

# SAINT CECILIA CATHOLIC SCHOOL

## *Family Handbook*

**2023 - 2024**



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*“To Serve as Jesus Did”*

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***RIGHT TO AMEND***

***St. Cecilia Catholic School reserves the right to amend this Handbook. Notice of such changes or amendments will be sent to parents/guardians via e-mail and/or written communication.***

# ST. CECILIA CATHOLIC SCHOOL FAMILY HANDBOOK

## MISSION STATEMENT

St. Cecilia School's mission is to create an atmosphere of joy, to nurture a child's natural curiosity, and to stop for prayerful pauses. Our endeavor is to create an environment that develops the whole person while stimulating critical thinking under the framework of Catholic Social teachings.

### VISION:

The vision of Saint Cecilia Catholic School is to shape and form Saints and Scholars.

### CORE VALUES:

At its heart Saint Cecilia Catholic School is a community in pursuit of these goals:

- ACADEMIC EXCELLENCE and individual attention
- SPIRITUAL GROWTH where every individual discovers the importance of Christian faith in their lives.
- ARTISTIC AND PHYSICAL DEVELOPMENT where every individual is challenged and inspired.
- EMOTIONAL SUPPORT where every individual is valued and respected.

## SCHOOL MOTTO

*"TO SERVE AS JESUS DID"*

Students are reminded daily of the behavior expected of them. With Jesus as our model and guide, children are encouraged to live and follow Christ's example of service.

## HISTORY

St. Cecilia Catholic School, conducted by the Sisters of St. Mary of Namur, opened in 1935 under the direction of Msgr. William. M. Robinson. The first year the Sisters taught 50 children in two rooms. In 1954, a building campaign was undertaken, resulting in the construction of the existing plant.

The school presently consists of twelve (12) classrooms, library/media center, cafeteria, SMART lab, computer lab, and auditorium/gymnasium with well-equipped stage and seating for 900.

Today, St. Cecilia Catholic School serves students living in the southeast and southwest districts of Dallas. It offers classes from Pre-Kindergarten aged 3 through the eighth grade, with a faculty and staff of dedicated individuals.

St. Cecilia Catholic School has an Extended Day Program providing after school care until 6 p.m. Classroom teachers and Title 1 teachers offer after school tutoring for students at risk.

The school has many extra-curricular activities which currently include a variety of sports (soccer, basketball, volleyball, and cheerleading), Scouts, Drama Club, Student Council, Music, and Running Club. These activities are supported by volunteers who have received training and passed background checks.

The purpose of the school is to cultivate the intellect, ripen the capacity for right judgment, provide a sense of values, and to ready the students for further education in an atmosphere of service to the community. Each morning, our day begins with a prayer service that ends with the Pledge of Allegiance.

## **ACCREDITATION**

St. Cecilia Catholic School is accredited through the Texas Catholic Conference Education Department and through that group by the Texas Education Agency. The accreditation program of the Texas Catholic Conference is designed to assist and support Catholic schools, fulfilling the educational mission of the Church, by providing a comprehensive quality education based on Gospel values. The most compelling reason for having a school accredited is to add distinction to its existing quality and esteem and to assure the credibility of the education received.

## **NON-DISCRIMINATION STATEMENT**

St. Cecilia Catholic School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate based on race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

## **SEXUAL HARASSMENT STATEMENT FOR THE ROMAN CATHOLIC DIOCESE OF DALLAS**

Sexual harassment violates the mission and policies of the Roman Catholic Diocese of Dallas. Harassment by or of a student, parent, faculty member, or another individual related to the school or church is unacceptable and will not be allowed.

## **CHILD ABUSE LAWS**

St. Cecilia Catholic School abides by the Child Abuse Prevention, Adoption, and Family Services Act. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services.

## **TITLE IX**

St. Cecilia Catholic School adheres to the tenets of Title IX: “No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

## **FAMILY EDUCATION RIGHTS AND PRIVACY ACT**

St. Cecilia Catholic School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent through the U.S. Mail or electronically. No records will be given to parents to transport to the new school. Special handling will require that all postal fees be paid by the parents.

To request records/transcripts, students should submit forms to the St. Cecilia School Office, allowing five schooldays for the request to be fulfilled.

***No records will be sent to transferring schools of students whose financial commitment is in arrears.***

## **ORGANIZATIONAL STRUCTURE**

St. Cecilia Catholic School exists and operates based on the educational mission of St. Cecilia Church. As such, the administration of the school includes:

### **Pastor**

The pastor is the chief administrator of the parish. He is canonically responsible for all organizations within his parish. The Pastor is both spiritually and fiscally responsible for the school.

### **President**

The president is the chief executive officer of the school. The president's role is to provide a vision for Catholic education within the parish school and community. The leadership duties include spiritual, educational, public relations, fundraising, marketing, enrollment, and finance. The President is the external face to the community to build relationships and raise awareness that will lead to providing the school with necessary resources to carry out the mission of the school.

### **Principal**

The principal is the educational leader of the school and directly responsible to the President for the administration, operation, and development of all programs of the school and the planning and coordination of the school's educational policy. The principal is responsible for developing a school strong in academic achievement, students' services, extracurricular activities ensuring an effective day-to-day operation of the school.

### **Director of Curriculum & Instruction**

The Director of Curriculum and Instruction provides oversight for curriculum and instruction, coaching the teachers, leading professional development, leading data-driven decision-making, and managing all student academic assessments and student services.

### **Administrative Assistant/Health Coordinator**

The administrative assistant serves as a source of information to the parents, teachers, and children and assists the principal and teachers with clerical work. The health coordinator is responsible for maintaining the appropriate health records and student screenings.

### **Business Manager**

The Business Manager works with the president and pastor to coordinate financial matters including preparation of budgets, managing the annual audit, and handling the school's expenses and investments. The manager reports the school's quarterly financial results to the president and pastor and advises them on all aspects of the financial health of the school.

### **Faculty/Staff Members**

The faculty, using experience and initiative, create an atmosphere in which children are motivated to learn according to the curriculum objectives designed by the Diocese. Teacher aides provide professional service to the faculty.

### **Guidance Counselor**

The guidance counselor is made possible through federal titles funds. This individual has a documented process that works to meet the needs of the students.

### **School Advisory Council**

The Council serves as an advisory group to the Pastor and President in the administration of the school as regards to policy development in the areas of Academics, Catholic Identity, Marketing and Admissions, Facilities, Strategic Planning, and Finances. Members meet monthly. They are appointed annually to the Council by the President with suggestions from the School Advisory Council.

### **Parents**

The church teaches that parents are the primary educators of their children. Having made the decision to give their child(ren) a Catholic education, they remain a critical component of this educational partnership of student, teacher, and parent. Parents are encouraged to work with the faculty and staff to ensure what is best for the children.

### **Volunteers**

Friends of St. Cecilia Catholic School assist the school by volunteering time and talent for the betterment of the school community. Volunteers assist the school in providing for the development and education of the students and are a great benefit to the school. There are many opportunities to become involved in the life of St. Cecilia Catholic School. All volunteers are screened and follow the guidelines for the Diocesan Safe Environment Program.

#### **St. Cecilia School Home & School Association**

The purpose of the Home and School Association is to promote a positive relationship among the home, school, and church; to improve and increase communication; support the teachers; and to help provide the best possible learning environment for the children. This is accomplished through parent involvement and participation.

#### **The Dad's Club**

The purpose of the Dad's Club is to serve the school with volunteer and community building opportunities and to raise funds that support the school.

The Benefactors of St. Cecilia Catholic School are parishioners and local/national resources who contribute and assist in providing educational programs for our students.

## **RELIGIOUS FORMATION**

St. Cecilia Catholic School begins every day in prayer as a school community. Classes take turns leading the school prayer service. Students attend religion classes every day except on Friday, depending on grade level.

Students in Kindergarten through eighth grade attend weekly Mass. At this event we have special intentional prayers for religious vocations and share a Vocational Chalice, that classes take back to their room and pray throughout the week. Homeroom classes (4<sup>th</sup>-8<sup>th</sup>) take turns providing altar servers and lectors. Family members are always invited to attend these Friday Masses. Following Mass on the first Friday of each month students participate in the Exposition of the Blessed Sacrament.

During certain months of the year, the Rosary is recited in honor of the Blessed Mother. During Advent and Lent, students may participate in special prayer services such as Benediction and the Stations of the Cross. Advent is concluded with a special birthday party for the Infant Jesus in lieu of class parties. Baby gifts from the students are donated to a local charity. The Sacrament of Reconciliation is offered to students on a regular basis.

Families are invited to attend the All-School Family Masses. We take this opportunity to pray together and to give thanks for the many blessings that Our Heavenly Father has bestowed upon St. Cecilia Catholic School. Families will be notified of times and dates.

## **SACRAMENTAL PREPARATION**

The threefold purpose of Catholic Schools is to foster growth in our faith, build community and to serve others. The sacramental life of the children of the Catholic tradition is a vital component of the religion program at St. Cecilia Catholic School.

- Preparations for three sacraments, Reconciliation, First Communion, and Confirmation, form the core of instruction in second and eighth grade. In accordance with the diocesan guidelines, candidates for First Communion will receive the sacrament of Reconciliation prior to First Communion. These Sacraments are only conferred to students in the Roman Catholic tradition; however, all students in second and eighth grade will participate in the class as an academic course. Parents of first grade students are responsible for and prepare the reception following First Communion.
- Older students who have not received the Sacrament of Baptism, Reconciliation or First Communion will have an opportunity to enroll in these sacramental preparation classes in the spring. Students receive the Sacrament of Reconciliation on a regular basis.
- Students interested in becoming altar servers have the opportunity to participate in this training program beginning in fifth grade.

## **ENROLLMENT AND ADMISSIONS**

By signing the acknowledgement and agreement section at the end of this Handbook, parents and/or guardians affirm the following with regards to enrollment and admissions:

We is/are the natural parent(s) or managing conservator(s) of the Student(s) listed below and have the legal authority to enroll Student in the School. Having considered all the facts, I/we believe that enrolling Student in the School for the coming school year is in Student's best interest. I/we understand that School is a Roman Catholic School and that Student's education and the expectations for Student's behavior and the conduct of Student's family in relation to the School community will be consistent with and governed by Christian morals, values, and principles.

I/we have been provided with and have read, understood, and had the opportunity to ask any questions regarding the School's student/family handbook. I/we understand that the handbook is incorporated into this agreement and forms a part of this legally binding contract. As a result, I/we understand that Student's continued enrollment at School during the coming school year is contingent upon compliance with the policies set out in the handbook by Student and by Student's family in their dealings with the School community. I/we understand and agree that failure to comply with the expectations for conduct set out in the handbook may result in discipline, up to and including separation of Student from the School at School's sole discretion and without any right to appeal.

I/we understand that I am/we are responsible for providing the School with a current and complete copy of any court order affecting Student's enrollment in School or the right of a parent or conservator of Student to make educational decisions for Student, communicate with School, or access Student's educational records. I/we understand that it is not School's responsibility to mediate or resolve disputes regarding custody of Student and related matters, and that involving

School in custody and similar disputes requires School to expend unbudgeted time and other resources. I/we have read and agree to the provisions of the School handbook regarding School's right to recover attorneys' fees incurred because of Student or family misconduct and custody and related legal matters.

I/we have informed School of all relevant information regarding any special educational or medical needs of Student and agree to advise School if Student's educational or medical needs change during the school year. I/we agree that School may contact any person who signs this agreement or whose name is provided to School as an emergency contact regarding any emergency involving the Student and may disclose to those individuals information regarding Student's education, behavior, and/or medical conditions as needed.

I/we have been provided with and understand all necessary information regarding tuition, fees, and costs associated with Student's enrollment at School for the coming school year and am/are satisfied that I/we will be able to pay all such tuition, fees, and costs subject to any applicable financial aid awarded. I/we understand that the School's budget for the school year anticipates full payment of all amounts due on behalf of all enrolled students. Accordingly, I/we understand that failure to pay all tuition, fees, and costs in full and on time may, in School's sole discretion, result in Student's separation from School without any refund of amounts already paid.

St. Cecilia Catholic School admits first the children of families who currently have students enrolled in the school. If spaces are available after these students are admitted, then the school accepts other children who meet the admission requirements.

Important Admissions Disclaimer: Diocesan financial aid is determined by required submission through FACTS<sup>®</sup>, not the administration of St. Cecilia Catholic School. St. Cecilia awards in-house assistance using the information obtained from the FACTS<sup>®</sup> application.

## **AGE OF ADMISSION**

St. Cecilia Catholic School follows the diocesan recommendations regarding the minimum age of admission of children. The child's birth certificate, Baptismal certificate or a notarized affidavit is required for verification of age.

- A child entering PK3 will be three years of age on or before September 1 of the current school year and toilet trained.
- A child entering PK4 will be four years of age on or before September 1 of the current school year and toilet trained.
- A child entering Kindergarten will be five years of age on or before September 1 of the current school year and toilet trained.
- A child entering first grade will be six years of age on or before September 1 of the current school year and toilet trained. If a child has completed Kindergarten in an accredited school or is repeating first grade, they will be considered eligible to enroll in first grade.

## **ADMISSION PROCESS**

Families new to St. Cecilia Catholic School must first submit an online application for admission. At the time of registration, all new students seeking admission to St. Cecilia Catholic School are evaluated based on current standardized test scores and report cards.

Requirements include:

- Immunization records
- Health records. including health history and physical examination form
- Birth certificate
- Baptismal certificate (Catholic applicants only)
- Legal name of student
- Copy of student Social Security card
- Transcript from previous school including standardized test results (if applicable)
- Parent (Guardian) name, address, and phone number
- Names of persons authorized to pick up children from school.
- Any court order or agreement for custody (if applicable)
- Other important items requiring discussion and documentation, record of IEP, copies of educational testing, etc.
- Testing for placement
- Agreement with parents to have a student repeat a grade or enter a grade on probation (if applicable)

A final decision on admission and placement is made by the principal based upon the parent/student interview, receipt of records, space limitations, and the availability of an appropriate educational program.

New students to St. Cecilia Catholic School will be accepted on a trial period in which to prove himself/herself both socially and academically. If during this trial period, there are any problems the School reserves the right to take one of the following actions:

- Place the student in a grade level where he/she can progress successfully.
- Require any tutoring and/or testing necessary to aid the student to meet the grade level requirements.
- Recommend placement in another school.

### **ADMISSION OF HOME SCHOOL CHILDREN**

Parents of children who have been home-schooled and are seeking admission into St. Cecilia Catholic School are to provide proper documentation to support evaluation and placement. That information will include, but not be limited to:

- Immunization records,
- Report cards (if applicable),
- Recommendation from the leadership of the home school,
- Grade level/subject testing results.

In addition, standardized testing or admission testing may be required. Parents may be asked to pay for testing that is administered by another agency. St. Cecilia Catholic Home school students shall be placed in the appropriate grade level as determined by the school administration.

### **ADMISSION OF TRANSFER STUDENT**

#### **Placement**

A student transferring from another accredited school or district may be admitted conditionally as the records indicate until placement can be verified. The chief administrator or designated



academic administrator has the final decision regarding student placement. Transferring students and their parents must have reasons for enrolling consistent with the school's Catholic nature. A deliberate choice for Catholic religious instruction and values must be part of that choice. All students are required to participate fully in religion/theology classes and religious services.

### **Timing**

Transfers between schools are generally more successful and less disruptive when they occur at the end of a school year or between semesters. Mid-semester transfers are generally discouraged, except when circumstances make a mid-semester transfer necessary or advisable.

### **Credit for Partial Grading Period**

The principal of each school shall formulate procedures for awarding credit to students who are not enrolled for a complete grading period. The procedures shall include at least the following:

- Students transferring from an accredited school shall have their grades from that school included in determining the final period grades in proportion to the time they represent.
- Students transferring from a non-accredited and/or non-graded school or home school shall have their final grades for that period determined by conferences between the teachers and principal. A performance assessment may be administered by the receiving school to determine class credit. These conferences and the performance of the transferring student shall determine a fair and reasonable grade for schooling received at the non-accredited or non-graded school or home school. A student transferring from another school or district may be admitted conditionally as the records indicate until placement can be verified. The chief administrator or designated academic administrator has the final decision regarding student placement.

St. Cecilia Catholic School honors credits and records from all officially accredited elementary schools. The transfer from another Catholic School is contingent on meeting all withdrawal requirements at the previous school and completing the entrance requirements of St. Cecilia Catholic School.

## **TUITION AND FEES**

Each year in the spring, St. Cecilia Catholic School Advisory Council establishes parish and non-parish tuition rates and fees for the coming year. The registration fee for the next school year will be determined by the School Advisory Council prior to the end of the school year.

- Current tuition rates and fees are available on the website.
- Registration fees for returning students should be paid in full by the deadline or a late fee will be assessed.
- Registration fees are non-refundable.

Tuition does not cover the actual cost of educating a child. Families whose financial situation enables them to pay the actual cost of education are encouraged to do so. Any amount paid over the tuition rate is a donation to St. Cecilia Catholic School and is tax deductible.

All St. Cecilia Catholic School families are financially responsible for the payment of tuition, registration fees, cafeteria fees, library fines, fundraising projects and any other additional fees that may be incurred throughout the year. Tuition is payable in full to St. Cecilia Catholic School by

the first day of school, or the family may choose to make payments through FACTS®. If payment is not received by the 10<sup>th</sup> of the month, a late fee will be added to the payment.

If financial obligations are not met within 10 days of the due date, a family will be considered delinquent, and one or all the following actions may take place:

- the student will not be allowed to attend classes at St. Cecilia Catholic School
- registration for the following year will not be accepted.
- In the case of a graduating eighth grader, the student will not be allowed to participate in graduation ceremonies.

Upon settlement of any outstanding debt, the president will determine the re-acceptance of the family for the following year.

### **Non-Sufficient Funds Policy**

If a check made payable to St. Cecilia Catholic School is returned as dishonored for non-sufficient funds (NSF), the following policy will be followed:

- An NSF fee will be incurred.
- Within 10 days of notice, the check signer shall deliver cash or money order in the amount of the check plus the NSF fee.
- If full remuneration is not received by the expiration of the 10 days, the child will not be allowed to return to school until paid in full.
- After the second returned check, only cash and/or money orders will be accepted for as long as the family is a member of the St. Cecilia Catholic School community.

### **Tuition Assistance**

Families in need of tuition assistance must speak with the principal and complete an online application form through FACTS. Families will be notified in the spring regarding the allocations.

Financial assistance forms are only available online. In addition, a non-refundable fee is due at the time of application. The application deadline to FACTS Grant and Aid Assessment for rapid decision is November 1<sup>st</sup> through January 5<sup>th</sup>, for all others, April 1<sup>st</sup>.

## **FUNDRAISING PROJECTS**

Tuition alone does not cover the expense of education at St. Cecilia Catholic School; therefore, fundraising projects require the support of the entire community to insure the financing of the education program. Fundraising participation is required of all families whose students attend St. Cecilia Catholic School. The fund raisers include a variety of events and online giving programs and/or raffle. The school's financial situation determines the necessity of additional fund-raising events. Other fund-raising opportunities are offered, and families are invited to participate.

## **SCHOOL HOURS**

At St. Cecilia Catholic School, we work in partnership with parents to enable each child to develop as an independent learner. Parents should allow their child(ren) to enter the school building on their own each morning. Various classes may invite parent involvement or visitation on particular occasions.

### **Arrival**

The school doors are opened for students at 7:00 a.m. Adult supervision is provided in the school cafeteria before school beginning at 7:00 a.m. Breakfast is served from 7:00 a.m. to 7:30 a.m. At 7:30 a.m., the students move to their classrooms. Please be on time if you wish for your children to eat breakfast at school as the cafeteria closes at 7:30 as we prepare for the start of the school day.

All parents are to drop their children off at the west side driveway. Students must exit and enter from the right (passenger side) of the car. Children will be non-contact temperature screened in the car.

**For the safety of children and school personnel, St. Cecilia is a closed campus, and all doors will remain locked throughout the day.**

Parents enter the ramp from Mary Cliff Road. Drive up the ramp and turn right. Stop in front of the school doors and drop off children. Follow the road and exit down the north ramp onto Mary Cliff. If a student is eating breakfast, they will be directed to the cafeteria for breakfast and sent to their homeroom class. Other students will go immediately to their homeroom.

### **Dismissal**

School is dismissed at 3:15 p.m. for students in grades Pre-K through 8th grades. To provide for safe social distancing, students will be dismissed at different locations around the building. Parents who are picking up different aged children will be asked to pick up all children at the west side doors. Teachers will assist in bringing students to the designated door and helping them safely into their cars.

All vehicles must display the official dismissal card for a child to be allowed to enter the vehicle. Without this card, the driver will be asked to sign-out their child. Please have identification available for the teacher on duty. Once in the vehicle, all students must buckle-up for safety.

Teachers are stationed in the parking lot to provide for the security and safety of our students. Parents are asked to respond quickly and courteously to any request made by a teacher. The speed limit in the driveway is 5 MPH. Children are not allowed to walk to a parked car without teacher supervision.

**REMINDER: Use of a wireless communication device is prohibited in a school zone unless the driver is using a hands-free device or the vehicle is stopped, according to the Texas Transportation Code.**

Students not picked up by 3:30 p.m. will go to the front office where they will be watched by a school staff member until 3:45 p.m. At 3:45 p.m. students will be placed in the Extended Day Program automatically (if the Extended Day program is operational) or will be sent to their after-school extracurricular activity. Our Late-Fee Pick-Up Policy follows.

### **Early Dismissal**

Early dismissal days occur periodically in the school calendar. No extended day/after school care will be offered on early dismissal days.

### **Late Pick-Up Fee**

No child may be left unattended in the school building. Children not picked up by 3:30 p.m.

will be placed in the extended day program. Children must be signed out with the extended day staff. Children not picked up by 3:45 p.m. will be charged the Drop-In Fee. The charge will be put on the family's FACTS account.

### **Students Leaving School During the School Day**

If a pupil must leave school during the day or before dismissal, a written request or telephone call from the parent must be presented to the office. **Any student who is dismissed prior to the end of school must be signed out by his/her parent/guardian through the school office.** An early dismissal log is kept in the school office. Students are responsible for any missed homework, assignments and/or classroom work and it is due the following day.

Parents picking up students during the school day are to park and enter the building through the main entrance on Mary Cliff Road. The student will be called out of class and can be signed out by the parent/guardian. If student(s) will return to school, the re-admission procedures will be repeated by office personnel.

### **Appointments During the School Day**

Every effort should be made to avoid scheduling appointments for students during the school day to prevent the loss of instruction. In the case such an appointment is unavoidable, parents must notify the office indicating the date and time of the appointment. Students should attend classes before and after appointments. **Parents must sign their child out following the above procedures.** The student will not be called from the classroom until a parent arrives and calls the office. Upon return to school, the student reports to the school office for screening and upon arriving in class relinquishes the doctor's Return to School form to their homeroom teacher. Remember, St. Cecilia is a closed campus and visitors/parents will not be allowed inside the school building without authorization.

### **Student Release to Authorized Individuals Only**

Students are released only to custodial parents, legal guardians, or adults authorized by the parent/legal guardian. The custodial parents/legal guardian provides the authorization for such release by a note or phone call to the office.

## **INCLEMENT WEATHER OR INCIDENTAL SCHOOL CLOSURE**

In the event of the school is to be closed or delays opening, the information will be posted on the school website and Parent Alert and/or email will be sent to everyone. St. Cecilia School will implement e-learning protocols and students will be expected to follow those rules and procedures.

If a school day is to be terminated early due to unforeseen circumstances, notice will be communicated to parents via RenWeb/FACTS. Parents are responsible for ensuring that the school office has the most current cell phone numbers and email address. The official dismissal card is required for a child to be released. Without this card, the parent/guardian will be asked to sign-out their child. Identification is to be shown to the teacher on duty.

## **ATTENDANCE/ABSENCES/TARDIES**

Parents should make sure that their child's attendance at school, in person or virtually, has priority over all other activities. There is no way to make-up a missed day, as it is not possible to replicate class discussion, hands-on activities, and much instruction. If the student is going to be absent, in

person or virtually, the parent must notify the office by 9:00 AM on the day a student is absent. Assignments will be posted for students on Microsoft Teams (by request).

Upon a student's return to school, a note must be sent by the parent stating the cause of the absence. If a student is absent for more than three consecutive days, a doctor's excuse must be provided. A child must be in school, in person or virtually, a minimum of 2 hours to be counted as half a day, a minimum of 4 hours to be counted as a full day of attendance, as stated by Diocesan policy.

Parents of absent students will receive an automatic notification from RenWeb/FACTS. Please notify the office if this an error. Students who miss 3 consecutive school days may be required to attend after-school tutoring with the appropriate teacher.

### **Excessive Absence**

Should absences (excused or unexcused) occur frequently, in person or virtually, parents and the student will confer with the principal. If a student has excessive absences during the school year, the student may be required to attend and pass an accredited summer program, may be retained in the present grade, or may not be allowed to attend St. Cecilia Catholic School the next school year.

Student absences, both in person or virtually, may be excused for the following reasons: personal illness, illness or death in the immediate family, or other unusual reasons approved at the discretion of the principal. Families whose children must miss school for other unusual reasons must request approval from principal as soon as they are aware of the need for the absence. Approval for the absence must be given before the absence occurs.

### **Unexcused Absence**

An unexcused absence is defined as an absence from school, in person or virtually, without approval of the administration. A student with 4 or more absences in a quarter is in jeopardy of violating the 90% attendance rule for the state of Texas. The student may be required to attend and pass an accredited summer program. Written notification will be sent to the parents/guardians of a student whose continued absence approaches the stated limit.

### **Extended Absence**

As soon as parents are aware of the need for an extended absence of a student, they should communicate that information to the administration and the classroom teacher(s). A student who is absent, in person or virtually, for an extended period is responsible for all assignments and work (including tests and quizzes) missed during this absence and must make up the work within one week of return to school.

Teachers will send the day's work daily in Teams, upon request, for students who plan an extended absence. Student assignments are posted and sent to families on the weekly syllabus and in Teams. This allows absent students to know and complete their classwork during their absence, as appropriate.

If a student fails to turn in an assignment within one week of the due date, they will receive a zero (0) for the assignment.

Students with excessive absences may be required to attend and pass an accredited summer program. Written notification will be sent to the parents/guardians of a student whose continued absence approaches the stated limit.

### **Tardies**

Tardiness disrupts the instruction in a class, in person or virtually, and affects all students in that class as well as the tardy student. Students who arrive after Morning Prayer/Mass begins will be marked tardy. Tardies are excused or unexcused.

### **Excused Tardies**

An excused tardy, in person or virtually, is one due to illness, medical appointments, family emergencies, or weather-related problems. The excuse must be reported by the parent by telephone or email.

### **Unexcused Tardies**

Tardies, in person or virtually, which occur frequently for the same reason, and/or result from the actions of the student or the parent may be unexcused. In the case of excessive tardies, failure to resolve the issue may result in mandatory summer school or jeopardize the student's continued enrollment or re-admission to the school.

## **CURRICULUM**

The Catholic School shall be distinguished by its unique curriculum which shall be designed to provide instruction not only in human knowledge and skills, but also in religious truths and Gospel values.

All students are expected to perform academically, in person or virtually, to the best of their abilities. The development of a child is multifaceted. The intellectual, emotional, physical, and spiritual areas all require care and nurturing for the formation of a healthy child. We recognize this process by utilizing developmentally appropriate teaching practices. A Diocesan Curriculum serves as a model for content and pacing at each grade level. Our goals for each student are as follows:

- Help each student find satisfaction in learning,
- Guide each student to an understanding that subject matter skills are tools to use in recognizing and solving problems,
- Assist each student in developing self-confidence through hard work and accomplishment,
- Encourage each student to think creatively and imaginatively,
- Encourage students to explore ideas,
- Guide the student to assume responsibility for his or her own learning.

### **Academic Fairs & Competitions**

A Science Fair and Social Studies Fair are held each year. Additional opportunities may also be planned during the school year. Students participate in each event, receiving a grade for their individual work.

### **Academic Testing**

Iowa Assessments™ and CogAT® are national standardized tests administered to all St. Cecilia students in kindergarten through eighth grade according to the diocesan schedule. Test results are given to the parents. Teachers use the results in curriculum planning and development.

## **Grading Scale**

The grade scale for grades 2nd-8th is as follows:

- A (100-94)
- B (93-85)
- C (84-76)
- D (75-70) and
- F (69 and below)

The grade scale for First grade is:

- E (Excellent)
- G (Good)
- S (Satisfactory)
- N (Needs improvement) and
- U (Unsatisfactory)

The grade scale for PreK and Kindergarten is:

- G Good Progress
- W Working on Skill
- / Not Applicable

The CONDUCT grade scale for 1st-8th grades is as follows:

- E (Excellent)
- G (Good)
- S (Satisfactory)
- N (Needs to Improve) and
- U (Unsatisfactory)

## **HOMEWORK**

Formal home-study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences.

### **Homework Guidelines**

Students should be instructed in study skills, which include scheduling of time to complete assignments, in person or virtually. Time allocation for long-term assignments should be incorporated into daily study schedules. Homework may be assigned to students Monday through Friday.

Students are expected to meet all assignment deadlines. When a student fails to complete assignments, this may result in the student's inability to participate in special and/or extracurricular activities. Homework detention may also be issued at the discretion of the teacher and/or principal.

When a student is absent, in person or virtually, it is the student's responsibility to make up any missed assignments. Student assignments are posted and sent to families on the weekly syllabus and in Teams (on request). Students will be given one day for each day of absence to turn in the missing work. Points are deducted for assignments that are turned in late. A zero (0) will be given if an assignment is never completed.

Teachers are expected to communicate with families regarding a student's level (on-, below-, above-) through email, conferences, and on the weekly progress reports. Report cards will also indicate on which level the student is working.

### **Academic Dishonesty**

Academic dishonesty of any type will not be tolerated. Such dishonesty may include but is not limited to: conduct associated with the classroom learning environment, cheating, and/or plagiarism. St. Cecilia Catholic School expects students to do their own homework, to test without using unauthorized help, and to submit original work for all assignments. Students are to deny all requests to copy class work, homework, and tests. Students shall not misrepresent the work of others as their own.

Students who choose this may face a failing grade, detention, suspension, and/or expulsion. A student who is involved in dishonesty may also be unable to participate in sports and other extracurricular activities.

### **Homework Due to Illness/Vacations/Planned Absences**

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times to eliminate the need to interrupt a child's learning process. **Student assignments are posted and sent to families on the weekly syllabus and in Teams (on request). It is the student's responsibility to access and complete this material in the allotted time upon their return.**

### **Missed Assignments**

Students are responsible for any assignments missed during an absence, whether the absence is due to illness, a doctor's appointment, or an extra-curricular activity. A teacher may take points off for any assignments turned in past the due date. A zero (0) will be given if an assignment is never completed and turned in.

Students will be given one day for every one-day of absence to complete make-up work. If there are extenuating circumstances, a teacher may, in a conference with the parent/guardian, vary these terms. Teachers must be in constant communication with an absent student's family throughout that student's absence.

Teachers will NOT be responsible for preparing and sending work with a student who plans an extended absence. The work must be made up after the student returns. Student assignments are posted and sent to families on the weekly syllabus and in Teams (on request). This allows absent students to know and complete their classwork during their absence, as appropriate.

A parent may call the office for a student's missed work when the absence is due to illness; every effort will be made to have the work-ready by the dismissal of the same day.

### **Daily Planners**

Students in grades 2 through 8 use a daily planner to record homework, etc. Planners **must** be purchased through the school. Parents of students in grades 2 through 5 must sign the planner daily, indicating that they have read the homework assignments. Communication is essential to the success of the student. Homework will be posted by all teachers on the weekly syllabus and in Teams (upon request). All students, in person and virtually, will be assigned to appropriate Microsoft Teams classes and different online platforms which they will access for



assignments. Parents will be granted access to the online platforms using their student's credentials.

### **Academic Responsibility**

Academic success is a shared responsibility between the student, the parent, and the teacher. The key is communication among those three parties for the benefit of the student. At the beginning of the school year, teachers will post after-school tutoring times and homework detention information to inform parents as to when they will be available to help a student who may be struggling.

## **TUTORING & READ NATURALLY®**

Tutoring/Remediation during the regular school year is an extension of regular instruction. Teachers provide one to two days of tutoring for struggling students each week. Teachers will notify parents of the tutoring schedule, post a copy in the classroom, and provide a copy to the office. At the discretion of the teacher and/or the parent, a student may be recommended for tutorial help if they hold an average of 76 or below in a content area.

Read Naturally® is a research-based reading intervention program used by St. Cecilia. In an effort to help students improve their reading ability, this after-school program will be offered for any student assessed as reading below grade level. Participation in this program will be determined through assessment with several tools and communicated to the parents by the program coordinator teacher. The program will operate 4 days each week throughout the school year, at no cost to the family.

## **DIFFERENTIATED CURRICULUM AND MODIFICATIONS**

It is the teacher's responsibility to differentiate the curriculum to meet the needs of all students. This includes challenging the academically gifted and providing remediation for the academically challenged.

Students who have been tested by a professional and have a diagnosis identifying them as "learning different" may have a modification plan approved by the principal and on file in the office. Teachers review these test results and recommendations and follow the recommended plan that will assist the student in the learning process.

The principal, and Director of Curriculum and classroom/homeroom teacher(s) will meet with families whose child(ren) have documented learning differences. The documentation will be revisited and updated at regular intervals. The school will assist families in obtaining referrals for evaluation through Child Find and other local resources.

## **GRADUATION**

Requirements stated in the accreditation handbook of TCCB ED must be fulfilled by each student before the formal status of "graduation" is conferred. **In addition, all financial responsibilities of the parent/guardian must be fulfilled before the student is allowed to participate in graduation exercises. Students must have earned a grade of 70 or above in all classes.**

## **PROMOTION AND RETENTION POLICY**

Promotion to the next grade depends on successful completion of all subject areas. The Administration may recommend the repetition of a grade, tutoring, or summer school classes as a requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

The final responsibility for a student's promotion or retention rests with the chief administrator or designee. Such a decision will be communicated to the parents/guardians and Catholic Schools Office no later than one week after the completion of the third quarter. A copy of the decision will be retained in the student's cumulative file.

### **Summer Program**

Students in need of tutorial assistance or who have failed one core subject will/may be required to attend an accredited summer program for any of the following reasons.

- students who struggled throughout the year with low grades
- students who failed one or two core subjects
- students with excessive absences and/or tardies

Proof of successful completion of the program must be turned in to the office before the beginning of the next school year.

In addition, a summer enrichment program may be offered to students. This program may be in person or virtual. The school will communicate this offering to the community.

## **WITHDRAWAL POLICY**

Families must notify the school in writing when planning to withdraw a student from the school.

Registered students who withdraw before the first full day of school are responsible for 1/3 of the full tuition amount.

Registered students who withdraw between the first day of school and December 15<sup>th</sup> are responsible for 1/2 of the full tuition amount.

Registered students who withdraw after December 15<sup>th</sup> are responsible for the full tuition amount.

## **STUDENT SERVICES**

### **Title One**

This program is offered in person or virtually and is financially supported by the federal government through the Diocese of Dallas. The purpose of the program is to give assistance to students in grades 1 through 8 through additional study in the areas of reading and math. Students qualify for the program based on individual test scores and the students' zip code. Contact the school office for more information.

Other services provided are academic counseling and a support program for dyslexic students.

### **Other Student Services (speech, physical or occupational therapy)**

To receive these additional needed student services, parents should contact the district public school where the child would otherwise attend.

## TECHNOLOGY

All students share a responsibility in using technology in the proper way so as not to bring harm to themselves or others.

The school will send home an Acceptable Use Policy outlining the correct and proper use of technology/virtual environment(s) for students and parents to review and sign. Some unacceptable behaviors include but are not limited to:

- Sending, displaying, or downloading offensive messages or pictures.
- Using obscene language.
- Harassing, bullying, insulting, or threatening others.
- Damaging of computer systems or computer networks.
- Violating copyright laws.
- Plagiarism in any form, including submitting documents from the Internet as a student's personal work.
- Using another person's log-on and/or password.
- Trespassing in someone else's folder, work, or files.
- Intentionally wasting limited resources.
- Using the network for commercial purposes.
- Revealing a personal phone number, name or address of oneself or another.
- Defaming the school, the administration, the staff, the Church, or any other members of the school community.

Failure to comply with school policies, in person or virtually, whether in person or virtually, may result in loss of privileges including but not limited to suspension of technological access or in-school suspension.

### Technology Concerns

#### Blogs

Inappropriate engagement in online blogs may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students, or the parish. Hate speech, threats, or racial defamation in any form will not be tolerated.

#### Cell Phones

If a student needs a cell phone after school due to walking home from school, entering a house where no one is home, or attending sport practices or games, he/she **must** turn the phone off for the day and leave it in a location designated by the homeroom teacher. At no time during the day should a cell phone be in a student's possession. Exceptions to this rule can be made by the classroom teacher. **Items found in a student's possession may be confiscated and will be returned to the parent(s) or guardian(s). Items confiscated a third time will be returned on the last day of the school year.**

#### Listening Devices

Students may only use school-issued listening devices (headphones, earphones, AirPods, etc.). They may not use their personal devices at any time.

### **Sexting**

Students involved in possession or transmission of inappropriate photos on cell phones or other electronic devices face suspension and/or expulsion.

### **Texting**

Students should at no time be involved in texting during the school day, whether online or virtually, unless directed by the teacher. Students involved in texting at school face detention, suspension and/or expulsion. As above, hate speech, threats, or racial defamation in any form will not be tolerated.

### **Chat Rooms**

Chat rooms may be used during virtual learning experiences. Therefore, students are expected to be respectful of teachers and other students. Failure to use appropriate behavior and communication expectations may face detention, suspension, or expulsion.

### **Virtual Reality Sites/Social Media Platforms**

Virtual Reality Sites/Social Media Platforms pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but are virtually present within the student's home via a computer. Students whose avatars depict other students, teachers, or school/parish staff in a defamatory light face detention, suspension, or expulsion.

## **EXTENDED DAY PROGRAM**

**When able to meet its minimum enrollment requirements**, St. Cecilia provides an Extended Day Program from 3:30 to 6:00 p.m. Drop-ins will be billed a flat rate. Any children not picked up by 3:45 will automatically go into the Extended Day Program and the family will be charged a drop-in fee that will be added to a family's FACTS® account.

Parents must register their students for the program by filling out a registration form with the front office. The monthly bill will be posted to the family's FACTS account at the first of the month and is due by the 10<sup>th</sup> of the month. To cancel participation in the program, notification must be given by the 15<sup>th</sup> of the previous month.

A snack is provided for all students. The children are supervised in an environment that allows for study and playtime. The parents are required to sign out the students when they leave. Parents/Guardians who pick up their children after 6:00 p.m. will be charged a late fee of \$5/minute per child for every minute past 6:01 p.m.

**The program is not available on half-days.**

## **LIBRARY**

Every grade has a specified library time that supplements the formal reading program. The librarian and teachers strive to aid students in using the collection. Cooperation, courtesy, and concern for library upkeep are the responsibilities of all students. Students are encouraged to obtain library cards from their local public library for additional independent reading and research.

### **Library Procedures**

- Books may be checked out for one week and may be renewed twice.
- Books must be in-hand to be renewed.

- Each borrower is personally responsible for the materials checked out in his/her name.
- Students responsible for lost or severely damaged books will be charged the current replacement cost plus a \$5.00 processing fee.

Students may be denied library privileges if overdue books are not returned as requested by the librarian.

## **CAFETERIA**

Breakfast and lunch are served daily in the school cafeteria. Monthly menus are available at the beginning of each month. Breakfast will be served from 7:00 a.m. – 7:30 a.m.

A sack lunch may be brought from home in lieu of purchasing a meal. It is suggested that an insulated lunch box and cold pack be used to transport a student's lunch. Students may purchase milk with their sack lunch. ***Lunches may not be brought in from fast food restaurants. Soft drinks are not permitted with lunch. Microwaves are available for student use.***

Students in grades PreK – 8<sup>th</sup> grade eat in the cafeteria. ***No sharing of food will be allowed.***

## **STUDENT EXTRA-CURRICULAR ACTIVITIES**

St. Cecilia Catholic School offers a variety of extra-curricular activities for the students. All activities acting in the school's name outside of the classroom are under the direct authority of the principal. The principal has the authority and the responsibility to intervene if the activity is not functioning for the good of the students. **Students are reminded that participation should be limited to 1 or 2 activities at any given time so that these activities do not interfere with academic subjects.** Extra-curricular activities help promote a well-rounded student.

### **No Pass - No Participation**

Participation in extra-curricular activities is a privilege. Students must maintain an average of 70+ in all academic subjects and an "S" or higher in conduct on report cards and weekly progress reports to participate in any extra-curricular activities. Teachers, coaches, club moderators, and the administration will regularly monitor the grades of students involved in these programs.

A student whose average falls below 70 will be deemed ineligible for a minimum of two-weeks and required to attend after-school tutoring. Tutoring will take priority over any extra-curricular activity. Teachers, coaches, and club moderators will notify families in writing when a child becomes ineligible to participate in extracurricular activities.

Ineligible students will be allowed to practice, but not participate in a public event, until the next regularly scheduled progress report is reviewed, and the student achieves passing grades and/or satisfactory behavior or better. Ineligibility reports will not be created or changed in the two-week interim. **Students will not be granted eligibility during that time.**

The school believes all students can maintain a minimum 70 average with tutoring, intervention strategies for special needs students, and with student effort.

### **Athletics**

The Athletic Director (AD) administers the Athletic Program. In collaboration with the Dallas Parochial League, it is the responsibility of the AD to formulate sporting teams, recruit volunteer coaches, communicate with parents and students and facilitate the athletic program.

According to the rules of the Dallas Parochial League, if a team must forfeit a game because of grades, there will be a fine of \$150 imposed on the school.

**No child will be allowed to practice or play until the athletic fees are paid.**

As partners in the educational process at St. Cecilia Catholic School, we ask parents to follow all diocesan and COVID-19 health department guidelines.

**We ask parents:**

- To set rules, times, and limits so that your child:
- Gets to bed early on school nights.
- Arrives at school on time and is picked up on time at the end of the day.
- Is dressed according to the school dress code.
- Completes assignments on time; and
- Has lunch money or nutritional sack lunch every day.
- To actively participate in school activities such as Parent-Teacher Conferences.
- To see that the student pays for any damage to schoolbooks or property due to carelessness or neglect on the part of the student.
- To notify the school with a written note when the student has been absent or tardy.
- To notify the school office of any changes of address or important phone numbers.
- To meet all financial obligations to the school.
- To inform the school of any special situation regarding the student's well-being, safety, and health.
- To complete and return to school any requested information promptly.
- To read school notes and newsletters and to show interest in the student's total education.
- To support the religious and educational goals of the school.
- To attend Mass and teach the Catholic faith by word and example; or to be an active participant in the church of your own faith.
- To support and cooperate with the discipline policy of the school.
- To treat teachers with respect and courtesy when discussing student problems.

**See the Parent Consent and Release Form at the end of the Handbook.**

## **PARENTAL COOPERATION AND BEHAVIOR**

All members of the school community, including parents, guardians and family members, are expected to comply with all school rules and policies while on campus and in communications with the school, be respectful, cooperate with the school with respect to all decisions affecting the student, and avoid behavior which disrupts the orderly administration of the school. A community member's failure to meet these expectations jeopardizes school administration, requires the school to expend limited resources to address inappropriate and unnecessary behavior, and detracts from the school's core mission and, as a result, may jeopardize a student's continued participation in the school community. At the school's sole discretion, the failure of a student's parents, guardians or other family members to comply with these expectations, separate and apart from the student's conduct, may result in suspension or expulsion of the student.

## **Parents' Role in Education**

Parents are the first educators of their children. During periods of online learning, children may need assistance accessing materials and supervision to complete assignments.

We, at St. Cecilia Catholic School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life—physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. Cecilia Catholic School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter a partnership with us at St. Cecilia Catholic School, we trust you will be loyal to this commitment. During these formative years (Pre-K to 8), your child needs constant support from both parents and faculty to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. **To divide authority between school and home or within the home will only teach disrespect of all authority.** If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

## **Parent and School Concerns**

The Diocese generally supports a collaborative approach to resolving parental concerns or complaints regarding school employees. Accordingly, such concerns or complaints should generally be addressed to the affected employee first to allow an opportunity for open communication and direct problem-solving. If the concern or complaint cannot be resolved directly with the affected employee, it should be presented to the employee's supervisor (or the chief administrator), preferably in writing. If the complaint or concern is escalated to the supervisor or chief administrator, the affected employee will be notified of the concern or

complaint and provided an opportunity to provide explanation and additional information. In parochial schools, the decision of the chief administrator as to resolution of the concern or complaint—acting in concert with the pastor when necessary—shall be final.

This process demonstrates respect for each of these individuals in their prospective roles as professionals. It is by working together and sharing information that success is achieved.

The spread of gossip and incorrect information destroys relationships, creates walls, and builds mistrust. It negatively impacts the school community. Teachers, students, and parents are called to live Christ's message of love found in the Gospels, to celebrate and show love for each other.

### **Parent/Guardian-School Agreement**

This agreement stipulates the commitments required of all St. Cecilia Catholic School families. St. Cecilia is a pro-active learning environment and emphasizes parent participation.

## **COMMUNICATION**

All concerns pertaining to a student's religious, academic, and social development must first be discussed with the student's teacher.

### **Parent Teacher Communication**

Effective communication between home and school is desirable since teachers and staff partner with parents in the students' educational and personal development. Communication between students, teachers, and parents is an integral part of quality education. If you need to speak with a teacher, an appointment must be made in advance. Parents are encouraged to call the school office and leave a message on the teacher's voicemail or send an e-mail to communicate with teachers. It is the goal of the faculty to respond by the evening of the next school day.

### **Means of Communication**

RenWeb®/FACTS is the primary means of communication to parents about grades, missing assignments, and important school notices. Microsoft Teams will be the Learning Management System (LMS) used by the school. Parents will receive username and password information to access RenWeb information pertaining to each student enrolled at St. Cecilia Catholic School. Every family in grades PK through 8 must activate their parent RenWeb account, provide an email address, and keep that email address current with the school office. Through this email address, parents will receive school wide notices, including inclement weather and emergency closing notices, and classroom announcements. School faculty updates grades weekly and assignment information regularly.

Parents are expected to access email, RenWeb, and Microsoft Teams on a regular basis. In addition to checking RenWeb regularly, parents are expected to review all graded and returned schoolwork to keep informed of their child's progress.

Information transmitted via e-mail to and from e-mail addresses provided by St. Cecilia Catholic School is not encrypted or transmitted over a secure connection. St. Cecilia Catholic School and its staff cannot guarantee the security of the information in electronic correspondence or be held liable for its dissemination.

Parents are responsible for communicating any change of address, phone number, and email address to the office manager.



### **Parent Concerns or Complaints ~ Conflict Resolution**

In all human involvements, misunderstandings and conflicts will arise. Clear, respectful, honest communication within a community can sometimes be challenging, but it is vital for the success and growth of the members of the community. The administration, faculty, staff, students, and parents are expected to have rational conversations without the fear of reprisal within the classroom, the community, or social media.

The Diocese supports a collaborative approach to resolving parental concerns or complaints regarding school employees. Accordingly, such concerns or complaints should be addressed to the affected employee first to allow an opportunity for open communication and direct problem-solving. If the concern or complaint cannot be resolved directly with the affected employee, it should be presented to the employee's supervisor (or chief administrator) preferably in writing. If the complaint or concern is escalated to the supervisor or chief administrator, the affected employee will be notified of the concern or complaint and provided an opportunity to provide an explanation and additional information. In parochial schools, the decision of the chief administrator as to the resolution of the concern or complaint—acting in concert with the pastor when necessary—shall be final.

### **General Office Communication**

Communication is sent home electronically from the office each week. Items requiring your special attention or signature will go home in a special folder/envelope. Parents are asked to return these documents with the student the following day to the homeroom teacher.

### **Microsoft Teams**

Microsoft Teams is a Learning Management System (LMS) that helps connect all learners with the people and resources needed to reach their full potential. It is the communication tool that will be used by teachers and students. Each student will receive a school email account. Parents are expected to continuously monitor this account. Students will use their email address to access Teams for assignments or to communicate with their teachers, in the case the school must hold online classes. Students are expected to stay up to date about classroom activity, assignments, and school events through their students' accounts. Homework and other announcements will be posted to Teams. Parents will be granted access to the student's Teams account by using their student's credentials.

### **Parent/Teacher/Student Conferences**

Parent/Teacher/Student Conferences are held each year at the end of the first quarter, A mandatory conference will be held at the end of the third quarter for families whose students are at risk. Other conferences may be called throughout the year at the discretion of the teacher or the parent. Conferences may be held virtually or in person. When you need to see a teacher, please call, and make an appointment through the office, or send a note directly to the teacher. Teacher email addresses are on the school website. Please remember that teachers are not free to stop and have a conference while in class, or while monitoring students.

### **School Visits & Parent Observations**

St. Cecilia will follow diocesan and health department COVID-19 guidelines regarding school visitors and parent observations.

If a parent would like to observe their child's performance in the classroom, then the respective parent must make an appointment with the principal. The principal will make the arrangements, allowing the teacher 24-hour notice. The planned 35 to 45-minute observation will be scheduled

in consideration of the teachers' lesson plans. Parents who observe in a classroom have a responsibility to keep observations of other students in strict confidence.

Parents are to meet with teachers at mutually agreed upon times when classroom instruction will **NOT** be interrupted. Parents may be requested to schedule an appointment if the teacher is not available for a drop-in conference.

### **Parent Volunteer Hours**

St. Cecilia will follow diocesan and health department COVID-19 guidelines regarding parent volunteers.

It is the intention of our community that parents share their time and talent for the betterment of all. All families are asked to volunteer a minimum of 20 hours during the school year at specific events. Ten hours may be completed through donations and the final ten hours must be done in person. Families will be notified in April of the balance of hours due. At that time, the fee balance will be added to the family FACTS account.

### **Safe Environment Program**

In accordance with the Safe Environment program, as mandated by the Diocese of Dallas, any person having contact with a student in regard to coaching, volunteering for a field trip or substitute teaching must attend the volunteer clinic scheduled by the principal. He/She will not be allowed to volunteer in any respect unless the proper screening has been completed. All parents new to the school must attend an on-campus training session. Previously cleared volunteers may complete the on-line training.

## **CUSTODY AND FAMILY LAW ISSUES**

The Diocese and its schools understand that many families within the school community are affected by custody and other related legal disputes. The Diocese and its schools work to balance sensitivity to difficult family situations and the interests of safety and orderly school administration. Involving school personnel in family and custody diverts finite school resources from the school's primary function. As a result, it is important that families within the school community who are affected by custody and other related legal disputes read and understand the following policies and procedures. Generally, a child's biological or adoptive parents have equal rights to custody of and visitation with the child unless and until a court orders otherwise. When this arrangement has been changed by court order, it is the responsibility of the affected student's family to provide the school with a complete, final, signed copy of the relevant order and to point out to the school any relevant portions of the order. Unless and until a student's family does so, the school may assume that both of a child's biological or adoptive parents have equal rights to custody of and visitation with the student. It is the responsibility of the parents, not the school, to ensure that the school is promptly provided with any relevant, original or amended custody orders. Schools will take reasonably practical steps to facilitate compliance with relevant family court orders. However, it is the responsibility of the family, and not the school, to enforce family court orders regarding a student. School personnel are not family law attorneys and are not responsible for interpreting or enforcing custody or other family court orders.

**Attorneys representing parents in custody disputes should not contact school personnel directly, including to request the production of documents and execution of supporting affidavits for use in litigation. Parents may obtain contact information for diocesan legal counsel from the school and should provide this information to the parents' attorneys if**

**school involvement in a custody dispute is requested. If the school is required to engage counsel to interpret or otherwise advise the school regarding a custody or other family court order or dispute, the parents of the affected student are jointly and severally liable to the school for all costs and attorneys' fees associated therewith. As an exception to this general rule, upon request by either parent, the school will generally, at the chief administrator's sole discretion, provide one copy of a student's central file (e.g., attendance records, report cards, enrollment documents, etc...) with a supporting business records affidavit to both parents or their attorneys free of charge.**

Diocesan schools are private property and are not open to the public. Additionally, it is detrimental to the well-being of the affected students and to the school community as a whole when family disputes are brought onto school property. Parents are expected to do everything possible to avoid parental confrontations or arguments on school grounds. The chief administrator of the school or his or her designee has full discretion to exclude any person from the school when, in his or her sole discretion, doing so is necessary or appropriate. School personnel may contact law enforcement for assistance when doing so is necessary to enforce this discretion. If a parent who is prohibited by court order from coming to or near the school attempts to enter the school, the school may call the police and/or seek other appropriate recourse.

If school personnel believe that the behavior of a parent or other legally responsible adult presents an imminent threat of harm to a student, the school may refuse to release the student to the parent or other legally responsible adult or take such other steps, including but not limited to contacting law enforcement or the student's emergency contact, as the school deems necessary..

## **GRADE REPORTS TO PARENTS**

**Report Cards** are important tools for communication. Report Cards will be given four (4) times during the academic school year, approximately every nine (9) weeks.

**Progress Reports** are regularly sent via an automated email to parents every Sunday evening from RenWeb/FACTS.

**Missing/Failing Assignments**—whenever a student has a missing or failing assignment, parents will receive an automated email from RenWeb/FACTS.

## **TELEPHONE CALLS**

Students will be permitted to use the school phone only in an emergency and with the permission of the principal, teacher, or office personnel. Arrangements for after school activities and routine transportation questions should be made prior to arriving at school. Communication with students by parents during school hours should be made through the school office. However, if after school carpool arrangements should unexpectedly change, parents should email the classroom teacher and the school office. This information will be communicated to the students prior to dismissal. Students will be allowed to send texts or call parents using their cell phones with teacher permission. Please limit your requests for messages to be delivered to your child only in emergency situations.

## **CUMULATIVE RECORDS**

The chief administrator or designee of the school is responsible for the collection, maintenance and dissemination of student records and for the education of the staff about student record

policies. Administrators shall take particular care to preserve both the integrity and privacy of the required school records. Local procedures must adhere to the following requirements. .1

Retention of Records A duplicate copy of each report card and conference form should be retained on file at least until the student's grades are recorded on the cumulative card for the current school year. A permanent, paper, or electronic student record is to be maintained by the school for every student who is admitted to and attends the institution. In addition to the data concerning academic progress and attendance, the records shall include at the minimum, the following:

1. Legal name of student,
2. Place and date of birth,
3. Social security number (optional),
4. Gender of student,
5. Name and address of parent (guardian) of minor student,
6. Religious preference,
7. School entrance date,
8. Date and place of Baptism, First Eucharist and Confirmation (if applicable),
9. Standardized test results,
10. Verification of required immunizations.

For students in grades pre-K through 8th grade, their cumulative record should be retained 5 years from the date of withdrawal or graduation. Disposal of these documents should include permanent deletion (electronic records) and shredding (paper records).

Attendance records should be retained for 5 years. After 5 years, the documents should be shredded/deleted.

## **PARENTAL ACCESS TO STUDENT RECORDS**

Parents will be allowed to inspect and review their student's education records, at a date and time convenient to the school, unless a court has ordered otherwise. Records will always be reviewed in the presence of school personnel appointed by the chief administrator. The school may provide copies of the records and, if it does so, may charge a fee.

In the event a court order is in place which limits a parent's access to a student's educational records, or which otherwise limits the contact a parent may have with the school regarding the student, the family must provide a complete, final, signed copy of the order to the school when the student is enrolled. If such a court order is issued after a student has enrolled, the family must provide a complete, final, signed copy of the order to the school as soon as it is signed by the judge.

The school will, when and to the extent reasonably possible, honor restrictions on access to educational records imposed by such an order. However, school personnel are not family lawyers, and it is not the school's responsibility to enforce court orders. See Miscellaneous section for additional information regarding reimbursement of the school's costs and attorneys' fees for involvement in family custody disputes.

Schools will generally not release a student's records to third parties without the written consent of a student's parent or legally responsible adult. As an exception to this rule, a school may disclose student records to or for:

- School officials with legitimate educational interest.
- Other schools to which a student is transferring.
- Specified officials for audit or evaluation purposes.
- Appropriate parties in connection with financial aid to a student.
- Organizations conducting certain studies for or on behalf of the school.
- Accrediting organizations.
- To comply with a judicial order or lawfully issued subpoena.
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

If a specific reason exists to further limit access to a student's educational records, the student's parent or legally responsible adult must provide a specific, written request that explains the basis for the additional restriction to the school's principal. The chief administrator, in his/her sole discretion, will determine whether implementing special procedures for a student's records is appropriate and reasonably feasible on a case-by-case basis.

## **SAFETY and EMERGENCY INFORMATION**

If there is a change in address, phone number, work numbers or any other important information during the school year, it is the responsibility of the parents to notify the school office.

### **Heat Index and Ozone Days**

When the Temperature-Heat-Index (THI) reaches 95° F, outdoor activity will be limited to 10-15 minutes with proper hydration of the children (recess, dismissal, etc.). No outdoor PE or Diocesan sports/practices longer than 15 minutes will be permitted. The following precautions will be taken:

- **Orange Ozone Days:** Monitor ozone sensitive children who are active outdoors as well as referring them to the nurse/school office if respiratory distress symptoms appear.
- **Red Ozone Days:** A plan is recommended for children with known lung disease (example: asthma) to be retained indoors; however, if parents/guardians/doctor release students for outdoor activity, a plan should then be in place to observe and monitor students as well as to refer them to the clinic and /or office should distress symptoms appear.
- **Purple Ozone Days** (confirmed in your area): No outside PE or recess for PK-8th grade No outdoor sporting events for upper schools if the area is in a confirmed purple ozone area.

### **Cold Weather Guidelines**

When the temperature and/or the wind chill is below 32° F, the children should be kept indoors for PE and recess. When the temperature is above 32° F, the children should be properly dressed for outdoor activity.

### **Severe Storms Including Lightning**

When lightning is detected within a distance less than or equal to 8 miles, all students are moved indoors. A 30-minute wait period following the last lightning strike recorded is required before students may return to outdoor sports/activities. Proper documentation is recommended.

### **Safety Drills**

St. Cecilia will follow diocesan and health department COVID-19 guidelines regarding safety drills.

### **Fire Drills**

Monthly fire drills are held. Fire exits are clearly marked. Evacuation plans are posted in all classrooms in the building.

### **Tornado Drills**

Tornado drills are held in case of an emergency. An explanation of a duck and cover drill is given in all classrooms. Evacuation plans are posted in all classrooms in the building.

### **Lockdown & Lockout Drills**

Lockdown and lockout drills are held regularly as recommended by the Crisis Management Team. In the event a crisis arises in which the safety of students is in jeopardy or at the recommendation of law enforcement, the school will either issue a lockdown or lockout. Students will be held in classrooms, out of sight from the outside or hallways, until the crisis is over. Students will not be dismissed, even if the time for dismissal arrives, until it is deemed safe. The principal, at the recommendation of civil officials, will determine when it is safe to release students.

## **ASBESTOS ABATEMENT**

St. Cecilia Catholic School has performed asbestos abatement. A copy of the Asbestos Maintenance Handbook is available for review in the principal's office.

## **VISITORS**

St. Cecilia will follow diocesan and health department COVID-19 guidelines regarding visitors to the building.

**St. Cecilia is a closed campus.** Essential visitors with prior appointments must first report to the school office for a temperature check. This includes parents, alumni, contract workers, etc. The entrance to the office is on Mary Cliff Road. **Please do not solicit entrance to the building at any other door.** A student opening an outside door for anyone will be subject to a \$25.00 fine.

No visitors are allowed in the classrooms without permission from the front office. That permission must be granted in advance.

## **HEALTH**

St. Cecilia will follow diocesan and health department COVID-19 guidelines.

All student accidents and injuries on school premises and at school sponsored events should be reported to the school office immediately.

The school staff has the right and duty to render first aid to injured students. Only the necessary emergency first aid and treatment to protect the child will be administered. When necessary medical care will be obtained, and parents notified immediately. An emergency card file is kept in the office for ready reference. This file contains important data such as parents' phone numbers, family doctor, etc. **It is the parent's responsibility to keep the school office updated of any changes.** CPR training is provided for the faculty and staff of St. Cecilia Catholic School.

### **Masks and Face Coverings**

Wearing masks, frequent handwashing, and cleaning and disinfection of the facility are the greatest weapons in the prevention and spread of contagious diseases, including COVID-19.

Wearing a mask while on campus is optional for all students, faculty, staff, and visitors.

### **Arrival on Campus/Car-Pools /Students Who Walk to School**

On arrival, all students be non-contact temperature screened.

## **ASSESSING STUDENTS FOR COVID-19 SYMPTOMS**

All students, faculty, and staff will be assessed daily for COVID-19 symptoms before entering the school building (*see Arrivals page 10*). The school will employ the usual protocols for sending home students who present with any infectious symptoms.

- If they have a cough but no fever, the cough will be assessed. A dry, persistent, or nagging cough is a symptom of COVID-19
- Any person with a fever will be referred for evaluation by a physician or nurse practitioner.
- A physician's note will be required for re-entry to school if the symptoms warranted a referral to a healthcare professional.

## **AUTHORIZATION OF CONSENT TO TREAT MINOR**

By signing the acknowledge and agreement section at the end of this Handbook, parents and/or guardians affirm the following with regards to consent to treat a minor:

I/We, the Parents listed below, are the parent(s)/guardians of the Student listed below, and as such do hereby authorize the School named below and its employees, contractors, and adult volunteers as our agent(s) (collectively, "School") to consent to any x-ray examination, anesthetic, medical, dental, or surgical diagnosis or treatment or hospital care which is deemed advisable by, and is to be rendered under the general or specific supervision of, any physician or surgeon licensed under the laws of the jurisdiction where such diagnosis or treatment may be given, whether such diagnosis or treatment is rendered at the office of said physician, at a hospital, or at any other location.

I/we understand that this authorization is given in advance of any specific treatment or diagnosis but is given to provide authority and power of treatment or hospital care which the physician in the exercise of best judgment may deem advisable. This authorization is given pursuant to the provisions of Chapter 32 of the Texas Family Code. This authorization shall remain effective for up to one year from the date of completion of this form, unless sooner revoked in writing delivered to said agent(s).

**In consideration of acceptance of this authorization, but without any time limitation and without any future right of revocation, I/we hereby release and agree to fully and unconditionally protect, indemnify, and defend School, the Roman Catholic Diocese of Dallas, and their respective officers, agents, and employees, (collectively, "Indemnitees") and hold each Indemnitee harmless from and against any and all costs, expenses, attorney's fees, claims damages, demands, suits, judgments, losses, or liability for injuries to property, injuries to persons (including Student) and from any other costs, expenses, attorney fees, claims, suits judgments, losses, or liabilities of any and every nature whatsoever arising in any manner, directly or indirectly, out of, in connection with, in the course of, or incidental**

**to such treatment, treatment decisions, diagnosis, or hospital care relating to Student, regardless of cause or of the joint, comparative, or concurrent negligence of the indemnities.**

## **STUDENT ACCIDENT INSURANCE**

As part of tuition, St. Cecilia Catholic School provides each student with student accident insurance. This coverage is secondary when the student has health coverage under another Insurance Plan and primary when not covered under another Plan. This insurance covers accidental injuries to students during school hours and at all school sponsored functions including sports, both on and off campus. This coverage is not health insurance. Insurance claim forms are available in the school office. When an accident occurs, the school will fill out the top portion of the Student Accident Claim Form and provide this to the parent(s). The parent(s) will then complete the remainder of the form and mail it, along with all the required attachments, to the insurance carrier directly at the address indicated on the form. All claims under the Student Accident Insurance are handled directly by the insurance carrier with the Parent/Guardian. If there are any issues that arise during the course of the claim, please contact the school office. Coverage is provided in accordance with the plan documents and specific coverage terms and conditions.

## **COMMUNICABLE DISEASES (Christina Edit)**

St. Cecilia will follow diocesan and health department COVID-19 guidelines. In addition, the school will follow guidelines provided by the Texas Department of Health “Communicable Disease Chart for Schools and Child-Care Centers.” St. Cecilia Catholic School will use the list provided by the Texas Department of Health “Reportable Diseases in Texas” to determine how to deal with the condition.

The school makes every effort to control the spread of communicable diseases. Any student showing suspicious symptoms may be sent home as a matter of precaution. A student is considered ill and must go home if he or she is vomiting, has diarrhea, pink eye, head lice or a temperature over 100. **The student must be temperature free and not contagious for 72 hours, without the use of fever-reducing medication, before returning to school after any illness.**

### **COVID-19 Definitions**

- Isolation separates people who are infected (case) with COVID-19 away from people who are not infected.
- Quarantine keeps someone who might have been exposed to the virus (close contact) away from others.

### **Discontinue Isolation for Lab-Confirmed COVID-19 Case**

Students, faculty and/or staff who have a lab-confirmed COVID-19 case can return to campus from isolation under the following conditions:

- At least 3 days (72 hours) have passed since recovery;
- Resolution of fever without use of fever-reducing medications.
- Significant improvement in respiratory symptoms **AND**
- At least 10 days have passed since symptoms first appeared.
- Test-Based Strategy
- Resolution of Fever without use of fever-reducing medications.
- Significant improvement in respiratory symptoms **AND**



- Negative results from at least two consecutive polymerase chain reaction (PCR) tests collected  $\geq 24$  hours apart.

### **Discontinue Isolation for Asymptomatic, Lab-Confirmed COVID-19 Case**

#### **Time-Based Strategy**

- At least 10 days have passed since the date of their first positive COVID-19 test (the date they were swabbed and tested, *not* the date they received test results) **AND**
- If they have not subsequently developed symptoms since their first positive test.
- If they do go on to develop symptoms, symptom-based or test-based strategy must be used.

#### **Test-Based Strategy**

- Negative results from at least two consecutive PCR tests collected  $\geq 24$  hours apart.
- Because of the absence of symptoms, it is not possible to gauge where they are in the course of their illness.

### **When to Start and End Quarantine for Close Contact**

- Stay home and monitor for symptoms for 14 days after your last contact with a person who has tested positive for COVID-19.
- Wear a mask, safely distance from, and try to avoid contact with others in your household as much as possible while under quarantine.
- *Even if you test negative for COVID-19 or feel healthy, you should stay at home (quarantine) since symptoms and/or positive test results may appear 2-14 days after exposure to the virus.*
- If symptoms develop, isolate from others in your home (avoid all contact with others) and remain in isolation until criteria for either Symptom-Based Strategy or Test-Based Strategy is met.

### **Mandatory Self-Reporting of COVID-19 Cases and Exposures**

Faculty, staff, and families must report to school if they, their student, or family members have symptoms consistent with COVID-19, have received a positive test result for COVID-19, or were exposed to someone who is COVID-19 positive within the previous 14 days.

### **Students with Pre-Existing Health Issues or Compromised Immune System**

The school will work with parents to determine the best course of action for students with pre-existing health issues or compromised immune systems. Additional precautions will be taken for high-risk individuals with chronic health conditions. Parents are advised to consult with and follow the advice of the individual's primary care physician. Virtual learning may be advised for these individuals to allow them to shelter at home.

### **Travel**

Non-essential travel is discouraged for families, faculty, and staff. The school must be advised of any international travel plans throughout the school year.

Anyone (student, faculty, or staff) returning from **any** international travel location will be required to quarantine at home for 14 days upon return to the United States. They may return to school after the 14-day quarantine if they have remained symptom-free for the duration of the quarantine period.

On issues of health not addressed in this handbook, St. Cecilia Catholic School follows the directions of the Diocese of Dallas-Department of Education.

## **GENERAL MEDICAL INFORMATION**

### **Confidentiality**

Knowledge that a student has reportable disease will be confined to those with direct need-to-know, e.g., the principal, teacher, coordinator of health services, etc. St. Cecilia Catholic School can release information, with parental/guardianship approval, only to physicians, nurses, and other health care personnel who have a legitimate need to know to provide treatment for the student. Parents/guardians will provide approval in writing and shall specify the persons or positions to which the information may be released. Any person receiving such information will be aware of confidentiality. Parents will be notified if their student's classroom has experienced contagion.

### **School Clinic Records**

St. Cecilia Catholic School will keep a daily clinic log and a daily medication log.

### **Student Health Records**

St. Cecilia Catholic School will comply with immunization requirements established by the Texas Department of Health as stated in "Immunization Requirements for Children and Students—Texas Public and Private Schools, Child Care Facilities, and Institutions of Higher Learning."

St. Cecilia Catholic School will have on file a permanent health card and an emergency information form for each student.

### **Immunizations**

In the State of Texas, it is mandatory that immunizations be up to date at all times. The school reserves the right to refuse admission to a student who does not have up-to-date immunizations. Current students may be withdrawn from school unless proof is provided to St. Cecilia Catholic School that immunization records are up to date. Physical exams and a medical history are required of all new students.

### **Medication Usage and Distribution**

If a child must take any medication in school which is prescribed by a doctor, that medication must be sent to the School Nurse in the original container received from the pharmacy and must have on its label the following information:

- Child's name
- Name of doctor prescribing the child's medication
- Frequency and dosage
- Date

The Diocesan policy for dispensing medication in school is as follows:

Only medication which is necessary for a child to remain in school will be given during school hours. Whenever possible, administration of medication to students should take place at home.

Only medication prescribed by a licensed physician, dentist, nurse practitioner, or physician's assistant will be administered by authorized school personnel. The school must have signed parental consent to dispense non-prescription medication. "Over the counter" medication

(acetaminophen, ointments, cold labels, cough syrups, etc.) will not be given unless prescribed by a licensed physician and labeled by a licensed pharmacist with proper directions.

Medication received in an unlabeled container or plastic bag will not be accepted.

### **Allergy and Asthma Policy**

St. Cecilia Catholic School recognizes that asthma is an important condition affecting many school children and positively welcomes all pupils with asthma. All children with asthma or life-threatening allergies are required to have an Emergency Action Plan on file with the school office.

The school encourages children with asthma to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff and pupils. Teachers and staff are made aware of all students' Emergency Action Plans.

#### **1. Asthma Medication**

Immediate access to reliever inhalers is vital. Children are encouraged to carry their relief inhaler as soon as the parent, doctor or nurse and class teacher agree they are mature enough. Parents are asked to ensure that the school is provided with a labeled spare relief inhaler. All inhalers must be labeled with the child's name by the parent.

#### **2. Record Keeping**

At the beginning of each school year, or when a child joins St. Cecilia Catholic School, parents are asked to submit a child's medical record. From this information the school keeps its asthma register which is available for all school staff. If medication changes in between times, parents are asked to inform the school.

#### **3. The School Environment**

The school does all that it can to ensure the school environment is favorable to children with asthma or allergies. As far as possible the school does not use chemicals in science and art lessons that are potential triggers for children with asthma.

#### **4. Food Allergy Policy**

St. Cecilia Catholic School recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies. In order to minimize the incidence of life-threatening allergic reactions, St. Cecilia Catholic School will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life-threatening allergy.

#### **5. Training**

To minimize the incidence of life-threatening allergic reactions, St. Cecilia Catholic School will provide training and education for all St. Cecilia Catholic School staff. In conjunction with the student's parent/guardian and primary care provider and/or allergist the school will maintain an Emergency Action Plan for any student identified with a potentially life-threatening allergy.

The training will be provided to ALL school employees and will include (but not be limited to):

- A description/definition of severe allergies and a discussion of the most common food, medication, latex, and stinging insect allergies.
- The signs and symptoms of anaphylaxis.
- The correct use of an epinephrine auto-injector (EpiPen®).
- Specific steps to follow in the event of an emergency.
- Completion of an “Evaluation Form” by each employee after training.
- Activating Emergency Medical Response - Dial 911.
- Location of emergency EpiPen®.
- Policy and procedure will be reviewed at the beginning of every school year.

## **6. Notifications**

Parents/guardians must inform the school office of life-threatening and/or severe allergies. The school office will be responsible for notifying all appropriate teachers and the cafeteria manager about the nature of the life-threatening allergies faced by students. This notification will include an explanation of the severity of the health threat, a description of the signs and symptoms to be aware of and what allergen (food, materials, etc.) to avoid.

Notice of all allergy treatments need to be provided in writing. For emergency allergic reaction treatment (bee stings, etc.) necessary medications needs to be provided in the original container with detailed instructions. These treatment kits must be kept in the school office.

## **7. Classrooms**

Teachers must be familiar with the Emergency Action Plan of students in their classes and respond to emergencies as per the emergency protocol documented in the Emergency Action Plan.

- In the event of a suspected allergic reaction (where there is no known allergic history), the school office will be called, and the school’s Emergency Response Plan activated. The emergency medical services will be called immediately.
- The classrooms have easy communication with the school office.
- Information will be kept about students’ food allergies in the classroom and in the substitute emergency folder, accessible by teachers, substitutes, or other responsible adults.
- All teachers, cafeteria workers, and substitutes will be educated about the risk of food allergies.
- A parent or guardian of a student with food allergies is responsible for providing all food for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian.
- Tables will be washed with soap and water following any food related events held in the classroom or cafeteria.
- Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

## **8. School Field Trips**

- St. Cecilia will follow diocesan and health department COVID-19 guidelines regarding school field trips.

- In the event of a field trip, medications including an EpiPen® and a copy of the student's Emergency Health Care Plan must accompany the student.
- A cell phone or other communication device must be available on the trip for emergency calls.
- The adult carrying the EpiPen® will be identified and introduced to the student as well as the other chaperones.

### **Vision/Hearing/Spinal Screening**

St. Cecilia Catholic School will provide vision, hearing and spinal screening for students annually as specified by the Texas Department of Health.

## **DISCIPLINE**

The ideal of discipline within Catholic education is to work in a safe, orderly, and nurturing learning environment. This system seeks to help develop in students the critical understanding that their actions have consequences, good decision-making leads to desirable outcomes, and poor decision-making leads to undesirable consequences.

While the teaching of discipline is the primary responsibility of parents, the school's responsibility is to reinforce habits of good behavior.

St. Cecilia's students are expected to be accountable for their behavior, to conduct themselves in a polite and courteous manner, and to treat all others with dignity and respect. These guidelines will assist students to grow into mature adult citizens. The students represent Christ and St. Cecilia's School whether they are on or off campus. Full parent cooperation is expected.

### **Classroom Rules**

Each teacher posts classroom rules virtually and in person for students. These rules and consequences are explained to the students at the beginning of school. The rules will also be discussed at the beginning of the school year with families at Meet the Teacher Night. St. Cecilia's goal is to create an environment where children recognize their behavior, own their actions, offer solutions, and after reflection, choose to make positive changes. Teachers will repeat and reinforce the rules and consequences as needed.

### **Drugs and Alcohol**

The promotion and the safeguarding of student health (physically, mentally, and emotionally) are a concern to our schools. The use, misuse and/or abuse of alcohol, drugs, and hazardous substances cause grave problems in the areas of student health and student stability. Students who possess drugs and/or alcohol at school or at any school function face suspension and/or expulsion.

Therefore, the following general school policy is set forth:

- Possessing, selling, giving away, using, or being under the influence of alcohol and drugs, and/or hazardous substances on the campus, at school functions, or at a time and place that directly involves the school or its welfare, render a student liable to expulsion.
- Students who are involved in the use of alcohol or drugs will be referred to appropriate counseling, medical doctors, psychiatrists, psychologists, and/or rehabilitation agencies.

## **STUDENT RIGHTS AND RESPONSIBILITIES REGARDING SAFE ENVIRONMENT**

St. Cecilia Catholic School believes that all students have a right to a safe and healthy school environment free of all forms of intimidation or harassment. As a matter of both school policy and religious obligation, bullying, harassment, and/or other threatening behavior by a student will not be accepted or tolerated in a Catholic school. Students engaging in such behavior, seriously or in jest or online, may be liable to disciplinary action up to an including suspension and/or expulsion.

The principal and/or other designated administrator will investigate all complaints of bullying, harassment or any other types of threatening behavior, whether verbal, written, or online according to the guidelines listed in this policy. All allegations of bullying, harassment, and/or other threatening behavior shall be taken seriously and investigated in a timely manner.

### **Bullying**

Bullying occurs when a student or group of students engages in written, verbal expression, or physical conduct that:

Will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or damage to the student's property, or

Is sufficiently severe, persistent, or pervasive that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

Examples: Bullying of a student may include, but is not limited to, hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, ostracism, and cyber bullying.

### **Anti-Bullying Policy**

St. Cecilia Catholic School attempts to provide a safe environment for all individuals virtually and in person. Based on our philosophy that Catholic schools have been established to provide an environment of faith, which brings all of life together within the grace of love of God, we have established the anti-bullying policy set forth. St. Cecilia Catholic School views bullying as unchristian behavior and it will not be tolerated.

We define bullying as an act which:

- Persistently hurts another individual either.
- Physically (such as pushing, hitting, kicking, spitting, or any other use of violence, taking items from, forcing to do something unwillingly), etc.
- Verbally (such as teasing, name-calling, using sarcasm, threatening, spreading rumors), etc.
- Indirectly (such as intimidating, excluding, being mean, tormenting, using hurtful gestures, making hurtful written comments including notes and unflattering pictures, intentionally damaging another student's property), etc.
- Through use of technology (such as cyberbullying – using technology to hurt others through any communication device such as e-mail, cell phone, camera, chat rooms, text messaging, or websites; or the intentional removal of a student from a virtual class by another student), etc.
- Is deliberate and sustained.

- Is intended to isolate, hurt, or humiliate another individual, or to increase social standing at someone else's expense.
- Is unprovoked.

Nothing in this policy requires the *affected* student to possess a characteristic that is a perceived basis for the harassment, intimidation, or bullying, or other distinguishing characteristic for example the color of hair or skin, dress, demeanor, wearing glasses, etc.

Bullying can take many forms including: isolation, slurs, rumors, jokes, innuendos, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral, or physical actions. Bullying is an intentional act, and it will be treated as such. No one forces a person to be a bully.

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the education environment. Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other district policies or building, classroom, or program rules.

Counseling and corrective discipline by the principal, and/or referral to law enforcement, when necessary, will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitute violations of this policy.

The anti-bullying policy of St. Cecilia Catholic School has as its goal to ensure that all students experience a safe Catholic, Christian environment that is conducive to learning. The following steps will be taken when dealing with bullying incidents:

- Isolated or initial incidents which do not constitute bullying will be handled by the teacher in charge at the time of the incident. Depending on the severity of the incident, the principal and/or parents may be notified. Disciplinary guidelines set forth in the school handbook will be followed.
- Whenever possible, any incidents which may constitute bullying should be reported immediately to the teacher in charge at the time of the incident. The teacher in charge at the time of the incident will immediately deal with those involved in the incident.
- In some cases, students may choose to report the incident to a different adult in the building, such as their homeroom teacher. If so, students are encouraged to report as soon as possible following the incident(s).
- The principal or teacher in charge should be aware of any bullying incidents. Students engaging in bullying behavior will be disciplined according to the school discipline policy. Depending on the severity and length of the incident, parents may be notified, as well as other teachers who have the students involved in classes afterward. This will ensure that the incident does not continue when students proceed to the next class.
- If the bullying does not cease after the student has been disciplined, parents will be notified, and further action will be taken according to the school discipline policy.
- The consequences for bullying will vary depending on the situation, and may include, but are not limited to writing apology letters, after school detention, in-school and/or out-of-school suspension, expulsion, community service, and referral to law enforcement.

In addition to the above outlined steps, anti-bullying policy requires the following:

***Teachers at St. Cecilia Catholic School students are expected to:***

- Teach their students about what constitutes bullying, effective strategies to avoid being bullied, and ways to report bullying.
- Give their students opportunities to role play and practice the strategies taught to avoid bullying and to report incidents.
- Teach their students strategies that can be used when students find themselves as bystanders to an incident. These strategies should also be practiced by the students under the guidance of the classroom teacher.
- Have a designated area, email, and method for students to report bullying and to leave messages discreetly and anonymously for the teacher's attention.
- Teachers will take every incident reported by the students. Student reports will not be dismissed as tattling. Every incident will be taken seriously. The teacher will determine if the report is unfounded or if further action should be taken.

***Parents of St. Cecilia Catholic School students are expected to:***

- Report concerns about bullying behavior to their child's appropriate teacher as soon as possible following the incident(s). If concerns are not handled sufficiently at this level, a report should be made to the building principal or teacher in charge as outlined in grievance procedures of the school handbook.
- Understand and support the school's anti-bullying policy and actively encourage their child to avoid bully behavior. This includes encouraging their child (after an incident) to respond to the situation by using non-bullying behavior.
- Obtain anti-bullying information from teachers and /or principal if desired.

***Students at St. Cecilia Catholic School should:***

- Report incidents of bullying they witness to the teacher in charge at the time of the incident, or to another staff member as soon as possible following the incident.
- Whenever possible, stand up for the student being bullied and refrain from joining in bullying behavior.
- Treat others with the respect and dignity that is expected of any Catholic school student.
- Take pride in their school environment and play an active role in creating a positive learning atmosphere for every student attending St. Cecilia Catholic School.

**Harassment**

Harassment may include, but is not limited to, offensive derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for accommodation, threatening or intimidating conduct, offensive jokes, name calling, slurs or rumors, physical aggression or assault, display of graffiti, printed material, or computer generated online material promoting racial, ethnic or other negative stereotypes, or other kinds of aggressive conduct such as theft or damage to property.

**Reports of Bullying, Harassment, or other Threatening Behavior**

Reports of bullying, harassment, or other threatening behavior shall be made as soon as possible after the alleged act or knowledge of the alleged act. Failure to promptly report may impair the administrator's ability to investigate and address the prohibited conduct.



## **Sexual Harassment**

Sexual harassment of a student may include, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment can be directed toward a student under a variety of conditions.

- a) Verbal Harassment: Sexually demeaning comments, sexual statements, questions, slurs, jokes, anecdotes, or epithets.
- b) Written/Electronic Harassment: Suggestive or obscene letters, emails, blogs, posts, text messages, tweets, notes, or invitations. Includes computer-generated posts online.
- c) Physical Harassment: Unkind, immoral and/or unlawful physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal study or movement.
- d) Visual/Electronic Harassment: Leering, gesture, display of sexually suggestive objects or pictures, posting pictures, cartoons, posters, or any other type of electronic messaging.

## **Off-Campus Conduct**

The administration of St. Cecilia Catholic School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the school day, in person or virtually. Any conduct (verbal, written or electronic) both in and out of school that reflects negatively upon the reputation of the school, its students, or its faculty will be subject to disciplinary actions. Students involved in harassing behavior face detention, suspension, and/or expulsion. This includes but is not limited to bullying and items posted on blogs, social network sites, discussion boards, etc. The administration reserves the right to discipline a student for activities committed off-campus if they are intended to have a negative effect on a student/faculty member or they adversely affect the safety and well-being of students/faculty while in school.

## **School Wide Consequences**

When a student makes a poor decision which results in undesirable behavior that fails to follow classroom and/or school rules, the following disciplinary action(s) may be taken, depending on the severity of the infraction.

### **A. Detention**

Detention may be issued for a breach of classroom and/or school rules. Students will be given warnings for misbehavior. Repeated referrals to the principal for these same behaviors will result in detention. Detention may also be issued when a student fails to complete a significant number of missing assignments. Parents are notified of the detention by email. The day, date, and time of the detention are at the discretion of the principal. **Detention takes precedence over appointments, practices, lessons, tutoring, ball games, etc.**

### **B. Probation**

At the sole discretion of the chief administrator, a student may be placed on probation for conduct that, in the chief administrator's judgment, merits probation. Such conduct may take place on campus or off campus and may include, but is not limited to, relatively serious violations of school rules and continued misconduct

after a warning. A student has absolutely no right to probation before more severe disciplinary action is taken, up to and including separation from the school. When a student is placed on probation and when the chief administrator deems it appropriate, the following procedure will be implemented by the chief administrator or designee:

- a) A formal probation must be approved by the chief administrator or designee. A formal probation must be approved by the principal.
- b) A conference with parents, student, and school administrator shall be held.
- c) When a student has been placed on probation, the parents or guardians shall be informed in writing of the reason for the probation, the length of the probationary period, and the conditions under which the probation will be lifted.
- d) A written record of student probation shall be kept for reference should more serious action becomes necessary at a later time. Effort should be made to assist the student through constructive counseling in order to forestall further sanctions.

### **C. Suspension**

At the sole discretion of the chief administrator, a student may be placed on suspension for conduct that, in the chief administrator's judgment, merits suspension. Such conduct may take place on campus or off campus and may include, but is not limited to, serious violations of school rules and continued misconduct after a warning. A student has absolutely no right to suspension before more severe disciplinary action is taken, up to and including separation from the school. Official suspension may include any of the below-listed sanction examples. However, this list is not intended to be all-inclusive.

#### **In-School suspension (ISS):**

- a) The student may attend class but lose the right to participate in any school activity on or off campus.
- b) In addition, the student may be suspended from a particular class and required to report to a specific place on campus during that time.

#### **Off-Campus suspension (OCS):**

- c) The student may be sent home for the entire period of suspension provided that the student is assigned academic work to make up the loss of class time.

In all cases the administrator must prudently decide on the most efficacious and appropriate terms of suspension.

### **1 Procedures for Suspension**

Except when the school's chief administrator determines that immediate suspension is necessary, the steps listed below should be followed and, when practical, to minimize the opportunity for misunderstanding, the school should document each step below in written communication to the student's parents. Use of the procedure below, however, is within the sole discretion of the chief

administrator, and no student has any right to the use of any or all of the procedure below in a particular case.

- a) The student may be given oral or written notice of the charges against him/her, and a fair opportunity to present his/her side of the story before the suspension is imposed. If, however, suspension is imposed before such notice takes place, the student should be given the opportunity to present his/her viewpoint on the situation to the chief administrator in writing.
- b) Parents should generally be advised of a suspension by telephone and by a written notice from the chief administrator or designee.
- c) A written form of suspension should be signed by the parents and student. On this form the exact length of the suspension period should be specified and the reason for the suspension clearly noted, as well as the behavior modification necessary for reinstatement.
- d) When a student is suspended, the school's chief administrator should document the grounds for suspension, a summary of the facts leading to the suspension, any conferences with the student and/or his/her parents, and the means by which final notice of suspension was provided to the student and his/her parents.

## **2 Guidelines for Suspension**

The length of any suspension is left to the discretion of the principal in accordance with the nature of the conduct and all circumstances. A student may be afforded an opportunity to do make-up work, including tests. Since the grounds for suspension ordinarily differ only in degree from the grounds for expulsion, the possibility of expulsion must be clearly stated to the student and parents.

Students who are given an In-School Suspension (ISS) will be required to report to school each day in full dress uniform and complete assigned work. Students who receive an Off-Campus Suspension (OCS) will not be allowed on campus during the time of their suspension. Students must complete all class work and tests from the days of suspension or probation.

## **D. Expulsion for disciplinary reasons**

Orderly school administration is essential to fulfilling the core mission of Catholic schools. Even a single failure by a member of the school community to uphold the standards of behavior to which all community members agree when a student is enrolled can cause irreparable harm. Thus, while in many cases expulsion is reserved for very serious or persistent misconduct, a school may properly determine that a single instance of on- or off-campus misconduct requires separation of a student from the school community. Misconduct committed by a member of the school community other than a student (including parents, guardians, or other family members) can also significantly hinder a school's ability to perform its essential task of educating students. As a result, misconduct committed by a person connected to the school through a student (including parents, guardians, or other family members) may result in the expulsion of the student from the school when, in his or her sole discretion, the chief administrator determines that such action is appropriate. Provided that any applicable school and diocesan policies have been substantially followed, the decision to expel a student rests in the sole discretion of the chief administrator of a school.

### **1. Procedure for Expulsion**

Circumstances giving rise to expulsion can arise and unfold quickly. The chief administrator's primary duty in such situations is to protect the school community. No student or family has any right to the application of a particular procedure before or in connection with the expulsion of a student. Nevertheless, the following process can serve as a general guideline when, in the chief administrator's discretion, circumstances warrant:

- When practical, the pastor of a parochial elementary school and the chief administrator of a diocesan school should be apprised of the circumstances of a potential expulsion before the decision to expel is implemented.
- When circumstances permit, before the decision to expel is implemented, the student's parents should be advised of the potential for expulsion and a summary of the grounds for expulsion.
- The student and his or her parents should be invited to a conference with the school's chief administrator. In parish schools, the local pastor should be advised of the scheduled conference. In diocesan schools, the chief administrator should be advised of the scheduled conference. At the chief administrator's discretion, this conference may be held before or after the decision to expel is implemented.
- The final decision to expel a student rests with the school's chief administrator and will not be reviewed except to ensure compliance with any applicable pre-expulsion procedures. In parochial elementary schools, the pastor should be consulted.

### **2. General Grounds for Expulsion**

Any instance or course of misconduct may, at the sole discretion of the school's chief administrator, be sufficient grounds for expulsion. In many cases, it is

appropriate to attempt to correct the problem behavior through less severe disciplinary measures. In other cases, however, the school's chief administrator may determine that expulsion is the appropriate sanction for misconduct that has not previously resulted in probation, suspension, or other discipline.

Examples of such severe misconduct include but are not limited to:

- a) Actions gravely detrimental to the moral and spiritual welfare of other students;
- b) Incurable or disruptive behavior which impedes the progress of the rest of the class;
- c) Assault, battery, or any threat of force or violence—whether intended in jest or not—directed toward any school personnel, students, member of the school community, or other person on school property or during school-related activities;
- d) Habitual or persistent violation of school regulations;
- e) Possessing, selling, giving away, using, or being under the influence of alcohol and drugs and/or hazardous substances on campus, at school functions, or at a time and place that directly involves the school or the welfare of members of the school community;
- f) The on-campus use, sale, distribution, or possession of a substance intended or commonly used to mimic a narcotic, controlled substance, or alcoholic beverage;
- g) Use or possession of firearms or other potentially harmful objects or weapons;
- h) Gang-related conduct or activity including but not limited to, symbols, graffiti, apparel, colors, hazing/initiations, and hand signals commonly associated with gangs;
- i) Theft, extortion, arson;
- j) Habitual truancy;
- k) Malicious damage or destruction of real or personal property at school;
- l) Hazing;
- m) Serious bullying and/or harassment;
- n) Conduct which may damage the reputation of the school or parish;
- o) Transmission of nude or otherwise inappropriate images of any student or person who appears to be a minor child; and
- p) Use of social media in such a manner as constitutes bullying or online harassment or which causes another student or member of the school community to fear for the safety of any member of the school community.

Additionally, off-campus misconduct may result in expulsion, especially when it is related in some way to the school community because it is directed towards a member of the school community, directly or indirectly involves multiple members of the school community, or may negatively impact the school's reputation in the community.

### 3 **Grounds for Expulsion Related to Alcohol and Drug Abuse**

The promotion and the safeguarding of student health (physically, mentally, and emotionally) are a concern to our schools. The use, misuse, and/or abuse of alcohol, drugs, and hazardous substances cause grave problems in the areas of student health and student stability. Many incidents of scholastic failure, school dropout, violence, tension, and suicide can be traced to alcohol and drug abuse.

Therefore, the following general school policy is set forth:

- a) Possessing, selling, giving away, using, or being under the influence of alcohol and drugs and/or hazardous substances on campus, at school functions, or at a time and place that directly involves the school or the welfare of members of the school community constitute grounds for expulsion.
- b) Notwithstanding section (a) above, when the school's chief administrator, in consultation with appropriate school or other personnel, believes it is appropriate, students who are involved in the use or abuse of alcohol or controlled substances should be provided with information regarding available substance abuse counseling and treatment resources. Additionally, the chief administrator or appropriate school personnel should, when practical, notify a student's parents or other guardian or conservator when use or abuse of alcohol and/or other controlled substances is reasonably suspected. The school should, when possible, refer the student and his/her parents, guardian, or conservator to resources known to the school for medical and/or psychiatric care, mental health and substance abuse counseling, and/or substance abuse recovery programs.

### 4 **Tuition and Fees**

Prepaid tuition and fees are not refunded if a student is expelled. If a student is expelled before tuition or fees would ordinarily come due, the family of an expelled student shall be excused from further payment.

## **TERMINATION OF ENROLLMENT**

A student's enrollment may be terminated in accordance with the policies set forth in this Handbook.

If a school decides to terminate enrollment in light of parent or guardian behavior, a discipline situation, or as a way to help a student avoid embarrassment or unnecessary hardship, the school has an obligation to inform other Diocesan schools about the termination action.

The local chief administrator, in consultation with the Superintendent, will determine what information is pertinent to a situation and ensure that information is shared with any receiving Diocesan schools.

Parents should be made aware that termination as **a result of financial issues, legal issues, moral turpitude, or other serious reason can and will be shared with other diocesan schools, and may also be shared with non-diocesan schools if permitted by law.**

### **Corporal Punishment**

Corporal punishment is not permitted under any circumstances. Corporal punishment including, but not limited to spanking, shaking, slapping, pinching, hair pulling shall not be permitted in the Catholic schools of the Diocese of Dallas.

## **SEARCH AND SEIZURE**

### **Searches**

School administrators are entitled to search school lockers and personal possessions. Another faculty/staff member will witness the search.

### **Seizure**

The principal or administrative delegate will conduct “search and seizure” without prior notification to the students or parents if the principal or administrator in charge deems there is probable cause.

### **Lockers**

Lockers are school property and should be maintained by school authorities to protect the safety of all. As the co-tenant of lockers, storage spaces, and desks, the school reserves the right to conduct searches or inspections of personal effects, lockers, storage spaces, baggage, vehicles, and/or other student property for the purpose of determining if any individual on the premises of St. Cecilia Catholic School is in possession of any illegal or unauthorized items.

These searches may be conducted from time to time without prior announcement. School officials may use a dog-sniff search with or without reasonable suspicion. Supervisory adults may question students without parents being present or notified.

## **REPORTS TO AND COOPERATION WITH LAW ENFORCEMENT**

### **Reports to Law Enforcement**

Texas law requires the principal of a private school, or his or her designee, to notify law enforcement if the principal has reasonable grounds to believe that certain crimes listed in section 37.015 of the Texas Education Code. The notice provided to the police must include the name and address of each student the person believes may have participated in the activity and must also be provided to each employee of the school who has regular contact with a student whose conduct is the subject of the notice. It is the policy of the Diocese of Dallas and its schools to comply with this statutory requirement.

### **Cooperation with Law Enforcement and Child Abuse Investigations**

Texas law requires schools to make students available for interviews by child protective workers in connection with an investigation into suspected child abuse. The child protective worker may or may not allow a school representative to witness the interview. Diocese of Dallas schools will cooperate with such interview requests. From time to time, law enforcement officers also seek to interview students while at school in connection with an allegation or suspicion that the student has committed a crime. When faced with such a request, school personnel will refer the requesting officer to the school’s chief administrator or his or her designee. The chief administrator or designee will request additional information regarding the nature of the interview requested and the allegations or suspicions relating to the student. The chief administrator or designee will, if the crime is not serious and contemporaneous or imminent, also request that the interview be delayed until the student’s parent or other legally

responsible adult is present. School personnel will then notify the student's parent, other legally responsible adult, or emergency contact as soon as possible.

If the officer refuses to delay the interview until the student's parent or other legally responsible adult arrives, the chief administrator or designee will request to be present during the interview. **However, if the officer refuses to allow the chief administrator to be present and refuses to delay the interview, school personnel will not physically prevent the officer from conducting the interview, and the parent or other legally responsible adult signing below agrees that the school is under no duty to do so.**



## UNIFORMS

Student uniforms are to be purchased through Levine's. (<https://levinesstores.com/collections/st-cecilia>).

**EVERYDAY UNIFORM OPTIONS**

<i>Girls (PK3-4<sup>th</sup> grade)</i>	<i>Boys (PK3 – 4<sup>th</sup> grade)</i>
<p><b>Plaid Jumper (Dress) with</b></p> <ul style="list-style-type: none"> <li>-white polo with logo</li> <li>-white oxford with logo</li> <li>-black dress shoes or solid black tennis shoes</li> <li>-white crew or knee socks or</li> <li>-white or black tights (opaque or cable)</li> <li>-navy, cheer or biker style, modesty shorts</li> </ul>	<p><b>Khaki Pants with</b></p> <ul style="list-style-type: none"> <li>-green polo with logo</li> <li>-white oxford with logo</li> <li>-black belt (required for 1<sup>st</sup>-8<sup>th</sup> grade boys, <b>daily</b>)</li> <li>-white crew socks</li> <li>-black dress shoes or solid black tennis shoes</li> </ul>
<p><b>Khaki Pants with (PK3-8<sup>th</sup> grade all year)</b></p> <ul style="list-style-type: none"> <li>-white polo with logo</li> <li>-white oxford with logo</li> <li>-black dress shoes or solid black tennis shoes</li> <li>-white crew socks</li> <li>- black belt (only 1<sup>st</sup> – 8<sup>th</sup> grade students)</li> </ul>	<p><b>Khaki shorts (Aug-Oct/Apr-May) with</b></p> <ul style="list-style-type: none"> <li>-green polo with logo</li> <li>-white oxford with logo</li> <li>-black belt (<b>required for 1<sup>st</sup>-8<sup>th</sup> grade boys, daily</b>)</li> <li>-white crew socks</li> <li>-black dress shoes or solid black tennis shoes</li> </ul>
<p><b>Khaki Shorts (Aug-Oct/Apr-May) with</b></p> <ul style="list-style-type: none"> <li>-white polo with logo</li> <li>-white oxford with logo</li> <li>-black dress shoes or solid black tennis shoes</li> <li>-white crew socks</li> <li>-black belt (only 1<sup>st</sup> – 8<sup>th</sup> grade students)</li> </ul>	<p><b><i>*All socks (both boys &amp; girls) must be above the ankle bone</i></b></p>
<i>Girls (5<sup>th</sup>-8<sup>th</sup> grade)</i>	<i>Boys (5<sup>th</sup>-8<sup>th</sup> grade)</i>
<p><b>Plaid Skirt (hem 2-3" above knee) with</b></p> <ul style="list-style-type: none"> <li>-white polo with logo</li> <li>-white oxford with logo</li> <li>-black dress shoes, oxfords, or solid black tennis shoes (no design or other color)</li> <li>-white crew or knee-high socks</li> <li>-white or black tights (opaque or cable)</li> <li>-navy cheer or biker style modesty shorts</li> </ul>	<p><b>Khaki Pants with</b></p> <ul style="list-style-type: none"> <li>-green polo with logo</li> <li>-white oxford with logo</li> <li>-black belt (<b>required for 1<sup>st</sup> – 8<sup>th</sup> grade boys, daily</b>)</li> <li>-white crew socks</li> <li>-black dress shoes or solid black tennis shoes</li> </ul>

**Students must wear socks that ARE ABOVE THE ANKLE BONE.**

**SHIRTS MUST BE TUCKED IN AND SHOES TIED AT ALL TIMES.**

**BOYS MUST WEAR BELTS AT ALL TIMES (1<sup>st</sup>- 8<sup>th</sup> grade boys)**

### Cool Weather Wear

Long sleeve shirts in white or black may be worn under the regular uniform shirt. They may NOT be worn on days when the Dress Uniform is required.

Girls in all grades may wear white or black tights. Leggings, sweatpants, or any other pants may not be worn under uniforms.

All outerwear must be removed when entering the church for Mass.

**Sweaters and Sweatshirts**

A green cardigan, green fleece jacket, green pullover sweater, or green crew sweatshirt with logo may be worn in the classroom. In addition, a green St. Cecilia sweatshirts and official school windbreakers may also be worn. **Hoodie style sweatshirts are NOT allowed.** Students must remove sweatshirts, fleece jackets, and windbreakers before entering the church for Mass.

**All sweaters, sweatshirts and windbreakers must be uniform and must not have any other insignias on them. Street wear is not acceptable, students will be asked to remove non-uniform garments and store it in their locker or backpack.**

**Dress Uniform Requirements**

Dress uniform is required for all students for Friday Mass and when leaving campus on field trips, except when otherwise notified.

<i>Girls (PK3-4<sup>th</sup> grade)</i>	<i>Boys (PK-2<sup>nd</sup> grade)</i>	<b>DRESS UNIFORM REQUIREMENTS</b>
<b>Plaid Jumper (dress) with</b> -white oxford with logo - black oxford shoes -white crew or knee-high socks or -white or black tights (opaque or cable) -navy, cheer or biker style, modesty shorts	<b>Khaki Pants with black belt</b> -white oxford with logo - plaid tie -white or black crew socks -black dress shoes or solid black tennis shoes	
<i>Girls (5<sup>th</sup> grade)</i>	<i>Boys (3<sup>rd</sup>-5<sup>th</sup> grade)</i>	
<b>Plaid Skirt (hem 2-3” above knee) with</b> -white oxford with logo -oxford shoes -plaid cross tie -white crew or knee-high socks or -white or black tights (opaque or cable) -navy, cheer or biker style, modesty shorts - navy blazer with logo	<b>Khaki Pants with black belt</b> -white oxford with logo - plaid tie -white or black crew socks -black dress shoes or solid black tennis shoes	
<i>Girls (Middle School, 6<sup>th</sup>-8<sup>th</sup> grade)</i>	<i>Boys (Middle School, 6<sup>th</sup>-8<sup>th</sup> grade)</i>	
<b>Plaid Skirt (hem 2-3” above knee) with</b> -plaid cross tie -white oxford with logo -oxford shoes -white crew or knee-high socks or -white or black tights (opaque or cable) -navy, cheer or biker style, modesty shorts -navy blazer with logo	<b>Khaki Pants with black belt</b> -white oxford with logo - plaid tie -white or black crew socks -black dress shoes or solid black tennis shoes -navy blazer with logo	

### **Online Learning**

During online learning classes, all students are expected to be dressed in a St. Cecilia t-shirt. Masks are not to be worn during virtual classes, except in special circumstances that have been previously communicated to the teacher.

### **Free Dress Day Passes**

Free Dress Day Passes may be given to students at the discretion of the teacher or principal. These passes are a privilege and may be revoked at any time for cause. Free Dress Day Passes may NOT be used on field trips or any other days requiring dress uniform. Free Dress Day Passes may not be used on the last day of school.

On Free Dress Days, students are expected to dress modestly following the general guidelines of the dress code. Clothing may not reference drugs, alcohol, or demonstrate obscene or offensive language. Leggings or other tight clothing may not be worn. No tank tops may be worn, all shirts must have sleeves.

### **Uniform Violations**

Your child must arrive at school in complete St. Cecilia Catholic School uniform as is appropriate for the day (including socks, belt, tie, etc.), unless otherwise authorized by their classroom teacher. Written notification of improper uniform will be emailed to parents, and they will be called to bring proper clothing to the child during the school day. A student will not be allowed back in class until they are properly dressed.

### **Physical Education Uniform**

Physical education uniforms (black shorts and gray SCS or another approved PE event T-shirt) for all students can be purchased from the uniform provider. Tennis shoes must be worn during physical education class. Students change clothes for all PE classes, so names **MUST** be written in all uniform pieces to minimize loss. The color of PE shoes is not regulated. Uniform clothing may not be shared by students, even within a family.

### **Accessories**

Make-up, earrings larger than a quarter, tattoos, and excessive jewelry are not permitted with the uniform. Jewelry must be in good taste as determined by the principal and not so large as to distract the student and others.

### **Nail polish and fake nails are not permitted.**

If a student uses these accessories for a special occasion over the weekend, they **MUST** be removed prior to returning to school the next week. A student will NOT be allowed to return to class until nail polish and fake nails are removed.

### **Body Piercing & Tattoos**

Students may not have visible facial or body piercings. Girls, not boys, may have one (1) piercing in the earlobe. Earrings must be smaller than a quarter. Students may not display tattoos anywhere on their body.

### **Grooming Code**

Students are to be clean, neat, and well-groomed always. Older boys are to be clean-shaven without facial hair. Boys may be asked to shave if facial hair becomes noticeable.

### **Hair Code**

Hair is to remain the natural hair color. No unconventional haircuts, hair colors, **ombres**, highlighting/lowlights, or glints will be accepted. The school administration will be the judge of what is and is not conventional. Examples of unconventional haircuts may include but are not limited to tails, splits, sideburns, and fades.

Hair should be kept clean, neatly groomed, and out of the eyes. Boys' hair must not be below the collar or chinbone and should be kept short around the face, the eyes must always be uncovered. Students may be removed from school for inappropriate hair and will not be allowed to return until the haircuts are conventional. Parents will be notified immediately.

## **MISCELLANEOUS**

### **Reimbursement for School Costs and Attorney's Fees**

The Diocese of Dallas and its schools recognize the financial sacrifice many of its families make to participate in the school community. Out of respect for this sacrifice and in recognition of the school's responsibility to wisely steward financial resources for the benefit of all members of the school community, the Diocese and its schools have implemented the following policy:

From time to time, a school is required to retain outside legal counsel to respond to parent requests or demands, requests or subpoenas for testimony or documents in legal proceedings to which the school is not a party, or to address other issues affecting or involving only one or a few students or families. In such situations, the school is typically required to expend finite financial resources to address an issue which otherwise affects only a very small portion of the school community. To ensure that the school community at large is not adversely impacted in such situations, the school will, when the chief administrator in his or her sole discretion deems it appropriate, require the family or families involved to reimburse the school for attorney's fees, costs of court, and other expenses incurred (including, without limitation, the cost to secure substitute staff when school personnel are subpoenaed to testify in court proceedings).

Accordingly, each person who acknowledges his or her agreement to the contents of this Handbook, either by written or electronic signature or by enrolling a student in a school within the Diocese of Dallas, agrees that, in the School's absolute and sole discretion, he or she shall indemnify and reimburse the School, the Roman Catholic Diocese of Dallas, and their respective officers, employees, agents, and representatives ("Indemnitees") on demand from and for any and all attorney's fees and related costs including without limitation the cost of responding to requests for documents or other records or information arising from, in connection with, or related to 1) a violation of any provision of this Handbook, 2) any request or demand made upon the School which pertains to a legal proceeding to which the School is not a party, 3) threatening or harassing communications directed to any Indemnitee, or 4) threatened or actual litigation against any Indemnitee which does not result in a final and appealable judgment adverse to the Indemnitee.

### **Solicitation**

No solicitation will be allowed on the school grounds without written authorization from the principal.

### **Use of School Grounds**

The school building during the school day is for sole use of the children and faculty/staff. The school building acts as a community center after 6:00 PM each day for various church organizations and community groups. Permission for the use of the school building after hours must be obtained in advance of the usage from the Pastor of St. Cecilia Church and placed on the church calendar.

### **Textbooks**

All textbooks are property of St. Cecilia Catholic School unless otherwise purchased. All textbooks may be covered throughout the school year. Any textbook that is lost, damaged, or destroyed must be replaced before student records, including the report cards, are released. Students will be charged at the replacement rate. Consumable texts lost during the school year must be replaced at the family's expense, so learning is not interrupted.

## **Awards**

Student of the Month Awards are given to those deserving students who have shown effort in demonstrating the virtue of the month, considerable improvement in their academic work, or behavioral improvement. The students are honored at an assembly during the last week of each month.

Quarterly awards acknowledge students who have earned A or A/B Honor Roll and perfect attendance each quarter. These awards are presented at the awards assembly.

End of the year awards are given to outstanding students in all subject areas at the end of the year assembly. In addition, students are recognized for outstanding citizenship and perfect attendance for the entire year.

Additional awards in academic fairs, contests, or participation in a project are given as student recognition.

## **Student Directory**

St. Cecilia Catholic School does not publish a School Directory.

## **Class Parties**

St. Cecilia will follow diocesan and health department COVID-19 guidelines regarding class parties.

School-wide celebrations will include All Saints Day/Halloween Parade, Birthday Party for Baby Jesus, and Valentine's Day. Treats for class parties will be provided by homeroom parents. A maximum of 2-3 parents will be given the opportunity to assist the teacher. Student participation in all class parties and similar school events is a privilege and can be withdrawn by the principal for cause.

Remember, St. Cecilia is a closed campus and visitors/parents/volunteers will not be allowed inside the school building without pre-authorization. **All volunteers must have completed the Catholic Diocese of Dallas Safe Environment Program and have had a background check.**

## **Non-School Parties**

Non-school sponsored party invitations may not be passed out at school unless everyone in the class is invited to the party. Special gifts (flower or balloon deliveries, limos, entertainers, clowns, etc.) are discouraged. Any gifts that may arrive will be held in the school office until dismissal.

## **Student Birthdays**

St. Cecilia will follow diocesan and health department COVID-19 guidelines regarding student birthday celebrations.

Parents may bring prepackaged treats or cupcakes for a student to share with classmates during the lunch hour. Other celebrations by family and friends are to be at home. No outside food is allowed.

## **Spirit Days**

Spirit Days are every Tuesday. Students may wear any St. Cecilia t-shirt or school team jersey with their regular uniform jumper, skirt, shorts, or pants. In addition, they may wear green or yellow socks or hair ribbons.

On designated Student Council Jeans Days, students may choose to wear jeans with their spirit shirt and donate the set amount to this Student Council fundraiser. Homeroom teachers will collect the money from students at the beginning of the school day.

## **RIGHT TO AMEND**

*St. Cecilia Catholic School reserves the right to amend this Handbook. Notice of such changes or amendments will be sent to parents/guardians via e-mail and/or written communication.*

**APPENDIXES**

**PARENT CONSENT  
&  
RELEASE FORMS**

*(These forms must be signed and returned to the school)*



Student Name \_\_\_\_\_

Grade \_\_\_\_\_

## PARENT CONSENT AND RELEASE FORM

The School offers students the opportunity to participate in a wide range of education, extracurricular, and athletic activities, both on and off campus. The School believes that parents, students, and the School community are best-served when parents and students together determine the range of activities that are appropriate for a particular student’s participation. Parents should review the opportunities listed below, determine which activities are appropriate for their student’s participation, and students and parents should sign where indicated below for each activity.

<b>Student Name (“Student”):</b>	
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<p><b><u>Athletics:</u></b>  <b>Subject to the Release and Indemnification terms below</b>, by my/our initials below, I/we consent to Student’s participation in School-sponsored athletic activities, including without limitation athletics-related training and exercise programs, practices, School-sponsored preand post-game activities, games, competitions, and tournaments. I/we have read, discussed with Student, and understand the Student conduct expectations set forth in the Handbook and understand that Student’s continued participation in athletics is conditioned upon his/her compliance with all applicable policies and rules of conduct when engaged in any School-related activity, whether academic, athletic, or otherwise.</p>		
<b>Parent(s) initials:</b>	Yes:	No:

<p><b><u>Transportation to/from Athletics:</u></b>  <b>Subject to the Release and Indemnification terms below</b>, by my/our initials below, I/we consent to Student’s use of School-sponsored transportation to and from any and all School-sponsored athletics activities described above. I/we have read and discussed with Student the conduct expectations set forth in the Handbook and understand that Student’s continued use of School transportation is conditioned upon his/her compliance with all applicable policies and rules of conduct</p>		
<b>Parent(s) initials:</b>	Yes:	No:

<p><b><u>Extra-curricular Activities:</u></b>  <b>Subject to the Release and Indemnification terms below</b>, by my/our initials below, I/we consent to Student’s participation in School-sponsored extracurricular activities, including on-campus and off-campus extracurricular activities. I/we have read and discussed with Student the conduct expectations set forth in the Handbook and understand that Student’s continued participation in extracurricular activities is conditioned upon his/her compliance with all applicable polices and rules of conduct when engaged in any School-sponsored activity, whether academic, extracurricular, or otherwise.</p>		
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<b>Parent(s) initials:</b>	Yes:	No:
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**Transportation to/from Extracurricular Activities:**

**Subject to the Release and Indemnification terms** below, by my/our initials below, I/we consent to Student’s use of School-sponsored transportation to and from any and all School-sponsored extracurricular activities described above. I/we have read and discussed with Student the conduct expectations set forth in the Handbook and understand that Student’s continued use of School transportation is conditioned upon his/her compliance with all applicable polices and rules of conduct.

<b>Parent(s) initials:</b>	Yes:	No:
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**Video/Image Release:**

**Subject to the Release and Consideration and Indemnification terms below**, by my/our initials below, and for good and valuable consideration, I hereby grant to the School the irrevocable and unrestricted right to make, use and/or publish any and all photographs, videos, and other images of Student, or images in which Student may be included, now existing or hereafter made, in any case, with or without identifying Student for editorial, advertising, news, or any other purpose and in any manner and medium; to alter the same without restriction; and to copyright the same.

<b>Parent(s) initials:</b>	Yes:	No:
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<b>Student: <i>If age 18 or over</i>, initial appropriate box to the right:</b>	Yes:	No:
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**Release and Indemnification:**

For and in consideration of admitting Student to School, allowing Student to participate in any of the activities described above, and for other good and valuable consideration, on behalf of myself, Student, and our respective heirs, assigns, survivors, estates, beneficiaries, I hereby release and agree to fully and unconditionally protect, indemnify, and defend School, the Roman Catholic Diocese of Dallas, and their respective officers, agents, and employees, (collectively, “Indemnitees”) and hold each Indemnitee harmless from and against any and all costs, expenses, attorney’s fees, claims damages, demands, suits, judgments, losses, or liability for injuries to property, injuries to persons (including Student) and from any other costs, expenses, attorney fees, claims, suits judgments, losses, or liabilities of any and every nature whatsoever arising in any manner, directly or indirectly, out of, in connection with, in the course of, or incidental to any activity described above in this Section 10.

## **PASS-THROUGH COPPA PARENT WAIVER (*English*)**

Dear Parents,

Our school uses certain web-based tools and other applications that assist your child in learning. For your child under age 13 to use those tools and applications, federal law requires that you provide your consent. A list of the applications and web-based services our school uses, or may choose to use, has been enclosed with this parental consent form. For your child to use these programs and services, your child must provide certain personally identifying information. This information is limited to first and last name, a username, and email address.

Privacy policies for the programs can be found on the websites of the developers of these applications. If you have questions about a particular policy or would like further information about these privacy policies, please review the applicable website or contact your child's teacher.

Under the federal Children's Online Privacy Protection Act, the operators of these educational applications and services must notify you, as your child's parent, and obtain your consent before collecting limited personal information from children under the age of 13.

The law permits schools to consent to the collection of personal information on behalf of all its students. This form, when completed below and on file with us, will authorize our school to provide consent for your child to provide personal identifying information, consisting of first and last name, a username, and an email address, to the operators of applications identified on the enclosed list.

If you consent to your child providing personal identifying information to use the applications and web services, check the OPT-IN box below. By checking the OPT-IN box, you expressly authorize St. Cecilia Catholic School to provide your child's first name, last name, username, and email address to the operators of one or more of the applications identified on the enclosed list. You also agree to release and indemnify our school from and against any claims arising out of our providing such information to the operators of the applications and services listed on the enclosed list.

If you do not want our school to provide this information, select the OPT-OUT box below. Note that checking the OPT-OUT box will prevent your child from participating in certain educational activities, including the use of the applications on the enclosed list. While our school will make reasonable attempts to provide alternative assignments to your child, we reserve the right to determine that a student's consistent inability to participate in the assigned curriculum may impair the student's academic progress at our school and require that you and we explore other options.

Student Name: \_\_\_\_\_

Parent/Guardian Name (PRINT): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

**OPT IN** \_\_\_\_\_ or **OPT OUT** \_\_\_\_\_ Date: \_\_\_\_\_

## **PASS-THROUGH COPPA PARENT WAIVE (*Spanish*)**

Estimados Padres de Familia,

Nuestra escuela utiliza ciertas herramientas y aplicaciones a través del internet que estimulan el aprendizaje de su hijo. Para que su hijo menor de 13 años utilice estas herramientas y aplicaciones, la ley federal requiere que usted dé su consentimiento. Una lista de las aplicaciones y servicios a través del internet que utiliza nuestra escuela, o que puede decidir utilizar, ha sido incluida con este formulario de consentimiento de los padres de familia. Para poder utilizar estos programas y servicios, su hijo debe proporcionar cierta información de identificación personal. Generalmente, esta información se limita a su nombre y apellido, un nombre de usuario y dirección de correo electrónico.

Los reglamentos de privacidad de los programas pueden encontrarse en los sitios web de los diseñadores de estas aplicaciones. Si usted tiene preguntas acerca de un reglamento en particular o desea información adicional acerca de estos reglamentos de privacidad, le pedimos que revise el sitio web correspondiente o se ponga en contacto con el maestro de su hijo. Bajo la Ley Federal de Protección de la Privacidad Infantil en Internet, los operadores de estas aplicaciones y servicios educativos deben notificarle a usted, como padre de su hijo, y obtener su consentimiento antes de recopilar información personal limitada de niños menores de 13 años.

La ley permite que las escuelas den su consentimiento a la recopilación de información personal en nombre de todos sus estudiantes. Esta forma, al ser llenada y conservada en nuestros archivos, autorizará a nuestra escuela a dar el consentimiento para que su hijo proporcione información de identificación personal, la cual consta de nombre y apellido, un nombre de usuario y una dirección de correo electrónico, a los operadores de las aplicaciones identificadas en la lista adjunta.

Si usted da su consentimiento para que su hijo proporcione información de identificación personal para utilizar las aplicaciones y servicios a través del internet, marque la casilla AUTORIZO en la parte de abajo. Al marcar la casilla AUTORIZO, usted autoriza expresamente que la Escuela Católica Santa Cecilia proporcione nombre, apellido, nombre de usuario y dirección de correo electrónico de su hijo a los operadores de una o más de las aplicaciones identificadas en la lista adjunta. Asimismo, usted acuerda liberar e indemnizar a nuestra escuela de y contra cualquier reclamación que surja al proporcionar dicha información a los operadores de las aplicaciones y servicios que se encuentran en la lista adjunta.

Si usted no desea que nuestra escuela proporcione dicha información, seleccione la casilla NO AUTORIZO en la parte de abajo. Tenga en cuenta que la casilla NO AUTORIZO evitará que su hijo participe en ciertas actividades educativas, incluyendo el uso de las aplicaciones incluidas en la lista adjunta. Si bien nuestra escuela generalmente hará los intentos razonables para proporcionar tareas alternativas para su hijo, nos reservamos el derecho de determinar si el impedimento constante de que un estudiante participe en el plan de estudios asignado perjudique el progreso académico del estudiante en la escuela y requiera que tanto usted como nosotros exploremos otras opciones.

Nombre del Estudiante: \_\_\_\_\_

Nombre del Padre/Tutor (IMPRESO): \_\_\_\_\_

Firma del Padre/Tutor: \_\_\_\_\_

**AUTORIZO** \_\_\_\_\_ **NO AUTORIZO** \_\_\_\_\_ **Fecha:** \_\_\_\_\_

## ACKNOWLEDGEMENT AND AGREEMENT

### *For hard copy handbooks*

By my signature below, I agree that I will comply and will require the student listed below to comply with the school's policies, procedures, and instructions, and understand that such compliance by me, the student, and persons connected to the school by reason of the student is a condition of the student's continued enrollment in the school. I also understand and agree that the timely payment of all tuition, fees, and costs imposed by the school is also a condition of the student's continued enrollment in the school. Furthermore, by signing below, I represent, warrant, and agree that I am authorized to sign this agreement, undertake the duties, and grant the releases set forth herein on behalf of Student.

Student(s) Name(s)(print):	
School Name (print):	ST. CECILIA CATHOLIC SCHOOL
Parent Name (print):	
Parent Signature:	
School year:	2023-2024 SCHOOL YEAR
Date:	

## ACKNOWLEDGEMENT AND AGREEMENT

### *For online acknowledgement*

By submitting this form to the school, I represent that I have read the foregoing Handbook and understand and agree to the contents thereof. I agree that I will comply and will require the student listed below to comply with the school's policies, procedures, and instructions, and understand that such compliance by me, the student, and persons connected to the school by reason of the student is a condition of the student's continued enrollment in the school. I also understand and agree that the timely payment of all tuition, fees, and costs imposed by the school is also a condition of the student's continued enrollment in the school.

Student(s) Name(s)(print):	
School Name (print):	ST. CECILIA CATHOLIC SCHOOL
Parent Name (print):	
Parent Signature:	
School year:	2023-2024 SCHOOL YEAR
Date:	