6 - Office Hours/School Visitors/ Arrival-Dismissal
Page 6-7 - Transportation/Buses
Page 7-9 - Dress Code
Page 10 - Attendance
Page 12 - Communication
Page 13 - Health and Safety/COVID 19 Amendments
Page 14-16 - Volunteers/Volunteer Conduct/Transaction of Handling Money
Page 17 - Parent Partnership Program
Page 18 - Cafeteria/Academic Program
Page 19 - Curriculum
Page 19-20 - Academic Program /Standard Testing
Page 20 - Academic Program/ Homework /Assessment /Promotion and Retention
Page 21 - Code of Conduct
Page 22 - Discipline Procedures/Conduct Marks/Detention
Page 23-24 - Suspension/Expulsion/ Bullying
Page 24 - Drugs-Tobacco-Alcohol/Transgender Guidance
Page 25-26 - Student Service Opportunities/Student Recognition
Page 26-28 - Technology
Page 28 - Miscellaneous/ Aftercare/Cellphones/Grievance Procedure
Page 29-30 - Miscellaneous/Field Trips/Lost and Found/School Lockers

## **MISSION STATEMENT**

St. Cecilia School prepares students for life by providing an engaging, high-quality education, guided by the teachings of our Catholic Faith, where students live out the Gospel message of Jesus Christ.

## **PHILOSOPHY**

St. Cecilia endorses the call of the Catholic Bishops of the United States to express its educational ministry through the objectives of personal spirituality, social justice, and a strong academic program in accordance with the curriculum guidance for Catholic school education for the Diocese of Covington. Just as Jesus was a teacher, we believe that St. Cecilia Roman Catholic School is an integral part of St. Cecilia Parish's mission to assist our parents as their children's initial teachers. We do this by formalizing and intensifying the Catholic education that has its origin in the Catholic home.

St. Cecilia Roman Catholic School provides a safe climate that challenges students intellectually, culturally, socially, spiritually, and physically. Positive decision-making, critical thinking and spiritual development is fostered. As emergent learners, students realize their importance in the global society to become responsible stewards to live and walk by faith.

## **OBJECTIVES**

- Create a safe, orderly, and drug-free environment and maintain an atmosphere conducive to teaching, learning and Catholic identity.
- Exhibit an attitude of respect for students, staff, parents, and visitors.
- Administer discipline based upon fair and impartial treatment of all students.
- Plan a flexible curriculum to meet the needs of all students.
- Promote training for all staff in the areas of effective discipline, behavior management, and continuous teaching improvement.
- Develop a good working relationship among staff and with students.
- Encourage frequent parent/guardian communication and involvement with the school.

## **CATHOLIC IDENTITY**

As stated in our Mission, the religious and moral training of our students is the most important part of our school. All students, both Catholic and non-Catholic receive this training as one of their core subjects. The religion classes follow the curriculum guidelines established by the Diocese of Covington and are under the jurisdiction of the Pastor.

## **FOUR PILLARS OF CORE VALUES**

St. Cecilia School instills educational philosophies that foster an atmosphere for a creative and positive learning environment within our school. Our Four Pillars of Core Values are:

- Faith Formation
- Academic Excellence
- Character Development
- Community Support

**PLEASE NOTE:** This handbook is not intended to address every procedure/event that may occur in a school year. The administration retains the right to append or amend as necessary.

## **ADMISSION**

St. Cecilia Roman Catholic School is a Parish school that is open to all members of the Parish and community and will not discriminate against applicants on the basis of sex, race, disability, nationality, or ethnic origin. Admission to the school is based upon the availability of classroom space. Students will be accepted for admission in the following order of preference:

1. Students who are currently enrolled in St. Cecilia Roman Catholic School and their siblings.
2. Siblings or children of students who have graduated from St. Cecilia Roman Catholic School.
3. Registered parishioners of St. Cecilia Church not currently attending St. Cecilia Catholic School.
4. Registered parishioners from a neighboring Catholic Church that do not have a school.
5. Non-Catholic students wishing to enroll and desiring a Catholic education. Non-Catholic applicants and their parents will be accepted on the basis of a personal interview to be in accord with the mission and philosophy of St. Cecilia Roman Catholic School.

### **Age for Admission (Diocese of Covington – Department of Catholic Schools)**

Children who turn 5 years old no later than August 31<sup>st</sup> of the current year, following the opening of school may enroll in kindergarten. Children who turn 6 years of age no later than August 31<sup>st</sup> of the current year following the opening of school may enroll in first grade. Exceptions for early entry into kindergarten or first grade may be considered for students who turn 5 years of age (kindergarten) or 6 years of age (first grade) on/or between September 1st and October 1st who meet the early entrance criteria.

### **Early Entrance Criteria**

- Verification of date of birth
- Written request by the parent or guardian for early entry submitted to the school principal by June 1<sup>st</sup> prior to the date of the requested entrance.
- Successful completion of a Diocesan-approved standardized test.
- Available space at the receiving school.
- Best interest of the child.

### **Requirements for Registration and Admittance**

To enroll a student, the parent or guardian must supply:

- Copy of the child's birth certificate
- Social Security card (a copy will be made for our files, and the original will be returned)
- A completed registration form for the student with the registration fee included  
(*Please contact the school office if the registration fee is unable to be made in advance*)
- Current Immunization Certificate
- Medical Records and Physical Examination Certificate
- A Baptismal Certificate
- Prior Academic Records
- Custodial records or other applicable legal court orders

### **Transferring Schools**

In addition to the “Requirements for Registration and Admittance” above, any family that would like to transfer their child to St. Cecilia School during the school year must meet with the Principal and/or Pastor prior to registering. All families transferring children to or from St. Cecilia must be up-to-date with their tuition, fees, and cafeteria account balances.

### **TUITION AND FEES**

The tuition rates for the **2023-24** school year have been approved by the St. Cecilia Parish Finance Council. Tuition rates and school fees are listed below.

St. Cecilia School recommends a monthly payment plan, although we are willing to take payment in full. Monthly payments would begin in July 2023 and end in June 2024. This must be setup with FACTS for automatic withdrawal.

All tuition payments and fees are nonrefundable.

Each family must complete a Tuition Payment Agreement Form to set up the tuition payments. This form may be returned with the required printed forms from the online registration process. If you have any questions, please contact the school office at (859) 363-4314.

#### **Tuition Rates for 2023 – 2024 School Year**

**(Fees not included/listed separately)**

<b>K-8</b>	<b>Active Parishioner*</b>	<b>In-Active Parishioner</b>
1 Child	\$5125.00 (\$427.08 mo.)	\$5650.00 (\$470.83 mo.)
2 Children	\$7625.00 (\$635.42 mo.)	\$8150.00 (\$679.17 mo.)
3 (or more) Children	\$8750.00 (\$729.17 mo.)	\$9250.00 (\$770.83 mo.)

**Registration Fee (per child): \$350**

Aftercare	Per Half Hour Rate	
Grades K-8	\$3.00	

Preschool	Active Parishioner*	In-Active Parishioner
3-Yr-Old Program	\$1700.00 (\$141.67 mo.)	\$1925.00 (\$160.42 mo.)
4-Yr-Old Program (3 day)	\$2050.00 (\$170.83 mo.)	\$2250.00 (\$187.50 mo.)
4-Yr-Old Program (4 day)	\$2725.00 (\$227.08 mo.)	\$2925.00 (\$243.75 mo.)

**Preschool Fees: \$100 (\$60 if another child is enrolled at St. Cecilia)**

Daycare	Full Day	Half Day (less than 5 hours)
Ages 1-5 Years	\$40	\$25

**Daycare Registration Fee: \$25**

*\*Active Parishioner rates are reciprocal for St. Barbara, St. Matthew, St. Patrick and All Saints Parishes*

#### **Payment Options**

- Payment in full by August 1st.
- Monthly payments beginning in July and ending in June.

- Families with special financial needs may make a tuition payment arrangement that must be agreed upon by the family and the school principal, bookkeeper, and pastor.

#### ST. CECILIA POLICY FOR TUITION DELINQUENCY FOR 2023-24 SCHOOL YEAR

Families whose tuition payment falls 30 days delinquent will be sent a letter from the Business Manager notifying them that their tuition account is past due and request they bring their account current within 10 days. Although payment via FACTS would be preferred, we will also be willing to accept cash or check. In addition, a \$25 late fee will apply. Families will be encouraged to contact the Business Office to resolve the outstanding balance.

Families whose tuition payment falls 60 days delinquent will be sent a past due letter from the Business Manager. The letter will also notify the parents that report cards will be withheld until the account is current or arrangements have been made to do so.

Families whose tuition payment falls 90 days delinquent will be sent a letter that their student(s) will not be permitted to attend classes until payment arrangements are made. These arrangements must be made within 10 business days.

Families who do not respond by the 10th business day will be sent a letter indicating that their student(s) have been excluded from school as of that date. Students who report to school on this day will not be admitted to classes and the parent will be contacted to come pick their student(s) up.

A family who is at least 60 days delinquent at the time of registration for the following school year will not be eligible for priority enrollment. As soon as they are able to do so, priority enrollment would then be granted.

A family may not return to St. Cecilia for the following school year unless all tuition payments from the previous year have been paid in full.

#### **OFFICE HOURS**

The school office is open from 7:00 AM – 3:00 PM, Monday through Friday, when school is in session. Summer office hours are announced to school families each year through the school newsletter.

#### **SCHOOL VISITORS**

All visitors to the school (including parents, volunteers, former students, etc.) must come through the main entrance to the school. For safety and security reasons, all visitors are required to sign in at the reception area. All visitors and/or volunteers must wear a designated badge that may be picked up and returned upon signing in and out. Parents and former students will not be permitted to visit classrooms during instructional time or lunch and recess unless an appointment or arrangement is made through the classroom teacher or school office. Forgotten items may be dropped off at the reception desk and will be delivered to students by school staff to minimize class disruptions. (*See VOLUNTEER/VISITOR Conduct Section*)

## **ARRIVAL/DISMISSAL**

### **Morning Arrival**

The doors at the main entrance of the school will open at 7:00 AM. Upon arrival, all students in K-8 will enter through the main doors of the school building and report to a designated area. Preschool and Daycare students will report directly to the ECLC designated entrance area. Students will remain seated with their class until their homeroom teacher comes for them. School for K-8 students begins at 7:20 AM. Students arriving after this time are tardy and must sign in at the reception desk and pick up an admittance slip to present to their teacher.

### **Early Dismissal**

St. Cecilia School encourages all families to schedule appointments and vacations outside of the school day. In the event that a child must leave early from school, the parents will notify the school with a signed and dated note. The parents should come to the reception desk to pick their child up and the office staff will call the student from his/her classroom. If a student arrives at school after 7:45 AM or leaves early, his/her parent must come into the school to sign the student in or out. Late arrivals and early dismissals will be recorded as tardy.

### **Afternoon Dismissal**

Walkers and bus riders will be dismissed from school first. Walkers will be escorted across the highway. All bus riders should exit the building and walk to their bus.

Car riders in grade 5-8 and younger siblings will be dismissed second. These students will exit through the main door of the school and will be escorted to the lower lot by the church undercroft. Cars in the lower lot will be dismissed by a staff member when all of the students are safely in their cars.

Car riders in grade K-4 will be dismissed third. These students will exit the building through the old building doors and be picked up in the top lot in the front of school.

Aftercare students and students attending after school activities will be dismissed last.

### **Special Circumstances**

All children must be picked up by 2:30 pm unless they use the Aftercare or stay for a scheduled activity. Any student who is not picked up by 2:30 pm will be sent to the school office. If this happens on more than one occasion a \$1 per minute fee will be assessed beginning at 2:45 pm until pick-up. No child will be allowed to change his/her usual dismissal procedures. If there is a change to their regular routine, it must be communicated to the school office via phone, email or a signed and dated note. This should be communicated as soon as possible and no later than 1:50pm.

### **Private Transportation**

On days when the Kenton County buses do not operate, the following procedures will be followed:

1. Walkers will be dismissed.

2. Students in grades 5-8 and younger siblings will be picked up in the lower lot by the church undercroft.
3. Students in grades K-4 will be picked up in the top lot next to the school.
4. If a student is not riding with their parent/guardian, a note should be written and sent to the child's teacher.

### **Kenton County Bus Service**

Bus service to and from St. Cecilia School is provided by Kenton County only on days when the Kenton County Schools are in session. If a parent would like their child to ride the bus, he/she must contact the Kenton County bus garage to make the necessary arrangements and to ensure they reside in the area where the county provides transportation.

The Kenton County Board of Education requires good student conduct on the school buses in order that the driver may devote the major part of his/her time and attention to the safe operation of the school bus.

Students riding the school buses are under the direct supervision and direction of the school bus driver and he/she shall direct the students in matters of conduct and safety. The driver has the authority and responsibility for seeing that the policies, rules, and regulations of the Kenton County Board of Education are carried out. If a driver finds it necessary to report a student for misconduct on the bus, the bus driver will write out a bus incident slip. This is delivered to the school Principal who will administer a punishment as follows:

1. The student shall be suspended from bus privileges for one day for the first report.
2. If a student is reported a second time for misconduct, the student shall be suspended from bus privileges for one week.
3. A third report shall result in suspension from bus privileges for an indefinite period depending on the circumstances of the situation.

**The Kenton County bus garage can be contacted at 859-356-0253.**

### **DRESS CODE**

All students in grades K-8 must be in proper dress code each day. Students not in proper dress will face disciplinary action. Items can be purchased from Schoolbelles online or from their retail store. St. Cecilia's **School ID # is 1956.**

Schoolbelles  
1751 Monmouth Street  
Newport, KY 41071  
[www.schoolbelles.com](http://www.schoolbelles.com)

### **Girls**

**Skirts/Jumpers** – Regulation blue plaid jumpers for grades K-3, regulation blue plaid skirts for grades 4-8. To ensure proper length, when students stand upright the hem of the skirt/jump must reach at least fingertip (longest finger). To ensure students are in proper dress code, **uniforms**

**should only be purchased from Schoolbelles.** A uniform exchange is held at the beginning of the school year where gently used items are available for purchase as well.

**Blouses/shirts** – White or light blue blouses with collars or white or light blue polo shirts are permitted. Shirts must be tucked in neatly and completely at all times. Middle school students in grade 5-8 may wear the red middle school polo shirt. Only a plain white shirt may be worn under the uniform shirts.

**Pants** - Regulation uniform navy blue dress slacks must be worn. If there are belt loops, a black, dark blue or brown plain belt must be worn. All pants must be worn at the waist.

**Tights/Leggings** - **Solid BLACK or NAVY BLUE** tights/leggings may also be worn during colder weather. The tights/leggings must be tight-fitting on the leg and be ankle length. Capri length leggings are not permitted. During the winter months (November 1 – March 31) girls may wear plain navy blue sweatpants under their uniform during arrival, recess, and dismissal.

### **Boys**

**Pants** - Regulation uniform navy blue dress slacks must be worn. If there are belt loops, a black, dark blue or brown plain belt must be worn in first through eighth grades. All pants **MUST** be worn at the waist.

**Shirt** - White or light blue shirts with collars or white or light blue polo shirts are to be worn. Shirrtails must be tucked in neatly and completely at all times. Middle school students in grades 5-8 may wear a red polo shirt. Only a plain white shirt may be worn under the uniform shirts.

### **Dress Code – Boys and Girls**

**Sweatshirts/Fleece Pullover** – St. Cecilia School crewneck sweatshirts or fleece pullovers may be worn as part of the uniform. Solid red or navy blue sweatshirts are also permitted. St. Cecilia Logo Sweatshirts can be purchased at Schoolbelles, through the St. Cecilia webpage or from the St. Cecilia Sports Committee Spiritwear Department.

**Sweaters** – Solid navy blue or red cardigans, pullovers, V-neck or vests are permitted.

**Shoes** – Dress shoes are optional. Athletic/gym shoes may be worn but they must have non-marking soles to participate in P.E. or indoor recess. Shoes with laces must be tied at all times. Clogs, sandals, and boots\* are not permitted. No light-up shoes may be worn.

*\*Snow boots may be worn to school on days of inclement weather. However, shoes must be brought to school to change into during the school day.*

**Socks** – Plain white, black, gray, or dark blue socks covering the ankle should be worn. Small logos are acceptable on socks. Socks or tights must be worn at all times and be visible.

**Shorts** – Regulation navy uniform shorts may be worn from the start of the school year until October 31<sup>st</sup> and from April 1<sup>st</sup> through the end of the school year.

**Jewelry/Makeup/Fads** – Girls may wear earrings that do not hang below the ear lobe. Boys may not wear earrings.

Boys/girls are permitted to wear watches. No SMART watches with internet connection or other communication devices can be worn.

Boys may wear one religious necklace.

One bracelet, one ring and one necklace are permitted for girls. No body piercing other than girls' ears will be permitted.

Girls in grades 6-8 may wear light concealer and mascara. Girls in grades 6-8 may wear nail polish that is transparent (nail beds must be visible) and solid in color. No acrylic nails, tips or other types of artificial nails are permitted.

Writing on the body and clothing is prohibited at all times.

**Hair** - Hair must be kept neat and clean. Hair must be natural color, extensions are not permitted. No extreme hairstyles, such as mohawks will be permitted. Boys' hair must not touch the top of the shirt collar, must be above the eyebrows, and trimmed around the ears. Students may not have designs shaved into their hair.

Any "fad", including hairstyles, that the principal deems improper for school, will not be permitted.

### **Gym Uniform**

Students in 3rd-8th grades are required to wear a school gym uniform. The solid, gray t-shirt with the school logo are a required purchase from the school. Gym shorts must be solid navy. Also required are regular athletic shoes with non-marking soles that may be worn throughout the school day. School sweatshirts (over gym shirts) and solid navy blue sweatpants may be worn during the winter months. The enforcement of the gym uniform dress code will be handled by the physical education teacher. Uniform violations will be handled in the same manner as the school dress code policy. Gym Uniforms are optional for K-2<sup>nd</sup> grade.

### **Out of Uniform Day Dress Code**

- Shirts must have sleeves, completely cover the stomach and not be too tight or revealing.
- Shorts must be at least mid-thigh in length and should only be worn on out of uniform days during the months of August, September, October, April, May, and June.
- No leggings.
- No sandals or shoes with open heels or toes.
- Only appropriate sayings and logos on clothing. No words on the backside of clothing.
- Clothing should not have any rips, tears or holes.
- Clothing should not be too tight.

If a student fails to wear the proper dress code, he/she may face disciplinary action and the parents may be called to bring the proper clothing items to school.

### **Spirit Wear Days**

Spirit wear days will be designated throughout the year. Students may wear their SCPTO spirit wear shirt that is provided early in the school year in place of their regular uniform shirt. Students may also wear other designated St. Cecilia spirit wear as announced. Regular uniform pants, skirts, and jumpers will be worn.

## **ATTENDANCE**

### **Purpose**

Attendance is an important part of school success. It is the parents' responsibility to ensure that regular and punctual school attendance takes priority over all other activities. When possible, doctor and dental appointments should be made after school hours. Families are discouraged from taking their students out of school for reasons other than family emergencies, illness or funerals. A child should not attend school when it might be detrimental to his/her health or to the health of others. Students who have a fever, diarrhea, or have vomited, should be free from these symptoms for 24 hours before returning to school. Frequent or long-term illnesses require a note from a physician. When returning to school, documentation of why the absence occurred such as a note from parent/guardian, medical excuses from the doctor's office, court documentation, etc. must accompany the student. All absences will be marked as unexcused until the appropriate documentation is sent to the school.

### **Absence Definition**

According to 702 KAR 7:125

- A tardy shall be recorded for a student who is absent up to 2 hours of the regularly scheduled school day. A tardy is defined as arriving at school late (after 7:20 AM) or leaving school early (prior to 2:15 PM).
- One-half (1/2) day attendance shall be recorded for a student who is absent 2-5 hours of the regularly scheduled school day.
- A full-day absence shall be recorded for a student who is absent 5 or more hours of the regularly scheduled school day.

According to KRS 159.150, a student who has been absent from school without a valid excuse for three or more days or is tardy without a valid excuse on three or more days is considered truant. Truancy will result in disciplinary action.

When returning to school, students should provide documentation of why the absence occurred. In these circumstances above, absences are excused and the student may make up assignments and tests once they return to school. Students will have one day for each day missed to submit absent work. Work must be the student's work and in their handwriting.

**Excused Absences** – A student may miss up to 10 days of school with a note from a parent/guardian.

1. Personal illness or injury.
2. Medical or dental appointments (partial days, in most cases) and accompanied by a doctor statement.
3. Illness or death in the family.
4. Funeral of immediate family members or relatives.
5. Quarantine with appropriate medical documentation.
6. Appointments for court with appropriate documentation.
7. Emergencies and other reasons deemed good and sufficient by the principal.

**Unexcused Absences** – Absences that exceed the 10 day limit and are not covered in the section above are deemed unexcused unless preapproved by the principal. In the event of an unexcused absence(s), only summative tests and projects may be assessed for grading purposes. Daily grades and homework grades will not be assessed for a grade.

#### **Absence Consequences**

- Three unexcused absences in a trimester will be considered truant and must have a meeting with the principal to discuss an attendance plan.
- Six unexcused absences in a trimester may be subject to dismissal from the school.

#### **Absences and Extra-curricular activities**

Students who are absent from school on a given day will not participate in extracurricular activities on that day.

#### **Notification Procedure/Make Up Work**

If your child will be absent from school for an illness or another reason, **parents must notify the school receptionist prior to the absence or by 9:00 AM on the day of the absence.** The school receptionist can be reached at 859-363-4314 or email [school@stcindependence.org](mailto:school@stcindependence.org) on the day of the absence. Messages may be left prior to office hours. Missed work for any student who is absent can be left between the main doors to be picked up after 2:30 PM OR may be sent home with another student. Requests to pick up work or send home with another student should be made by 9:00 AM. Requests made after 9:00 AM may not be accommodated.

#### **TARDY POLICY**

Tardies are defined as arriving to school late (after 7:20 AM) or leaving school early (prior to 2:15 PM).

- Students arriving after 7:20 AM **must be signed into the main reception area by an adult.** The student will then receive a tardy slip to give to their teacher.
- Students leaving early must be signed out at the main reception desk by an adult.

**Excused tardies** may include doctor/dental appointments, medical illness and funeral attendance.

**Unexcused tardies** may include vacations, oversleeping, personal transportation issues and weather-related issues. The final decision as to whether a tardy is “excused or unexcused” shall be made by the principal. For students using Kenton County transportation, no tardies will be issued due to Kenton County transportation delays.

### **Tardy Consequences**

- Four unexcused tardies in a trimester or consecutive days tardy without an excuse will be considered truant and a meeting with the principal is required to discuss an attendance plan.
- **Nine unexcused tardies, regardless of timing or sequence** in a trimester may be subject to dismissal from the school

### **Attendance Recognition**

St. Cecilia understands that it can be very difficult to make it to school every day on time; therefore, students that do achieve “perfect” attendance will be recognized at the end of each trimester and the end of the year. “Perfect” attendance equals a student being at school 95% of the days in a trimester and 0 tardies.

## **COMMUNICATION**

Effective communication between the school and home is essential for student success. The following means will be used to keep the lines of communication open. Families must notify the school office if their contact information, such as home address, phone numbers, and email addresses change. This will ensure that all families receive timely school updates and information.

### **Newsletter**

A weekly newsletter will be published each Wednesday. The newsletter will be sent via email to parents. Any family that does not have computer access must notify the school and request a hard copy to be sent home each Wednesday.

If you have school information that needs to be communicated through the weekly newsletter, it should be sent to the school receptionist no later than 12:00 PM on Tuesday’s.

### **Website**

The school website is updated frequently and has information regarding all aspects of the school. School forms, calendars, the latest news and links can be found on the website. [www.stceciliaky.org](http://www.stceciliaky.org)

### **Classroom**

Teachers will post weekly class objectives on the Sycamore School Management system. They will also post homework and other information related to their classroom. Teachers and parents are encouraged to communicate via notes, email, or phone calls. Teachers are available for conferences (at a prearranged time) throughout the school year. Please allow 24 workday hours for a response to a phone message, email or note.

### **Email**

St. Cecilia School uses email to keep families informed. An email will be sent each Wednesday with a link to the online newsletter. Emails may also be sent for other important events or reminders. Families are asked to provide an active email account to remain informed throughout the school year.

### **Phone**

St. Cecilia School uses a computerized phone system to contact families on their home phone and/or cell phone. This type of communication will be used for school closings and delays. It may also be used when the school needs to communicate something very quickly to our families.

### **Sycamore School Management System**

St. Cecilia School uses the student information system known as Sycamore. Student grades, teacher objectives, missing assignments, attendance, discipline, and much more can be found on the site. Teachers will update grades weekly. If a parent has any concerns regarding their child's grades, he or she should communicate these to the teacher.

## **HEALTH AND SAFETY**

### **Administering Medication**

Per Diocesan and School policy, no medication, *including over the counter medicine such as Tylenol*, will be administered unless a medication form is on file and signed by both the child's parents **and physician**. This form may be obtained from the school office or the website. It can be sent to school via email ([school@stcindependence.org](mailto:school@stcindependence.org)) or faxed to (859) 363-4315. All medication must be kept in the school office. In order to dispense the medication to a student, a medication form must be on file and the medication should be in the original packaging with the child's name on the container. **These forms must be updated each school year.**

### **Emergency Forms**

Each family must have a current emergency form on file in the school office. This form lists information regarding allergies and has family contact numbers in case of an emergency.

### **Immunizations**

Kentucky law requires that immunization records be up to date and on file in the child's permanent record. These records must be obtained by the child's doctor and sent to school office. Qualified personnel in conjunction with the school and Health Department review student records to ensure that every child is in compliance with the state regulations. Per Kentucky state law, students who do not have current immunization certificates on file will not be permitted to attend school.

### **Medical Examinations**

Kentucky law requires a medical examination form be up to date and on file in the child's permanent record. This form must be completed by the family physician and turned in to the school office. Students new to St. Cecilia must turn in a current immunization certificate and medical examination form. All students entering preschool, kindergarten and sixth grade must also obtain a current immunization certificate and medical examination form from their family physician prior to entering school.

### **COVID 19 Policy Amendments**

COVID 19 policies will be updated as warranted by diocesan guidelines and school need.

### **Safety Drills and Procedures**

St. Cecilia School maintains safety procedures for students and staff in all aspects of potential school safety issues. The school staff reviews the safety procedures often and practice drills are conducted periodically with the students to ensure preparedness. The school maintains a close partnership with the Independence Police Department to ensure the safety of everyone on the property. Questions or information concerning our safety procedures should be directed to the school principal.

**First Aid** - School staff participate in First Aid, CPR, and AED training. This certification/training is held every other school year.

**Fire** - Fire drills will be conducted monthly throughout the school year. At the sound of a fire alarm, students should immediately stop and move quickly to the assigned exit. The exits are posted near the door of each room. Students should exit the school and remain silent throughout the fire drill. When the all-clear signal is given, students may return to their classrooms.

**Tornado** - Tornado drills will be held twice during the school year. At the sound of a tornado warning, students should immediately stop and move quickly to their assigned shelter area. Maps are posted near each room's door. Students are to remain silent throughout the tornado drill. When the all-clear signal is given, students may return to their classrooms.

**Earthquake Drills and ALICE Lockdowns** - Earthquake drills and ALICE (Alert, Lockdown, Inform, Counter, Evacuate) lockdown drills are conducted at least once each school year. Students are to follow the teacher's instructions during these drills.

### **School Closing Procedures**

St. Cecilia will follow, when able, Kenton County for winter weather school delays. If Kenton County closes, St. Cecilia may close or may choose to keep school in session. If school is in session on these days, each parent must make their own decision as to the hazards involved in getting to and from school. If a parent feels it is too hazardous to attempt getting to school, they should not make the attempt. However, absences from school will be recorded as absences in the attendance register.

When it becomes necessary to close or delay school, the following procedures will be followed:

1. An announcement will be made using the phone calling system.

2. The local news stations will be notified. Parents should look for St. Cecilia – Independence and the status.
3. An announcement will be made on social media.
4. If the decision to dismiss early is made by Kenton County, parents will be notified via email and the phone calling system.

We try to get this information out to everyone as quickly as possible, so please be patient as our system tends to get bogged during this time.

### **VOLUNTEERS**

St. Cecilia invites all parents to become involved in the school program. The Diocese of Covington requires the following information for anyone who would like to volunteer at St. Cecilia:

1. VIRTUS certification and monthly training ([www.virtusonline.org](http://www.virtusonline.org)).
2. Read and sign the form for the Diocesan Policies and Procedures for Addressing Sexual Misconduct
3. Background check

Once a person completes these three steps, you will be able to volunteer in the school. All volunteers must remain current on their VIRTUS bulletins. Failure to complete the monthly bulletins will result in a VIRTUS suspension – which means you cannot volunteer. If you would like to volunteer, please contact the Virtus coordinator for more information. Karen Lipscomb [klipscomb@stcindependence.org](mailto:klipscomb@stcindependence.org).

### **VOLUNTEER CONDUCT**

Volunteers are an important part of the St. Cecilia School Educational Team. The suggestions and opinions of volunteers are always welcome. It is the professional staff, however, that is held responsible by law for decisions that are made regarding the instruction of students and the management of the school. For this reason, volunteers always work under the direct supervision of teachers and administrators.

As a volunteer, you not only serve the needs of the children, you also provide a vital link between the school and community. Students, their parents and the community will view you as a representative of the school. They will pay close attention to what you say about the staff, other volunteers and the educational programs at the school. Negative views of our school, individuals or events that happen in the classroom, leave a lasting impression on most people. Gossip or other harmful communication is not to be tolerated on school property. Instead, because of your wonderful volunteer experience, you will be able to share the many positive things that our school, students, staff, and volunteers are doing.

As a volunteer, remember that confidentiality is a vital component of volunteering. Picture taking by volunteers is not permitted.

### **TRANSACTIONS OF HANDLING MONEY AND VALUABLES**

#### **Keeping A Healthy Financial Environment (Diocese of Covington)**

The Pastor and Parish/School leadership are committed to establishing and monitoring effective financial policies and procedures. All persons, either volunteer or paid employees, who accept

responsibility for the raising or spending of Parish/School funds, or custody of the material goods of the Parish, must also accept the responsibility to abide by the internal financial controls established by the Parish, in accordance with Diocesan policy. However, it should be clearly understood that the Pastor is ultimately responsible for sound fiscal management of the Parish/School. Delegation to others of fiscal task or procedure does not mean the Pastor's responsibility has been removed; and at any time the Pastor has the right to review Parish organizational records and finances. It does, however, make it easier for him to effectively and efficiently carry out his responsibilities. The Financial Committee assists in the overviewing of transactions in their monthly meetings; as well as reviewing bank statements for accuracy. It is not permitted for individuals to have or run any fundraiser without it being approved and under the auspices of a Parish/School organization.

### **Classroom Policy**

Any money collected at the beginning of the day shall be placed inside the classroom folder with an identification sheet attached and sent to the School Receptionist as soon as possible. Money brought in during the day shall also be documented and should be turned in before the school day ends. No money shall remain in the classroom overnight, for any reason. Money collected for multi-day fundraisers such as out of uniform days, penny wars, etc. should be sent to the school office to be documented and to be kept locked up overnight or if applicable, send to the Parish office until the fundraiser ends.

### **Cash Controls/Exchange**

If a room parent or School/Parish organization is collecting money for any reason, the Teacher and Principal must be made aware so that he/she has oversight of the collection. No money (cash or checks) should be taken offsite unless being deposited into an organizations bank account by the said organization's board member. All money should be deposited the same day as collected. In circumstances where banks are closed, money should be kept in the School or Parish office where it is to be locked until the next banking business day. For larger events that require afterhours bank deposits, a key will need to be obtained from the Parish office for the bank deposit process. Portable locked boxes can be borrowed from the Parish office for smaller fundraising needs.

### **VOLUNTEER Money Handling**

Two people should always be present when cash or checks are being counted. When a final count is established, a receipt should be written indicating the amount collected and signed by both individuals. When an organization is selling tickets or items of sale, two people should be present when the event is taking place (See Cash Controls/Exchange for additional information on the deposits of money).

### **Cash Advance for Events**

A requisition form for a cash advance to cover the needs of an approved event should be presented to the Parish Bookkeeper no later than 14 days prior to an event. If the advance is for an organization with a checking account, a check for the needed cash advance amount will need to accompany the approved requisition form with the proper signatures and specific needs of money denominations communicated.

### **Reimbursement/Payments**

All funding requests must be submitted and approved through the Pastor or School Principal. At no time should a Teacher or organization member go directly to the Bookkeeper for reimbursement without prior approval. If an organization has a checking account, any check written should have two signatures; one signature is from the Pastor and the other being the Treasurer. Receipts must be submitted for reimbursement within 30 days of purchase. Please note; receipts will not be accepted after that time frame.

### **Alternative Fund Collection/Personal Checks**

At no time should organizations, representatives, volunteers or faculty members use sites such as VENMO, PAYPAL, GO FUND ME, or any other outside fund collection sites as a means for payment for fundraisers or causes. All checks written for any Parish or School function should be made out to St. Cecilia School or St. Cecilia Parish. Checks should never be written person to person for these purposes. A reimbursement for money collected via a check can be requested through the Parish Office with a completed reimbursement form within 30 days of purchase. Please allow up to 7 days for funds to be available.

### **PARENT PARTNERSHIP PROGRAM**

The vitality and effectiveness of St. Cecilia Roman Catholic School depends upon the commitment of parents. In order to promote family involvement, parents are required to be involved in the life of the School and Parish. St. Cecilia Roman Catholic School's emphasis on our mission is not only for our students, but also for parents.

As part of the School support program, all families are required to perform 20 hours of service. There are a variety of ways this obligation can be fulfilled. If a family is unable to fulfill its obligation with service, a \$25.00 fee will be assessed for each hour not worked. This program is considered part of tuition, and report cards or school transcripts will be withheld if the obligation is not met.

Any approved activity that assists our school to enhance the education of the students or parish community is acceptable and considered Parent Partnership. If you are a non-parishioner, all 20 parent partnership hours are still required. Hours are based on the time spent in the activity only.

Parents are urged to volunteer their time in obtaining their required school support hours. However, relatives may assist by volunteering for school activities – this should be noted on the service hour form. Hours may not be donated from one family to another.

Some examples of Parent Partnership hours that would enhance the education of the students include:

- Working in the cafeteria
- Working an SCPTO fundraising event
- Working at the Parish Festival or other Parish events
- Coaching or working for the sports committee
- Assisting in the classroom
- Working the Book Fair

- Media Center Assistants (volunteers are needed to assist the media specialist in daily activities such as shelving books, checking out books, storytelling, etc.)
- Room Parent (or assisting the roomparent)
- Family Field Day
- Campus landscaping

Each family is required to keep a record of their Parent Partnership hours. Parent Partnership hours must be logged into My Service Log in Sycamore. The record should include the date, number of hours, and type of service. As soon as the twenty hours have been accumulated, the log may be submitted to the school office. Service logs are due by April 30<sup>th</sup>. Failure to participate will result in a fee of \$25.00 per service hour, not to exceed \$500.00 (billed in May).

### **CAFETERIA**

St. Cecilia School's cafeteria serves hot lunches each day school is in session. A menu for each month is sent home to each family and is posted on the school website. Students have the option of choosing 3-5 food items each day. The cost of a student lunch (including milk) is established by the diocese prior to the start of each school year. If you plan to purchase lunch and eat with your child, please notify the school so that you can be added to the lunch count. ([cafeteria@stcindependence.org](mailto:cafeteria@stcindependence.org))

Students who do not purchase a lunch at school must bring a lunch. Fast food lunches and soft drinks are not acceptable at any time.

The Diocese of Covington has established a policy regarding the charging of school lunches. The school will limit students to five charged lunches, not to exceed \$15. The cafeteria manager will communicate to the parents when the child has charged. After five lunches are charged, a student will not receive the published lunch. These students will be charged a full lunch price, but will receive a peanut butter & jelly sandwich or cheese sandwich, fruit, and milk. Once the account is paid and current, normal lunches will resume. If at any time a family faces a financial hardship, a Free & Reduced Lunch Form should be completed.

Each student will have an account in the cafeteria computer system. You can register online at [www.myschoolbucks.com](http://www.myschoolbucks.com) to view your child's lunch balance, have email alerts sent when the account is low, and have the option to load the account online. There is a small fee to pay online. You may also send a check or cash to the school to load your child's account.

In order to keep lunch prices low, it is important to have volunteers assisting in the cafeteria. Volunteering in the cafeteria will count towards Parent Partnership hours. To volunteer, families should contact the cafeteria manager ([cafeteria@stcindependence.org](mailto:cafeteria@stcindependence.org)).

St. Cecilia School participates in the Federal Lunch Program. In order to qualify for free or reduced lunches, families should complete the Free and Reduced Lunch form online at [www.stceciliaky.org](http://www.stceciliaky.org).

Nondiscrimination Statement – In accordance with the federal civil rights laws and U. S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies,

offices, and employees, and institutions, including St. Cecilia School, participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

## **ACADEMIC PROGRAM**

The educational program of St. Cecilia School meets the requirements set by the Diocese of Covington and the Kentucky Department of Education. St. Cecilia School is accredited by the Kentucky Non-Public School Commission.

### **Curriculum**

#### **Religion**

The most important part of our curriculum is the religious and moral training of our students. We strive to help the students grow in their knowledge of the Catholic faith and also help students to put their faith into practice. St. Cecilia puts our Catholic faith first and it is part of all of our classes and activities.

The religion classes are taught using the curriculum guidelines established by the Diocese of Covington. All teachers of religion must earn their Basic and Advanced Religious Education Certification through the courses provided by the Diocese of Covington Department of Catechesis and Formation.

Students in grades K-8 attend Mass regularly. Parents and families are encouraged to attend but must sit in the non-school sections unless specifically invited to sit with your child. Each Tuesday, students in grades 1-8 spend time in Eucharistic Adoration. During Advent and Lent, students participate in the Sacrament of Reconciliation. During Lent, all students attend Stations of the Cross on Fridays.

The Sacraments of First Reconciliation and First Communion are celebrated in the second grade. The Sacrament of Confirmation is celebrated in the eighth grade. Preparation for reception of these sacraments is completed through the students' daily religion courses.

Other opportunities for faith development include daily prayer (Rosary, Angelus, Prayer before meals, morning and afternoon prayer, and prayer before classes), Saint of the day, and service work.

#### **Other Academic Areas**

In addition to Religion, the students of St. Cecilia School receive a solid program of academic subjects that include: Reading, Spelling/Vocabulary, Grammar, Writing, Literature, Mathematics, Science, Social Studies, Art, Music, Physical Education, Spanish, Library, and Computers.

#### **Academic Support**

St. Cecilia School has a part-time Reading Specialist for grades K-4. Students may be referred to the reading teacher through the classroom teachers. This reading teacher works with individual students, small groups, and in the classroom as the need arises.

Advanced Classes--Advanced Language Arts, Math, and Science classes are available for students who are recommended by their teacher.

#### Counselor

St. Cecilia School has a certified school counselor who maintains a regular schedule. The counselor will meet with students at the request of the principal, teachers, staff, students, and/or parents. The purpose of meeting with students varies from behavioral changes to a child's academic performance or even just concerns about a child's well-being. After the initial meeting, it will be determined whether or not future meetings would benefit the student. Parent permission is not required for an initial meeting, but parents must consent to future visits if that is deemed helpful or necessary.

The counselor may also teach lessons in the classroom on topics such as conflict resolution, bullying, and decision-making skills. Overall, the counselor is part of the services available to ensure a safe environment for all students.

#### Testing Referral

Students at St. Cecilia School who are experiencing academic or psychological difficulties can receive testing through Kenton County or through a private practice. This process creates communication between parents, the school, and psychologists and provides insightful information and recommendations that enable the school personnel to better structure instruction to meet the needs of the student. Parents that are seeking testing should contact the classroom teacher and resource teacher to discuss their concerns and begin the testing process.

#### Standardized Testing

St. Cecilia School follows the program set up by the Diocese of Covington Department of Catholic Education. St. Cecilia has chosen MAP Testing as our annual assessment tool.

MAP testing is conducted three times per year in grades K-8. The results of each child tested are reported to parents and the data is used to make informed curriculum decisions for classes and individual students.

St. Cecilia 5<sup>th</sup> and 8th-grade students also participate in ARK, Assessment of Religious Knowledge.

#### **Homework**

The purpose of homework is to develop habits of independent, useful study. Homework assignments supplement the daily work of the classroom. Homework strengthens and reinforces skills learned in class. Homework may broaden experience, introduce new questions and interests and extend knowledge. It is the responsibility of the student to complete all homework assignments on time. The amount of time spent on homework each evening should be on average, 10 minutes per grade level, not including studying for assessments. Consideration must be given to the fact that children work at different paces and may take a longer or shorter time to complete their work. Homework will not be assigned on the weekends in order to give time for additional studying or long term assignments. Long term assignments require students to pace their work to prevent the need to spend a large amount of time completing the assignment just

before it is due. Students are expected to complete their own work in their own handwriting. Should special considerations be required, the parent must reach out to the classroom teacher. Work not done in the handwriting of the student will be returned to be done over.

### **Homework/School Planners**

Students in grades K-8 are required to have a student planner (which is included in school fees) and to write down assignments daily. Teachers may require parents to sign the planner. This standard book will be used by ALL students daily. It is the student's responsibility to record and track his/her daily assignments. Failure to turn in assignments may result in a lowering of the grade.

### **Assessment**

The grading scales listed below are used at St. Cecilia School. The A-F/numeric scale is used for grades 3-8. Kindergarten, first and second grade classes use the scale below.

A = 93-100

B = 85-92

C = 75-84

D = 70-74

F = 69 or below

B = Beyond Grade Level

ON = On grade Level

AP = Approaching Grade Level

AC = Area of Concern

NE = Not Evaluated

The school year is divided into trimesters. At the end of each trimester, report cards are issued. Parents must look over report cards and report card comments on the Sycamore website. If a parent has concerns over student performance, they should request a conference with their child's teacher to work together on an improvement plan. Parents may request a conference at any time during the school year. For students in grades 6-8, students should be present for a portion of the requested conference to begin taking ownership of his/her learning.

### **Promotion/Retention**

Students are promoted to the next level on an annual basis. If a student does not obtain satisfactory achievement, the possibility of retention will be considered. Parents are kept informed of the student's progress through online grades, report cards, communication from the teacher, and parent-teacher conferences. The parents are always consulted about retention to ensure the best decision is made for the good of the students.

### **ST. CECILIA CODE OF CONDUCT**

Jesus gave us the two Greatest Commandments which should guide all of our actions.

*You shall love the Lord, your God, with all your heart, with all your soul,*

*and with all your mind. –Mt 22:37*

*You shall love your neighbor as yourself. –Mt 22:38*

As a student at St. Cecilia School . . .

1. I will make decisions that are pleasing to God.
2. I will treat other students, my family, the teachers and staff, and all visitors to our school with love and respect. This means that I will be kind to them and never hurt them with my words or actions.
3. I will be respectful of the learning environment at St. Cecilia School. This means that I will walk quietly in the hallways, I will not disrupt class by talking out or making rude sounds or gestures, and I will follow the classroom rules.
4. I will care for the property of St. Cecilia School and the belongings of others. This means that I will not destroy, steal, or deface their property or belongings. This also means that I will go out of my way to help keep the school property clean and in good condition.
5. I will strive to be the best student I can be. This means that I will be present at school, I will participate in class, and I will complete all of my student responsibilities including homework, service hours, and being prepared for class.

Choosing to behave in a way that does not follow the St. Cecilia Code of Conduct may result in the loss of privileges, a conduct mark, a detention, suspension, and/or expulsion from school. By signing the Handbook Agreement Form, students and parents acknowledge that they have read St. Cecilia's Code of Conduct and Discipline Procedures, understand them, and will abide by them.

### **Discipline Procedures**

In order to maintain a safe and appropriate learning environment for our students, St. Cecilia has developed organized discipline procedures to address inappropriate behavior. The goal of this plan is to hold students accountable for their actions, to help them understand when they have made a poor decision, and to help the student make better decisions in the future.

The following disciplinary actions may be taken when a student's behavior violates the St. Cecilia Code of Conduct:

### **Conduct Marks:**

Conduct marks are used as a way to call attention to a student's misbehavior. They are designed to be a warning to the student that he/she should stop, think, and make better decisions before they act.

- Conduct marks may be given for, but not limited to, the following behaviors:

- Dress code violations
- Not being prepared for class
- Failing to follow classroom rules
- Not returning signed communications
- Being disrespectful of the learning environment
- If a student receives 5 conduct marks, he/she will be assigned a detention.
- Conduct marks will be recorded on a form that is to be kept in the student's folder or planner. Parents are asked to sign the conduct card each time a mark is given. Loss of the conduct card will result in detention and a new card will be issued.

### **Detention:**

When a student's behavior is deemed more severe it may warrant a detention without receiving 5 conduct marks.

- Detentions may be assigned for, but not limited to, the following behaviors:
  - Bullying
  - Cheating/lying
  - Continual disruptive behavior
  - Destruction to school property
  - Disrespectful to authority
  - Inappropriate language/gestures
  - Hitting another student
  - Threatening/unsafe actions
  - Stealing
- If a student serves two detentions in a trimester, a conference will be held between the teacher, parents, student, and principal.
- If a child has been issued a detention, a conduct referral form will be sent home and should be signed by the parents acknowledging they have received the information.
- Detentions will be held each Thursday from 2:15-3:00. Parents must make arrangements to pick up their child.

### **Suspension/Expulsion:**

If a student chooses a behavior that threatens the safety of other students or school personnel, he/she may be suspended. A student may also be suspended if no improvements are made to his/her behavior or if the behavior is deemed severe by the principal and/or pastor.

- Disciplinary action of suspension and/or expulsion may be deemed necessary, but not limited to, the following actions:
  - Blatant disrespect/insubordination toward teachers or staff
  - Bullying
  - Possession or use of tobacco, alcohol, or drugs on school grounds
  - Possession or use of a weapon on school grounds

- Vandalism
  - Violence toward students, faculty or staff
  - Use of obscenities
  - Refusal to cooperate with school authorities
- Only the principal or pastor may suspend a student from school. At the discretion of the principal and pastor, students may be asked to withdraw from school. If parents do not willingly cooperate, the student will be expelled.

### **Bullying**

It is St. Cecilia School's intention to provide a safe environment for all individuals. Therefore, St. Cecilia School will not tolerate any form of bullying and/or harassment. **Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.** Students, parents, and teachers are expected to report bullying behavior to the classroom teacher AND the principal. The principal will investigate all reports of bullying and harassment. Any student that has bullied or harassed another student or staff member will face disciplinary action. The administration reserves the right to use discretion in determining the appropriate consequence(s) in individual situations.

Bullying/harassment is defined as any type of action, physical, verbal, and/or nonverbal, that is unwelcome, makes someone feel uncomfortable and unsafe, and prevents students from learning and enjoying school. This includes behavior that threatens the physical, spiritual, and/or psychological well-being of another student, such as, but not limited to, the following:

- |                    |             |                                      |
|--------------------|-------------|--------------------------------------|
| • Name-calling     | • Put-downs | • Taunting                           |
| • Baiting          | • Teasing   | • Imposing physical harm             |
| • Social exclusion | • Coercion  | • Internet Use/Blogging/Social Media |

### **Drugs, Tobacco, and Alcohol**

Students who possess drugs, vaping products, tobacco, and/or alcohol at school or at any school function face disciplinary action. This will also be reported to the local authorities.

### **Transgender Guidance**

In Catholic schools, all curricular and extra-curricular activities are rooted in and consistent with, the principles of Catholic doctrine. Catholic schools:

- \* Support students with gender dysphoria by treating them with sensitivity, respect, mercy, and compassion.
- \* Require that participation on school teams be according to biological sex.
- \* Require that names and pronouns be in accordance with the person's biological sex.
- \* Designate Catholic sex education, uniforms and gender appropriate dress, bathrooms, locker rooms, showers, and sleeping accommodations on trips according to biological sex.
- \* Maintain names in school records according to the student's biological sex.
- \* Provide reasonable accommodation to a restroom for use by any student who desires increased privacy.

## **STUDENT SERVICE OPPORTUNITIES**

St. Cecilia School develops in each student an understanding of God's call to be good stewards of the environment and of those around us. The goal of student service work is to instill in students the importance of giving of their time and talents to others. Each grade level participates in a service learning project during the school year. Students in grades 4-8 must also begin serving others outside of the school day through student service opportunities.

A service opportunity is when a student volunteers his/her time and talents to help someone else in need. Instead of tracking the number of hours volunteered, students must instead record the type of experience and submit a written review of the service work to his/her religion teacher according to the guidelines the teacher has established. Students must volunteer in a variety of ways. There are four areas where students need to gain a service opportunity experience. They include volunteering to assist their family, church, school, and community.

Student service opportunities are part of the Religion grade. Students must complete the specified number of service opportunities during the school year and turn in their written review to receive a grade. Students are encouraged to spread out their service work so they do not become overwhelmed late in the year trying to complete the requirements.

Grades 4-5 – 5 opportunities of service

Grades 6-8 – 10 opportunities of service

Throughout the school year, there may be opportunities for students to volunteer for service work around the church and school. However, it is up to students to find service opportunities and complete the obligation on their own or with the help of their parents. Student service opportunities must be obtained outside of the school day. Students should seek the advice of their Religion teacher if there are any questions.

## **STUDENT RECOGNITION**

At the end of each trimester, the school will hold an awards assembly to recognize students for their outstanding achievements. The following awards will be given during this assembly:

Accelerated Reader Award – Students who have met their point's goal in the Accelerated Reader program will receive recognition.

Best Effort Award – Students from each homeroom will be chosen for the best effort award. The student must exhibit excellent work habits and always put forth their best work. This award is based on hard work rather than grade point average.

First Honors With Distinction – Students that have earned a G.P.A. of 3.95 or higher for all of their subject areas combined and have a satisfactory conduct grade will receive a certificate for their achievement.

First Honor Roll – Students that have earned a G.P.A. of 3.75 – 3.94 for all of their subject areas combined and have a satisfactory conduct grade will receive a certificate for their achievement.

Second Honor Roll – Students who have earned a G.P.A. of 3.25 – 3.74 for all of their subject areas combined and have a satisfactory conduct grade will receive a certificate for their achievement.

Crusader Award – One student from each homeroom will be chosen for the Crusader Award. The recipient of this award works hard in school, is kind toward their teachers and classmates, is helpful, positive, and has a Christian attitude.

### **8th Grade Graduation Recognition**

Eighth grade students will receive recognition during the promotion ceremony at the end of the school year. At that time, the following awards are given:

Subject Awards – The student is chosen based on overall academic performance, effort, and enthusiasm for the subject.

Good Citizenship Award – The student who exhibits dependability, cooperation, leadership, patriotism, clean speech and habits.

Outstanding Student Award – The recipient of this award must excel in all academic areas. The student must be respectful, responsible, and show leadership throughout their time at St. Cecilia.

### **TECHNOLOGY**

St. Cecilia School provides various forms of technology to students for educational purposes. In the beginning of each year, students and parents must consent to the school's guidelines on acceptable use of technology in order for their child(ren) to use the school computers. Any student who violates the acceptable use policy will face disciplinary action and may have their computer privileges revoked. This decision rests with the principal and/or pastor and is final.

#### **Technology Use**

Technology users are responsible for appropriate behavior while using all computer resources at St. Cecilia School. The following guidelines should be followed to ensure acceptable use:

- The computer will be used for educational purposes only.
- The computer will only be used while under the supervision of a faculty or staff member.
- The computer settings may not be changed unless permission from a faculty or staff member is given.
- Transferring, including downloading or uploading files or software to or from a school computer without permission from a faculty or staff member is prohibited.
- Users will not vandalize, or intentionally damage computers, computer systems, or computer resources, including the creation of computer viruses.

#### **Internet Use**

The internet is provided by St. Cecilia School and allows users to conduct research and explore the web for information. The internet should only be used to support the educational objectives of St. Cecilia School. St. Cecilia School utilizes programs to prevent inappropriate material from being accessed by users. However, users must use the internet in a respectful manner and their

behavior must follow the St. Cecilia Code of Conduct. The following guidelines should be followed to ensure the internet is used properly:

- Social networking sites may not be accessed using school computers.
- Copyright and plagiarism rules and laws must be followed at all times.
- Passwords must be kept private.
- Users should not access sites using another person's password nor should they use the password to take homework, quizzes, or tests for another user.
- In the event that questionable or inappropriate material is accidentally accessed it must be reported to a faculty or staff member immediately.
- Users may not send or view offensive messages or pictures.
- Users may not harass, attack, or bully others.

### **Social Media Sites**

Social networking accounts are a big part of our society, but their use in regards to St. Cecilia Catholic School must be positive. In accordance with our school's Acceptable Use Policy, defamatory comments about the school or its employees made by parents at any time on a social networking site is a breach of the parent/school partnership and may be grounds for a student(s) being dismissed from the school. Use of the school name, teacher name, and/or school logo in establishing such groups, is not permitted. In addition to security measures, St. Cecilia School and all of its subcommittees will not be permitted to use the full names of any student that coincides with a photo of the mentioned student on any social media forum or website. Full names may only be used if no photo is presented and with parental permission. (See photo policy form).

### **Privacy**

St. Cecilia may monitor and access the network, files, messages, and data sent, received, or stored on the network or any device that is connected to the network. All users must keep their information and those of others private. This includes personal information as well as photos.

### **Consequences**

Failure to comply with any of the above stated rules and guidelines may result in the loss of computer privileges and/or disciplinary action. If the action violates the law, it will be reported to local authorities. The school may hold students responsible for their actions on the computer and/or internet outside of school if it is impacting the school environment and violates the Student Code of Conduct.

### **Equipment**

All users will be held responsible for lost, stolen, or damaged equipment. The user responsible may be required to pay all replacement or repair costs.

### **Future Technology**

St. Cecilia School reserves the right to make decisions regarding new forms of technology. By signing the Handbook Agreement Form, parents and students acknowledge that they have read and understand the rules for technology use at St. Cecilia School and will abide by them.

## **Chromebooks**

St. Cecilia Catholic School Chromebooks are not covered by insurance. You may purchase insurance by filling out a form and sending to the school office to keep on file. The cost for insurance is \$30 per student/chromebook. Parents are responsible for providing the school with the \$275 replacement cost to the lost or damaged item. This responsibility includes repairs or replacement if a student damages his/her own Chromebook. If one student is responsible for damage to another student's Chromebook (accidentally drops something on the Chromebook, knocks it off of a student's desk, or any other accidental or intentional damage), accident reports will be completed by both involved students. Teacher and other students' witness statements will be sought. Parents of both involved students will be contacted and a fair settlement for repair expenses will be determined.

A student who damages his/her power cord is required to purchase a replacement. These cords are widely available at Amazon, Best Buy, etc.

The school does not supply loaner Chromebooks. If a student's Chromebook is damaged, it will be repaired as soon as possible, but the student will be without a Chromebook until the repair/replacement is completed. The student will still be responsible for completion of assignments. Full restitution should be made within 14 days of notification of the damages, unless other arrangements are made with the School Administration.

Students and Parents are required to fill out a Chromebook Agreement Form which states their full responsibility in the use of a St. Cecilia Catholic School. This form can be found on the school website or obtained from school administrators.

## **MISCELLANEOUS**

### **After School Program**

St. Cecilia School offers an after school program. The program operates from dismissal at 2:15 until 6:00 pm. After 6pm, a fee of \$1 per minute should be paid to the staff member when picking up your child. The after school program is available for a fee Monday through Friday and is organized and supervised by St. Cecilia staff members. To register your child, you must contact the school office. The registration fee and form must be sent to the school office prior to students being permitted to use the aftercare service. Continued use of the aftercare requires families to keep their account balances current and students to abide by the aftercare rules.

### **Cell Phones**

Students should not bring cell phones or SMART devices to school. If your child must bring a phone or SMART device for use after school is dismissed, they must check them into the box with their homeroom teacher prior to 7:20 AM. All cell phones must be reclaimed by 2:05 pm. Failure to follow this procedure will result in disciplinary actions and could result in the confiscation of cell phones which will then be released only to parents or guardians.

### **Grievance/Concern Procedure**

At times, disagreements may occur between parties regarding school matters. In order to voice the concern and seek a resolution, the proper chain of command should be followed. Families

should begin with the person directly involved or responsible and work through the chain of command until a satisfactory resolution has occurred. The steps are listed below:

1. Discuss the matter directly with the staff member involved.
2. Schedule an appointment with the Principal.
3. Schedule an appointment with the Pastor.
4. A final step requires that a written grievance be sent to the school board President at least 2 weeks prior to the next meeting where it will be reviewed for resolution assistance or referred to the Diocese of Covington.
5. After determination that the subject matter is relevant for board consideration and the proper protocol above has been taken by the requestor, the item shall be placed on the agenda for an initial presentation of no more than five minutes to the Board.
6. For those individuals, who attend a given Board meeting as a sit-in, shall abide by the code of conduct for a BOTCE meeting of which no outward discussions or interruptions will be accepted until adjournment takes place.

### **Field Trips**

Field trips enhance the educational experience. Since field trips have an educational purpose, they are not an optional experience for students. However, students may be denied participation if they fail to meet behavioral requirements.

A permission slip will be sent home prior to the planned trip. The approved form **MUST** be signed by a parent or guardian and returned to school by the specified date. No student will be permitted to go on any field trip without the properly signed permission slip.

Students may be assessed a fee to cover transportation and any entrance cost involved. Should a student be absent/unable to attend, there will be **NO** refunds given.

When school buses are the mode of transportation for the field trip, all students will ride to and from the field trip on the bus.

St. Cecilia School must abide by the State of Kentucky seat belt and booster seat laws. If a child is required by law to ride in a booster seat, it is the obligation of the parents to provide the seat for their child or their child may not attend.

### **Lost and Found**

Any items found in the school building or on the school grounds should be placed in the lost and found outside of the school office. Items will be kept for 30 days. After 30 days, the items will be donated to St. Vincent de Paul.

### **School Lockers**

Each student in grades 5-8 is assigned a locker to store clothing, textbooks, and school supplies. In order to maintain a quiet atmosphere for class, students are allowed to go to their lockers only at specified times. The school reserves the right to inspect the lockers at any time.